

**TOWN OF WATERFORD SANITARY DISTRICT NO. 1  
MINUTES**

**May 11, 2011**

In the absence of a President for tonight's meeting, Administrator Nelson called the meeting to order at 7:30 p.m.

Commissioners Present: Gerard and Santaga  
Commissioners Absent: None  
Also Present: Administrator Debbie Nelson; Operations Superintendant Norm Nelson;  
Western Racine County Sewerage District (WRCSD) Representative Lynn  
Tamblyn; Gary Hansen, The Diamond Group; and Jerry Ignatowski

Before continuing with the meeting Administrator Nelson read aloud a letter of resignation received on this date from Myron P. Ciesielski along with email correspondence regarding the return of District property. Motion made by Gerard, seconded by Santaga to accept Ciesielski's letter of resignation. All in favor. Motion carried.

Administrator Nelson introduced and welcomed the District's new commissioner, Jeff Santaga. The room broke into applause.

**Printed Minutes:**

Since Hinz and Ciesielski are no longer commissioners the minutes from the April 13, 2011 Commission Meeting will remain unofficial/unapproved.

Motion made by Gerard, seconded by Santaga to approve the Special Meeting minutes dated April 19, 2011 as printed. All in favor. Motion carried.

Administrator Nelson appointed Commissioner Gerard to preside as acting President for the remainder of the meeting.

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

Tamblyn did not have anything to report.

**Old Business:**

Santaga will research legal firms and bring his recommendations to next months meeting.

Gerard explained the importance of contacting Administrator Nelson if a commissioner unable to attend a meeting.

Gerard displayed an identification card that Todd Bluhm of the Tichigan Volunteer Fire Department made for him and would make for the other District commissioners and employees for free. Gerard explained why he feels the employees and commissioners should have the cards to identify themselves and having the cards be available for viewing on the website. Motion made by Gerard, seconded by Santaga to have all employees and commissioners have an identification card made by Todd Bluhm. All in favor. Motion carried.

**New Business:**

A list of commissioner duties/responsibilities was prepared for discussion. Santaga would like to research and possibly refine some of the items. This item will be tabled to next months meeting.

Motion made by Santaga, seconded by Gerard to elect Gerard as President. All in favor. Motion carried.

Motion made by Gerard, seconded by Santaga to appoint Santaga as Treasurer. All in favor. Motion carried.

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MINUTES**

Gerard said he reviewed the grant writing contract and explained why he is not willing to accept it in its present form. Gerard would like to continue working with Janet Janowiak of eZone Secretarial Services, LLC on possible ways to obtain grant monies and will report back next month.

Administrator Nelson explained why she has been researching payroll direct deposit, ACH payments to vendors, online bill payments, emailing of bills, and document management and presented a comparison chart of what is offered from Civic Systems (Caselle), Payment Service Network, Inc., M&I Bank, and Official Payments along with the costs that would be incurred. Discussion ensued. Santaga will meet with Administrator Nelson to discuss these solutions in addition to other suggestions.

Gary Hansen discussed the District's server and software explaining the problems therewith. Discussion ensued. Motion made by Gerard, seconded by Santaga for Hansen and Santaga to work together in researching a 100% update. All in favor. Motion carried.

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

Reported a letter was sent to Mary Carignan finishing up the District's prior commitment to her.

Explained the five (5) generator buildings constructed around 1998-2000 are in need of being re-roofed and presented two (2) bids from Residential Roofing; one for \$7,694 which would be a steel roof and one for \$4,780 which is a 50-year shingle. Both bids include material and labor. Ken Hinz, Director of the town DPW, has agreed to have the shingles be disposed of at the town dump at no cost. Norm recommended the singled roof as it would conform in the residential neighborhoods where the buildings are located and said he should be able to reduce the amount of the bid by purchasing the shingles and saving the sales tax. Motion made by Gerard, seconded by Santaga to have Norm proceed with having the buildings re-shingled by Residential Roofing and reporting back with the actual amount paid. All in favor. Motion carried.

Reported on the progress of upgrading the Riverside Road lift station to 3-phase. Norm needed to order a single phase 5 h.p. pump since this size pump has been burning out fast due to its age and explained he has worked out purchasing factory direct saving \$1,500-\$2,000 per pump.

A selector switch for the generator was needed to work with both power sources.

**Correspondence consisted of:**

- WRCSA Agenda & Minutes

**Administrator Comments:  
Debbie Nelson, Administrator**

Reported Janet Janowiak met with her earlier this month for website training and afterwards she was able to post this month's agenda on the website without any assistance. Administrator Nelson noted there is a lot of work behind the scenes than what is realized.

In December it was necessary to transfer \$20,000 from the restricted replacement fund into general checking with the hopes of transferring the money back at some future time. This month she was able to transfer the \$20,000 back into the replacement fund from general checking. Without some of the changes that have been made this would not have been possible.

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

**Treasurers Report:**

Gerard stated the report will begin next month.

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MINUTES**

**Accounts Payable:**

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

Motion made by Santaga, seconded by Gerard to adjourn to closed session pursuant to Wisconsin Statute 19.85 (1)(c) to consider personnel matters. Roll call of Commissioners: Santaga aye, Gerard aye. All in favor. Motion carried. Meeting adjourned to closed session at 9:07 p.m.

Motion made by Gerard, seconded by Santaga to return to open session at 7:20 p.m.

Motion made by Santaga, seconded by Gerard to hire Jerry Ignatowski as a full time Operations Assistant at \$21/hour with the understanding Jerry will waive all medical, dental, and vision insurance as he is covered under his spouse's plan, however Ignatowski is to receive all other benefits of a full time employee. All in favor. Motion carried.

Motion made by Santaga, seconded by Gerard to adjourn at 9:22 p.m. All in favor. Motion carried.

Respectfully submitted,

Debbie Nelson  
Administrator

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