

Contract no. 1605

AGREEMENT

Between

CLEMENTON SEWERAGE AUTHORITY

And

**AMERICAN FEDERATION OF STATE,
COUNTY AND MUNICIPAL EMPLOYEES,
AFL-CIO, COUNCIL 71**

Dated: January 13, 1991

**LIBRARY
INSTITUTE OF MANAGEMENT
AND LABOR RELATIONS**

OCT 14 1991

RUTGERS UNIVERSITY

George J. Botcheos, Esquire
LASKIN & BOTCHEOS, chartered
1878 East Route 70, Suite 10
Cherry Hill, NJ 08003
(609)751-1919

CLEMENTON SEWERAGE AUTHORITY - COUNCIL 71

INDEX

ARTICLE I	RECOGNITION	2
ARTICLE II	CHECK OFF	3
ARTICLE III	WORK SCHEDULE	4
ARTICLE IV	WORKER'S COMPENSATION	5
ARTICLE V	LIFE INSURANCE AND MEDICAL PLANS	7
ARTICLE VI	SENIORITY	8
ARTICLE VII	OVERTIME	9
ARTICLE VIII	VACATIONS	11
ARTICLE IX	HOLIDAYS	12
ARTICLE X	WAGES	14
ARTICLE XI	LAYOFF	15
ARTICLE XII	EQUAL TREATMENT	16
ARTICLE XIII	STRIKES AND LOCKOUTS	17
ARTICLE XIV	SAFETY AND HEALTH	18
ARTICLE XV	GENERAL PROVISIONS	19
ARTICLE XVI	LEAVE OF ABSENCE WITH PAY	21
ARTICLE XVII	LEAVE OF ABSENCE WITHOUT PAY	23
ARTICLE XVIII	UNION LEAVE WITHOUT PAY	25
ARTICLE XIX	GRIEVANCE PROCEDURE	26
ARTICLE XX	DISCIPLINE	28
ARTICLE XXI	OTHER EMPLOYMENT	29
ARTICLE XXII	LONGEVITY PAY	30
ARTICLE XXIII	TERMINATION	31
ARTICLE XXIV	ON-CALL TIME	32
APPENDIX SECTION I		33
APPENDIX SECTION II		35
APPENDIX SECTION III		36a
SIGNATURE PAGE		37

PREAMBLE

This agreement entered into by the Clementon Sewerage Authority, hereinafter referred to as the "Employer" and Council 71 which is affiliated with the American Federation of State, County and Municipal Employees, AFL-CIO, hereinafter referred to as the "Union," has as its purpose the promotion of harmonious relations between the Employer and the Union; the establishment of an equitable and peaceful procedure for the resolution of differences and the establishment of rates of pay, hours of work, and other conditions of employment. The effective date of this contract shall be January 1, 1991 to December 31, 1993.

ARTICLE I
RECOGNITION

SECTION 1. The Employer recognizes the Union as the bargaining agent for the purpose of establishing salaries, wages, hours, and other conditions of employment for all of its employees in the classifications listed in Appendix A, which is part of this agreement, and for such additional classifications as the parties may later agree to include. This recognition, however, shall not be interpreted as having the effect of, or in any way abrogating the rights of employees as established by the Laws of 1974, Chapter 123 of the Public Laws of the State of New Jersey.

SECTION 2. For purposes of this contract, the bargaining unit shall not include part-time employees.

ARTICLE II

CHECK OFF

SECTION 1. The Employer agrees to deduct the monthly Union membership dues from the pay of those employees who individually request in writing that such deductions be made. The amounts to be deducted shall be certified to the Employer by the treasurer of the Union, and the aggregate deductions from all employees shall be remitted to the treasurer of the Union, together with a list of the names of all employees for whom the deductions were made, by the fifteenth (15th) day of the succeeding month after such deductions were made. The revocations of this authorization shall be in accordance with the provisions of applicable statutes as presently existing, or as may be amended.

