**Jan \_ Meeting Agenda**

1. **Call meeting to order and flag salute**. Call meeting to order and flag salute. This is a regularly scheduled Meeting of the Board of Commissioners of Water District No. 1, Stillwater Township. Tonight, \_Jan 14, 2020\_ meeting convened at 7:30 p.m. and the flag salute was recited.

2. **Statement of compliance with Open Public Meeting Act**. This meeting was held in compliance

with the Open Public Meeting Act. Regular meetings are held the second Tuesday of each month, 7:30 p.m., Stillwater Municipal Building, Stillwater, New Jersey.

3. **Roll call.** The meeting was called to order by president, Jack Choma. Commissioners present:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Jack Choma  President |  | Wendy Fabian  Treasurer |  | Dan Yardley  Commissioner |  | Commissioner |
|  | Tom Williver  Vice President |  | MaryAnne Choma  Recording Secretary |  |  |  | x = present  ab = absent |

Also in attendance: Sean Casey - General Manager, Michael Cohrs & In Touch - RCap Solutions

4. **Minutes approved from previous meeting**. Following a review of the minutes. A motion was made by \_\_\_\_\_\_ with a second by \_\_\_\_\_\_ to accept the minutes. Motion carried. Minutes approved from previous meeting.

5. **Systems Report:**

**Average Daily Gallons Pumped**

Entire System

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Month** | **2013** | **2014** | **2015** | **2016** | **2017** | **2018** | **2019** |
| **January** | 130,829 | 108,238 | 118,988 | 131,387 | 118,279 | 88,709 | 107,058 |
| **February** | 125,580 | 96,581 | 128,205 | 135,496 | 115,477 | 77,226 | 120,523 |
| **March** | 121,166 | 89,789 | 125,658 | 117,966 | 73,120 | 47,783 | 112,609 |
| **April** | 105,645 | 93,766 | 137,369 | 119,981 | 65,230 | 48,835 | 121,644 |
| **May** | 124,781 | 87,796 | 148,402 | 120,929 | 52,002 | 66,598 | 129,001 |
| **June** | 119,812 | 129,324 | 135,413 | 143,929 | 50,651 | 81,732 | 111,647 |
| **July** | 116,652 | 122,594 | 145,025 | 127,713 | 51,971 | 55,140 | 87,104 |
| **August** | 87,341 | 132,501 | 145,482 | 123,529 | 49,372 | 58,994 | 93,217 |
| **September** | 112,096 | 117,021 | 136,116 | 125,213 | 48,916 | 53,331 | 67,046 |
| **October** | 101,484 | 110,731 | 127,733 | 129,387 | 51,228 | 58,499 | 76,901 |
| **November** | 92,587 | 115,906 | 132,542 | 103,307 | 65,587 | 57,725 | 67,719 |
| **December** | 110,136 | 121,843 | 128,933 | 124,206 | 81,356 | 86,556 | 97,399 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Control Building** | **Edgewood Dr.** | **Greco** | **South Shore Dr.** | **Vail Dr.** | **Grand Total** |
| **Current Month** | 1,181,149 | 1,722,600 | 39,490 | 39,110 | 37,020 | 3,019,369 |
| **Last**  **Month** | 606,884 | 1,318,300 | 47,320 | 31,630 | 32,440 | 2,031,574 |
| **Prior Month** | 629,750 | 1,638,800 | 35,150 | 42,570 | 37,670 | 2,383,940 |

6. **Public Discussion**:

* There was no public input

7. **Correspondence** (mail / email):

* Acceptance of DEP settlement after hearing request.

8. **Treasurer’s Report**

9. **Old Business: Action Items from previous month listed below**

* Water Meters read. (26)
* N.J. Environmental Infrastructure Financing Program Reporting Form, sent by Treasurer to State. -Bookkeeper/Treasurer (Ibank) - Wendy - check in with Tom Perry to see if he sent something
* Fourth Quarter Billing.
* Capital Account Analysis

10. **New Business**: Annual calendar items plus pertinent items

* Update and sign Insurance Renewals for Water District properties. **Pres**
* Preparation of W-4 forms and 4th Quarter payroll taxes and reports due.- **Treasurer.**
* Good Neighbor Letter informing users of dates of election and proposed annual budget plus the proposed budget. This needs to be a two-sided copy. – **Pres Writes & Sect Sends.**
* Water Usage Report sent to State Department of Environmental Protection. - **Operator**
* Mail Consider mailing budget proposal to the membership prior to next election as a means of strong communication. - **Clerk.**

11. **Items for the good of the Water District:**

**Motion to adjourn:** There being no further business, a motion to adjourn was made by \_ with a second by \_. Motion carried.