**Meeting Minutes**

Sept 10, 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, Sept 10, 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 |  | 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 MaryAnne to approve Aug minutes with a second by Wendy to accept, Tom abstained. Motion carried. Minutes approved
2. Open meeting for public input. - none
3. Correspondence:
   1. About a dozen instant alert requests
   2. Customer –
      1. officially started proceedings for lien
      2. Sean to take lien document and have notarized – Wendy to notarize
      3. Customer – correspondence about amount owed. Making large payments on her large amount owed

**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 | 93,217 |
| **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** | 2,162,122 | 1,046,000 | 40,310 | 57,200 | 43,800 | 3,349,432 |
| **Last**  **Month** | 2,704,773 | 1,170,400 | 26,490 | 53,750 | 43,620 | 3,999,033 |
| **Prior Month** |  |  |  |  |  |  |

1. Systems Report:
   1. Sean to call George Walter, the leak guy. Inquire about the annual maintenance plan
2. Treasurer’s report and payment of bills.
   1. Expenses presented. Not specified, Tom Perry to add detail. Dolan & Dolan has been active. Tom Perry - Dolan & Dolan, may we please have a history on this large bill? 2803.35. Motion to approve. Jack second
3. Old business:
   1. Emergency Response Plan (ERP) viewed by InTouch and Tom. Sean looked it over. Change contracted water supplier. Dave Simmons supplies water in case of emergency. High cost
   2. Rest of meters to be installed. About mid 30s.
      1. Q – do we pay badger monthly fee? A – 1 dollar a house per month
      2. Q – did we get the 1 inch for SCARC. A – yes. We need to make an appt.
   3. Door knockers – notes to homeowners. . Newton Water District only sends mailing (registered mail). This is extra outreach that we are interested in offering
      1. Tom will look into door notification with multiple options for message
   4. Operations & Maintenance Manual – hopefully written for board audience (non experts)
4. New business:
   1. Lawrence – last day Aug 31. Sean is trying to find someone else.
      1. Experience w water systems, chlorine reads, samples for other testing’s, (gross alpha, colorforms, VOC’s THN, H85’s – see WaterWatch ) etc.
      2. 4 days a week. 1 hour a day (samples a couple hours) 1000.00 month 4 hours week / 10 hours week one week a month. Weekends always. Sat/sun/tues/thurs
      3. Sean’s contact Craig Cardinia from Hopatcong has company. Provide price to do all. – will get back to Sean with price. Agra is a Dover company that also does this service.

Adjournment Good night everyone