

**SOUTH JERSEY TRANSPORTATION AUTHORITY  
EXECUTIVE SESSION MINUTES  
DECEMBER 16, 2015**

Chairman Hammer called the Executive Session Meeting to order at 9:01 a.m. and noted that this Executive Session is being conducted in accordance with Resolution 2015-126 of the South Jersey Transportation Authority, which provides for the following:

The general nature of the subject matter of this closed session meeting pertains to personnel matters authorized pursuant to N.J.S.A. 10:4-12(b)(8).

**Present**

Chairman Richard T. Hammer  
Vice Chairman Jeffery A. April, Esq.  
Commissioner Peter C. Elco  
Commissioner Maurice B. Hill, Jr., DMD  
Commissioner James J. McCullough  
Commissioner C. Robert McDevitt  
Commissioner Joseph Ripa  
Christopher M. Howard, Governor's Authorities Unit  
Stephen F. Dougherty, Executive Director  
Sharon L. Gordon, Deputy Executive Director, Administration  
Robert M. Damminger, Deputy Executive Director, Operations  
Frank F. Frankowski, Chief Financial Officer  
Paul C. Heck, Director of Business Administration  
Lauren Staiger, Esq., General Counsel  
Susan Lubrano, Authority Board Secretary

**Personnel Matters**

Mr. Dougherty advised the Chairman and Commissioners that Mr. Paul Heck would be presenting the personnel actions related to the Schedule "A". Mr. Heck directed the Commissioners to the schedule attached to Resolution 2015-118. He discussed the 2015 and 2016 budgeted headcount and current staffing levels. He then discussed the two full-time positions being presented for consideration, stating the first is a permanent director for the Transportation Services Department. He discussed the need and the recommendation, Mr. Dominic D'Amico, advising that he currently serves as general manager for the department. He then discussed the second recommendation, which is to backfill Mr. D'Amico's current position. Mr. Dougherty discussed the continued growth of the department and its expanded services, including a new route set to begin January 4<sup>th</sup>. He explained that the department has become a strong entity for new business for the Authority. He discussed Mr. D'Amico's qualifications, advising that he has been overseeing the department in the absence of a permanent director, and the importance of proper staffing levels, given the expanded services. Mr. Dougherty asked the Chairman and Commissioners if they had any questions on the full-time recommendations. No questions were asked. Mr. Dougherty then turned the discussion over to Mr. Heck to address the part-time positions and SJTPO personnel actions. Mr. Heck discussed the need for the different part-time positions, advising that utilizing part-time employees assists in controlling costs. He indicated that, as the Administrative Host for the South Jersey Planning Organization (SJTPO), the Authority must also approve their personnel actions. He advised that the SJTPO Board has approved the merit based increases for its employees as listed on the schedule; therefore, the Authority recommends approval of same in order to ratify the action.

Commissioner McCullough then inquired about the status of Union negotiations. Mr. Heck indicated that there has not been much movement, with the exception of smaller items. However, due to a recent change in Union leadership he anticipates meetings will resume after the new year.

Chairman Hammer called for a motion to adjourn the Executive Session. Said motion was moved by Commissioner McDevitt and seconded by Commissioner McCullough. The motion carried adjourning the Executive Session at 9:10 a.m.

Submitted by:

  
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Susan Lubrano, Authority Board Secretary