

WARREN TOWNSHIP SEWERAGE AUTHORITY

RESOLUTION NO. 13-91

**RESOLUTION AUTHORIZING THE CREATION OF A
NEW ADMINISTRATIVE ASSISTANT - ACCOUNTS
PAYABLE POSITION FOR THE WARREN TOWNSHIP
SEWERAGE AUTHORITY, AND FURTHER
AUTHORIZING THE HIRING OF CHRISTINE TEDESCO
FOR THAT POSITION**

WHEREAS, the Warren Township Sewerage Authority (“Authority”) has determined that its administrative needs require an additional full time employee beyond the two position that currently exist, those being the Administrator and the existing Administrative Assistant positions; and

WHEREAS, the Authority has determined that in order to better serve the needs of the Authority’s current and future customers and well as to meet the various operational, financial and other obligations of the Authority, it is in the best interests of the Authority to create a new position of Administrative Assistant - Accounts Payable, to assist in the administration of the Authority; and

WHEREAS, the responsibilities of this position will be those identified in the Job Description dated July 29, 2013, and will include: Acquire and maintain a working knowledge of the Authority’s Rules and Regulations and policies and be able to communicate those to customers and applicants as required; Handle accounts payable, process purchase orders and maintain monthly log of same; Process, collect, deposit, and record escrow monies. Ensure escrow accounts are funded as needed, including monitoring expected billings by professionals and requesting addition funds in advance of work being undertaken; Handle inquiries regarding the application process; Calculate and collect connection fees as required and maintain spreadsheet of new connections; Generate customer receipts for payment as required; Correspond with customers and applicants regarding sewerage questions; Provide administrative support at WTSA public meetings when needed and attend and run Authority meetings in the absence of or to assist the Administrator; Maintain second meter spreadsheet and make appropriate adjustments to those accounts; Maintain all office equipment and order supplies as needed; Assist other Authority employees on projects as needed; Assist in or assume responsibilities of Accounts Receivable Administrative Assistant as needed; Assist Administrator in maintenance of Authority Website; and

WHEREAS, the Authority has determined that, given the nature of the responsibilities of the position of the Administrative Assistant - Accounts, the appropriate salary for this position is between \$37,500 and \$42,500, depending on experience and qualifications; and

WHEREAS, the Authority has been employing Christine Tedesco as a summer employee, and Ms. Tedesco has previously worked for the Authority during the summer of 2012 and part time since then, and has demonstrated a knowledge of and ability to perform the functions of the newly created Administrative Assistant - Accounts Payable; and

WHEREAS, the Authority has determined to offer this position to Ms. Tedesco at a salary of \$40,000 per year, and, given her prior experience with the Authority, to forego characterizing her initial hire as being as a probationary employee.

NOW, THEREFORE, BE IT RESOLVED, by the Warren Township Sewerage Authority in the County of Somerset, New Jersey that the position of Administrative Assistant - Accounts is hereby created whose duties include those set forth above and in the above-referenced job description, the salary for such position shall be in the \$37,500 - \$42,500 depending on experience and qualifications.

BE IT FURTHER RESOLVED that the Administrator is authorized to hire Christine Tedesco for this position at a salary of \$40,000 per year, to commence retroactive to August 1, 2013.

Moved by Mr. Truglio
Seconded by Mrs. Garafola

Roll Call Vote	Yes	No
Chairman Reeder	x_____	_____
Mr. Truglio	x_____	_____
Ms. Garafola	x_____	_____
Mr. Mosquera	_____	_____
Mr. Vetter	x_____	_____
Mr. Checchio (Alt 1)	_____	_____
Mr. Paolella (Alt 2)	_____	_____

CERTIFICATION

I, Deborah Catapano, Secretary of the Warren Township Sewerage Authority in the County of Somerset, New Jersey, do hereby certify that the above resolution is a true and correct copy of a resolution adopted at a meeting of the Warren Township Sewerage Authority on August 21, 2013.



Deborah Catapano, Authority Secretary