

**LOCKPORT TOWNSHIP WATER BOARD MEETING**  
**February 6, 2018**

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  
Wayne Timm, Board Member  
Lorrie Witt, Board Member  
Scott King, Operator  
Pat Burke, McLellan and Strohm, Accountant  
Rhonda Wright, Secretary

Members Absent:

None

Call to order:

The February 6, 2018 meeting was called to order by Chairman David Cooper at 6:01 p.m.

Agenda Approval:

Lorrie made a motion to approve the agenda as presented. Wayne seconded the motion. All in favor, motion passed 5-0.

Meeting Minutes:

Lorrie made a motion to approve the minutes of the 1/4/2018 meeting. Wayne seconded the motion. All in favor, motion passed 5-0.

Visitor's Comments:

Ashlee Huyck, 56445 Puma Dr, attended the meeting to ask the Board for a one-time waiver of late fee. They moved to the property in December 2016 and this is the first time the payment has been late. She admits this was her error. Lorrie made a motion to credit the certified mailing charge in the amount of \$10. Paul seconded the motion. All in favor, motion passed 5-0. Pat will credit the next billing \$10, making \$28.32 still due for certified mailing.

Accountant's report:

A. Accounts Receivable:

1. Sixty-two shut off notices were mailed and seven services were shut off on this date.
2. Rod Beckwith sent a letter stating his December bill was the normal amount. He continues to request a credit against the third quarter bill which was higher than normal. Dave and Scott did check the meter and found no problem. Dave will call Rod to discuss further.
3. Charlie Blowers called the water department indicating they were not happy with the billing amount, although they have paid the bill. They were told to attend the Board meeting; however, they did not attend.

B. Accounts Payable:

1. Dave has been in contact with Amerigas regarding the large bill from last month. Amerigas is willing to waive the tank rental fee but will not agree to refund any of the previous gas billing charge. Dave did check with Dury Propane who has lower cost on gas price but they would charge a yearly tank rental. After the tank rental fee refund is received, the Board will look at alternative providers. Dave will sign a six month contract with Amerigas in the meantime.

C. Financial Statements: Pat Burke presented the financial statements.

Total Assets:       \$7,070,475.41  
Total Liabilities:   \$83,769.02  
Fund Balance:       \$6,986,706.39

Expenses are lower year to date and under budget for the year to date. Lorrie made a motion to accept the financial statements as presented. Mark seconded the motion. All in favor, motion passed 5-0.

- D. System Operation hours were 92 for the month and total wages of \$2,295.
- E. Correspondence was the normal monthly bills.

Miss Dig:

- A. There was a total of **11** Miss Digs for the month of January.

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. The hydrant was purchased and has arrived.
- C. Scott called Etna to inquire about purchasing new MXU units. They are offering a price for 27 in a case at \$177/each. The price is good thru February. There is currently 20 to 25 on hand. Scott will call to request pricing if we purchase 1 ½ cases.
- D. Scott will call Northern Pump Company to schedule the yearly maintenance.
- E. It was decided to install rocks along the tower drive to stop people from driving around on the property.

Old Business:

- A. Post card billing still being pursued. Rhonda is waiting for an example of the paper and instructions to set up the program to print four postcards per sheet.
- B. Rhonda spoke with Flagstar Bank in regards to setting up ACH payment option. Flagstar will only speak with an account signer. She will ask Tammy Babcock to contact Flagstar and obtain the information.
- C. Frank Roberts has not billed the water department for repairing the leak in Tamarac.
- D. Dave requested permission from the Board to purchase a small supply of part to have on hand when needed. A table has been purchased to be used when reading blueprints.

New Business: No new business to report.

Adjournment:

Wayne made a motion to adjourn the meeting at 7:04 p.m. Lorrie seconded the motion. All in favor, motion passed 5-0.

Respectfully Submitted,

/s/

Rhonda Wright  
Secretary

Minutes Approved 3-6-2018