

R-143-15

Resolution Establishing Job Description for the Position of Board of Health Secretary for the Borough of Wharton

WHEREAS, the Mayor and Council of the Borough of Wharton has created a Policy and Procedures Manual; and

WHEREAS, the Borough Administrator and Personnel Administrator have reviewed and updated the attached Job Description – Board of Health Secretary to be utilized by the Borough.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Wharton that the document known as Job Description – Board of Health Secretary is hereby established and will be known as Section 1:3.30 of the Policy and Procedures Manual of the Borough of Wharton.

Adopted: October 19, 2015

BOROUGH OF WHARTON

ATTEST:

**WILLIAM J. CHEGWIDDEN,
MAYOR**

**Gabrielle Evangelista,
Municipal Clerk**