ARTICLE III
WORK SCHEDULE

SECTION 1. The regularly scheduled work week for the office clerk and plant operators shall consist of five (5) consecutive days. Each plant operator shall be permitted one-half (1/2) hour for lunch, and the office clerk shall be permitted one (1) hour for lunch. The regularly scheduled hours of work for office personnel shall be 8:00 a.m. to 4:00 p.m.

SECTION 2. All work performed on the sixth (6th) and seventh (7th) consecutive days shall be for a period of two (2) hours.

SECTION 3. Employees shall be paid a shift differential of seven percent (7%) for all work performed on Saturdays and Sundays.

ARTICLE IV
WORKER'S COMPENSATION

SECTION 1. Whenever an employee covered by this agreement is injured on duty, he shall receive worker's compensation due him plus the difference between the amount received as worker's compensation and his salary during the period of temporary disability, up to a maximum of forty-five (45) days. Thereafter, the employee shall receive worker's compensation plus the difference between the amount of worker's compensation received and eighty percent (80%) of the employee's gross salary during the period of temporary disability with the understanding that the amount paid by the sewerage authority in addition to worker's compensation shall be limited to a period of one (1) year from the date of injury. The difference of twenty percent (20%) (the employee's gross salary minus the 80 percent paid by the sewerage authority) may be charged against the employee's sick time, at the option of the employee, provided that said employee is entitled to sick leave and further provided that the employee signs a form authorizing the Employer to charge the time lost to sick leave. Refusal by the employee to sign a form authorizing the Employer to charge the time lost to sick leave will result in the employee being ineligible to receive the difference between the worker's compensation received and the employee's gross salary.

SECTION 2. An employee who is injured on the job and is sent

home or to a hospital, or who must obtain medical attention, shall receive pay at the applicable hourly rate for the balance of his regular shift on that day, provided that he submits a written doctor's certification of his inability to return to work on the subject day or dates. An employee who has returned to his regular duties after sustaining a compensable injury, who is required by the worker's compensation doctor to receive additional medical treatment during his regularly scheduled working hours, shall receive his regular hourly rate of pay for such time, provided the said doctor submits a written certification to the authority to that effect and the employee utilizes only that time necessary for the medical services provided.

ARTICLE V

LIFE INSURANCE AND MEDICAL PLANS

SECTION 1. The authority shall continue to provide full coverage life insurance for those employees covered under this agreement.

SECTION 2. There shall be no change in the group hospital medical plan or major medical presently in effect and paid for by the employer and employees.

SECTION 3. The authority shall contribute \$350.00 per employee to the South Jersey Public Employees Health and Welfare Fund for the years 1991, 1992, and 1993.

SECTION 4. The authority shall enroll the employees in New Jersey's Temporary Disability Insurance Program.

ARTICLE VI

SENIORITY

SECTION 1. Seniority is an employee's total length of service with the Employer, beginning with his original date of hire.

An employee having broken service with the Employer (as distinguished from a leave of absence) shall not accrue seniority credit for the time when not employed by the Employer.

SECTION 2. If a question arises concerning two employees who were hired on the same date, the following shall apply: If hired prior to the effective date of this agreement, seniority preference among such employees shall be determined by the order in which such employees are already shown on the Employer's payroll records, first name, first preference, etc. For employees hired on the same date subsequent to the effective date of this agreement, preference shall be given in alphabetical order (of the employee's last name).

SECTION 3. In all cases of promotions, demotions, layoff, re-employment, vacation schedules, and other situations where substantial employee advantage or disadvantages are concerned, an employee with the greatest amount of seniority shall be given preference, provided he has the ability to do the work involved.

ARTICLE VII

OVERTIME

SECTION 1. Rate of Pay.

Time and one-half (1-1/2) the employee's regular hourly rate of pay shall be paid for work under any of the following conditions:

- a. All work performed in excess of forty (40) hours in any work week.
- b. All work performed on the sixth (6th) consecutive day, and up to two (2) hours on the seventh (7th) consecutive day.

SECTION 2. Doubletime.

