**April 14, 2020 \_ Meeting Minutes**

1. **Call meeting to order and flag salute**. Call the 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, April 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. This meeting will be public via an open invitation link to a zoom meeting during the COVID 19 pandemic. The link posted on the Water District’s web page.

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| x | Jack Choma  President |  | open position  Treasurer | x | Dan Yardley  Commissioner |  | Commissioner |
| x | Tom Williver  Vice President | x | 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 the previous meeting**. Following a review of the minutes. A motion was made by Tom W. with a second by Jack Choma to accept the minutes. Motion carried. Minutes approved from the previous meeting.

5. **Systems Report:** Test not run. Issue subsided

**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 | 103,561 |
| **March** | 89,789 | 125,658 | 117,966 | 73,120 | 47,783 | 112,609 | 78,565 |
| **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** | 1,076,293 | 1,253,900 | 38,100 | 32,730 | 34,519 | 2,435,542 |
| **Last**  **Month** | 1,621,979 | 1,281,200 | 37,700 | 29,690 | 32,700 | 3,003,269 |
| **Prior Month** | 1,831,100 | 1,407,400 | 36,510 | 39,110 | 46,070 | 3,357,546 |

6. **Public Discussion**:

* none

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

* Wistuba - email. tree removal. One leaning toward his property. the property does need maintenance however it is not a property
* Torres, 924 Cedar Dr. - email. Do we have a relief offering for people suffering the consequences of COVID 19?
  + Mrs. lost her job and husband still is working
  + no late charges at this time.
  + looking to find application portal for govt relief
  + no shut off
  + Tom W noticed inconsistent water use. perhaps it is the water softener? Over 600 gallons used one night. - check toilets and water softener - Jack to reach out
  + Eyeon water, app is available, not real time but it will give idea of family use
* Fox - phone. late charge?
* Rick Medina - email. Thank you for quick response and repair of the water leak.
* Kurt Kimble - email. question on payment - all good
* Ron Volk - email. suggested bills include water amount - they already do. eyeon water app recommended.
* Jim Jones - email & call. wanted verification that we received payment
* Linda Knott - email. Town hall being cleaned and sanitized
* Sean explained he continues to receive calls with questions about how to pay bill online.
  + How are the names set up? A - Yardley 4208-24 (example)
  + entire last name and lot & block
  + Tom Perry to send sample bill to Dan Yardly so that Dan can set up a tutorial with screenshots.

8. **Treasurer’s Report**

* expecting check from township for 24,000. Jack signed a voucher. Funds should be in this week. This is a game changer.
* Tom Perry is concerned that water rents are not facilitating the changes and improvements that we have made and are trying to make. Our bank accounts are constantly going down each month.
* We need to address how we will get the amounts going in the other direction.
* What is the payoff on the USDA loan. It is a 40 year loan from 1980. Tom Perry never gets the loan balance on this loan. Tom Perry wants to contact them because the balance is not changing. in 2017 balance was at 125,000
* This is 40,000 that can go elsewhere now. We are concerned about economic recovery after the pandemic.
* at .75 it is $75 a water bill - too much. The old surcharge was \_\_\_ .
* Micheal Cohrs - we need to follow books a little closer.
* We collect Stillwater through municipal taxes. Perhaps we increase municipal taxes.
* What if we did a complete upgrade and do a new loan now that this USDA loan is done.
* Grants? -
* get those concerned about cost in on research about choices - But what about stimulus funds? Will that take away from USDA monies?
* lets find out what actual cost will be is next step.
* apply for an engineering estimate grant. - **Intouch** to send to Dan Yardley to write a grant
* \*\*Audits need to be up to date to be even considered for these grants
  + everything is going in the right direction but we may need to pay him to move us up on his priority list.?? We need it done, can you do it?
* Because of missing audits, we should be doing quarterly reports.
* Pello - our engineer. Is he suitable to look at this feasibility study
* wish list (replace 40 year old infrastructure) / application / ~~engineer~~ / feasibility / stimulus funding -- sequence to this
* we will know more information in June as to what our bank balance is.
* Important pattern - is that less word going out to contractors and bids are going up dramatically
* motion to approve treasurer's report by Jack. Second - Dan

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

* Volk - Sharron to communicate what Volk owes. - **done plus Jack**
* McSweeny - Sean to check - **change top of the meter out. They are rarely home. Sean to ask Sharron - reach out to McSweeney via email. Wait til after lockdown**
* Bylaws change - follow up - **Jack**
* EyeonWater App - Follow up - website -
* Annual calendar change - “bookkeeper tracks automatic readings” - follow up - **MaryAnne crossed off**
* Bacteria test results - follow up - **not needed because the well stopped clogging the filter**

10. **New Business**:  **Items from** [**annual calendar**](https://docs.google.com/document/d/1Y6wXAuL8aLTgCH8r5wK6w3mLRDukRZZNraTslfd3AL4/edit?usp=sharing) **/ Other pertinent items for the Board of Commissioners**

**From annual calendar:**

* Flushing hydrants, notice sent with water bills. – **Operator/ Bookkeeper adds notification to and information about why hydrants get flushed to webpage - FAQ) Jack to put out instant alert**
* Election results and Budget notifications sent to Local Newspaper and Website. **– Secretary**  MaryAnne needs to do newspaper Dan already put results on website
* Signing of Group Affidavit Form and Notarization. -**Ask Sam Sean** 
  + **form to be notarized dependent on audit (Dan looking back to 2010)**
* First quarter payroll taxes and reports due. -**Treasurer/Bookkeeper**
* Capital Account Analysis. -**Treasurer**

**From the president:**

* look into USDA loan, they are close. it is within this year or next year.

RCAP - CSA Community Service Agreement, sign document - Micheal to Jack

* GIS mapping on hold, waiting for his company to lift travel restrictions

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