

**LOCKPORT TOWNSHIP WATER BOARD MEETING**  
**September 4, 2018**

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

**Members Present:**

David Cooper, Chairman  
Paul Miller, Board Member  
Mark Major, Board Member  
Joe Nowicki, Board Member  
Lorrie Witt, Board Member  
Scott King, Operator  
Rhonda Wright, Secretary

**Member Absent:**

None

**Call to Order:**

The September 4, 2018 meeting was called to order by Chairman David Cooper at 6:00 p.m.

**Agenda Approval:**

Lorrie made a motion to approve the agenda as presented. Joe seconded the motion. All in favor, MOTION PASSED 5-0.

**Meeting Minutes:**

Joe made a motion to approve the meeting minutes of August 9, 2018 as presented. Lorrie seconded the motion. All in favor, MOTION PASSED 5-0.

**Visitors Comments:**

No visitors comment.

**Accountants Report:**

- A. Accounts Receivables: Rhonda presented the Accounts Receivable report showing three customers have not paid and are currently shut off. Dave made a motion to credit the customers at 17334 Mackinaw for any shut off or reconnect fees during the next quarter billing. These customers allow their property to be used for water testing every month. The late payment in previous quarter was strictly an oversight. Lorrie seconded the motion. MOTION PASSED 5-0. Rhonda has reviewed all customers billing history for 2018 and determined that there were \$833.15 in overcharges for the billing cycles. Joe made a motion to credit the affected customers in the amount of \$833.15. Dave seconded the motion. MOTION PASSED 5-0.
- B. Accounts Payables: Accounts payable for the month are in the amount of \$39,941.55. Lorrie made a motion to pay the bills as presented. Paul seconded the motion. All in favor, MOTION PASSED 5-0. The 2018 bond payment in the amount of \$31,380 was included in the total accounts payable. \$30,000 is the bond premium and \$1,380 is the bond interest.
- C. System operator's hours were 161.5. This included hours from Scott, Dave, Paul and Rhonda.
- D. Correspondence for the month were the normal monthly bills and informational mailings for the operator.

- E. Bank balances for the month ending August 31, 2018 were Flagstar checking \$14,042.09, Flagstar savings \$202,678.65, Arbor savings \$5.00, and Arbor CD \$160,669.98 for a total of \$377,395.72.

System Operators Report:

- A. Scott reported water sample testing has been completed.
- B. 6,161,000 gallons of water were pumped for the month.
- C. Shannon Piper, 17071 Apache Trail, called with concerns of low water pressure. Roberts excavating was hired to make the needed repairs. It was determined after the last meeting that according to the Book of Ordinances Mark found, the water department would be responsible for all repairs. We have not received a bill as of this date from Roberts Excavating.
- D. Scott was in contact with the customers located at 55432 Wilbur Road regarding the water service that was installed last year but not being metered. *He did drop off a meter horn and is waiting for the customer to call.*

Old Business:

- A. Mark received communication from Frontier that internet service will be provided to the Township Hall in the very near future. At the last meeting it was approved to start service with Hughes Net, however with Frontier coming to the area we will use their service.
- B. After the last monthly meeting, Mark found the Book of Ordinances and found that the water department is responsible for the system all the way to the meter. Previously it had been thought that the customer was responsible from the curb stop to the meter.
- C. Also, in the Book of Ordinances it was found that a property lien would be placed in April for the next tax payment due date. Mark will check with Doug Kuhlman and the Township Attorney to verify this Book of Ordinances is the most current version.

New Business:

- A. Lorrie made a motion for Dave to contact Tim Woodhams, civil engineer with Civica Engineering, to proceed with possibly installing a new well. Paul seconded the motion. MOTION PASSED 5-0.
- B. Dave thanked everyone for their hard work to maintain the operation of the department. Dave made a motion to raise Paul and Rhonda's hourly pay from \$15 to \$20 per hour. Joe seconded the motion. MOTION CARRIED 4-1, with Paul voting no. Mark will report the increase to the Township Board.
- C. Rhonda presented the most recent Book Asset Report for review of the board members. She will ask Kayla if this is a report that Norman and Paulsen can produce for the board.
- D. Rhonda presented a copy of the credit card resolution which will be presented to the Township Board for approval. Lorrie made a motion to present for approval. Mark seconded the motion. MOTION CARRIED 5-0.
- E. Rhonda asked for direction from the board regarding the property located at 56652 Buckhorn Road and the charge for Capital Improvement Fee. It was determined because the property obtains its water service from Arrowhead Trail that the fee will continue to be charged.

Adjournment:

Paul made a motion to adjourn the meeting at 7:03 p.m. Joe seconded the motion. All in favor, MOTION PASSED 5-0.

**Respectfully Submitted,**

**/s/**

**Rhonda Wright  
Secretary**

**Minutes Approved: 10-02-2018**

**Next scheduled regular meeting October 2, 2018 at 6:00 pm**