

**BOROUGH OF PENNINGTON
RESOLUTION 2026 – 3.16**

**RESOLUTION APPOINTING JUDITH CLAUSS AS FINANCE/TAX & UTILITY ASSISTANT
EFFECTIVE MARCH 27, 2026**

WHEREAS, the Borough seeks to create the new title of Finance/Tax and Utility Assistant with the attached job description, effective March 27, 2026;

WHEREAS, after advertising the opportunity on the New Jersey League of Municipalities’ website, the Borough has identified Judith Clauss as best qualified for the position;

WHEREAS, Ms. Clauss’ hiring shall be subject to completion of a satisfactory background check and such other pre-employment requirements as the Administrator may direct in accordance with the Borough Personnel Policy and Procedures Manual;

WHEREAS, Ms. Clauss will provide support to the Finance and Tax and Utility Collection offices with responsibility for processing purchasing orders, assisting with budget preparation, tax and utility billing and collection, payroll processing and benefits administration, interacting with the public and other departments;

WHEREAS, Ms. Clauss has experience with municipal finance and tax and utility collection, accounts payable, finance administration and payroll and is proficient with Edmunds tax and utility software and other required software;

WHEREAS, Ms. Clauss will work full time for an annual salary of \$55,000;

WHEREAS, Ms. Clauss will work in the Administrative office in Borough Hall and report to the Borough Administrator and the Chief Financial Officer;

NOW, THEREFORE BE IT RESOLVED, by Borough Council of the Borough of Pennington, incorporating the recitals stated above, that

- (a) the title of Finance/Tax and Utility Assistant is hereby created and the attached job description approved, and
- (b) Ms. Clauss is hereby appointed to that position for the Borough of Pennington effective March 27, 2026.

Record of Council Vote on Passage

COUNCILMAN	AYE	NAY	N.V.	A.B.	COUNCILMAN	AYE	NAY	N.V.	A.B.
Angarone					Rubenstein				
Chandler					Stern				
Marciante					Valenza				

This is to certify that the foregoing is a true copy of a Resolution adopted by the Borough Council of the Borough of Pennington at a meeting on March 9, 2026.

Elizabeth Sterling, Borough Clerk