**May 12, 2020 \_ Meeting Agenda**

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, May 12, 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:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Jack Choma  President |  | 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 & Intouch - RCap Solutions

4. **Minutes approved from the 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 the 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 | 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 | 68,638 |
| **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** | 616,751 | 1,342,600 | 33,220 | 34,790 | 31,800 | 2,059,141 |
| **Last**  **Month** | 1,076,293 | 1,253,900 | 38,100 | 32,730 | 34,519 | 2,435,542 |
| **Prior Month** | 1,621,979 | 1,281200 | 37,700 | 29,690 | 32,700 | 3,003,269 |

6. **Public Discussion**:

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

* **1.**Chuck Wistuba email regarding cherry tree close to property Water district responsibility to remove. Jack Contacted acknowledging receipt of his email and looking into the matter.
* **2.** Mr and Mrs. Moore : concern 2019 4th quart bill may be high, request meter functioning review, Tom Williver reviewed and meter signal is blocked Sean slated to review Wednesday May 13.
* **3.** MNI net corp billed for advertisement , Tom Perry & jack are in email correspondence with the sales division. Not paying billing approximate $290.46 .
* **4.** Linda Ankrom water is no longer brown however it is very cloudy.
* **5.** Ardito completed the 2017 audit.
* **6.** Township of Stillwater reimbursement check amount $28,272.90

8. **Treasurer’s Report**

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

* 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 -
* 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)**

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:**

* Copy of Annual Audit to USDA/FHA administration with proof of up-to-date insurance coverage. -**Pres to Bookkeeper**
* Capital Account Analysis

**From the president:**

* Past due acct update. 90 Day past due account notifications, ask Sharon and Tom to create updated aging report.

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