

Chesterfield-Hamilton Fire District #1  
PO Box 73  
18 New St  
Chesterfield, NJ 08515

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Resolution No. 2019 - 02

Appointing Bookkeeper

**WHEREAS**, there exists a need for Bookkeeping Services to support the operations of the District and the administration of the Board of Commissioners for Chesterfield Fire District #1; and

**WHEREAS**, funds are or will be available for the purpose of reappointing and employing Dave Raymond, Lt., to this position, who has been successfully employed as Bookkeeper for the District in the last several years.

**NOW THEREFORE BE IT RESOLVED** by the Commissioners of Fire District #1, Chesterfield and Hamilton Townships, New Jersey, as follows:

1. Dave Raymond, Lt., is hereby appointed to the position of Bookkeeper for Fire District #1 for a term of one (1) year or until the next appointment for Bookkeeper is made.
2. The stipend of \$5,000 per year is hereby authorized and shall be paid to the Bookkeeper for services performed in 2019 in installments of \$1250 in the months of March, June, September, and December 2019.
3. The duties of Bookkeeper shall include responsibilities such as:
  - a. Preparing monthly Bills for Board approval
  - b. Preparing Checks to be signed/mailed
  - c. Preparing Monthly Balance Summary
  - d. Reconciliation of Accounts
  - e. Liaison to Accounting Firm
  - f. Assist Accounting Firm during Annual Audit
  - g. Assist Board with Budget Preparation

<b>Commissioner</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
Joseph Dubell				
Dana Boyadjian				
Martin Galullo				
Eric Campbell				
Joseph Lynch				

I, Dana Boyadjian, Secretary of Chesterfield-Hamilton Fire District #1 Board of Fire Commissioners in the Counties of Burlington and Mercer and State of New Jersey do hereby certify the foregoing Resolution to be a true and accurate copy of the Resolution approved by the Board of Fire Commissioners at a duly advertised meeting held on January 15, 2019 at which a quorum was present.

Dana Boyadjian  
Secretary