

RESOLUTION 2017-04

**RENT CONTROL BOARD
TOWNSHIP OF JACKSON**

(Board Secretary - 2017-2018)

BE IT RESOLVED, by the local Rent Control Board of the Township of Jackson, County of Ocean and State of New Jersey, as follows:

WHEREAS, there exists a need for an official of this Rent Control Board to serve in the capacity of Secretary and Reporting Officer and Custodian of the Board's records.

NOW THEREFORE, BE IT RESOLVED, by the Rent Control Board of the Township of Jackson, County of Ocean and State of New Jersey, as follows:

1. That **Kathleen Sevckenko** is hereby appointed Secretary and Reporting Officer of this Rent Control Board from the date of this Resolution until January 1, 2018. Said appointment shall hold over and continue from January 1, 2017, and extend until the Reorganization Meeting for 2018-2019 of this Board and/or to the date of reappointment or replacement.

2. That the salary for the entire term of said appointment shall be in accordance with the terms of her agreement with the Township of Jackson.

3. That the duties of the Secretary to the Board shall include, but are not limited to, the following: attendance at all Board meetings, keeping and preparing minutes of the meetings, having custody and care of all of the Board's documents including Resolutions and Ordinances, certifying documents as true copies of the originals, signing and witnessing documents for the Board, receiving and conducting the Board's correspondence, communicating information to the members of the Board, preparing certain documents and performing such other duties as are

prescribed by the Board, the Board's President, ordinance, resolution, directive, statute or other law.

4. That certified copies of this Resolution shall be sent to each of the following:

- A. Robert Skanes, Chairperson;
- B. **Ann Marie Eden**, Clerk;
- C. **Sharon Pinkova**, Chief Financial Officer;
- D. **Kathleen Sevcenko**, Secretary, Rent Control Board;
- E. Charles Dimio, Vice Chairperson.

CERTIFICATION

I, KATHLEEN SEVCENKO, Secretary of the Rent Control Board of the Township of Jackson, in the County of Ocean, hereby certifies that the above is a true copy of a Resolution adopted by the said Rent Control Board on the 12 day of January, 2017.

Kathleen Sevcenko
KATHLEEN SEVCENKO, Secretary
Jackson Township Rent Control Board