

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

February 01, 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 Tamblin; Bob Kabitzke, Scrima, Kabitzke & Co., S.C.; Town of Waterford Supervisor Tom Hincz

Motion made by Commissioner Block, seconded by Commissioner Santaga to approve the Commission Meeting minutes dated January 04, 2012 as printed. All in favor. Motion carried.

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

WRCS D Representative Tamblin did not have anything to report but would like to comment on the letter from the Village of Rochester later in the meeting.

Old Business:

Commissioner Gerard reported on Chief Ditscheit's request to install insulation above the meeting room and police department. Commissioner Gerard said the District sent a letter to Frank Price of F. C. Price Corp. on January 16, 2012, received a response in a letter dated January 19, 2012, later talked with Mr. Price via telephone with Mr. Price following up with an email synopsis of their conversation which Administrator Nelson read aloud. Motion made by Commissioner Santaga, seconded by Commissioner Block to leave this matter open to see what develops. All in favor. Motion carried.

Commissioner Gerard stated he has continued to work on investigating the sale of the municipal building and would request more time to do so. Commissioner Block along with Town of Waterford Supervisor Hincz reported on the gist of the Town Board meeting held January 31, 2012. Discussion ensued. During discussion Supervisor Hincz stated he had several comparables which were provided by Real Estate Agent Jan Alvey. Motion made by Commissioner Santaga, seconded by Commissioner Block to review the comparables provided by Real Estate Agent Jan Alvey and use that information to come back next month and decide a starting point for negotiations with the Town. All in favor. Motion carried. Motion made by Commissioner Block, seconded by Commissioner Santaga to have Commissioner Gerard take this additional month to bring to the next meeting whatever information he can put together regarding a proposal as to where we would go. All in favor. Motion carried.

New Business:

Commissioner Gerard moved to agenda item "2011 Audit." Auditor Bob Kabitzke explained the 2011 audit and answered questions.

Commissioner Gerard moved to agenda item "Discussion & Possible Action Regarding User Rates for Class A, Class B, Class C & Metered Users." Discussion ensued. Motion made by Commissioner Santaga, seconded by Commissioner Block to increase the user rates 4.53% effective April 01, 2012. All in favor. Motion carried. Motion made by Commissioner Block, seconded by Commissioner Santaga to add \$22.50/quarterly to Class C users effective April 01, 2012. All in favor. Motion carried.

Commissioner Gerard moved to agenda item "Discussion & Possible Adoption of Resolutions Determining Rates for Class A, Class B, Class C & Metered Users." Motion made by Commissioner Santaga, seconded by Commissioner Block to adopt Resolution Number 1201 a Resolution as to Sewer Service Charges for Category A Users, Resolution Number 1202 a Resolution as to Sewer Service Charges for Category B Users, and Resolution

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Number 1203 a Resolution as to Sewer Service Charges for Category C Users in accordance with the rates and effective date voted upon herein. All in favor. Motion carried.

Commissioner Gerard moved to agenda item "Discussion & Possible Action Regarding Representation – Intermunicipal Agreement." Commissioner Santaga explained after reading the letter sent by Attorney Christopher A. Geary he does not feel there would be a conflict of interest in this matter. Motion made by Commissioner Santaga, seconded by Commissioner Block to waive our potential conflict of interest so Pruitt, Ekes & Geary, S.C. can represent Western Racine County Sewerage District in this matter. All in favor. Motion carried. Commissioner Gerard signed the waiver.

Commissioner Gerard resumed with order of the agenda as printed. WRCSD Representative Tamblyn reported that at the WRCSD monthly meeting it was the consensus of their Commission when the District requested to terminate the Intermunicipal Agreement it affected both the Intermunicipal Agreement signed in 1968 with the Village of Rochester, Town of Rochester, and Village of Waterford and the Agreement signed with the Town of Waterford in 1987. Since review by legal counsel neither Agreement is necessary as WRCSD operates under a Metropolitan Sewer District state statute which would override any Agreement(s) that may have been made. Discussion ensued. Motion made by Commissioner Block, seconded by Commissioner Santaga to table this item to next month. All in favor. Motion carried.

Discussion ensued regarding the request from Chief Ditscheit to mount a camera, light and medication drop box on the municipal building. Motion made by Commissioner Santaga, seconded by Commissioner Block to approve the already installed camera and light and the medication drop box with a letter being provided to Chief Ditscheit authorizing such installation. All in favor. Motion carried.

Discussion ensued regarding the rent payment received from the Town of Waterford. Motions made by Commissioner Santaga, seconded by Commissioner Block to accept the \$1.00 rent payment for 2012 and send an invoice to the Town of Waterford for 1988-2011 when no payment was received. All in favor. Motion carried.

Commissioner Gerard moved to agenda item "Discussion & Possible Action Regarding Notifying Users of District Owned Grinder Pump of Change in Rates." Commissioner Block referenced information from the District's attorney stating he is of the opinion that no additional notice is required, however the District may, in its discretion, provide additional notice concerning changes and various ways to do so. Motion made by Commissioner Gerard, seconded by Commissioner Santaga that a letter be prepared by the District's attorney explaining the changes that will affect the District Owned Grinder Pump Users referencing the website which will be sent to these users. All in favor. Motion carried.

Commissioner Gerard moved to agenda item:

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

Superintendent Nelson stated other than a few grinder pump calls everything is going well in his department. Commissioner Gerard asked Operations Superintendent Nelson what the policy is if a house burns down. Superintendent Nelson explained the procedure. Commissioner Gerard would like to implement a red tag policy where a red tag be placed on the dwelling stating the District must be contacted. Administrator Nelson interjected this "policy" is not on the agenda and would need to be noticed as an agenda item at another meeting. Motion made by Commissioner Gerard, seconded by Commissioner Santaga to send a letter to the homeowner of 28430 Joanie Lane to contact the District regarding capping the sewer. All in favor. Motion carried.

Commissioner Gerard resumed with order of the agenda as printed.

Treasurer's Report:

Commissioner Block reported on the new Certificate of Deposit opened with Citizens Bank and handed out a Certificate of Deposit Schedule showing the CDs and their maturity dates. Commissioner Block also researched and reported on the FDIC coverage making sure all accounts are protected. Commissioner Block explained the

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

Correspondence consisted of:

- WRCSA Agenda & Minutes

Administrator Comments:

Presented by Administrator Debbie Nelson

Administrator Nelson stated she received the January settlement in the amount of \$35,242.27 from the Town Treasurer for the delinquent users place on the tax roll.

Administrator Nelson reported that as of today the results of the online bill viewing and payment are: 144 residents are paying online, 19 residents opted out of paper bills and 14 residents registered for eBills but didn't opt out of paper bills.

Accounts Payable:

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

Motion made by Commissioner Santaga, seconded by Commissioner Block to adjourn at 8:08 p.m. All in favor. Motion carried.

Respectfully submitted,

Debbie Nelson
Administrator