

Fire District No. 3

TOWNSHIP OF HANOVER, COUNTY OF MORRIS

JULY 17, 2025

RESOLUTION CREATING THE POSITION ADMINISTRATIVE BOOKKEEPER

RESOLUTION 25-07-17-78

WHEREAS the Fire Commissioners of Fire District No. 3 in the Township of Hanover, County of Morris recognizes the ongoing need for dedicated administrative and financial support to assist in the efficient operation of the District; and

WHEREAS the District has identified the need for a part-time Administrative Bookkeeper to manage key financial, recordkeeping, and administrative responsibilities that support the daily operations of the District; and

WHEREAS a job description for the Administrative Bookkeeper has been developed outlining the essential duties, qualifications, and expectations of the role;

NOW THEREFORE BE IT RESOLVED by the Board of Fire Commissioners of Fire District No. 3 as follows:

1. The position of Administrative Bookkeeper is hereby formally created as a part-time position within the Fire District; and
2. The Job Description for the Administrative Bookkeeper, as presented and attached to this resolution, is hereby adopted and made part of the official records of the District; and
3. The District Administrator or their designee is authorized to begin the process of recruitment and hiring for the Administrative Bookkeeper position, in accordance with District policies and procedures; and
4. This resolution shall take effect immediately upon its passage and adoption.

It is hereby certified that this resolution is adopted by the Board of Fire Commissioners on this the 17th day of **July, 2025**.

Robert Gallagher, Secretary

Fire District No. 3

TOWNSHIP OF HANOVER, COUNTY OF MORRIS

Certification

I, **MaryLou DeSimone**, **Secretary** of the Board of Fire Commissioners of Fire District No. 3, Township of Hanover, County of Morris, State of New Jersey, hereby certify that the Commissioners at a meeting held on the **17th** day of **December, 2024** duly adopted the attached resolution;

25-07-17-78 RESOLUTION CREATING THE POSITION OF ADMINISTRATIVE BOOKKEEPER

This resolution was introduced by Commissioner

☐ **DeSimone** ☒ **Dugan, Sr.** ☐ **Gallagher** ☐ **Harrington** ☐ **Keyser**

and was seconded by Commissioner

☒ **DeSimone** ☐ **Dugan, Sr.** ☐ **Gallagher** ☐ **Harrington** ☐ **Keyser**

Record of the Vote

	DeSimone	Dugan, Sr.	Gallagher	Harrington	Keyser
Yes	X	X	X	X	X
No					
Abstain					
Absent					

Robert Gallagher, Secretary