

**RESOLUTION NO. 2019-04**

**RESOLUTION APPOINTING CELIA HECHT AS ADMINISTRATIVE OFFICER AND SECRETARY OF THE UNIFIED PLANNING/ZONING BOARD OF ADJUSTMENT OF THE BOROUGH OF ENGLISHTOWN**

**Whereas**, the Unified Planning Board/ Zoning Board of Adjustment of the Borough of Englishtown continues to experience a substantial increase in applications and inquiries; and

**Whereas**, the additional work load continues to require the assistance and attention of a pod secretarial staff of one and an administrative officer; and

**Whereas**, Celia Hecht has filled the position of recording secretary since May 2007, and is familiar with procedure.

**Now, therefore, be it resolved** that the Unified Planning/Zoning Board of the Borough of Englishtown, does hereby appoint Celia Hecht to the position of secretary and administrative officer; and

**Be it further resolved** that Celia Hecht be paid at the rate set by the governing body, payable bi-weekly; and

**Be it further resolved** that said appointment shall be effective January 1, 2019 and shall terminate December 31, 2019; and

**Be it further resolved** that a copy of the above resolution be forwarded to the Englishtown Borough Clerk, Treasurer and Finance Committee Chairperson.

Offered by:

Seconded by:

Roll call: Ayes:

Nays: none

Absent:

Abstain: none

**I hereby certify the foregoing to be a true copy of a Resolution adopted by the Unified Planning/Zoning board of Adjustment of the Borough of Englishtown on the 22nd day of January 2019.**

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**Celia Hecht, Secretary**