**Feb \_ 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, Feb 11, 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,

4. **Minutes approved from previous meeting**. Following a review of the minutes. A motion was made by Tom\_\_\_\_\_\_ 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** | **2014** | **2015** | **2016** | **2017** | **2018** | **2019** | **2020** |
| **January** | 108,238 | 118,988 | 131,387 | 118,279 | 88,709 | 107,058 | 108,307 |
| **February** | 96,581 | 128,205 | 135,496 | 115,477 | 77,226 | 120,523 |  |
| **March** | 89,789 | 125,658 | 117,966 | 73,120 | 47,783 | 112,609 |  |
| **April** | 93,766 | 137,369 | 119,981 | 65,230 | 48,835 | 121,644 |  |
| **May** | 87,796 | 148,402 | 120,929 | 52,002 | 66,598 | 129,001 |  |
| **June** | 129,324 | 135,413 | 143,929 | 50,651 | 81,732 | 111,647 |  |
| **July** | 122,594 | 145,025 | 127,713 | 51,971 | 55,140 | 87,104 |  |
| **August** | 132,501 | 145,482 | 123,529 | 49,372 | 58,994 | 93,217 |  |
| **September** | 117,021 | 136,116 | 125,213 | 48,916 | 53,331 | 67,046 |  |
| **October** | 110,731 | 127,733 | 129,387 | 51,228 | 58,499 | 76,901 |  |
| **November** | 115,906 | 132,542 | 103,307 | 65,587 | 57,725 | 67,719 |  |
| **December** | 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** | 1,831, | 1,407,400 | 36,510 | 39,110 | 46,070 | 3,357,546 |
| **Last**  **Month** | 1,181,149 | 1,722,600 | 39,490 | 31,630 | 37,020 | 3,019,369 |
| **Prior Month** | 606,884 | 1,318,300 | 47,320 | 42,570 | 32,440 | 2,031,574 |

6. **Public Discussion**:

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

* 1. Drew Moore has a question regarding the recent bill, can we check to see if new beacon meter is operating properly, was receiving estimates prior and now true reads.
* 2. Ardito auditor requests further information from water district and bookkeeping, Commissioner List needs updated information asap.
* 3. Email, phishing scam, requesting five $100.00 gift cards. Did we lose money on this scam?
* Email phishing scam allowed Mary Anne to report as a phishing scam
* 4. Maureen Riva reached out regarding dirty black waters, lives on Homestead dr.
* 5. Dolan and Dolan reviewed the settlement agreement with DEP.
* 6. David Lussier 930 E. Walnut Drive aqua blue water air/foam and very salty taste

8. **Treasurer’s Report**

* Overview of budget spreadsheet for Board feedback

9. **Old Business - Action Items from previous month**

* There is air in the system. The well did not come on yesterday. The control building is doing a lot. The leak must be big. Sean spoke to George, the leak detection gentleman. George is busy. Sean to look again tomorrow for the leak and reach out to George again.
* Acceptance of DEP settlement after hearing request. Referencing fines from 2016 & 17 $4268.00. Original fine was 14,018. We are pleased to accept this settlement. Jack to send it back ASAP and have Tom Perry cut the check. **Q** - Which account does the 4268.00 come from? **A** - Jack to ask
* Perhaps the report can itemize line items to avoid “not specified” bills? Ask Wendy
* Water Meters read. (26) - Sean - info to bookkeeping? Sean sent info to Sharron this month. Emmons has data entry issue. Ron Volk’s meter is still not showing correct number. Check encoder number - Sean The list Sean has included about 8 empty houses. Be sure Sharron knows which meters Sean shuts off and the water district puts the door knocker on the door. We contact the bank that owns the home.
* N.J. Environmental Infrastructure Financing Program Reporting Form, sent by Treasurer to the State. -Bookkeeper/Treasurer (Ibank) - Wendy - check in with Tom Perry to see if he sent something. Check with Wendy
* Update and sign Insurance Renewals for Water District properties. Jack is wondering if the signature went digital. Sean says the updates to him. He did not get it as of yet. It usually comes end of Jan Check again in Feb.**Pres**
* 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.**Mary Anne to write this month
* Water Usage Report sent to State Department of Environmental Protection. - **Operator Sean**

10. **New Business**: Items from [annual calendar](https://docs.google.com/document/d/1uSQ6tCIrlC855KGbXa9i68VPJccsNJFkLhw4MpeThUk/edit?usp=sharing) / Other pertinent items for the Board of Commissioners

Per annual calendar:

* New Jersey Herald – Place legal notice
* A list of the qualified voters from Stillwater and Hampton
* Third Saturday, 2 p.m. till 4 p.m. Annual Election.
* Certification of water users sent to Stillwater Tax Collector/Letter to Stillwater Township Collector verifying number of users and annual amounts to be collected through municipal taxes.
* Accounting records, meter books and proof of insurance to auditors.

Per Michael Cohrs:

* Pay rate & duties for Clerk position
* Bill vouchers / digital payment / auto payments - Let’s ensure bylaws narrate our present practice.

Per MaryAnne

* **Question**: Why do we vote to approve the 2020 budget AFTER 2020 begins?

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