

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

November 09, 2011

Commissioner Gerard called the meeting to order at 7:30 p.m.

Commissioners Present: Commissioners Gerard, Santaga and Block
Commissioners Absent: None
Also Present: Administrator Debbie Nelson; and Operations Superintendent Norm Nelson

Motion made by Commissioner Block, seconded by Commissioner Santaga to approve the minutes dated October 12, 2011 from the Public Hearing on 2012 Budget and the Commission Meeting as printed. All in favor. Motion carried.

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

WRCSD Representative Tamblyn explained Ordinance No. 3-2011 AN ORDINANCE TO CREATE CHAPTER 12, STORMWATER UTILITY, OF THE VILLAGE OF ROCHESTER MUNICIPAL CODE and the impact it would have on WRCSD and the District. Tamblyn handed out a Notice of Second Storm Water Utility Public Information Meeting being held at the Rochester Public Library Community Room on Wednesday, November 16, 2011 at 7:00 p.m. stating he will be in attendance and suggested the Commissioners be in attendance if possible. Motion made by Commissioner Santaga, seconded by Commissioner Block if scheduling should prevent any of the three Commissioners from attending this meeting WRCSD Representative Lynn Tamblyn will be fully endorsed to comment on behalf of the District Commissioners. All in favor. Motion carried.

Old Business:

Motion made by Commissioner Santaga, seconded by Commissioner Gerard to accept the Agreements and implementation of services with Civic Systems, LLC for Cash Receipting Integration with PSN and Payment Service Network, Inc. with the District absorbing the fees for processing payments. All in favor. Motion carried.

New Business:

Motion made by Commissioner Block, seconded by Commissioner Santaga to adopt Ordinance No. 11-01 AN ORDINANCE TO AMEND THE CODE OF ORDINANCES FOR THE TOWN OF WATERFORD SANITARY DISTRICT NO. 1 TO RECLASSIFY USERS SERVED BY MUNICIPAL-OWNED GRINDER PUMPS with the following changes: Page 2, Line 2 to either read "grinder pumps that are owned by the District" or "grinder pumps owned by the District" and on Page 4 all reference to "monthly" billings be changed to "quarterly" billings. All in favor. Motion carried.

Motion made by Commissioner Block to amend the above motion adding an effective date of January 01, 2012 coinciding with the 1st quarter billing, seconded by Commissioner Santaga. All in favor. Motion carried.

Motion made by Commissioner Block, seconded by Commissioner Santaga to approve the purchase of miExcel software in the amount of \$500 with annual support of \$100. All in favor. Motion carried.

Motion made by Commissioner Santaga, seconded by Commissioner Block to have the Commissioner Meeting on the first Wednesday of each month at 6:00 p.m. effective December 2011. All in favor. Motion carried.

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

Operations Superintendent Nelson stated everything has been going well and he is continuing to work on pricing manhole supplies for the anticipated Hwy. 164 project.

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Treasurers Report:

Commissioner Block explained the monthly Revenues and Expenditures with Comparison to Budget Report.

Correspondence consisted of:

- Continental Western Group
- WRCSA Agenda & Minutes (were not available at meeting time)

Administrator Comments:

Presented by Administrator Debbie Nelson

Administrator Nelson stated she recently became aware of Chief Ditscheit's plan to have a drop box attached to the municipal building for unwanted drugs along with a security camera which is partially installed to monitor the drop box and explained the insurance responsibilities for such.

On October 15th there were 367 letters sent to customers with a delinquent balance that was in jeopardy of being transferred to the tax roll. On November 1st there was a 10% penalty added to the \$84,378.17 balance that was still outstanding. On November 15th any amounts not paid will be transferred to the tax roll.

On October 24th & 25th Gary Hansen of the Diamond Group stripped and re-built her PC, however there are many issues since that will have to be worked out to see if this procedure has done any good.

An additional field for "Resident" has been added to the billing software in an attempt to keep the quarterly bill with the current property owner when mailed and not forwarded to owners that have moved without notifying the District.

Accounts Payable:

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

Motion made by Commissioner Santaga, seconded by Commissioner Block to adjourn at 9:07 p.m. All in favor. Motion carried.

Respectfully submitted,

Debbie Nelson
Administrator