

MINUTES OF THE
COLONIAL PINE HILLS SANITARY DISTRICT
May 19, 2020

The Board of Trustees of the Colonial Pine Hills Sanitary District met on May 19, 2020 at the CPHSD Office Building. Social Distancing was observed and facial coverings were required. President Mills called the meeting to order at 7:00 PM. Trustees present included Edward Mills, President; Donald Nolting, Vice-President; Gerald Burdick, Trustee; Peter Rausch, Trustee; and LeRoy Draine, Trustee. Present also were Jim Martin, Manager; Steve Burgad, Maintenance; and Talbot Wiczorek, Legal Counsel. There was no audience in attendance.

AGENDA:

Burdick made motion to approve the agenda as written, seconded by Nolting. The motion passed with a unanimous voice vote.

MINUTES:

Nolting made motion to approve the minutes of April 21, 2020, as written. A second was given by Draine. Motion passed with unanimous voice vote.

FINANCIAL REPORT:

The Financial Report for April was given. Martin noted that revenue for the year thru April is up slightly from last year. There are no visible ill-effects in the financial area due to COVID-19. This is being watched carefully. There were no questions or comments. Nolting motioned to approve the financial report with Rausch adding the second. It passed by unanimous voice vote.

MANAGER'S REPORT:

Martin reported he wants to re-start the radio read meter installations soon, since they have been delayed by COVID-19. He will order additional meters as soon as funds become available. He stated our bi-annual Audit will begin in early June; it also being delayed by the virus. The audit will take place in our office building. He is going to advertise for Meter Readers this month, since the present readers have only three more months. We have had three water leaks this month. Martin stated he still plans to be gone July 12-19 and May 21-28 although the May period may not happen. There being no further discussion Nolting made a motion, seconded by Rausch, to approve the Manager's report. The motion passed by voice vote.

OPERATOR'S REPORT:

Martin gave the Operator's Report in Riker's absence. He reported the three service line leaks; Pinewood Drive, Albertta Drive and Wamberg Court. All have been repaired by Askland Construction. The Filtration Skid was also down a couple of days to replace a chlorine

line. There being no questions Burdick made motion, seconded by Draine to accept the Operator's report. The motion passed by unanimous voice vote.

OLD BUSINESS:

1. COVID-19: Martin told the Board that there is going to be a window installed in the inside door of the office that will have a small pass thru in it. This door will be closed and locked so no one can just come into the office. The window and frame have been ordered and Steve will install it when it arrives. The office is sanitized on a regular basis..
2. Administrative Assistant Position: Martin said he has had two calls but neither has come by for an application. And one is moving out of the area. Will keep looking.
3. Naylor Well House: Mike has contacted Taylor Drilling to give an estimate concerning the abandonment of this well and also a contractor that will estimate the over-all cost of demolition and clean-up. We expect it to be \$6,000 to \$10,000.

NEW BUSINESS:

1. Meter Readers: Martin reminded the Board that the current readers have given notice they will read meters the end of July but no longer. Martin has a post card being printed to recruit new readers.
2. Trustee Term Limits: While reading old minutes, Martin discovered that the Board in February 1995 has discussed and voted to limit the terms of Board members to only six consecutive years of service. There were no remarks as to why this subject came up or any additional discussion. Since the current Board has three of its members beyond the six years and new Trustees difficult to find, Martin recommended this term limit motion be rescinded. Legal Counsel also suggested rescinding but also stated he did not think term limits could be enforced since the State Codified Law pertaining to Sanitary Districts does not include such terms. Nolting made motion, seconded by Draine, to rescind this rule from 1995 effective immediately. The motion passed with unanimous voice vote.
3. Audience Comments: There were none.
4. Executive Session (Employee/Legal Matters): Not Required This Meeting.

At 7.16 PM, there being on further business Mills reminded the Board that we would again meet on June 16, 2020 and asked for a motion to adjourn. Burdick made such motion, seconded by Draine. The motion passed by unanimous voice vote.

Respectfully,

Jim Martin
Manager/Clerk