**Meeting Minutes**

Aug 13, 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, Aug 13, 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 |
| ab | Tom Williver  Vice President | x | MaryAnne Choma  Recording Secretary |  |  |  | x = present  ab = absent |

Also present

Sean Casey, General Manager

Mike Cohrs & In Touch from RCap

1. **Minutes approved from previous meeting**. Following a review of the minutes. A motion was made by MaryAnne to approve July minutes with a second by Wendy to accept, Motion carried. Minutes approved
2. Open meeting for public input. - none
3. Correspondence:
   1. Customer did file bankruptcy. Notified from lawyer
   2. Carol Rose – left message, could not remember why she called
   3. Customer – indifference on bill. Rude email sent. Jack spoke to Sharron to clarify issue then spoke to Customer. He did not realize the instant alert notified customers of billing cycle change. He feels better.
   4. Customer – emailed address change, daughter is power of attorney
   5. Customer – inquired about having a mark out for her construction. Sean took care of this

**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 | 111,647 |
| **July** | 116,652 | 122,594 | 145,025 | 127,713 | 51,971 | 55,140 | 87,104 |
| **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** | 1443,297 | 1,112,400 | 36,810 | 63,630 | 44,110 | 2,700,247 |
| **Last**  **Month** | 2,162,122 | 1,046,000 | 40,310 | 57,200 | 43,800 | 3,349,432 |
| **Prior Month** | 2,704,773 | 1,170,400 | 26,490 | 53,750 | 43,620 | 3,999,033 |

1. Systems Report:

* Noncompliance reports?
  + We did not take enough samples. The PFNA, a one-year sampling plan that proves we do not have these “hot topic” chemicals. Our lab, Garden State Labs, did not give us the bottles we needed so it 0 4was not obvious that we were missing reports. 3 chemical components are texted.
  + New ones are needed. They will get the correct one’s next year.
  + We will need more bottles to do the extra ones.
  + We will do an extra quarter next year. Report out on the CCR next year too. – Sean
  + Ask Spenser or Felicia via phone call to send documentation that we are working toward compliance and will not be fined – Michael Cohrs
    - Cohrs asked what communication from lab is?
    - Lab explained we need to specifically ask for correct tests
    - Cross reference sampling schedule with bottles from lab – Sean & Lawrence

1. Treasurer’s report and payment of bills.
   1. Reports to be sent this week - Wendy
   2. Board to vote for approval via email
2. Old business:
   1. Past Due accounts reviewed
   2. Meter install going great.
      1. 12 or 14 more complete = about 37 left
      2. Who reads leftover meters?
         1. Email Sharron to see what final number is
         2. Addresses will be available
         3. Cierra possibility, if not
         4. We did not purchase the meters that you can “shut off”. there was confusion on their price and role out time for availability. We hope to purchase “shut off” meters for those who are repeat offenders who do not have shut off valve available
   3. Fire dept
      1. Water
         1. Not using water to fill pools
         2. Let us know when taking water
      2. Wires on water tower
         1. Radio antenna is electric
         2. They will cover cost
   4. Water Tech – George Walters
   5. Dan Yardly – ask Tom Perry to update mailing info – done
   6. Continuation of Board Training by RCap
   7. Financial piece started
   8. Roles & Responsibilities – need to start
      1. Call him back after Walnut and Stony hydrant is fixed to continue to do leak detections
3. New business:
   1. New procedure for minutes & agenda – recording secretary to read.

Adjournment Good night everyone