

Water District No. 1  
 Township of Stillwater, County of Sussex  
 P.O. Box 71  
 Stillwater, NJ 07875

Billing No. (973) 579-1679

Emergency No. (973) 579-7740

## Meeting Minutes

Sept 11, 2018

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, Sept. 11, 2018 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:

x	Jack Choma President	x	Wendy Fabian Treasurer	x	Tom Williver Commissioner	-	Commissioner
x	Tony Salerno Vice President	x	MaryAnne Choma Recording Secretary	x	Sean Casey General Manager		x = present ab = absent

Michael Cohrs - Water Compliance Specialist  
 Ron Fabian – West Walnut

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

5. **Public Discussion:**

- There was no public input

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

- 2 customers corresponding on shut-off notices. Jack walked both through online payment. One made a payment. Waiting to hear from the other.
- One multi-generational family noticed mother (account manager) might be failing. Family shared that daughter may be taking over billing. Good faith payment of 2000.00 with 150.00 per month plus keep up with quarterly billing
- Email from customer about water bill. Tom looking at previous billing. These customers been in touch. Sean installed new meter last week.

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- Cierra Fabian, thank you for meter reading during this most recent quarter. Cierra will not be continuing this service.
    - Discussion of progress on installation of Beacon Meters
  - Stillwater Lawn Service billing
    - Jack had questions on pumphouse 2. What is this charge?
    - A new lawn service will need to be found. Tom Williver will work with Sean to do an RFP.
  - Customer asking if we can include where to pay bill on the paper bill.- Jack to call Tom Perry
8. **Systems Report:**

**Average Daily Gallons Pumped**  
Entire System

Month	2012	2013	2014	2015	2016	2017	2018
January	109,351	130,829	108,238	118,988	131,387	118,279	88,709
February	120,855	125,580	96,581	128,205	135,496	115,477	77,226
March	140,061	121,166	89,789	125,658	117,966	73,120	47,783
April	111,648	105,645	93,766	137,369	119,981	65,230	48,835
May	120,742	124,781	87,796	148,402	120,929	52,002	66,598
June	130,260	119,812	129,324	135,413	143,929	50,651	81,732
July	99,390	116,652	122,594	145,025	127,713	51,971	55,140
August	105,088	87,341	132,501	145,482	123,529	49,372	58,994
September	155,436	112,096	117,021	136,116	125,213	48,916	
October	104,259	101,484	110,731	127,733	129,387	51,228	

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<b>November</b>	118,287	92,587	115,906	132,542	103,307	65,587	
<b>December</b>	125,083	110,136	121,843	128,933	124,206	81,356	

	<b>Control Building</b>	<b>Edgewood Dr.</b>	<b>Greco</b>	<b>South Shore Dr.</b>	<b>Vail Dr.</b>	<b>Grand Total</b>
<b>Current Month</b>	538,603	1,166,700	35,860	53,790	33,890	1,828,843
<b>Last Month</b>	677,382	890,500	36,960	64,300	40,200	1,709,342
<b>Prior Month</b>	1,220,277	1,099,800	33,200	61,125	37,580	2,451,982

**9. Treasurer's Report**

- Q - Aging report does not represent total client list. Why? A - It only represents those that were not square.
- Motion to approve treasurer report – Tony, second Tom Williver
- Motion to approve billing report - Tony, second Tom

**10. Old Business:**

- board position descriptions email to secretary
- Michael Cohrs, Water Compliance Specialist discuss TMF assessment
  1. TMF Technical, Managerial, & Financial assessment
- Badger meter installs update

Badger meter representative meeting date to discuss current meters status, broken, programing etc. help troubleshoot

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- Estimates for Greco well house roof repair, 3 estimates need to complete before winter weather is bad
  1. 2150 replace entire roof with new wood– Kilduff Construction
  2. 44,000 Up & above – same work scope as Kilduff
  3. 1800, Lojas (wood inside well house is bad. Wood replacement not included)
    - Agreed to Kilduff. When can they start?
- Systems back-up our 3 generators at Greco, Vail, and South Shore
  1. Need tune up and ready prior to storm season.
  2. Use same server as large generators
- Generator shed ventilation installed need sufficient ventilation installed on generator boxes, Greco, Vail, South Shore - Sean
  1. Also needs to be done prior to storm season
  2. Chicken wire idea shared by Tom Williver, boar agreed to use this idea

**11. New Business:**

- Hydrant flushings: Is there a master list of hydrants flushed month and date flushed.
  - Put on billing that they are flushed 1<sup>st</sup> week in Oct.
- West Walnut hydrant needs to be flushed
  
- Get estimates for installing new filtration system to aid in fixing wells currently not in use
- Get estimate for connecting well by Hanna's property to Edgewood Drive new Pump House (in use but has gross alpha in it)
- Greco well house.
  - Two pressure tanks and a water tank
- Monday the big tank in the water tower is being checked with camera for the quality of the paint job.
- Generate wish list for capital improvement

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