

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

**January 04, 2012**

Commissioner Gerard called the meeting to order at 6:00 p.m.

Commissioners Present: Commissioners Gerard, Santaga and Block  
Commissioners Absent: None  
Also Present: Administrator Debbie Nelson; Operations Superintendent Norm Nelson; WRSCD Representative Lynn Tamblyn; Town of Waterford Police Chief Ditscheit; Town of Waterford Supervisors Lisa Jeschke and Tom Hincz; DPW Director Ken Hinz; and James McCann

Motion made by Commissioner Block, seconded by Commissioner Gerard to approve the Commission Meeting minutes dated December 07, 2011 as printed. All in favor. Motion carried.

Motion made by Commissioner Santaga, seconded by Commissioner Gerard to approve the Special Meeting minutes dated December 15, 2011 as printed. Commissioner Block abstained. Two in favor. Motion carried.

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

WRCS D Representative Tamblyn did not have anything to report.

**Old Business:**

None

**New Business:**

Chief Ditscheit explained during the process of wiring a camera to the outside of the municipal building it was necessary to go above the drop ceiling and through the drywall at which time it was discovered there was no insulation in the meeting room, foyer, and is assuming the police department. Chief Ditscheit obtained an estimate, as noted in a letter he gave to the Commissioners, from Kevin Schmitt Siding & Insulation Inc: \$3,500 for the meeting room, \$2,800 for the police department (if needed) and an access area with 4" of Styrofoam insulation on the cover. Chief Ditscheit asked Town of Waterford DPW Director Ken Hinz to provide an estimate for his department to perform the same work. Director Hinz provided an estimate: \$2,275 for the materials to do the meeting room and police department (including a \$1 sale price reduction/bag), but did not include the cost of labor. Chief Ditscheit did not bring WE Energy bills for the meeting room or police department to substantiate the thousands of dollars he feels they are losing in heat and air conditioning loss. Commissioner Santaga explained that once this matter came to the District's attention research of documentation found the contractor invoiced and was paid for the insulation, therefore the District will investigate what type of claim it may have against the contractor giving him the first right to rectify the problem before exploring other avenues. Motion made by Commissioner Santaga, seconded by Commissioner Block for the District to make its best effort to contact and notify F. C. Price Corp. of the deficiency we have in our building pointing out that we had a contract, they received payment, and they didn't complete this and when we can expect them to come over and take care of this either financially or physically. After obtaining this information a Special Meeting may be necessary to determine the next step. All in favor. Motion carried.

Commissioner Gerard discussed the current lease with the Town and the burden it puts on the sanitary district users, the long term financial costs of maintaining the municipal building versus a smaller building and presented a preliminary rendering of new offices and retail space explaining the benefits along with a Valuation submitted by Kathy Romanak, Town of Waterford Assessor, of Town Hall Building and Garage. Discussion ensued. Motion made by Commissioner Santaga, seconded by Commissioner Gerard to pursue seeing if there is any interest in this building subject to no expense being incurred unless there is Commission approval. All in favor. Motion carried.

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Addendum to motion made by Commissioner Santaga, seconded by Commissioner Gerard to send a letter to the Town of Waterford Board letting them know we are going to pursue inquiries to the sale of the municipal building and we would like to know if there is any interest on their part first as a matter of courtesy. All in favor. Motion carried.

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

Operations Superintendent Nelson stated the work on the utility truck is now complete and everything is running smoothly.

**Treasurer's Report:**

Commissioner Block explained the monthly Revenues and Expenditures with Comparison to Budget Report for December and January along with the November Cash on Hand Report.

**Correspondence consisted of:**

- Attorney Macy - 2011 Open Meeting and Public Records Seminar
- WRCSD Agenda & Minutes
- WRCSD copy of letter to Village of Rochester & Village of Waterford – WSD Request to Terminate Contract

**Administrator Comments:  
Presented by Administrator Debbie Nelson**

Administrator Nelson stated her office has been extremely busy with year end processing and gearing up for the new year. In addition, much work has been done to have the online bill viewing and payment ready for the 4<sup>th</sup> quarter billing and it is already showing great results with an open blast of 48.3% of the 157 emails sent with 44 viewing their bill online, 7 opting out of paper bills, and residents already utilizing the online bill payment feature.

**Accounts Payable:**

Motion made by Commissioner Block, seconded by Commissioner Santaga to approve the accounts payable. James McCann announced the bill he submitted for "Francis Homes" should be made out to "James McCann". Amended motion made by Commissioner Block, seconded by Commissioner Santaga to approve the accounts payable with the check made to "Francis Homes" being re-issued to "James McCann" with Administrator Nelson given permission to sign the check. All in favor. Motion carried.

Motion made by Commissioner Santaga, seconded by Commissioner Block to adjourn at 7:15 p.m. All in favor. Motion carried.

Respectfully submitted,

Debbie Nelson  
Administrator