

WARREN TOWNSHIP SEWERAGE AUTHORITY

RESOLUTION NO. 14-82

**RESOLUTION TO CREATE NEW POSITIONS OF THE
AUTHORITY AND DEFINE THE QUALIFICATIONS,
TERMS OF OFFICE, DUTIES, AND COMPENSATION
THEREOF**

WHEREAS, the Authority voted to Amend the By-Laws on this date and therefore a resolution is required to create various positions pursuant to the amended By-Laws; and

WHEREAS, the Sewerage Authorities Law, N.J.S.A. 40:14A-1, et seq., requires that the Authority set the qualifications, terms of office, duties, and compensation for any positions appointed.

NOW, THEREFORE, BE IT RESOLVED, by the Warren Township Sewerage Authority in the County of Somerset, New Jersey that:

1. The Authority hereby creates the position of Authority Administrator. It is the Authority Administrator's responsibility to carry out the day-to-day operations of the Authority pursuant to the Authority's direction and guidance, and to oversee all employees and staff in carrying out their duties. The Administrator will be compensated in conjunction with the salary the appointee receives as a full-time employee of the Authority. The Administrator's term will end upon the appointment of a new Administrator at the annual meeting or upon the naming of a replacement by the Authority by resolution. The Administrator may serve consecutive terms at the pleasure of the Authority.
2. The Authority hereby creates the position of Authority Secretary. The Secretary shall keep the records of the Authority, shall act as secretary of the meetings of the Authority and record all votes, and shall keep a record of the proceedings of the Authority in a journal of the proceedings to be kept for such purpose, and shall perform all duties incident to the office. The Secretary shall keep in safe custody the seal of the contracts and instruments authorized to be executed by the Authority. The Secretary will be compensated in conjunction with the salary the appointee receives as a full-time employee of the Authority. The Secretary's term will end upon the appointment of a new Secretary at the annual meeting or upon the naming of a replacement by the Authority by resolution. The Secretary may serve consecutive terms at the pleasure of the Authority.
3. The Authority hereby creates the position of Authority Treasurer. The Treasurer shall have the care and custody of all funds of the Authority and shall deposit the same in the name of the Authority in such bank or banks as the Authority may select. The Treasurer shall keep regular books of accounts showing receipts and expenditures and shall render to the Authority, at each regular meeting (or more often when requested) an account of the transactions and also of the financial condition of the Authority.

The Treasurer shall give such bond for the faithful performance of her duties as the Authority may determine. The Treasurer will be compensated in conjunction with the salary the appointee receives as a full-time employee of the Authority. The Treasurer's term will end upon the appointment of a new Treasurer at the annual meeting or upon the naming of a replacement by the Authority by resolution. The Treasurer may serve consecutive terms at the pleasure of the Authority.

4. The Authority hereby creates the position of Authority Purchasing Specialist. The Purchasing Specialist shall have the authority, responsibility, and accountability for the purchasing activity for the Authority, the authority to prepare public advertising for bids and to receive bids for the provision or performance of goods or services on behalf of the Authority and to award contracts permitted under the Local Public Contracts Law N.J.S.A. 40A:11-1, et seq. The Purchasing Specialist will be compensated in conjunction with the salary the appointee receives as a full-time employee thereof. The Purchasing Specialist's term will end upon the appointment of a new Purchasing Specialist at the annual meeting or upon the naming of a replacement by the Authority by resolution. The Purchasing Specialist may serve consecutive terms at the pleasure of the Authority.
5. The Authority hereby creates the position of Assistant Purchasing Specialist. The Assistant Purchasing Specialist shall assist the Purchasing Specialist in all duties and responsibilities of the Purchasing Specialist. The Purchasing Specialist may delegate any duties and responsibilities included in Paragraph 4 above to the Assistant Purchasing Specialist. The Assistant Purchasing Specialist will be compensated in conjunction with the salary the appointee receives as a full-time employee thereof. The Assistant Purchasing Specialist's term will end upon the appointment of a new Assistant Purchasing Specialist at the annual meeting or upon the naming of a replacement by the Authority by resolution. The Assistant Purchasing Specialist may serve consecutive terms at the pleasure of the Authority.
6. The Authority hereby creates the position of the Authority Public Compliance Officer for Affirmative Action ("PCO"). The PCO shall serve as the liaison to and assist the State Treasurer in the implementation of the New Jersey Law Against Discrimination and the affirmative action programs adopted pursuant thereto. The PCO will be compensated in conjunction with the salary the appointee receives as a full-time employee thereof. The PCO's term will end upon the appointment of a new PCO at the annual meeting or upon the naming of a replacement by the Authority by resolution. The PCO may serve consecutive terms at the pleasure of the Authority.
7. The Authority hereby creates the Capital Improvement Review Committee. The Capital Improvement Review committee is to be composed of no more than two members of the Authority. The Committee shall review capital improvement recommendations and requests by the Authority's engineer and plant operator, and shall investigate, advise, and recommend suggested courses of action to the Authority so that the Authority membership as a whole can engage in meaningful final review and retain final decision-making authority.

8. The positions of Assistant Financial Officer, Assistant Treasurer, Purchasing Agent, and Assistant Purchasing Agent are hereby abolished.

Moved by _____
Seconded by _____

Roll Call Vote	Yes	No
Chairman Truglio	_____	_____
Mr. Mosquera	_____	_____
Ms. Garafola	_____	_____
Mr. Vetter	_____	_____
Mr. Reeder	_____	_____
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 20, 2014.

Deborah Catapano, Authority Secretary