

Present: Mr. Calloway, Mr. Manfredi, Mr. Simone, Mr. Bender, Mr. DiLolle and Mr. Neri

Public in Attendance: Matthew Scardino

Salute to the flag and a prayer.

Mrs. DiOrio read the Opening Statement, "Pursuant to the Open Public Meetings Act, I hereby announce that adequate notice of this meeting, as required by said act has been provided by adopting a schedule of regular meetings for the year 2019/2020 which schedule was posted on the Authority Bulletin board and filed with the Township Clerk on Feb. 7, 2019."

A motion was made by Mr. Calloway and seconded by Mr. Simone to open the meeting to the public. The motion passed unanimously on a roll call.

A motion was made by Mr. Calloway and seconded by Mr. Simone to close the public portion. The motion passed unanimously on a roll call.

A motion was made by Mr. Calloway and seconded by Mr. Simone to adopt the minutes of the Regular meeting of July 17, 2019. Mr. Neri abstained, all others passed the motion unanimously on a roll call.

Report of Engineer: J. Spratt

Mr. Spratt stated that they received a letter from Churchill Engineers regarding updating the sewer service area mapping that they are doing for the GCUA. Mr. Spratt mentioned they had met with them twenty-one months ago and made them aware what needed to be corrected, it was never corrected. Mr. Spratt said the best he can do is markup their map, tell them what should be done and return it. Mr. Spratt gave an example of how Scotland Run and the GCUA facility next-door which both already have sewer but they have it outside the sewer service area. Mr. Spratt stated he just wanted to keep the Board apprised but was not feeling too confident being he had given them everything before including his AutoCAD files for them to update their mapping and it was never done. Mr. Spratt is hoping to have it updated for when it goes to the State.

Mr. Simone asked who it was. Mr. Spratt replied that it was Churchill and they are the ones doing the work for the GCUA. He stated they cover the entire county and assumed they had met with everyone. Mr. Spratt again mentioned they had met and followed-up with hard copies of maps as well as digital copies so they can insert right into their own drawings.

Report of Executive Director: Wendy Mahoney

Mrs. Mahoney requested the Board Adopt Resolution No.75-19 Resolution approving the agreement for Time Clock System from Timetrak Systems, Inc., using State Contract #A41264 from September 1, 2019 through August 31, 2020 in the amount of \$514.20.

A motion was made by Mr. Calloway and seconded by Mr. Simone to Adopt Resolution 75-19. Resolution approving the agreement for Time Clock System from Timetrak Systems, Inc., using State Contract #A41264 from September 1, 2019 through August 21, 2020 in the amount of \$514.20.

The motion passed unanimously on a roll call vote.

Mrs. Mahoney requested the Board Adopt Resolution No.76-19. Resolution awarding contract for Utility Billing Software and Services to Edmunds Govtech in the amount of \$46,200.00

Mrs. Mahoney made the Board aware that we have currently been running our billing software since 2005. She noted that Edmund's has become the industry standard. She also mentioned that we have been made aware of some security risks and feels this is a good investment for the Authority.

Mrs. Mahoney also noted that we can offer our customers the opportunity to pay by E-check for \$1.05. Presently, we are not able to do this.

Mrs. Mahoney mentioned the conversion would take place January thru April of 2020.

A motion was made by Mr. Calloway and seconded by Mr. Neri to Adopt Resolution 76-19. Resolution awarding contract for Utility Billing Software and Services to Edmunds Govtech in the amount of \$46,200.00.

The motion passed unanimously on a roll call vote.

Mrs. Mahoney asked the Board if we are approving Resolution No. 77-19. Mr. DiLolle thought it should be pulled due to the fact that discussions are still being had whether to raise the starting rate to \$13.00 per hour. Mr. DiLolle mentioned he was hearing that maybe the starting rate should be higher so he thought it is better to pull the Resolution and have a discussion on it.

