

LOCKPORT TOWNSHIP WATER BOARD MEETING
September 5, 2017

Purpose of the meeting: Regular meeting of the Lockport Township Water Board.

Members Present:

David Cooper, Chairman
Paul Miller, Board Member
Mark Major, Lockport Township Rep
Lorrie Witt, Board Member
Scott King, Operator
Pat Burke, McLellan and Strohm, Accountant
Rhonda Wright, Secretary

Members Absent:

Wayne Timm, Board Member

Call to order:

The September 5, 2017 meeting was called to order by Chairman David Cooper at 6:01 p.m.

Burnham and Flowers:

Dustin Moore, insurance representative with Burnham and Flowers, gave a presentation of the current insurance policy for Lockport Township.

Agenda Approval:

Lorrie made a motion to approve the agenda as submitted. Paul seconded the motion. All in favor, motion passed 4-0.

Meeting Minutes:

Paul made a motion to approve the minutes of the 8/1/2017 meeting. Mark seconded the motion. All in favor, motion passed 4-0.

Accountant's report:

- A. Accounts Receivable: Pat reported she will call Lockport Township Treasurer Mike Friesner to request he add the outstanding water bill balance for the property located at 54002 Wilbur Rd to the winter tax billing. There were six scheduled shut offs this quarter; of which five were shut off. All are now reconnected. Pat explained the procedure for sending shut off notices. The notices are sent via certified mail on the 23rd or 24th of the month prior to the shut off date of the 5th.
- B. Accounts Payable: The bond payment of \$32,047.50 has been made to the county. There are two remaining principal payments. Pat received the keys from the lawn care service and will now pay the invoice due in the amount of \$120. Lorrie made a motion to pay the bills in the amount of \$41,363.09. Paul seconded the motion. All in favor, motion passed 4-0.
- C. Financial Statements: Pat Burke presented the financial statements.

Total Assets:	\$7,148,364.38
Total Liabilities:	\$121,255.05
Fund Balance:	\$7,027,109.33

Revenue is up year to date. Pat will be contacting Mike Friesner to transfer money to the checking account. Lorrie made a motion to accept the financial statements as submitted. Paul seconded the motion. All in favor, motion passed 4-0.
- D. The total system operation hours were 145 and total wages were \$3,075.00.
- E. Miss Dig was 13 hours of the 132 total system operation hours.

System Operator's report:

- A. Scott continues to check the pumps daily, check the generators weekly, flush the end hydrants, collect water samples once a month, and complete the yearly monitoring samples.
- B. There was trouble with the pump at well 3 due to underground wires that had been damaged. However, between Scott and the board members they were able to circumvent any problems with the system.

Old Business: New posts and no trespassing signs will be installed at well #2. A chain across the drive will be installed if there are any problems in the future.

New Business:

- A. Dave made a motion to increase Scott's hourly wage to \$30 per hour effective 8/1/2017. Paul seconded the motion. All in favor, motion passed 4-0.
- B. Dave has verified Wolverine Electrical Contracting received the signed preventative maintenance service agreements and will schedule the service call.
- C. Dave made a motion to pay Taylor Rider a bonus in the net amount of \$100 for an outstanding job painting the fire hydrants. Mark seconded the motion. All in favor, motion passed 4-0.
- D. Mark asked the board members if they would be interested in training on the new AED equipment that is now located in the township hall. He will provide the date and time at a future meeting.
- E. Dave asked Pat if there are any job duties that could be done by other people to help out her office. Rhonda will meet with Pat for training of the Miss Dig system in the near future. Rhonda will also prepare the meeting agenda, help stuff envelopes and other duties as needed. Dave will begin to group text board members instead of making phone calls.

Visitor's comments:

There were no comments.

Adjournment:

Lorrie made a motion to adjourn the meeting at 7:05 p.m. Paul seconded the motion. All in favor, motion passed 4-0.

Respectfully Submitted,

/s/

Rhonda Wright
Secretary

Minutes Approved 10-3-2017