

# SPECIAL WEST AMWELL TOWNSHIP COMMITTEE MEETING

## March 28, 2012 – 6:00 p.m.

The West Amwell Township Committee met on the above date at 6:12 p.m. Present: Mayor Fisher, Committeemen Rich and Molnar. Also in attendance were CFO Carro and Brian Libby of PrimePoint.

In compliance with the Public Meetings Act, Mayor Fisher announced that this Special Meeting was called pursuant to the provisions of the Open Public Meetings Act with notices faxed to the Hunterdon County Democrat and the Trenton Times on March 9, 2012. A copy of this notice is and has been available to the public and is on file in the office of the Municipal Clerk.

The meeting was recorded via digital recording system.

### **DISCUSSION WITH REPRESENTATIVES OF PRIME POINT – PAYROLL SERVICES**

Mr. Libby spoke about other offerings available, including time clocks of various types that feed into the payroll system, e.g., bio-metric hand readers, swipe cards, finger readers and PC log in. There is also an option that tracks vacation-sick-personal time that reduces in-house record keeping and permits employees to check their available balances through their payroll look up. The cost per employee fees associated with these options was also relayed.

Mr. Libby stated that the cost of the basic payroll for 30 employees is \$3330 for 26 pays plus \$1.25 per month for employees over that number. There are direct deposit fees of \$5.00 per month plus \$.50 per transaction. The full tax service transfer fee is \$8.00 per pay with group term life at \$10.00 per pay period. Courier service would be \$7.00 per pay. There is also an additional \$7.00 per month fee for out of state transactions.

Discussion ensued over the pros and cons of the time clock with the different departments and potential use by non-employees to track who's in the building at any given time. The cost per unit would be \$500 with a fee of \$3.50 per employee per month and would be the same for committee people.

The decision was to go with adding the vacation-sick-personal time element to the payroll system at this time. This would incur a \$260 ongoing charge plus set up fee. The time clock option will be re-visited at a later date.

### **OPEN TO THE PUBLIC:**

No public in attendance.

### **ADJOURNMENT:**

There being no further business, the meeting was unanimously adjourned at 6:59 p.m. on motion by Molnar, seconded by Rich.

Respectfully submitted,

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Lora L. Olsen, RMC  
Township Clerk