The employee's regular hourly rate of pay shall be paid for work performed under any of the following conditions:

- a. All work performed on the seventh (7th) consecutive day after two (2) hours of work.
- b. Employees who are required to work the holidays listed at Article IX, Section 1 shall receive regular pay for the hours worked on that holiday, in addition to twelve (12) hours of regular pay for the holiday to plant operators, and ten and one-half (10-1/2) hours to the office clerk.
- c. In no event will employees be paid less than doubletime for having worked consecutively in excess of sixteen (16) hours:
 - 1 through 8 hours - regular hourly rate
 - 9 through 16 hours - time and one-half regular hourly rate
 - 17th hour and thereafter - doubletime the regular hourly rate

SECTION 3. Overtime work shall be distributed as equally as possible, provided that the employee is qualified in this classification, seniority provision notwithstanding.

SECTION 4. Overtime shall be paid currently, or at least no later than the second (2nd) pay period after overtime was performed, maintaining the current practice.

ARTICLE VIII

VACATIONS

SECTION 1. Employees covered under this agreement shall be entitled to the following annual vacation with pay:

- a. Up to one (1) year of service, one (1) working day vacation for each month of service; after one (1) year and up to five (5) years of service, twelve (12) working days vacation; after five (5) years and up to twelve (12) years of service, fifteen (15) working days vacation; after twelve (12) years and up to twenty (20) years of service, twenty (20) working days vacation; after twenty (20) years of service, twenty-five (25) working days vacation.

SECTION 2. Where in any calendar year the vacation leave or any part thereof is not used, such vacation periods shall accumulate and shall be granted during the next succeeding calendar year only or shall be lost. All vacations shall be taken on a weekly basis. Notification to the superintendent must be given one (1) week prior to vacation. Exception may be granted by the superintendent.

SECTION 3. Employees covered under this agreement shall be entitled to sell back to the Employer accumulated vacation time at termination. Any such vacation sold back to the Employer shall be pro-rated at the time of termination based on days earned per month of employment. No more than one (1) year's vacation can be accumulated as set forth in Section 2 hereof.

ARTICLE IX

HOLIDAYS

SECTION 1. The following days are recognized as paid holidays:

New Year's Day
Martin Luther King's Birthday
Lincoln's Birthday
Washington's Birthday
Good Friday
General Election Day
Memorial Day
Independence Day
Columbus Day
Veteran's Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day
Labor Day
Personal Day (1)

SECTION 2. Holidays which fall on a Saturday shall be celebrated on the preceding Friday. Holidays which fall on a Sunday shall be celebrated the following Monday. Holidays which fall within an employee's vacation period shall be celebrated, at the employee's option, either immediately before or after his vacation period.

SECTION 3. If an operator or operators are required to work the regular holiday shift, the work period shall be a minimum of two (2) hours.

SECTION 4. Plant operators shall rotate every third (3rd) holiday, regardless of seniority.

SECTION 5. Additional holidays may be granted by the Clementon Sewerage Authority to coincide with those holidays granted to the borough employees.

ARTICLE X

WAGES

SECTION 1. Compensation for employees covered by this agreement shall be paid in accordance with the following schedule:

Clerk

1991	\$21,151.60
1992	22,420.70
1993	23,765.94

Assistant Plant Operators

1991	\$27,674.56
1992	29,335.03
1993	31,095.13

Foreman

1991	\$28,442.27
1992	30,148.81
1993	31,957.74

SECTION 2. Each assistant plant operator shall receive a clothing allowance of \$350.00 in 1991, 1992, and 1993. It is specifically understood, however, that the assistant plant operators must purchase from said sum, and wear during working hours, a pair of boots with steel-tipped toes.

SECTION 3. Each employee receiving a clothing allowance under Section 2 above shall submit to the authority receipts evidencing the purchase of \$350.00 worth of work clothes. The work clothes must be purchased during the calendar year in which the clothing is received.

ARTICLE XI

LAYOFF

SECTION 1. In the event it becomes necessary to layoff employees for any reason, employees shall be laid off in the inverse order of their seniority, within the scope of the employee's job classification.

SECTION 2. Upon termination the employee terminated shall be paid four (4) weeks severance pay based on a forty (40) hour work week.

