

Town of Waterford Sanitary District #1
October 9, 2013 @ 6:00 pm
Town Hall Meeting Room
415 N. Milwaukee St., Waterford, WI 53185
Public Hearing on Proposed 2014 Budget
To be followed by the Regular Monthly Commissioners' Meeting
Minutes

Commissioner Dickinson called the Public Hearing on the 2014 Proposed Budget to order at 6:03 p.m.

Commissioners Present: Commissioners Dickinson, McNeiley, and Santaga

Commissioners Absent: None

Public In Attendance: One person

Also Present: Norm Nelson, Operations Superintendent, Jill Filicetti-KJ Tax

Public Comments: None

Announcements: None

New Business:

1. Discussion and possible action regarding Resolution 1209 proposing the adoption of the previously published 2014 budget and calling for the opening of a hearing on the same.

Santaga motioned to adopt resolution 1209, seconded by McNeiley. All in favor. Motion carried. Resolution was signed by the Commissioners.

2. Open hearing on proposed budget.

One constituent was in attendance. No comments or objections were heard.

3. Approval of 2014 budget.

Santaga motioned to approve the 2014 budget, seconded by McNeiley. All in favor. Motion carried.

Santaga motioned to adjourn the open portion of the meeting at 6:05 pm., seconded by McNeiley. All in favor. Motion carried.

Town of Waterford Sanitary District #1
Commissioners Meeting

Commissioner Dickinson called the meeting to order at 6:05p.m.

Commissioners Present: Commissioners Dickinson, McNeiley, and Santaga

Commissioners Absent: None

Also Present: Norm Nelson, Operations Superintendent, Jill Filicetti-KJ Tax

Public Comments: None

Announcements: None

Minutes of Previous Meeting(s)

Santaga motioned to approve the minutes from September 11, 2013, seconded by McNeiley. All in favor. Motion carried.

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Old Business:

1. Discussion and possible action on staffing including but not limited to hiring. (DD)

Dickinson noted that an ad was placed on Craigslist and the district did receive 12-15 responses. Several were considerably far such as Illinois, and several not necessarily qualified. Dickinson reported one was a resident of the District (Jill Hoffmann), who indicated the hours worked will with her other activities with the potential exception of Wednesdays. Santaga motioned to hire Jill Hoffman, seconded by McNeiley. All in favor. Motion carried. Santaga to review his schedule to possibly changing meeting day to Mondays.

2. Discussion and possible action on Custom Grading agreement for Hwy. 164. (DD)

It was reported that the work is completed. Dickinson questioned Santaga if a closure letter was necessary. Santaga thought that the district should get a letter from Custom Grading. Nelson to request a lien waiver from Custom Grading.

3. Discuss and possible action on form 941 for 2013, including but not limited to payment shortfall and adjustments to employee pay for said shortfall. (DD)

Fillicetti gave an explanation of what transpired. General discussion on a payback schedule ensued; Norm Nelson indicated payback spread out over remaining pay periods in 2013 was acceptable. Arrangements for the FICA refund will be made. No formal action taken considering the acceptable arrangements.

4. Discuss and update on LS Telemetry project, and possible take action on items that may arise from the discussion. (DD)

Dickinson reported that this is a standing item in the event of future matters. B & M sent an invoice for \$42,988.00 for the original 40% draw. Dickinson further noted that part of the agreement that was negotiable, B & M was to provide a cashier check for 5% (\$7,367.05). Agreement has been successfully completed. Dickinson thought it to be appropriate to return this money. Santaga motioned to authorize and release both payments to B & M; one being the 40% down payment pursuant to the contract; the other being the return of the money they paid up front when they submitted their proposal, seconded by McNeiley. All in favor. Motion carried.

New Business:

1. Discuss and possible action on office schedule open to the public. (DD)

Dickinson felt no action was needed and that this could be done administratively.

2. Discuss and possible action on dates and time of regular monthly meeting. (DD)

Santaga will review his schedule for Monday and Tuesday. Dickinson thought Tuesday would be best. Time of meeting would not change. No action.

3. Discussion and possible action on correspondence from A. Kelley regarding late payment charge dispute. (DD)

Dickinson had requested that Emily Thompson (Accounts payable clerk) review this matter. It was noted that the address was correct but Ms. Kelley indicated that she did not receive a bill last month. The name on the account was incorrect. Santaga motioned, that under the circumstances, the late fees be waived, seconded by McNeiley. All in favor. Motion carried.

Operations & Maintenance Report (O&M)

Nelson indicated that he had nothing further to add to the report. McNeiley questioned the status of the Hwy. 164 project. Nelson reported that paving from Beach Dr. to Hwy. 36 will begin soon and may take until December to complete. This was most likely due to the heavy rains in April.

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Treasurer Report-

Expenditures with Comparison to budget report(s)

Cash on hand reports.

Commissioners reviewed the reports. Filicetti will continue to review bills. McNeiley questioned how Filicetti will be handling the hours that go over the contracted amount of hours. Filicetti indicated that he would discuss with McNeiley at a later time in October. Dickinson noted that the E-file cabinet is up and running.

Correspondence

1. WRCSA Agenda & Minutes- not available at time of meeting. Lynn Tamblyn not in attendance.

Account Payables

Santaga motioned to approve the accounts payable, seconded by McNeiley. All in favor. Motion carried.

Motion to adjourn at 6:35 p.m. by Santaga, seconded by McNeiley. All in favor. Motion carried.

Respectfully submitted,

Tina Mayer, interim secretary