

**Official/Approved Minutes  
Town of Waterford Sanitary District No. 1  
Commissioners Meeting  
Wednesday March 9, 2016 @ 8:00 a.m.  
Town Hall Meeting Room  
415 N. Milwaukee Street, Waterford, WI**

Commissioners Present: Dickinson, Santaga, McNeiley  
Also Present: Lynn Tamblyn/WRCSD  
Meeting called to order at 8:00 a.m. by Commissioner Dickinson

**Pledge of Allegiance**

**Announcement:**

Commissioner may go into closed session to review and discuss various job applicants for the position of Administrative Assistant including but not limited to employment, compensation, qualifications, and benefits. Commissioners will discuss the aforementioned and following the discussion Commissioners may go into closed session pursuant to Wis. Stat. § 19.85(1)(c) for the purpose of discussing staff performance, compensation, and bonuses. Operations Superintendent may participate in a portion of the closed session.

**Minutes of Previous Meeting**

*Motion made by Commissioner Santaga, seconded by Commissioner McNeiley to approve minutes of February 10, 2015 Regular Monthly Commissioner's Meeting as presented. No one opposed. Motion carried.*

**Old Business**

1. Update by KJ Tax - Discuss and possibly take action on report by KJ Tax including but not limited to actions necessary to procedures, banking, or other matters as a result of the report and possible action resulting from those discussions. (DD)

*No action taken.*

2. Discuss and potentially act on 7302 N. Tichigan, owner requests stop billing for sewer service and a waiver from capping service. (DD)

*No action taken.*

3. Discussion and potentially act on new telephone system. (DD)

*Commissioner Santaga will review the options presented by Commissioner Dickinson.  
No action taken.*

**New Business**

1. Discuss and potentially act on Woodside Cottages new development located on the existing site of Elder Care including, but not limited to, approval of a multi-unit plan, connections, restrictions, and other items that evolve from the discussion. (DD)

*Lynn Tamblin/WRCSD addressed the Commission and stated that there is a formal agreement on file with Racine County regarding annexation fees for this development. Jim Schilling, JS Development will be contacted to reach out to WRCSD for this information as he moves forward.*

*No action taken.*

## **Operations & Maintenance Report**

### **Treasurer Report**

### **Report from Western Racine County Sewerage District (WRCSD)**

### **Potential adjournment to Closed Session**

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### **Discussion**

*Commissioner Dickinson introduced Pamela Gamble who has been tentatively hired pending board approval.*

### **Commissioners did not vote to adjourn to closed session:**

1. Discuss and potentially act pursuant to the position of new Administrative Assistant employment, compensation and benefits.

*Motion made by Commissioner Santaga, seconded by Commissioner McNeiley to reaffirm the hire of Pamela Gamble as the new District Administrative Assistant. No one opposed. Motion carried.*

*Commissioners made a resolution giving Pamela Gamble authority to conduct all business activities of the District including but not limited to approving payments, signing checks, making deposits and withdrawals at various banks and other financial institutions including Community State Bank, LGIP, BMO Harris, and others. Also to maintain District files including employee personnel records, health and benefits general records, and all other District records necessary to conduct District business whether they be in paper or digital format.*

*Motion made by Commissioner Santaga, seconded by Commissioner McNeiley to accept the resolution as read by Commissioner Dickinson. No one opposed. Motion carried.*

### **Adjournment**

*Motion made by Commissioner Santaga, seconded by Commissioner McNeiley to adjourn at 8:42 a.m. No one opposed. Motion carried.*