

**TOWN OF WATERFORD SANITARY DISTRICT NO. 1
UNOFFICIAL/UNAPPROVED MINUTES**

April 13, 2011

Commissioner Hinz called the meeting to order at 4:30 p.m.

Commissioners Present: Hinz, Gerard, and Ciesielski
Commissioners Absent: None
Also Present: Administrator Debbie Nelson, Operations Superintendant Norm Nelson,
Western Racine County Sewerage District (WRCS D) Representative Lynn
Tamblyn, and Jerry Ignatowski

Printed Minutes:

Motion made by Gerard, seconded by Hinz to approve the Commission Meeting minutes dated March 09, 2011 as printed. Gerard and Hinz in favor. Ciesielski abstained due to his absence. Motion carried.

**Report from Western Racine County Sewerage District (WRCS D):
Lynn Tamblyn**

Tamblyn did not have anything to report.

Old Business:

Motion made by Gerard, seconded by Ciesielski to table Discussion and Possible Replacement of Legal Counsel to next months meeting. All in favor. Motion carried.

New Business:

Norm Nelson reported the Building Inspector waived the District paying the electrical permit fee to connect temporary service to 4417 Waterford Drive and will charge this fee to the homeowner. Norm said Gerard provided the use of an electrical mast and the temporary hook-up of the meter socket. Norm has been in contact with the homeowner regarding the temporary service and possible re-location of the grinder pump panel by the homeowner's contractor.

Hinz stated he placed the next item on the agenda; having the late fee in the amount of \$5.50 waived from his 1st quarter sewer bill. Hinz explained he wrote a check on January 19, 2011, put the check in his wallet and a day or two later placed the check in a wall file located in the common hallway between the Clerk and District offices. Hinz stated his check was cashed February 22, 2011. Hinz asked the Commissioners for their comments. Gerard questioned Hinz if it was his intent to have the penalty waived with Hinz confirming it was. Gerard said he has personally spoken with residents that wanted their late fee waived and he would not do it as there is a policy in place. Gerard stated that as a Commissioner he could not vote for waiving Commissioner Hinz's late fee and reminded Hinz he would have to recuse himself from the vote. Hinz said he would pay the late fee under protest and send future checks by certified mail or drop it off and get it stamped.

Motion made by Hinz, seconded by Gerard to accept the annual "Red Flag Policy". All in favor. Motion carried. Policy signed by all Commissioners.

Motion made by Gerard, seconded by Ciesielski to keep connection fees at the current rates. All in favor. Motion carried.

Motion made by Gerard, seconded by Ciesielski to table Discussion and Possible Action Regarding Commissioner Absenteeism to next months meeting. All in favor. Motion carried.

Motion made by Hinz, seconded by Gerard to table Discussion and Possible Action Regarding Commissioner Identification to next months meeting. All in favor. Motion carried.

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Motion made by Gerard, seconded by Ciesielski to table Discussion and Possible Action Regarding Change of Time for Monthly Commissioner Meeting to next months meeting. All in favor. Motion carried.

Although not on the agenda, Hinz stated he attended the Hwy. 164 DOT meeting and gave Administrator Nelson information to copy that may be useful to the District. Discussion ensued regarding thirty-four (34) District manholes that will need to be adjusted and who should perform the work. The estimated cost for adjusting the manholes is \$350 to \$550 per manhole resulting in an estimated cost of the adjustments ranging from \$12,000 to \$19,000. The cost for a few of the manholes that may require manhole reconstruction rather than an adjustment could be higher (\$1,200 to \$2,000 each).

Monthly Operations & Maintenance Report (O&M):
Norm Nelson, Operations Superintendent

Norm did not have anything to report.

Public Comment:

None.

Correspondence consisted of:

- WRCSD Agenda & Minutes

Administrator Comments:
Debbie Nelson, Administrator

Reported the website is up and running. There have been 97 visits to the site and one person used the feature to contact her via the website.

She is in the midst of receiving payments for the 1st quarter billing and has again received a lot of complaints regarding the recent rate increase by phone, written messages on checks and billing stubs, in addition to resident's comments when they stop in to pay their bill. On the bright side many of the residents that have stopped in were very pleased with the new office set-up.

Reported the bank fees that have been waived by M&I this year thru March were \$289.98.

Informed the Commissioners the March Cash on Hand report is in their packet.

Treasurers Report:

Gerard stated the report will begin next month.

Accounts Payable:

Motion made by Ciesielski, seconded by Gerard to approve the accounts payable. All in favor. Motion carried.

Motion made by Ciesielski, seconded by Hinz to adjourn at 5:00 p.m. All in favor. Motion carried.

Respectfully submitted,

Debbie Nelson
Administrator