

UNION COUNTY IMPROVEMENT AUTHORITY

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| Resolution No. <u>35-2016</u> | Date: | April 6, 2016 |
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RESOLUTION OF THE UNION COUNTY IMPROVEMENT AUTHORITY APPROVING THE HIRING OF AN ADMINISTRATIVE ASSISTANT

APPROVED AS TO FORM: Lisa M. da Silva Clerk of the Authority APPROVED AS TO SUFFICIENCY OF FUNDS

[/] YES [] NO [] NONE REQUIRED

UNION COUNTY IMPROVEMENT AUTHORITY

PRESENT ABSENT AYE NAY **ABSTAIN MOTION** SECOND Bornstad D'Elia **Hockaday** Lattimore Salerno, Secretary Szpond Tomko, Treasurer Rountree, Vice Chair Scutari, Chairman

RESOLUTION OF THE UNION COUNTY IMPROVEMENT AUTHORITY APPROVING THE HIRING OF AN ADMINISTRATIVE ASSISTANT

WHEREAS, the Union County Improvement Authority (the "Authority") has been duly created by an ordinance of the Board of Chosen Freeholders (the "Board of Freeholders") of the County of Union, New Jersey (the "County"), as public body corporate and politic of the State of New Jersey (the "State") pursuant to and in accordance with the county improvement authorities law, constituting Chapter 183 of the Pamphlet Laws of 1960 of the State, as amended and supplemented from time to time (the "Act"); and

WHEREAS, the Authority is in need of clerical and administrative support; and

WHEREAS, resolution 25-2016 approved by the Authority on March 2, 2016 created the position of Administrative Assistant of the Authority to work with the Clerk of the Authority to provide clerical and administrative support; and

WHEREAS, upon consultation with Counsel, the Executive Director and the Clerk of the Authority have recommended the hiring Melanie Slowik as an Administrative Assistant to the Authority; and

NOW, THEREFORE, BE IT RESOLVED by the Union County Improvement Authority as follows:

- 1. The Authority hereby approves and authorizes the Executive Director to hire Melanie Slowik for the position of Administrative Assistant of the Authority effective April 7, 2016 at a salary of \$40,000.00 per year.
- 2. Said employment shall become effective on or after of April 7, 2016 provided that the employee named above provides all necessary credentials by the United State of America, the State of New Jersey and the Union County Improvement Authority prior to the start of employment, and further provide that such employment shall not commence prior to the provision of such required credentials. Said employment is also subject to the employee submitting and passing a pre-employment physical examination and drug screening as required by the Personnel Policy.
- 3. This resolution shall take effect immediately.