

JACKSON TOWNSHIP WATER AUTHORITY
2949 WILLIAM PENN AVENUE
JOHNSTOWN, PA 15909
SPECIAL NOVEMBER MEETING
AGENDA

November 11, 2020 7pm @ the Authority Office

I. CALL TO ORDER

- A. Pledge of allegiance and prayer
- B. Board roll call – Walter – John – Robb – Bill PRESENT
Don – ABSENT

II. PUBLIC COMMENTS

2ND Interview with Melanie Bender for the position as full-time office
Manager

III. REPORTS

IV. CORRESPONDENCE

Resume's from Work-Link – Bender & Rummel

V. NEW BUSINESS

VI. OLD BUSINESS

Motion by Bill 2ND by Walt to hire Melanie Bender as full-time office
manager at a rate of \$15.00 per hour thru Work Link with a start date of
employment of 11-30-2020. Workday hours will be 8am to 4pm including lunch.
JTWA office to remain open during these hours. Motion approved by all.

Motion to hire Sheri Rummel as a part time secretary by John 2ND by Bill
at a rate of \$12 per hour thru Work Link with a start date of employment of 11-
16-2020. Motion approved by all.

Motion to hire any appropriate 3RD party person to help train the new staff
employees up to speed on billing and any other duties required by Robb 2ND by
John. Motion approved by all.

VII. Motion to adjourn by Bill 2ND by John. Motion approved by all.