ARTICLE XII
EQUAL TREATMENT

SECTION 1. There shall be no coercion, intimidation, or discrimination on the part of either the Employer or the Union, or their respective agents, officers or members, against any employee covered by this agreement for reasons of age, sex, color, religious belief, national origin, Union membership or non-membership.

ARTICLE XIII
STRIKES AND LOCKOUTS

SECTION 1. In addition to any other restrictions under the law, the Union will not cause a strike or work stoppage of any kind, nor will any employee take part in a strike, intentionally slow down in the rate of work or in any manner cause interference with or stoppage of the Employer's work, provided the Employer follows the grievance procedure for which provision is made herein, and the Employer shall not cause a lockout.

ARTICLE XIV
SAFETY AND HEALTH

SECTION 1. The Employer shall at all times maintain safe and healthful working conditions and will provide employees with any wearing apparel, tools or devices that may, as determined by the plant superintendent and the Union, be reasonably necessary to ensure their safety and health.

ARTICLE XV
GENERAL PROVISIONS

SECTION 1. Union Bulletin Boards.

The Employer agrees to furnish and maintain a suitable bulletin board (24" x 24") in a convenient place in each work area to be used by the Union.

SECTION 2. Union Activities on Employer's Time and Premises.

The Employer agrees that during working hours, on the Employer's premises, and without loss of pay, Union shop stewards shall be allowed to:

- (1) Post Union notices;
- (2) Distribute Union literature;
- (3) Solicit Union membership during the employee's non-working time;
- (4) Attend negotiating meetings;
- (5) Transmit communications, authorized by the local Union or its officers, to the Employer or its representatives;
- (6) Consult with the Employer, its representatives, local Union officers or other Union representatives, concerning the enforcement of any provisions of this agreement;
- (7) These activities shall not interfere with the employee's duties and shall be limited to thirty (30) minutes each day;
- (8) The Employer agrees that an accredited representative of the American Federation of State, County and Municipal

Employees, whether a local Union representative, district council representative or international representative, shall have access to the premises of the Employer during the working hours to conduct Union business, with proper notification to the superintendent and the time of such meeting does not exceed thirty (30) minutes per day and does not interfere with the duties of the employee.

ARTICLE XVI

LEAVE OF ABSENCE WITH PAY

SECTION 1. If a death occurs in the employee's immediate family, he shall be entitled to leave from the date of death to the day after the date of interment, but in no event shall such leave exceed three (3) days. The immediate family is defined as the grandmother, grandfather, mother, father, parental guardian, brother, sister, spouse, or child of the employee. Additional days may be granted by the Clementon Sewerage Authority for hardship cases.

SECTION 2. Sick Leave with Pay.

Permanent employees covered under this contract shall be entitled to the following sick leave of absence with pay:

- a. Fifteen (15) days sick leave with pay for each calendar year. If any employee requires none or a portion only of such allowable sick leave for any calendar year, the amount of such leave not taken shall accumulate to his credit from year to year, and he shall be entitled to such accumulated sick leave with pay when needed.
- b. Sick leave for purposes herein is defined to mean "absence of any employee from duty because of personal illness which prevents his coming to work."
- c. Any employee who shall be absent on sick leave for three (3) or more consecutive days shall be required to submit acceptable medical evidence substantiating the illness.

- d. The appointing authority may require an employee who has been absent because of personal illness, as a condition of his return to duty to be examined, at the expense of the authority, by a physician designated by the appointing authority. Such examination shall establish whether the employee is capable of performing his normal duties and that his return will not jeopardize the health of other employees.
- e. Upon retirement, if an employee has accumulated earned sick leave, he shall be compensated for fifty percent (50%) of said unused and accumulated sick leave.
- f. If an employee terminates his employment with the Clementon Sewerage Authority in good standing, for reasons other than retirement, he or she shall be compensated for twenty-five percent (25%) of the unused and accumulated sick leave, provided said employee has a minimum of ten (10) continuous years employment with the Clementon Sewerage Authority.

