

THE COMMISSIONERS OF FIRE DISTRICT NO. 1
IN THE TOWNSHIP OF PITTSGROVE, COUNTY OF SALEM

Resolution # 2016-12
Board Recording Secretary & Treasurer

WHEREAS, the Commissioners of Fire District No.1; in the Township of Pittsgrove, County of Salem, deem it necessary to obtain a Board Recording Secretary and Treasurer, and

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire district No.1 in the Township of Pittsgrove, County of Salem, as Follows:

Basic Function

Appointed by the Board and under the direction of the Board Chair, the Secretary and Treasurer is primarily responsible for the maintenance of records of official actions.

(1) Duties

- Prepares regular and special meeting agendas, distributes agendas and supporting documents in a timely manner to Board members prior to meeting.
- Records and prepares minutes records of all regular and special meetings; maintains minutes and records.
- Provides information to the public on matters related to the Board of Commissioners.
- Prepares correspondence, notice and other documents as required by law and/or as directed by the Board.
- Performs other duties as reasonably related to the position as assigned by the Board.
- Will be bonded in the amount of approximately \$ 10,000.00.
- Serve at the pleasure of the Board.

(2) Salary

Salary is to be determined by the Board in the range of \$ 9.25 to \$20.00 and hour

(3) This resolution and the notice of award of contract shall be available for public inspection.

Governing Body Recorded Vote 04/18/2016

Member	Aye	Nay	Abstain	Absent	Excused
Henry Mayerfeld	X				
Lou Vasile	X				
Elbert Johnson	X				
Patricia Heer	X				
Krystal Bates				X	