



SARATOGA COUNTY WATER AUTHORITY

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ED M. HERNANDEZ, PE ACTING EXECUTIVE DIRECTOR

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ARTHUR J. JOHNSON
KEVIN T. KING
CHARLES WAIT

Official Minutes of the November 27, 2012 Meeting of the Saratoga County Water Authority Personnel Committee

SCWA Personnel Committee member Greg Connors called the meeting to order at 2:30 p.m. The meeting was held in the board room at the Saratoga County Municipal Complex, Building One. In attendance were Committee Members Greg Connors, Marybeth Hynes, Attorney Craig Crist and Acting Executive Director Ed Hernandez.

Mr. Hernandez discussed a 2% cost of living adjustment (COLA) for existing employees starting January 1, 2013. Mr. Hernandez reviewed employee pay and indicated that the 2013 budget that was approved anticipated the pay increase. A motion was made by Marybeth Hynes and seconded by Greg Connors to recommend to the Board approval of a 2% COLA increase for all employees with the exception of the new laborer position. The new laborer position was excluded because the employee has not yet reached their one year anniversary date. Motion passed unanimously.

Mr. Hernandez reviewed the probationary status for the Confidential Secretary and recommended making Carol Alden the permanent Confidential Secretary. A motion was made by Marybeth Hynes and seconded by Greg Connors to recommend to the Board approval of permanent status for Carol Alden to the Confidential Secretary position. Motion passed unanimously.

Mr. Hernandez then discussed potential rewards that could be provided to employees who obtain or upgrade their water operator license. This would include both distribution system and plant licenses. Discussion with the County personnel director indicated that the most appropriate method for rewarding employees that improve their license is through a "one time educational stipend." Employees who recently obtained a D water operator's license include Eric Thompson and Floyd Russell. In addition Paul Perini recently finished the educational requirements and is pending NYSDOH approval. Mr. Hernandez recommended that the Committee consider awarding a \$1,500 educational stipend to employees that upgrade their license. A motion was made by Greg Connors and seconded by Marybeth Hynes to recommend to the Board approval of a \$1,500 one time educational stipend to Eric Thompson and Floyd Russell for obtaining their D operator's license. Motion passed unanimously.

Mr. Hernandez then discussed the current salary for the Confidential Secretary position. The personnel director for the County has indicated that the current starting salary for an equivalent County position is \$42,766 for a 37.5 hour work week. Our current Confidential Secretary works a 40 hour week which would equate to a salary of \$45,617 per year. Her current salary is \$39,866. Mr. Hernandez recommended that the Committee consider increasing the salary for this position to \$45,617.00 based on equivalent County positions. A motion was made by Greg

Connors and seconded by Marybeth Hynes to recommend to the Board an increase in the base salary of the Confidential Secretary position to \$45,617. Motion passed unanimously.

At 3:30 p.m. motion was made to adjourn by Marybeth Hynes. Mr. Connors seconded and the meeting was adjourned.

Respectfully Submitted,

Ed M. Hernandez
Executive Director