

**RESOLUTION 2014-064**

**BORDENTOWN SEWERAGE AUTHORITY**  
**COUNTY OF BURLINGTON**

**RESOLUTION OF THE BORDENTOWN SEWERAGE  
AUTHORITY, IN THE COUNTY OF BURLINGTON,  
STATE OF NEW JERSEY AUTHORIZING THE  
APPOINTMENT OF JENNIFER RUSSELLO AS THE  
AUTHORITY'S ACCOUNTS RECEIVABLE CLERK**

**WHEREAS**, The Bordentown Sewerage Authority is desirous of filling the Accounts Receivable Clerk's position that is currently vacant;

**WHEREAS**, the Authority has identified Jennifer Russello as a potential employee who has been determined to be fit to serve and fulfill the duties of the Accounts Receivable Clerk's position;

**WHEREAS**, the Authority's board members wish through this resolution to memorialize the appointment of Jennifer Russello as the Authority's Accounts Receivable Clerk;

**NOW, THEREFORE, BE IS RESOLVED**, by the Board Members of the Bordentown Sewerage Authority, in the County of Burlington, State of New Jersey that:

1. Effective November 5, 2014, Jennifer Russello is hereby appointed as Accounts Receivable Clerk for the Bordentown Sewerage Authority to undertake all of the duties of the office of Accounts Receivable Clerk.
2. Jennifer Russello is hereby appointed at an annual salary of \$26,000 together with any and all other benefits offered to Authority employees.

3. The Authority's Executive Director is hereby authorized to execute any forms or paperwork that may be needed to memorialize the appointment of Ms. Russello as the Authority's Accounts Receivable Clerk.
4. Any and all resolutions inconsistent with this resolution are hereby repealed to the extent of such inconsistencies.

<b><u>RECORDED VOTE:</u></b>	<b>Yay</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
Ronald L. Marino	X			
James E. Lynch, Jr.	X			
Nancy A. Liberman	X			
Zigmont F. Targonski	X			
Joseph R. Malone, III	X			
Stephen Monson	X			

Date of adoption: November 17, 2014

THE BORDENTOWN SEWERAGE AUTHORITY

By:   
Chairman

ATTEST:

  
Secretary

# The Bordentown Sewerage Authority

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October 23, 2014

Ms. Jennifer Hunt Russello  
4 Daniel Avenue  
Chesterfield, NJ 08515

Re: Accounts Receivable Clerk

Dear Ms. Russello:

On behalf of The Bordentown Sewerage Authority, I am pleased to offer you the position of Accounts Receivable Clerk. The strength of your resume coupled with your excellent interview led us to decide in your favor.

The starting salary for the position will be \$12.50 per hour. There is a six-month probationary period. After successful completion of the probationary period, your status will be as an employee at will. Your continuing employment will be subject to all of the policies, terms, conditions, rights and obligations contained in the Authority's Personnel Policies and Procedures Manual and Employee Handbook. The standard Authority employee benefit package will be extended to you as well as discussed during your recent interview. Additionally we will offer a \$1,500.00 increase annually for the first five (5) years based on performance which is in addition to any other increase approved by our Board.

The starting date will be Wednesday November 5, 2014

This offer, and continuing employment, is contingent upon the following:


- a.) passing the background investigation;
- b.) passing the drug test;
- c.) passing the physical examination.

We will need dates from you so that we can arrange for the physical examination and drug testing.

I am also enclosing a copy of the Authority's Personnel Policies and Procedures Manual for your review.

Once again, congratulations on your selection. Everyone here at the Authority welcomes you aboard and looks forward to working with you.

Very truly yours,

A handwritten signature in cursive script that reads "Elizabeth J. Kwelty". The signature is fluid and matches the typed name below it.

Elizabeth J. Kwelty  
Administrative Manager

Cc: Chairman and Commissioners  
Richard D. Eustace