

LOCKPORT TOWNSHIP WATER BOARD MEETING
September 3, 2019

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

Members Present:

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

Member Absent:

None

Guests:

Pat Henderson, Clerk, Park Township

Call to Order:

The September 3, 2019 meeting was called to order by Chairman Joe Nowicki at 6:00 p.m.

Agenda Approval:

Mark made a motion to approve the agenda as presented. Paul seconded the motion. All in favor, MOTION PASSED 4-0.

Meeting Minutes:

Paul made a motion to approve the meeting minutes of August 6, 2019 as amended to read on page 2 under Adjournment ***MOTION PASSED 3-0***. Dave seconded the motion. All in favor, MOTION PASSED 4-0.

Visitors Comments:

No visitors comment.

Accountants Report:

- A. **Accounts Receivables:** The property located at 16661 Moorepark Road has been sold and the seller has moved from the area. Since neither the seller nor buyer has contacted the water department, Mark made a motion to write off the June 2019 billing in the amount of \$43.49. Dave seconded the motion. MOTION CARRIED 4-0. Rhonda did find the new owner information and will update records for next billing quarter. The property at 16379 Kipker Road has been sold, however the water department was not contacted for a payoff of outstanding balance. The buyer has made contact and will be billed for the next quarterly billing. Rhonda will send another bill to the mortgage company for the outstanding balance. She will also contact the county register of deeds office to see if there may be a way to place information on all properties within the water system so any title company will know to contact the office prior to a closing.
- B. **Accounts Payables:** Accounts payable for the month in the amount of \$16,663.92. Mark made a motion to pay the bills as presented in the amount of \$16,663.92. Dave seconded the

motion. All in favor, MOTION PASSED 4-0. A bill for North American Pump in the amount of \$6,670 was paid after the last board meeting. The bill was received between water board and township board meetings. Rhonda noted the September bond payment may be due prior to the October board meeting.

- C. For the month of August 4,535,455 gallons (606,303.72 cubic feet) of water was pumped.
- D. Bank balances for the month ending August 31, 2019 were Flagstar checking \$54,014.44, Flagstar savings \$111,870.04, Flagstar CD's \$150,115.83, Arbor savings \$0.00, Arbor CD \$0.00, Kellogg Community Credit Union CD's \$160,988.98 for a total of \$477,606.51. The Kellogg Community Credit Union CD will mature on September 21st. Mark made a motion to renew the CD at Kellogg for 19 months at 3.00%. Joe seconded the motion. MOTION CARRIED 4-0.
- E. System operation hours were 111. This included hours from Scott, Dave, Paul, Joe, Melissa and Rhonda.
- F. Correspondence for the month were the normal monthly bills and informational mailings for the operator.

System Operators Report:

- A. Scott reported water samples have been submitted and were reported as acceptable.
- B. Miss Digs are again higher than normal.
- C. He attempted to fix the meter located at 16620 Kellogg Ave. The property owner would not let him the house when initially contacted and then was unable to keep the set appointment time the next week. Rhonda will try to make contact with the owner to reschedule.
- D. New system hook ups have been completed for properties on Tamarac Lane and Birchleaf Court. Both are new construction.
- E. Dave has cut back brush around the fire hydrant on Birchleaf Court.
- F. Scott met with a customer on Lovers Lane regarding their whole house water filter system. The customer felt the filter was filling up too fast. He will be starting hydrant flushing in the area soon, so that may help the problem.

Old Business:

- A. Eagle Auto's meter is still not reading so it was determined a curb stop needs to be installed. Mark will ask the Village of Centreville if we can use their hydro vac to help with finding the curb stop at the road.
- B. Mark made a motion to increase the current service charge \$2 each year for the next three years and to increase water usage 10% each year for the next three years. The COLA increases that were previously approved will not be done during the three years of the service charge and water usage increases. Dave seconded the motion. MOTION CARRIED 4-0. Rhonda will contact the Township Attorney to have the resolution for rate increases completed.
- C. The revised Asset Management Plan has been submitted.

New Business:

- A. The board has received the resignation from Lorrie Witt who was the Park Township representative. Mark expressed to Pat Henderson the water board would like a new representative, preferably one that is provided with our water system. She will recommend that Park Township appoint someone. After the appointment, Lockport Township Board will need to approve this person.
- B. Mark made a motion to increase the pay rate for the System Operator \$5 per year for the next five years. Dave seconded the motion. MOTION CARRIED 4-0.

- C. The Asset Management Plan calls for a possible tower inspection to be completed this year. This was tabled until the October water board meeting.
- D. Joe asked Scott if he has any paperwork for information that was requested in the Asset Management Plan. He does have a listing for valves and fire hydrants, but nothing for curb stops.

Adjournment:

Paul made a motion to adjourn the meeting at 7:35 p.m. Mark seconded the motion. All in favor, MOTION PASSED 4-0.

Respectfully Submitted,

/s/

Rhonda Wright
Secretary

Minutes Approved: 10-1-2019

Next scheduled regular meeting October 1, 2019 at 6:00 pm