**Meeting Minutes**

July 9 2019

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, July 9, 2019 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.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| x | Jack Choma  President | x | Wendy Fabian  Treasurer | ab | Dan Yardley  Commissioner  [swd.comm@gmail.com](mailto:swd.comm@gmail.com) | n/a | Commissioner |
| x | Tom Williver  Vice President | x | MaryAnne Choma  Recording Secretary |  |  |  | x = present  ab = absent |

Also present

Sean Casey, General Manager

Mike Cohrs from RCap

1. **Minutes approved from previous meeting**. Following a review of the minutes. A motion was made by Jack to approve June minutes with a second by Dan to accept Motion carried. Minutes approved
2. Open meeting for public input.
3. Correspondence:
   1. Customer concerned via email that the new meter is recording the wrong amount. He wants to measure with his own device. He can install after our meter. Sean got back to him – charges etc.

**Average Daily Gallons Pumped**

Entire System

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Month** | **2013** | **2014** | **2015** | **2016** | **2017** | **2018** | **2019** |
| **January** | 130,829 | 108,238 | 118,988 | 131,387 | 118,279 | 88,709 | 107,058 |
| **February** | 125,580 | 96,581 | 128,205 | 135,496 | 115,477 | 77,226 | 120,523 |
| **March** | 121,166 | 89,789 | 125,658 | 117,966 | 73,120 | 47,783 | 112,609 |
| **April** | 105,645 | 93,766 | 137,369 | 119,981 | 65,230 | 48,835 | 121,644 |
| **May** | 124,781 | 87,796 | 148,402 | 120,929 | 52,002 | 66,598 | 129,001 |
| **June** | 119,812 | 129,324 | 135,413 | 143,929 | 50,651 | 81,732 |  |
| **July** | 116,652 | 122,594 | 145,025 | 127,713 | 51,971 | 55,140 |  |
| **August** | 87,341 | 132,501 | 145,482 | 123,529 | 49,372 | 58,994 |  |
| **September** | 112,096 | 117,021 | 136,116 | 125,213 | 48,916 | 53,331 |  |
| **October** | 101,484 | 110,731 | 127,733 | 129,387 | 51,228 | 58,499 |  |
| **November** | 92,587 | 115,906 | 132,542 | 103,307 | 65,587 | 57,725 |  |
| **December** | 110,136 | 121,843 | 128,933 | 124,206 | 81,356 | 86,556 |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Control Building** | **Edgewood Dr.** | **Greco** | **South Shore Dr.** | **Vail Dr.** | **Grand Total** |
| **Current Month** | 2,704,773 | 1,170,400 | 26,490 | 53,750 | 43,620 | 3,999,033 |
| **Last**  **Month** | 2,474,844 | 1,063,300 | 25,190 | 47,150 | 38,850 | 3,649,334 |
| **Prior Month** | 2,225,940 | 1,146,900 | 25,130 | 46,730 | 46,180 | 3,490,880 |

1. Systems Report:
   1. Come down due to couple leeks fixed. Dropped almost 18,000. One just fixed so data will continue to drop.
   2. We will call the company (Water Tech/ George Walters) back after Walnut and Stoney hydrant is fixed (leaking) Sean keeps a book for the DEP for these leaks. Book kept in control building
   3. Hydrants leek at point of seal. 1980 hydrants are ones that are going.
   4. Q – should we put meter on hydrants? A- no we cant.
   5. Q – where does fire department get water to fill pools? Some people make a donation to the fire department to have their pool filled (5,000 – 20,000 gallons) A – Tom Williver to look into this question.
      1. We gave Fire department permission to put radio antenna on the water tower
      2. A – how is this antenna powered? – Tom Williver
2. Treasurer’s report and payment of bills.
   1. Wendy had training session for treasurer role yesterday.
      1. Looked at former template used
      2. P&L spreadsheet IS same report that former treasurer used
         1. All needed info is on this report
         2. Only change is now it holds month and ydt.
         3. Wendy wants to add budge after clarity on budget exists.
         4. Budget verses Actuals – run on cash basis instead of accrual for more immediate data.
         5. A/R aging will be a report each month
         6. Bills report – appropriate as presented. Wendy will bring one report that lists the current months bill “to be paid” that we will vote on for payment.
   2. Motion to accept the bills list by Dan Y. Second by Jack Choma
   3. Motion to approve the treasurers report by Jack. Second by Wendy
3. Old business:
   1. Meters
      1. Sean installed about 20 new meters. There are about 50 meters left.
      2. Our install list may be even shorter.
   2. Past Due accounts - updates shared
   3. New business:
   4. Next meeting moved up to Aug 6 – Dan to post on website
   5. Ion Water. Customer can check his own usage. At this time, a majority of our users now have this capacity. Tom to follow up
      1. Log into this capability with your account number from their bill
      2. Dan Y to post on our website – How To
   6. We need door knockers that explain our rights per the bylaws that we require access for meter install. Tom W. to draw up a tag
      1. Check box choice
         1. Please contact
         2. Meter install required
   7. Dan Yardly – ask Tom Perry to update mailing info
   8. Continuation of Board Training by RCap
      1. Financial piece started
      2. Roles & Responsibilities – need to start
   9. ADP will be sending second Q payroll taxes
   10. Budget Goal – goal to track through 2019 and all of 2021 to build better budget for 2021. Need standard operating procedure on how to build the budget
       1. We need quarter by quarter – time is needed
   11. Dan Yardly – pull up old wish list – include Mike Cohrs (ie - sonar medal detector)
   12. Capital Account analysis – we have about 19,000. None of this is earmarked at this time
       1. Q – did Stillwater send in our check? – Jack to check with Tom Perry. Ask what month they came so we can be aware and put on calendar
   13. Revisit water rents and surcharge transfers
       1. After September when meters are installed

Adjournment Good night everyone