

# TOWN OF DOVER

## Department of Public Works

COUNTY OF MORRIS  
37 NORTH SUSSEX STREET  
DOVER, NEW JERSEY 07802  
Telephone: (973) 366-1221, Fax: (973) 366-7599



*James P. Dodd – Mayor*  
*Luis Acevedo- Superintendent*

*William P. Close – Town Administrator*

The Board of WATER COMMISSIONERS of the TOWN OF DOVER, New Jersey

Minutes of Meeting held: Wednesday, December 8, 2010

The regular monthly meeting of the Honorable Board of Water Commissioners of the Town of Dover was held on the above date at 6:30 p.m., in the Service Building at 100 Princeton Avenue, Dover New Jersey.

The meeting was called to order by President Andrew Du-Jack and he stated that this meeting was in compliance with the “Open Public Meetings Act.” He then requested all to stand for the “Pledge of Allegiance.”

Present: President Andrew Du-Jack and Commissioner Aldo Cicchetti, Also present, Attorney Matt Petracca sitting in for Attorney Peter King, Superintendent, Luis Acevedo and Engineer Andrew Holt.

Copies of the minutes for November 14, 2010 were previously received by each of the Commissioners. President Du-Jack then asked if there were any comments/corrections about the minutes. None being noted, Commissioner Aldo Cicchetti entertained a motion to accept the minutes, second by President Du-Jack and passed by voice vote. The minutes were then referred to file.

President Du-Jack recognizes Engineer Andrew Holt who proceeds to summarize that he and Luis Acevedo have continue their monthly meetings with Town Administrator William Close. Topics of discussions regarding updating the Water System Procedures Manual by adding the Water Service Area map, Meter Consumption and Pending on changes of the Meter prices and charges which is still under review by the Town of Dover Board of Alderman and Mayor. The main focus for the upcoming months are implementing leak detection and installation of meters in each zone placed on the wells to study which zone uses more water, what time the most consumption is used and the highest spike. Other topics of discussion was the status on the Low service tank 1 bid from U.S. Tank \$ 830,000. Andrew Holt recommends that the bid be rejected and go back out to bid. The upcoming Capital Projects are going to be revisit, ranked

and prioritize. Andrew Holt asked if the lead and copper letters have been sent out. Superintendent, Acevedo stated that they did. President, Du-Jack asked if there were any other questions/comments none being noted Commissioner, Cichetti entertained a motion to accept the Engineers report, second by President, Du-Jack and passed by voice vote. Report was referred to file.

President Du-Jack then asked for the Superintendent’s Report of Operations and Oral Reports for the month of November. A copy of the monthly report was available to the Commissioners. Superintendent, Acevedo proceeded with some of the items listed on report for the Board.

<b>December-10</b>						
<b><u>Pumpage</u></b>		<b><u>Previous Year 2009</u></b>	<b>12/1-12/21</b>	<b><u>Zone II MG</u></b>	<b><u>Total</u></b>	<b><u>Est</u></b>
Current Month	75.852	80.895			2,041	70
Previous Month	80.579	78.204				
Difference	-4.727	2.691				
Previous Total	827.677	870.624				
Total to Date	903.529	951.519				
<b><u>Analytical Results</u></b>	Neg			<b><u>Total Meters</u></b>	10	
<b><u>Main Breaks</u></b>				New Set	1	Frozen:
<b><u>Service Repairs</u></b>	3			Reset	2	Installed 10
<b><u>Paving/Concrete</u></b>				Stop		Remove 7
<b><u>Landscape</u></b>				Off & Out		
<b><u>Main Extensions</u></b>				Dept. Tested	3	
<b><u>Mark Outs</u></b>				Reset Seasonal		
Shut Off Manpower	24	Hrs		OSWM		
<b><u>Hydrants</u></b>				Leaking	3	
New				Repair	1	
Replaced				By-Pass		
Repaired	3					
Maintenance						
<b><u>Water Services</u></b>				Note: Staff Out For vacation/sick		
Isolation Sound	1			Staff	Days	
				CCH	5	
				EM	1	

New Replaced	1	JF	4
		DD	2.5
		JN	1
		DN	2
		MG	3
<b><u>Buildings &amp; Ground</u></b>			
Grass Cutting		Hrs	
Cut Brush		Hrs	
Maintenance		Hrs	
Cleaning		Hrs	
Leaves		Hrs	
Snow Shoveling	4	Hrs	
<b><u>Pumps &amp; Motors</u></b>			
Painting		Hrs	
Cleaning & maintenance	16	Hrs	
Vehicles & Plow Maint.	21	Hrs	
<b>Snow Plowing</b>			
	30	Hrs	

Superintendent, Acevedo also stated that the Web site was up and running if anyone would like to post anything please let him know and he will reach out to Engineer Mike Hantson. President, Du-Jack asked Acevedo if the budget is being worked on? Acevedo stated that they are working on it. Commissioner Cichetti question if we were going to be flushing hydrants. Superintendent, Acevedo advised him that it will be done in the spring. With no other questions or comments President, Du-Jack entertained a motion to accept the Superintendents report, second by Commissioner Cichetti and passed by voice vote. The report was then referred to file.

Chemical Analysis – copies of the following water sample analysis were received by each of the Commissioners, prior to this meeting, for their review/comments. There was a brief discussion about the samples and then President Du-Jack entertained a motion to accept, second by Commissioner Cichetti and passed by voice vote. The reports were then referred to files.

Treasurer’s Report – Did not receive copy of the November’s report indicating the Operating and Capital Cash accounts. President Du-Jack entertained a motion to table report for next month’s meeting. , Second by Commissioner Cichetti and passed by voice vote.

Clerk’s Report – Received copy of the Principal Cashier’s report for the month of November showing the following monies have been turned over to the Treasurer for the Water/Sewer

receipts;, and then Commissioner Cichetti entertains a motion to accept, second by President Du-Jack and passed by voice vote. The report was then referred to file.

**November**

Water: \$ 259,265.77  
Sewer: \$171,486.37  
Total: \$430,547.42

Arrears/other:  
Water: \$476.97  
Sewer: \$257.22  
Printout Fee: \$113.00  
Total: \$847.19  
2009: Water: \$ 2,165.87  
Sewer: \$2,559.99  
Total: \$4,725.86

**Penalties/Interest**

Sewer: 708.79

Total Cash: \$ 56,684.95  
Total Check: \$380,144.31

Total monies turned over to finance dept.  
**\$ 436,829.26**

Correspondences- No correspondences received at this time

Open Public Comments - No comments from the public at this time

Approval of Vouchers- – President Du-Jack stated that approval of the vouchers, as per list received and checked by Clerk Nunn was now open for any discussions/comments? At this time President Du-Jack moved that the vouchers listed hereunder be approved and ordered to be paid. Total operating: \$48,922.27. This motion was second by Commissioner Cicchetti and passed by voice vote.

President Du-Jack asked if there was any new business to be discussed at this time.

Superintendent, Acevedo reached out to Diego Garcia regarding well 4 he left a message and has not received a return phone call at this time.

Now, with no other business to discuss, President Du-Jack entertained a motion to adjourn meeting, second by Commissioner Cichetti and passed by voice vote. This meeting was adjourned at 7:30 p.m.

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Debra M. Nunn Clerk to Water Board