ARTICLE XVII

LEAVE OF ABSENCE WITHOUT PAY

SECTION 1. A permanent employee who is temporarily incapacitated (due to either physical or mental reasons), or who wishes to engage in an appropriate course of job-related study, or for any reason considered valid by the Employer, may be granted a special leave of absence without pay by the Employer for a period not to exceed six (6) months. Said leave may be extended for another period not to exceed six (6) months with the approval of the Employer. Any permanent employee desiring such special leave without pay shall submit his request in writing. The request may be granted along with the anticipated date of his/her return to duty.

SECTION 2. Maternity Leave without Pay.

Maternity (not to exceed six [6] months) shall be granted at the request of any employee without pay. Maternity leaves shall, upon the request of the employee, be extended or renewed for a period not to exceed six (6) months, also without pay.

SECTION 3. Military Service without Pay.

Any employee who is a member of a reserve force of the United States or of this state and who is ordered by the appropriate authorities to attend a training period or perform other duties under the supervision of the United States or this state, shall be granted a leave of absence during the period of such activity.

Any employee who enters into active service in the Armed Forces of the United States while in the service of the Employer shall be granted a leave of absence for the period of military service.

ARTICLE XVIII

UNION LEAVE WITHOUT PAY

SECTION 1. Any one (1) member of the Union who is elected or designated to attend a function of the Union's international or other subordinate body, shall be permitted to attend such functions and shall be granted the necessary time off without pay. This right of attendance, moreover, shall be governed by any conditions, restrictions, or limitations contained in the international constitution of the Union. The following are the number of days for each Union function:

Council 71	Three (3) days
Council 1	One (1) day
International	Five (5) days every other year

ARTICLE XIX
GRIEVANCE PROCEDURE

SECTION 1. Any grievance or dispute that might arise between the parties with reference to the application, meaning, or interpretation of this agreement, shall be settled in the following manner:

Step 1. The aggrieved employee or Union steward, at the request of the employee, shall take up the grievance or dispute with the employee's superintendent within ten (10) working days of its occurrence. Failure to act within said 10-day period shall be deemed to constitute an abandonment of the grievance. They shall try to adjust the matter and shall respond to the employee or steward within three (3) working days.

Step 2. If the grievance has not been settled, it shall be presented to the superintendent in writing by the Union shop steward within five (5) working days after the supervisor's response was due. The superintendent shall meet with the shop steward and employee and respond in writing within three (3) working days.

Step 3. If the grievance still remains unadjusted, it shall be presented by the Union steward or Union representative to the Board in writing within five (5) days after the response of the superintendent is due. Two (2) members of the board shall review both sides of the grievance and report their findings back to the Clementon Sewerage Authority board at its next monthly meeting. The board shall respond in writing to the Union steward or Union

representatives within ten (10) days of said monthly meeting.

Step 4. If the grievance remains unsettled, the representative may, within fifteen (15) working days, after the reply of the Clementon Sewerage Authority board is due, by written notice proceed to arbitration. A request for arbitration shall be made no later than such fifteen (15) day period and a failure to file within said time period shall constitute a bar to such arbitration unless the Union and board shall mutually agree upon a longer time period within which to adjust such a demand.

With regard to subject matters that are grievable, the arbitration proceedings shall be conducted by an arbitrator to be selected by the Employer and the Union within seven (7) working days after notice has been given. If the parties fail to agree upon an arbitrator, the Public Employment Relations Commission shall be requested by either or both parties to provide a panel of five (5) arbitrators. Both the Employer and the Union shall strike the first name, the Employer shall then strike the other, etc., and the name remaining shall be the arbitrator. The arbitrator shall restrict his inquiry to that established by this agreement only and his decision shall be final and binding on the parties, and the arbitrator shall be requested to issue his decision within thirty (30) days after the conclusion of testimony and argument.

ARTICLE XX

DISCIPLINE

SECTION 1. The superintendent shall take disciplinary action for the following reasons:

- a. Tardiness;
- b. Insubordination;
- c. Absenteeism, other than that approved by the superintendent;
- d. When "on call" response is not made to central within twenty (20) minutes;
- e. Punching someone else's time card;
- f. Falsifying records and time sheets;
- g. Conducting personal business during working hours;
- h. Negligence in performance of duties;
- i. Destruction of Clementon Sewerage Authority's property;
- j. Non-compliance with Article XIII.

