

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

Billing No. (973) 579-1579

Emergency No. (973) 579-7740

Meeting Minutes

September 13, 2022

1. Call meeting to order and flag salute. - **Jack**
2. Statement of compliance with Open Public Meeting Act. - **Jack**
3. Roll call. - **Jack**
4. Minutes approved from the previous meeting. - **Tom Approve, Jeff - 2nd**
5. Open meeting for public input. - **no one attended**
6. Correspondence
 - a. Beacon Meter update, Michael Lata will review list & begin setting up repairs as customers become scheduled. Perhaps Sharon can assist with setting up customer appointments. Michael Lata to coordinate with Sharon & Tom Perry. - **Mike Lata going to get updates for new and broken water meters**
 - b. Heather Vivian - trouble connecting with billing, Bookkeeping and Jack contacted customer:
 - **bookkeeping dept, & Jack communicated with customers regarding ACH bank return.**
 - c. Rachel Rosenblatt - low water pressure, **Michael Lata reviewed and communicated with customer**
 - d. Allison Nowicki Rasmussen, leak on property, **Michael Lata for update.**
 - e. Delinquent notices, continue collections... Jeff, Jack Sharon, Tom P, and Michael L to continue on collections.
 - f. Customer Block 3907, Lot 7 - Account - NJ DCA, request Bookkeeping department to call NJ DCA for further guidance. **Update from Jeff (email 9/27/22)**
 - g. All generators reviewed, and maintenance request, Michael Lata took care of this. ****How is control building main generator operations functioning**??? Ask Michael L.**
 - h. Michael Lata - **PN Certification Form**
 - i. WRT invoice, Badger Meter invoice, and JCP&L request for access to read meter control building access.
 - j. Bookkeeping reviewed & updated customer data for mailings.
 - k. Lehigh New Team meet & greet hosted by Lehigh University Engineering team.

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- l. Well on Ridge behind Hanna property needs electrical review and updates.
Michael Lata to call Electric Company to request immediate service as soon as possible.
- m. Edgewood pumphouse, **where is WRT regarding suggested increase in sock filtration and additional chlorination injection as suggested byWRT** **** (Need clarifications)..****

Average Daily Gallons Pumped

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Entire System

Month	2017	2018	2019	2020	2021	2022
January	118,279	88,709	107,058	108,307	87,126	
February	115,477	77,226	120,523	103,561	83,343	
March	73,120	47,783	112,609	78,565	91,448	
April	65,230	48,835	121,644	68,638	96,691	87,774
May	52,002	66,598	129,001	73,684	112,304	99,344
June	50,651	81,732	111,647	76,668	95,151	104,550
July	51,971	55,140	87,104	84,712	109,823	117,836
August	49,372	58,994	93,217	100,807	83,192	101,178
September	48,916	53,331	67,046	89,416	54,015	
October	51,228	58,499	76,901	79,141	87,015	

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November	65,587	57,725	67,719	85,074	89,371	
December	81,356	86,556	97,399	85,439	88,215	

	Control Building	Edgewood Dr.	Greco	South Shore Dr.	Vail Dr.	Grand Total
Current Month	1,923,322	1,072,700	38,790	39,522	62,190	3,136,524
Last Month	1,736,375	1,205,600	39,370	31,520	66,820	3,079,685

7. Systems Report - Mike Lata
8. Treasurer's report and payment of bills. **Jeff. - Tom approved, Kyle 2nd**
9. **Old business:** Delinquent collections schedule customer and operator time for review & repairs needs.

New Business: Review Daily Gallons pumped google Sheets shared by Tom Williver on August 6th. **Mike Lata will get this information**

- Minutes review for posting.

Past due acct update.

10. Adjournment - **Tom approve, Jed 2nd**