

Meeting Agenda

October 13, 2020

1. **Call a meeting** to order and flag salute.
 2. **Statement of compliance** with Open Public Meeting Act.
 3. **Roll call.**
 - Kyle Slack
 - Jack Choma
 - Tom Williver
 - Lisa Hanna
 - Michael Cohrs
 - Sean Casey
 - Dan Yardley
 4. **Minutes approved** from the previous meeting.
 - approved by Dan Yardley, 2nd by Tom Williver
 5. **Open meeting for public input.**
 - None
 6. **Correspondence**
 - **Customer** called 10/12/20 regarding low water pressure, Sean reviewed the system everything is ok.
 - Sean inspected - it was ok and have not heard back from Tedesco
 - **Customer** called and emailed regarding brown water, sent pictures and inquired if Water District reimbursed the cost for ruined clothes in the wash? Communication response fleets “No the water district does not reimburse for such.”
 - no reimbursement - Jack has been in communication via email with Wistuba
 - **Customer** called regarding meter reading, shut off valve/curb cock, and possible water turn off option, when long absence from properties.
 - Had plumber shut off water at customer’s expense
 - **Legal counsel** correspondence regarding township request communication of current loan.
 - Spoke with Stillwater Township
 - **New owner** request being added to our database instant alert system.
 - Getting done
 - **Customer** called regarding leaking yard hydrant
 - Sean to take a look and to flush hydrants
 - **Customer** called and emailed regarding meter operation and could we review operation and digital reading.
 - Sean replaced encoder unit
- Customer** reached out via online regarding online payment options posted not working.
Commissioner Dan Yardly reached out to the online ACH company requesting removal of credit card American Express and Mastercard both not accepted in online payment.

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

- **Customer** called and emailed regarding the possible need to turn water off to house for construction going on.
 - **Sean reached out to Barlet's if need water turned off to call him.**
- **Customer** emailed regarding low water pressure on Edgewood
 - **Low because of the pump and needs time to regenerate**
- **Customer** called and received a door notification to contact the water district, and was notified that he has a leak on property needing repairing.
 - **Leaks are fixed**
- **Customer** called regarding clarification of meter reading and if we could look into possible leak on property, Sharon shared correspondence.
 - **Tom saw that the gallons were extremely low and usage could of been from leak**
- **Bookkeeping 4x's** regarding online bill payments needed assistance, using e commercial treasury system during Covid pandemic
- **Lakeland Bank** online supports 6x's regarding bill payment reauthorization, changed set up for use.
 - **Jack and Tom set for payment authorization**
- **PCI Compliance Manager** task reminder emails for ACH function to online bill payment
- **Email inquiry** regarding ball field well pump failure due to power outage, SEan notified Tom W and Jack, called in JCP & L to review power voltage at control building and make repair as necessary.
 - **Fixed. Trip set in cabinet to turn off pump so it doesnt burn out**
- **Customer** called inquiring about father in law noticing drilling truck down at balfield well, Jack contacted and informed the customer of power failure to well pump caused pump failure.
 - **Commissioner Dan Yardly** forwarded email regarding ball field well pump repair correspondence
- **Customer** emailed regarding low water pressure on Edgewood.
 - **New pump regeneration**
- **Customer** calle regarding low water pressure on Edgewood.
 - **New pump regeneration**
- **Customer** called regarding low water pressure
 - **New pump regeneration**
- **Dolan & Dolan** correspondence regarding current loan and communication with township Stillwater
 - **Acquired loan application from 1980 to Stillwater Township**

7. Systems Report General Manager Sean Casey

- **Looking to get the monthly gallons in the 50K-60K range**
- Current status of ball field well pump situation and plan**
- **Fixed by High Point Electric and Bill Submitted**

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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	73,684
June	129,324	135,413	143,929	50,651	81,732	111,647	76,668
July	122,594	145,025	127,713	51,971	55,140	87,104	84,712
August	132,501	145,482	123,529	49,372	58,994	93,217	100,807
September	117,021	136,116	125,213	48,916	53,331	67,046	89,416
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	1,437,499	1,122,400	40,610	42,690	39,290	2,682,489
Last Month	1,819,596	1,164,100	51,141	49,120	41,060	3,125,017
Prior Month	1,326,694	1,123,500	63,090	67,360	45,440	2,626,084

7. **Treasurer's report (Lisa Hanna)** and payment of bills.

- LC service bill submitted and received for clearing around water tower
- Batista Plumbing bill
- Lab bill

9. **Old business/ New Business CFO Stillwater Township**, Jack spoke with Mrs. Leonard regarding current loans, and discussed if we could post a reason for surcharge on our web page for customers to identify and review if they have questions. [Simplified explanation of charge](#). Township is receiving calls and this is helpful in educating our customers. We realize many new homeowners are from out of state, and buying into the lake community, thus unaware of certain things being new to the area.

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Lastly she mentioned that when we do secure the next loan that we possibly send a letter to customers again regarding the reason for surcharge.

- Dan put surcharge on website
- Begin to secure new loan
- Receiving Documents from Dolan and Dolan regarding loan
- No late fees due STATE OF EMERGENCY - COVID-19, existing fees before march 13,2002 carry over.
- Late water payments past 90 days no contact, list put together and Jack to send to Dolan and Dolan

10. Adjournment

- Jack Choma and 2nd by Lisa Hanna