Mr. DiLolle asked if anyone had any comments.

Mr. Manfredi mentioned the women in the office are at one starting rate and the Operations are at a lower starting rate. Ralph was not sure how that could be justified. Mr. DiLolle explained to Mr. Manfredi it has been that way for years. Mr. Manfredi said it needed to be corrected.

Mr. Manfredi said he thought there should be no problem with the starting rates being the same across the board. Mr. Manfredi was not sure how the rest of the board felt, Mr. DiLolle stated that is why we are talking about it to hear everyone's opinion.

Mr. Manfredi said not to be disrespectful but if anything it should be the opposite meaning the Operations should be at a higher starting rate being they are out in the field where it's more dangerous and they are only making \$11.00 per hour and the women are making \$15.00 per hour.

Mr. Simone agreed it should be made fair across the board. Mr. Simone suggested making the rate the same for the Administration and Operations or make it lower until their probation date ends then bump them up to the \$15.00 per hour. He mentioned there are a few different ways this can be done.

Mr. Bender also agreed it should be brought up and tiered in a slow matter like six months. Doing it in a slower matter would not attract attention by changing the salary ranges on an employee by 20%.

Mr. Calloway believes that an employee should start off at a given rate but once they are qualified and certified that is when the person should see an increase and now even to where an employees starting rate was. Mr. Calloway stated it was just his opinion and to have the \$15.00 rate kick in after the employees probation period is up and the Authority decides on deciding to hire the employee full-time.

Mr. Bender agreed with Mr. Calloway and thought it was unanimous that the starting rate should increase. Mr. Bender thought that a salary analysis should be done by a manager on the employees who are at \$15.00 per hour. Due to the fact if you bump an employee who is currently at \$11.00 per hour to \$15.00 per hour, other employees who are at the current rate of \$15.00 per hour may say something. Mr. Bender agrees that the wages should go up but we need to be cognizant of what employees it is going to effect. He explained that employees talk and management just needs to be aware and be able to deal with it.

Mr. Calloway also suggested there is a point where it needs to be cut off and the point being we are trying to move up the bottom rate. Mr. Calloway spoke of his past experience at an employer and informed the Board how they structured their starting rate and how the employee was advised of this structure. He also made mention that he had the starting employee sign-off that he was told and made aware of this before he was hired.

Mr. Manfredi asked how should we address the Administration office since the starting rate is \$15.00 per hour, lower the rate then after the ninety days increase it to \$15.00 like the Operations.

Mr. Calloway thought you can put a qualification for those brought into the office for the ninety days.

Mr. Manfredi then asked a starting employee at the Administration office and the Operations Department should after the ninety days be at \$15.00 per hour.

Mrs. Mahoney and Mr. Bender both agreed and saw no problem.

Mr. Manfredi asked if we were going to lower the starting wage at the Administration office then after the ninety days raise it back to the \$15.00 per hour.

Mrs. Mahoney made mention only new hires this will effect.

Mr. Calloway noted it will not affect any employee working right now. We are just trying to bring everyone up equally. Mr. Calloway noted that Mr. Bender had a good point with being cognizant toward the other employees.

Mr. Calloway stated we are correcting this now due to today's environment we want to bring everyone up and this will only be directed too newly hires.

Mr. Bender just wanted the Authority to be prepared if any of the current employees come Mr. Haaf and Mrs. Mahoney if they are not making the \$15.00 per hour now.

Mr. Haaf suggested those employees should automatically be moved up to the \$15.00 per hour.

Mr. Calloway explained to Eddie and Wendy what they may be dealing with regards to the current employees making under the \$15.00 per hour.

Mr. DiLolle suggested we could straw poll the Board.

The Solicitor agreed that was fine to do.

Mr. DiLolle reiterated that all new hires will start at \$15.00 per hour. Any employee who is below that rate will automatically go to \$15.00 per hour. Mr. DiLolle asked he was correct in stating that.

