



Town Of Pembroke *Sewer Commission*

MONTHLY SEWER COMMISSION MEETING

DATE: November 18, 2019 TIME: 7:00 P.M. PLACE: 4 Union St.

I. Meeting Called to Order: 7:05 pm

Attendance: Commissioner Harold Thompson, Commissioner Jules (Andy) Pellerin,
Commissioner Daniel Driscoll, Paulette Malo, Operations Director
Unavailable:

II. Citizen's Comments: NONE

III. Scheduled Meetings: a. Mr. Fleury, Trustee of the Trust Funds: Mr. Fleury came in to talk to the Commissioners about the future of the Trust. Paulette explained that Gerry had suggested that the commission not use a minimum amount to be held in the Trust account.

Andy asked Gerry for an explanation as to why the commission should not use a minimum and only a maximum. Gerry stated that the commission does not want to use the minimum in case an expenditure could bring the amount below the minimum and then the commission would be in violation of its' own rules that had been set for the account. Andy asked if a motion was needed for the new Trust agreements without a minimum balance. Paulette explained yes there will need to be a motion for this. Paulette explained to Gerry that the Plant reserve will be eliminated due to the fact that any capital improvement at the Plant must be included in the yearly budget. The commissioners already voted to eliminate this account moving forward. A discussion took place about why the Plant reserve account would be needed or not needed. Along with this discussion the concern of the plant spending money knowing that Pembroke had this amount in a reserve is a concern to Pembroke commissioners.

A discussion took place about if Gerry believed that the explanation of each reserve account appears to be sufficient for the understanding of what they have been created for. Gerry stated that the commission should not set them up to get cornered. Paulette suggested to add etcetera to the end of each use statement.

Gerry will talk to the other Trustees and they will come to a future sewer meeting to sign Trust agreements. The suggestion was made to postpone the sewer meeting until December 17, 2019 for all the commissioners to be present.

The commissioners thanked Mr. Fleury for coming in and for giving the Commissioner advice with the Trust Funds.

IV. Old Business: 2020 Budget Review and Approval: A discussion took place about the COLA, Merit and Longevity for 2020. Also discussed was adding an employee for the office. Paulette explained that it would benefit the department to have a person in the office on Tues., Wed., and Thurs. from 9 am to 3 pm. These are the hours of collection. This would alleviate the closing of the office for inspections, meetings and meter readings, etc.

A discussion took place about a job description and pay scale. Paulette told the commissioners that the Secretary to Public Works would be similar to the position that is being looked at. According to the Pay Study that was done for the Town of Pembroke in 2018, the position should be a labor grade 10 with a pay rate of \$15.22 to \$22.07. Dan and Andy both stated that this would be only a part-time position with a maximum of 20 hours per week. This person would not be entitled to health, dental or retirement benefits. Vacation and sick time would be on a prorated basis.

V. Any Old Business: a. Pembroke Pines Contract: Paulette explained that after meeting with Attorney Upton, Harold authorized him to send a Memorandum of Understanding to the Attorney for Pembroke Pines with the following agreement:

- 1: An amount of \$113,887.80 no later than Nov. 30, 2019, for 15 units and sewer extension flows.
- 2: Amount of \$81,607.50 no later than April 30, 2020, for 18 units
- 3: Amount of \$95,208.75 no later than August 30, 2020 for 21 units
- 4: Amount of \$95,208.75 no later than December 31, 2020 for 21 units

Motion: Dan made the motion to have Harold sign the Memorandum of Understanding.

Seconded: Andy seconded the motion.

Vote: All in favor, motion passed

VI. New Business: a. Review and Sign Manifest: Manifest was reviewed and signed

b. Review and Sign Late Notice Register: The register was reviewed and signed.

c. Review and Sign Warrant 4 Zone 2: Warrant 4 Zone 2 was reviewed and signed

d. Abatement: None

e. Correspondence: Correspondences were reviewed. Paulette explained that she sent a letter to a resident that has been paying weekly on their sewer account and currently they have approximately 2 years in advance on the account. Paulette asked the resident to stop paying until the account has been reduced significantly.

f. Accept minutes of October 14, 2019:

Motion: Dan made the motion to accept the minutes of October 14, 2019 as written

Seconded: Andy seconded the motion.

Vote: 3 in favor, motion passed

g. Longevity Pay: Longevity pay was reviewed.

Motion: Andy made the motion to have Harold sign the longevity pay for Paulette as budgeted.

Seconded: Dan seconded the motion.

Vote: All in favor, motion passed

VII. Any New Business: a. Approve Meeting Schedule for 2020:

Motion: Andy made the motion to approve the meeting schedule as presented.

Seconded: Dan seconded the motion.

Vote: All in favor, motion passed

b. Transfer of funds to NHPDIP in the amount of \$50,000.00

Motion: Andy made the motion to have Harold sign the letter to the Treasurer for the fund transfer.

Seconded: Dan seconded the motion.

Vote: All in favor, motion passed

VIII. Adjourn: 8:20 pm

Motion: Andy made the motion to adjourn

Seconded: Dan seconded the motion.

Vote: All in favor, motion passed

Respectfully Submitted,
Paulette Malo,
Operations Director