

The MINUTES of the meeting of the DELAWARE TOWNSHIP MUNICIPAL UTILITIES AUTHORITY held on December 03, 2020 in the township Municipal Building.

“Adequate notice of this meeting has been provided, indicating the time and place of the meeting and the proposed agenda, which notice was posted, made available to newspapers, and filed with the Clerk of the Township of Delaware in accordance with Section 3(d) of Chapter 231 of the Public Laws of 1975.

Members present:

Chairman	John Sterbinsky	PRESENT
Vice chairman	Vacant	
Treasurer	Jim Mathews	PRESENT
Executive Secretary	Tim Drew	PRESENT
Member	Mario Russo	ABSENT
Alternate	Joe Vocke	ABSENT
First Alternate	Vacant	
Recording Secretary	Dianne Rankin	PRESENT

MR. MATHEWS MOVED TO APPROVE THE MINUTES OF THE November 05, 2020 MEETING. Mr. Drew seconded the motion. The minutes were approved.

Chairman Sterbinsky reviewed the monthly Engineer Report. He noted that there was a \$2000 charge for preparing last month’s report with little difference from the month before. This will be discussed further with the approval for the payment of bills. He noted the well pump stopped working for 3 days and was repaired. Safety improvements are ongoing and the work will continue.

The stream erosion project plans are prepared and going to bid by May of 2021. The project is expected to be completed in October of 2021.

Some of the fire hydrants need repairs so Mike Schneider will review the job and the costs for the repairs should he be able to do them.

On November 23 the fire department will use the fire hydrant in front of the municipal building for testing.

The Lambertville Municipal Utilities Authority has agreed to provide us with chlorine at their cost and will provide a written legal agreement for signature. The DTMUA agreed to pay the legal costs for drafting the agreement for around \$600. The billing procedure will have to be worked out.

MR. MATTHEWS MOVED TO ADOPT THE 2021 DTMUA ANNUAL BUBGET BY RESOLUTION. Mr. Drew seconded the motion. A roll call vote was taken.

Mr. Mathews	YEA
Mr. Drew	YEA
Mr. Sterbinsky	YEA
Mr. Russo	ABSENT
Mr. Vocke	ABSENT

The Board discussed the Gen Serve Contract for annual maintenance of the two plant generators. The Board discussed getting a less expensive contract elsewhere. Mr. Mathews said if a generator ever fails in an emergency we would look foolish not to have had it properly serviced. Secretary Rankin was asked to provide Mike Schneider with a copy of the contract to see if he could do the annual service.

According to our latest financial report our revenues are up \$12,000 over last year and our expenses are down \$38,000. Our cash account is up \$166,000 over the same period last year. Accounts receivable are \$2700 over 90 days and Secretary Rankin was asked to notify those customers of past due balances.

The Board discussed updating the administrative process. Chairman Sterbinsky suggested a Board member be assigned as Project Supervisor to oversee the project. Mr. Drew said the Board is more of an overseer now and not best equipped to coordinate with contractors. He said the members are volunteers and the supervision over contractors is best if done by professionals. Chairman Sterbinsky agreed but he thought a sheet updating the status of the project would serve to best inform the board from meeting to meeting.

Chairman Sterbinsky suggested we obtain an on-call employee for extra work and absentee workers. This will require a training period for which they will be paid.

Chairman Sterbinsky, Mr. Mathews and Mike Schneider will meet with our engineer, Natural Services, to discuss the drafting of a new contract. There was discussion of interviewing for a new engineering services.

Stem Brothers is ready to install the new tanks but requires payment first and a letter saying we own the tank already there that they will also fill when needed.

The expansion of the water tower building may not be necessary as originally proposed. Mike Schneider said we could obtain two small tanks for around \$1200 each and not have to add a second door. It will still be necessary to put down a concrete pad. This could save around \$3000.

A letter was sent to the customers notifying them of a failed water sample last February. The letter is required under state statute. The test was not done on time and submitted to the state on a timely basis. There was miscommunication between the engineer and the board so the letter was sent out a few days late making the DTMUA subject to a fine. Mr. Drew asked that the Board be notified in the future of anything like this happens again.

Chairman Sterbinsky received a letter from the law office that placed a lien on our plant facility for non-payment on a job contracted by the cell tower operators. They were asking for a phone number for Crown Castle to follow up on the matter.

MR. MATHEWS MOVED TO APPROVE PAYMENT OF \$10,364.30 IN BILLS AND PAYROLL. This does not include the paying of check #7431 in the amount of \$7431.75 for engineering to AWS/NSU until the excess charge for preparing last month's monthly report is resolved. Mr. Drew seconded the motion. The bills were approved.

AT 8:30 PM MR. MATHEWS MOVED TO ADJOURN THE MEETING. Mr. Drew seconded the motion. The meeting was adjourned.

Respectfully submitted,

Dianne Rankin