Discipline shall be as follows:

1st offense - verbal warning

2nd offense - 1 day off without pay

3rd offense - 3 days off without pay

4th offense - a hearing to be held before the Clementon

Sewerage Authority for further disciplinary action

ARTICLE XXI
OUTSIDE EMPLOYMENT

SECTION 1. Outside employment shall be permitted, provided that it is approved by the Clementon Sewerage Authority and does not interfere with the duties of the employee.

ARTICLE XXII
LONGEVITY PAY

SECTION 1. Longevity payments will be made each year to employees covered by this agreement in accordance with the schedule set forth below. Said payments shall be made no later than five (5) working days after December 15 of each year in a separate check issued to eligible employees.

	<u>1991</u>	<u>1992</u>	<u>1993</u>
7 or more years	2%	2%	1%

ARTICLE XXIII

TERMINATION

SECTION 1. This agreement shall be effective and remain in full force and effect from January 1, 1991 through December 31, 1993. It shall be automatically renewed from year to year thereafter unless either party shall notify the other in writing 120 calendar days prior to the expiration date that it desires to modify this agreement. In the event that such notice is given, negotiations shall begin not later than sixty (60) days prior to the expiration date. This agreement shall remain in full force and be effective during the period of negotiations and until notice of termination of this agreement is provided to the other party in the manner set forth in the following paragraph.

In the event that either party desires to terminate this agreement, written notice must be given to the other party not less than ten (10) days prior to the desired termination date, which shall not be before the expiration date set forth in the preceding paragraph.

ARTICLE XXIV

ON-CALL TIME

SECTION 1. Each week, one (1) employee shall be on call for emergent matters. Each on-call shift will run from Friday through Friday, beginning and ending 4:30 p.m. The employee on call shall keep with him at all times a beeper with digital read out.

SECTION 2. The employee on call for the week will receive an additional eight (8) hours for said week.

SECTION 3. In the event of an emergency call out, the employee on call shall be paid for a minimum four (4) hours at time and one-half regular pay. Subsequent calls within the same four-hour time period will pay for actual time in the field at time and one-half regular pay. All emergency "call out fees" will be paid once in each four-hour time period.

SECTION 4. The employee on call for emergent duty shall be permitted to take the sewerage authority truck home for use during emergency call outs, provided said employee is a resident of the Borough of Clementon.

SECTION 5. The Clementon Police Department shall be advised weekly which employee is on call for emergent duty.

SECTION 6. Holidays do not change the status of any of the above.

APPENDIX A - SECTION I

Job Description of Assistant Plant Operators:

1. Check electric control panel to see that all units are in operation.
2. Check chlorine room weigh tanks. Log 24-hour consumption. Make sure there is enough to last overnight.
3. Keep sprays in aeration tank clear. Clean spray nozzles if blocked.
4. Back flush aeration grids daily.
5. Clean filter in chlorine tank in order to maintain proper pressure to chlorinator.
6. Check blowers and add oil in bearing if necessary.
7. Check 2 times daily, morning and afternoon, the return sludge overflow. Keep lines clear of rags, debris, etc.
8. Scrub primary clarifier and two secondary clarifiers daily. Hose down aeration tank.
9. Check equalization tank blowers and pump and pump housing.
10. Check daily all 6 pumping and lift stations, for proper operation. Check oil level in compressors.
11. Keep check on sludge tank trucks. Log name of driver, time in and time out. Check sludge for solids, if not heavy change to other digester.
12. Check sludge return pumps, if not pumping check prime.
13. Draw sludge from primary clarifier at least 2 times an hour during working hours. Do not allow to build up. Pump into digester and check for proper transfer. Check supernatant overflow. Make sure it does not have excessive solids.
14. Grease sludge pumps two (2) times weekly. Shut and open proper valves. To clean ball, check if pump is not working properly.
15. Make routine test on effluent., temp., ph. chlorine residuals and imhoff cone test.
16. Keep plant clean at all times. Put back all tools in place.

