

The MINUTES of the meeting of the DELAWARE TOWNSHIP MUNICIPAL UTILITIES AUTHORITY held on March 04, 2021 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	Tim Drew	PRESENT
Treasurer	Jim Mathews	PRESENT
Executive Secretary	Tim Drew	
Member	Mario Russo	PRESENT
Alternate	Joe Vocke	PRESENT
First Alternate	Steven Toy	PRESENT
Recording Secretary	Dianne Rankin	PRESENT

MR. MATHEWS MOVED TO APPROVE THE MINUTES OF THE FEBRUARY 04, 2021 MEETING. Mr. Drew seconded the motion. The minutes were approved.

Mrs. Rankin located the original Rules and Regulations and found no requirement for two signatures on checks so no bank signature cards will be required. As long as one of the authorized signatures is on the check as required by the bank the Board prefers to leave their current signing procedure in place.

There was no monthly engineering report provided for the meeting. Secretary Rankin will check with the engineer on its status and see if it is part of the new engineering agreement.

Chairman Sterbinsky said there is no longer 2 people at the plant on the same day. On that day Mr. Schneider will do a walk through just to monitor the facilities.

Chairman Sterbinsky said the pipes and valves are old at the water tower. Our focus on repairs and upgrades will now be on the water facility. Chris Wilson, licensed operator, and Mike Schneider will attend the April meeting and prepare a list of what needs to be done.

The caustic tanks are delivered and will be installed.

Chairman Sterbinsky signed the professional service contracts for our Bookkeeper and attorney.

Mr. Vocke pointed out to the Board that everyone in the township gets an annual raise and Secretary Rankin has not had one in 5 years. He also said her work is considered a supervisory position and not a Recording Secretary. He said her status and opportunity for raise should be clearly defined. Mr. Mathews pointed out that when they hired a bookkeeper her work load was reduced but Mrs. Rankin said she is still doing many of the bookkeeping functions so the new bookkeeper could focus on the more important aspects of the job. The new bookkeeper also does more than Mrs. Rankin was doing. The Board wants her to take on more supervisory and support responsibilities over plant operations. MR. MATHEWS MOVED TO CHANGE THE TITLE OF MRS. RANKIN’S POSITION FROM RECORDING SECRETARY

TO ADMINISTRATOR AND GIVE A 2% RAISE RETROACTIVE TO THE BEGINNING OF THE YEAR. Mr. Russo seconded the motion. The motion was approved. Mrs. Rankin was asked to prepare a report on what her responsibilities are as an Administrator.

Chairman Sterbinsky asked that the minutes be distributed shortly after the meeting and not as close to the meeting as they are being done now.

MR. MATHEWS MOVED TO APPROVE PAYMENT OF \$24430.90 IN BILLS AND PAYROLL EXPENSE. Mr. Drew seconded the motion. The bills were approved.

Mr. Drew told the Board that the Planning Board is reviewing the Master Plan and it is intended that the DTMUA be part of the plan.

AT 8:50 PM MR. MATHEWS MOVED TO ADJOURN THE MEETING. Mr. Drew seconded the motion. The meeting was adjourned.

Respectfully submitted,

Dianne Rankin