

# *Fire District No. 3*

TOWNSHIP OF HANOVER, COUNTY OF MORRIS

**DECEMBER 4, 2025**

## **RESOLUTION AUTHORIZING APPOINTMENT OF PART TIME ADMINISTRATIVE BOOKKEEPER THERESA LEPORE**

### **RESOLUTION 25-12-04-121**

**WHEREAS**, there exists a need by the Commissioners of Fire District No. 3, Township of Hanover, County of Morris, N.J., for a Part Time Administrative Bookkeeper to complete bookkeeping duties, assist in administrative tasks, maintain accurate financial records, and perform other duties as deemed necessary by the Commissioners of the District; and

**WHEREAS**, the position was previously advertised and interviews were conducted with qualified applicants by the Interview Committee and the Assistant Chief of Department; and

**WHEREAS**, a Conditional Offer of Employment was extended to the recommended candidate, who has since successfully completed all pre-employment requirements set forth by the Fire District, and

**WHEREAS**, the Board of Fire Commissioners has determined that the candidate has satisfied all conditions and is eligible for appointment to the position.

**NOW THEREFORE, BE IT RESOLVED** by the Commissioners of Fire District No. 3, Township of Hanover, County of Morris, as follows:

1. The Board of Fire Commissioners does hereby appoint Theresa Lepore to the position of Part Time Administrative Bookkeeper.
2. Theresa Lepore shall assume the duties of the position effective Monday December 8, 2025, consistent with the Terms and Conditions of Employment, the Policies and Procedures of the Fire District, applicable rules and regulations, and all directives issued by the Board.
3. The Fire District Administrator or their designee is hereby authorized to take all necessary administrative actions to facilitate the onboarding and employment process in accordance with this Resolution.

It is hereby certified that this resolution is adopted by the Board of Fire Commissioners on this the 4<sup>th</sup> day of **December, 2025**.

**Robert Gallagher, Secretary**

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TOWNSHIP OF HANOVER, COUNTY OF MORRIS

## **Certification**

I, **Robert Gallagher, 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 **4<sup>th</sup>** day of **December, 2025** duly adopted the attached resolution;

## **25-12-04-121 RESOLUTION APPOINTING ADMINISTRATIVE BOOKKEEPER LEPORE**

This resolution was introduced by Commissioner:

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

and was seconded by Commissioner

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

## **Record of the Vote**

	<b>DeSimone</b>	<b>Dugan, Sr.</b>	<b>Gallagher</b>	<b>Harrington</b>	<b>Keyser</b>
<b>Yes</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>No</b>					
<b>Abstain</b>					
<b>Absent</b>					

**Robert Gallagher, Secretary**