17. Jet sewer mains as schedules and blockages as they occur.
18. Relative jobs such as disassembling and assembling of equipment in the process of being repaired. Change drive belts when worn. Replace end seals on pumps and replace packing on pumps.
19. General maintenance, painting of equipment and structures. Cut grass around plant and pumping station grounds.
20. Maintenance on new blower building including painting and general housekeeping.
21. Maintenance on the equalization tank flow meter and chart.
22. Maintenance on new return sludge pump.
23. Service and maintenance on new blower filters.
24. Maintain and service vehicles including oil changes and minor repairs.
25. Maintain and service difussers on equalization tank.
26. Any other duties as determined by the superintendent to keep the plant station and sewer mains in peak operating condition.

APPENDIX A - SECTION II

Job Description of Office Clerk:

1. Collection of daily receipts:
 - (a) List payments for daily deposit.
 - (b) Make daily deposit.
 - (c) Enter rentals, interest, searches, connection fees, miscellaneous items and deposits, on control cards.
 - (d) Enter deposits, rentals on monthly control cards.
 - (e) Enter rentals on levy control card.
2. Make necessary changes on individual accounts; such as ownership, mailing address, credits, etc.
3. Mailing of bills (yearly).
4. Mailing of delinquent notices (quarterly).
5. Correspondence on accounts when necessary.
6. Monthly total of all records for financial statement to the authority members.
7. Collection of all monies.
8. Telephone calls and complaints for office and plant.
9. Blockages: call in janitorial service, transfer all claims to insurance company, see that they are executed.
10. Bill property owner for services rendered on blockage of vents.
11. Demolition permits: credit of accounts by resolution, removal of units, report to DEP.
12. Municipal searches.
13. Type letters, reports, and work schedules for plant superintendent.
14. Application for exemption: (when submitted) cover letter and forward to DEP, make copies for authority files.
15. Priority list.
16. Dry-line connection: letter to county Board of Health, also one to owner with form requiring connection when ban

is lifted.

17. Make copies of all the above for authority files.
18. Office billing.
19. Advertising: professional contracts, bids, Sunshine Law and resolutions.
20. Pine Hill Municipal Utilities Authority.
21. Prepare delinquent accounts for tax sale, send out notices for tax sale.
22. Pick up deposit bags from bank.
23. Deliver data to members for meeting.
24. Petty cash records.
25. Supply information to members of the authority, solicitor, engineer, and auditor.
26. Research work for solicitor on court cases, Frost, Pine Hill MUA, DEP, Camden County MUA.
27. In addition to the above, any other duties deemed necessary by the Clementon Sewerage Authority.

APPENDIX A - SECTION III

Job Description of Foreman:

1. Responsible for the collection of sewage for the Borough of Clementon.
2. Responsible for the flow of sewage from the Borough of Pine Hill.
3. Responsible for manhole, sewer main, and lateral line maintenance during any scheduled working hours.
4. To daily issue and supervise work done for the operation and maintenance of plant equipment and pumping stations.
5. Responsible for the safety and well-being of those individuals under the foreman's direct general charge.
6. To purchase tools, chemicals and materials necessary for the maintenance or repairs of plant equipment and pumping stations.
7. To improvise a preventative maintenance program for plant equipment, pumping stations and collection system.
8. To submit monthly operational reports to the state Department of Environmental Protection and to the federal Environmental Protection Agency.
9. To oversee any necessary repair work or structural work done at the plant or pumping stations by outside contractors.
10. To keep the public informed of any inconvenience to them or to answer any questions concerning the operation of the plant and system.
11. To coordinate with county or state agencies any road construction, alterations or refurbishings which would directly affect the plant or system.

IN WITNESS WHEREOF, the parties have hereunto set their hands
and seals this *8th* day of *April*, 1991.

Attest:

CLEMENTON SEWERAGE AUTHORITY

Marie C. Mortka
Marie Mortka, Secretary

John F. Henderson
John F. Henderson, Chairman

AMERICAN FEDERATION OF STATE
COUNTY AND MUNICIPAL EMPLOYEES
AFL-CIO, COUNCIL 71

John P. Hemmy
John P. Hemmy