

Penns Grove Sewerage Authority

January 20, 2022

The regular monthly meeting of the Penns Grove Sewerage Authority was called to order by our Chairperson, Mrs. James, at 5:00 P.M. on January 20, 2022 in accordance with Public Law 1075, Chapter 231. Notice of this meeting was advertised in the South Jersey Times and on the website.

Present at the meeting were:

Mrs. Mary Kay James, Mr. Carl Washington, Mr. John Scarpaci, Mr. Greg Martin and Mr. Abasi Moyenda

Meeting minutes for the December 16, 2021 meeting was approved by Mr. Scarpaci and seconded by Mr. Moyenda. All voted yes.

Mrs. James said as a suggestion of Tim Kiel, to outsource our payroll to Paychex Company. Paychex is a large, well-known company that does payroll processing for Carneys Point Sewerage Authority and many others in the area. Mr. Kiel suggested this is because the benefits outweigh the cost. The Authority benefits from a reduced risk of errors and possible penalties in tax calculations, lower cost to do the payroll. The cost depends of the service we request but range from \$111.46 per month for payroll processing only to \$260.00 per month for the entire enterprise system which include payroll processing, employee time management including vacation time, sick time and personal time, time-accrual, workers compensation, unemployment administration, HR library help/advice, etc.

Mrs. James would like a motion to get more information on getting this service. A motion was made by Mr. Scarpaci and seconded by Mr. Moyenda. All except Mr. Washington approved.

Mrs. James requested for CFO services through the RFQ process to improve financial processes and promote timely monthly and annual financial reviews. The scope of work information may be found on our web site.

Resolution 2022-1-1 adaption revised personnel policies and procedures for the Penns Grove Sewerage Authority was approved by Mr. Scarpaci and second by Mr. Moyenda.

Mr. Boden stated that Penn Valley Pump was delivered. Waiting on installation.

Mr. Boden stated the alarm and emergency lighting will be installed within next few weeks.

Mr. Boden stated he is waiting on Power Equipment to schedule Cat Generator repairs.

Mr. Boden stated he had on line meeting with NJDEP and Carneys Point to discuss possible flow diversion. NJDEP has asked for more data to review before they give approval.

Mr. Boden stated that the meeting with Triad was cancelled due to Covid and will be rescheduled.

Mrs. James made a motion to pay the bills and was approved by Mr. Moyenda and was seconded by Mr. Scarpaci.

Mrs. James made a motion to adjourn meeting and was approved by Mr. Moyenda and seconded by Mr. Scarpaci. Washington.

Respectfully submitted,

Marie Danks

Office Manager