Mrs. Mahoney made mention it will be after the ninety-day period.

Mr. Calloway asked if we had an idea of how many employees we have right now who are not at that rate of \$15.00.

Mr. Haaf and Mrs. Mahoney stated two employees.

Mr. Bender asked what to start an employee at before the ninety days is complete.

Mr. DiLolle was under the understanding it was being raised to the \$15.00.

Discussion was being had amongst all the Board members to start the rate at \$13.00 per hour.

Mr. Haaf noted it would start at the \$13.00 per hour then go to \$15.00 per hour after the ninety days.

Mr. Bender asked if that was the same for Administration and Operations.

Mrs. Mahoney replied yes.

Mr. DiLolle then asked if we were going to lower the Administration down to \$13.00 per hour.

Mrs. Mahoney replied only for new hires.

Mr. Neri asked when they are qualified and can do the job then after the probationary period they are moved up to the \$15.00 per hour.

Mr. DiLolle restated that all new starting hires regardless of the department they are in will start at \$13.00 per hour. Then after the ninety days they will go to \$15.00 per hour.

Mr. Neri asked what is the recommended amount for a full-time employee and asked if we are now lowering the office starting amount.

The Board members noted to Mr. Neri just for the new hires.

Mr. Neri felt we were moving in a backward direction. He felt it was fair that everyone starts the same but not sure if lowering the rate was the right thing to do.

Mr. Manfredi told Mr. Neri it would only be for the ninety days.

Discussion amongst all Board Members

Mr. DiLolle suggested that the Executive Director and the Superintendent meet and discuss the rate then come back to the Board with their recommendation.

The Board agreed with Mr. DiLolle

Mr. DiLolle felt it was the best way to handle the matter.

Mr. Bender just wanted to remind everyone as the minimum wage rates increase we as an Authority also need to keep that in mind with discussing our wages.

Report of Superintendent: Edward Haaf

Mr. Haaf mentioned we added a few frost-free spigots for Patrick McDevitt for the sustainable Monroe over at the Library. Our Authority contributed one and one was donated. Mr. Haaf commented how nice everything looked.

Mr. Haaf also thanked Mike Cavello an employee of Monroe Township for lending the Authority the Bucket truck during the rehab on ASR 14. A tree needed to be removed immediately.

Mr. Haaf also mentioned that our men did a Carbon exchange at Well #8 and how we saved the Authority about \$20,000.00. Everything went well with the exchange.

Report from Solicitor:

Nothing to report at this time.

Report from Liaison: Mr. Joseph Marino

Mr. Marino discussed the 0% tax increase and this was the third year in doing so. Taxes increased due to school and County. He vaguely discussed the school administration and how as a community we need to get involved and research things.

Mr. Marino discussed the break down of the taxes and what the increases was on. He also discussed the state funding that was given.

Mr. Marino also discussed how some of the new fifty-five and over communities does not affect the schools but will affect the county taxes. He noted the community needs to be more cognizant.

Mr. Marino spoke about Holly Glen and the state funding that was offered but at the moment is still being tabled by the Board.

Mr. DiLolle asked for approval of the Investment Summary Report. A motion was made by Mr. Calloway and seconded by Mr. Simone. The motion passed unanimously on a roll call.

Mr. DiLolle asked for approval of Operating, Escrow and Payroll Vouchers. A motion was made by Mr. Simone and seconded by Mr. Calloway. The motion passed unanimously on a roll call.

Mr. DiLolle asked for approval of Project Vouchers. A motion was made by Mr. Neri and seconded by Mr. Calloway. The motion passed unanimously on a roll call.

A motion was made by Mr. Calloway and seconded by Mr. Simone to adjourn the meeting. The motion passed unanimously on a roll call.

Respectfully submitted by

Beth DiOrto

Beth DiOrto

Approved at a meeting on

Sept. 18, 2019

Attest by

Wendy Mahoney
Assistant Secretary