

**WARREN TOWNSHIP SEWERAGE AUTHORITY**

**RESOLUTION NO. 16-24**

**RESOLUTION TO CREATE, ELECT, AND APPOINT NEW OFFICES OF ASSISTANT TREASURER AND ASSISTANT SECRETARY OF THE AUTHORITY AND DEFINE THE QUALIFICATIONS, TERMS OF OFFICE, DUTIES, AND COMPENSATION THEREOF**

**WHEREAS**, pursuant to Article III, Section 2 of the By-Laws, the Warren Township Sewerage Authority (the "Authority") voted to create and appoint two new offices; 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 members of the Warren Township Sewerage Authority, in the County of Somerset, New Jersey, that:

1. The Authority hereby creates the office of Assistant Treasurer. In the event that the Treasurer is unavailable or unable to carry out her duties, the Assistant Treasurer shall take over the Treasurer's required duties, including: (a) have the ability to execute and deliver any and all documents as the Treasurer; (b) 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; (c) 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; and (d) give such bond for the faithful performance of her duties as the Authority may determine. If a member is elected and appointed to the office of Assistant Treasurer, then, pursuant to Article II, Section 5(a), the member shall receive no compensation by virtue of membership for assuming the office of Assistant Treasurer. If an Authority employee is elected and appointed to the office of Assistant Treasurer, then the Authority employee will be compensated in conjunction with the salary the appointee receives as a full-time employee of the Authority. The Assistant Treasurer's term will end upon the election and appointment of a new Assistant Treasurer at the annual meeting or upon the naming of a replacement by the Authority by resolution. The Assistant Treasurer may serve consecutive terms at the pleasure of the Authority.
2. The Authority hereby creates the office of Assistant Secretary. In the event that the Secretary is unavailable or unable to carry out her duties, the Assistant Secretary shall take over the Secretary's required duties, including: (a) have the ability to execute, deliver, attest to, and affix, imprint, engrave, or reproduce the corporate seal of the Authority to any and all documents as the Secretary; (b) keep the records of the Authority; (c) act as secretary of the meetings of the Authority and record all votes; (d) keep a record of the proceedings of the Authority in a journal of the proceedings to be kept for such purpose; and (e) perform all duties incident to the office. The Assistant Secretary shall keep in safe

custody the seal of the contracts and instruments authorized to be executed by the Authority. If a member is elected and appointed to the office of Assistant Secretary, then, pursuant to Article II, Section 5(a), the member shall receive no compensation by virtue of membership for assuming the office of Assistant Secretary. If an Authority employee is elected and appointed to the office of Assistant Secretary, then the Authority employee will be compensated in conjunction with the salary the appointee receives as a full-time employee of the Authority. The Assistant Secretary's term will end upon the election and appointment of a new Assistant Secretary at the annual meeting or upon the naming of a replacement by the Authority by resolution. The Assistant Secretary may serve consecutive terms at the pleasure of the Authority.

**NOW, THEREFORE, BE IT FURTHER RESOLVED**, by the members of the Warren Township Sewerage Authority, in the County of Somerset, New Jersey, that the following persons be and hereby are elected and appointed to the offices of the Warren Township Sewerage Authority indicated to February 4, 2017.

Assistant Treasurer: Carolann Garafola

Assistant Secretary: Carolann Garafola


Moved by: Mr. Checchio

Seconded by: Mr. Paolella

<b>Roll Call Vote</b>	<b>Yes</b>	<b>No</b>	<b>Absent</b>	<b>Abstained</b>
Chairman Checchio	x			
Mr. Mosquera				
Ms. Garafola				x
Mr. Vetter	x			
Mr. Truglio				
Mr. Valenti (Alt 1)				
Mr. Paolella (Alt 2)	x			

**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 the Special Meeting of the Warren Township Sewerage Authority on April 12, 2016.

  
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 Deborah Catapano, Authority Secretary