

Minutes of a Special Meeting and an Executive Session, held by the Township Committee, Chief Financial Officer, and Township Clerk. Meeting was held in the Conference Room on Thursday, March 28, 2019 at 6:00 P.M., in the Township Hall, 1768 Main Street, Port Norris, NJ

Those present:

Mike Vizzard	Mayor
Fletcher Jamison	Committeeman
Ryan Broughton	Committeeman
Pam Humphries	Chief Financial Officer
Hannah E. Nichols	Township Clerk

Others present:

Stephanie A. McIssac	Applicant Part Time Position
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Mayor Vizzard presided and called the meeting to order with the announcement that the meeting had been advertised in the South Jersey Times and the Vineland Daily Journal, that the meeting was not being electronically recorded but notes were taken by the clerk. Mayor said we have an executive session to interview applicant for part time position in the Chief Finance Officers. Since no public present, executive session was not held. Committee turned meeting over to Pamela Humphries, Chief Financial Officer.

Mrs. Humphries stated that copies of the advertisement were attached and it had been in three newspapers. Mrs. Humphries introduced applicant Stephanie A. McIssac from Millville and asked Mrs. McIssac to tell the committee about herself.

Mrs. McIssac said she had worked at the Federal Correctional Institution for 28 years and has retired. She stated that she was a Financial Program Specialist, she developed a strong accounts payable and tracking system. She handled vendor and medical invoices, credit card statements, computer programs, inventories and feels she is very capable to perform the duties that Mrs. Humphries requires. Mrs. McIssac said she has a son in college and one in high school who is on a traveling baseball team and they have made the semi finals and will be playing in Tennessee the later part of May and that she will be attending that playoff and if they succeed they will play in the National Tournament and she would attend that one also, if they make it and I think they might. Mrs. McIssac said she was looking for a parttime position and when she read the advertisement she felt it was the position she was looking for and she sent in her application immediately.

Mayor Vizzard said he believes that she would be an asset to Pam and what salary was she looking at.

Mrs. Humphries said we stated in the advertisement that it would be between \$15.00 to \$18.00 an hour, 10 hours per week, two five hour days.

Committeeman Broughton asked Mrs. McIssac where she obtained her training and how did she get the job at the Federal Correctional Facility.

Mrs. McIssac said she was self-taught, she did not go to college, she did graduate from Millville High School and she got her job by attending a job fair at the Cumberland County College. She filled out the application and was hired. She said it is required to take the correctional officers training and if the staff is short one officer, they strap on the gun and fill in for the missing officer.

Committeeman Broughton asked if there were other applicants.

Mrs. Humphries said three others had filed and she asked the clerk if she had given copies to the committee. She said she had reviewed them and one applicant wanted to work

nights, one didn't want to work in the summer and one she felt was not qualified. She said she felt that Mrs. McIssac was the best qualified with her previous employment.

Committeeman Jamison said he was impressed and he made a motion to hire Mrs McIssac and asked for a second.

Committeeman Broughton asked if they needed to discuss it.

Committeeman Jamison said he was satisfied and asked for a second.

Committeeman Broughton seconded.

Mayor said do we need a motion, I make a motion that we hire Stephanie McIssac as a part time employee for finance office two days a week, total 10 hours, at \$15.00 per hour. Roll call vote.

RESOLUTION 2019-50
Hiring Stephanie McIssac As Part Time
Employee Chief Financial Office

BE IT RESOLVED by the Township Committee of the Township of Commercial that Stephanie McIssac of Millville, New Jersey has been hired to fill the part time employee vacancy that exist in the Chief Financial Office; and

BE IT FURTHER RESOLVED that Mrs. McIssac will work two five hour days, 10 hours per week and earn \$15.00 per hour.

A motion was made and seconded to adopt with a unanimous roll call vote.

Committee thanked Mrs. McIssac for coming and welcomed her to Commercial Township and she can start on Monday, April 1st.

Mayor said now we need to pay the bills for the month of March 2019 and you have the bill list as prepared by Pam.

A motion was made and seconded to pay the bills for the month of March 2019 with a unanimous roll call vote.

Mayor said that a meeting was being held by Maurice River Township and that he was invited to attend, it is in regards to municipal court systems. Mayor said Maurice River has a \$40,000 in the red each year. Mayor said he was going to attend and he didn't think it necessary for the committee to attend at this time.

Clerk stated that most of the money Maurice River and Commercial collect goes to the state because we do not have our own police department. We have State Police and payment of tickets they issue goes to the State. The money we get comes from enforcing ordinances and violation notices.

Committeeman Broughton said he might be interested in attending the meeting.

Mr. Broughton said he was interested in what was going on in his department regarding enforcement of codes and wanted to meet with staff members of the construction office. He told the committee he would get in touch with them very soon.

With nothing further, the Mayor called the meeting adjourned.

Respectfully,

