

CITY COUNCIL**The City of Orange Township, New Jersey**DATE October 21, 2025NUMBER 453-2025**TITLE: A RESOLUTION APPOINTING TRISHA A. SCIPIO AS DEPUTY MUNICIPAL CLERK FOR THE CITY OF ORANGE TOWNSHIP**

WHEREAS, pursuant to *N.J.S.A. 40A:9-135*, the governing body of each municipality may appoint one or more Deputy Municipal Clerks to assist the Municipal Clerk in carrying out the statutory and administrative duties of the office; and

WHEREAS, the Deputy Municipal Clerk shall, during the absence or disability of the Municipal Clerk, have all the powers of the Municipal Clerk and shall perform the duties prescribed by law, by the Municipal Clerk, or by the governing body; and

WHEREAS, Chapter 3, Article II, Section 3-4 of the *Municipal Code of the City of Orange Township* authorizes the appointment of a Deputy Clerk to assist in the administration of the Office of the Municipal Clerk and to serve in such capacity as deemed necessary by the governing body; and

WHEREAS, the Deputy Municipal Clerk's duties shall include, but not be limited to:

- Assisting in the preparation, maintenance, and recording of all official records, minutes, ordinances, and resolutions of the City Council;
- Acting as custodian of official documents and the municipal seal;
- Assisting in the issuance of licenses, permits, and other municipal documents;
- Ensuring compliance with the Open Public Meetings Act (*N.J.S.A. 10:4-6 et seq.*) and the Open Public Records Act (*N.J.S.A. 47:1A-1 et seq.*); and
- Performing all other duties assigned by the Municipal Clerk or required by law; and

WHEREAS, the governing body recognizes that while residency within the City of Orange Township is preferred, pursuant to recent legislation adopted by the Municipal Council, qualified individuals who reside outside the City may be appointed when it is in the best interest of municipal operations and continuity of government; and

WHEREAS, the Municipal Council finds that Ms. Trisha A. Scipio possesses the requisite experience, professionalism, and qualifications to serve effectively as Deputy Municipal Clerk; and

WHEREAS, the Council desires to appoint Ms. Scipio to serve at the pleasure of the governing body, assisting the Municipal Clerk in the performance of statutory and administrative duties necessary to ensure efficient and transparent government operations;

NOW, THEREFORE, BE IT RESOLVED, by the Municipal Council of the City of Orange Township that Trisha A. Scipio is hereby appointed as Deputy Municipal Clerk, to serve at the pleasure of the governing body, effective immediately upon adoption of this resolution; and

BE IT FURTHER RESOLVED, that Ms. Scipio shall perform all duties and responsibilities as prescribed by *N.J.S.A. 40A:9-133 through 40A:9-135*, the *Municipal Code of the City of Orange Township*, and as delegated by the Municipal Clerk; and



BE IT FURTHER RESOLVED, that the Council hereby affirms this appointment pursuant to recent legislative authority permitting such appointments notwithstanding municipal residency; and

BE IT FURTHER RESOLVED, that a certified copy of this resolution shall be forwarded to the Office of the Business Administrator, the Office of the Municipal Clerk, the Department of Administration, and Ms. Trisha A. Scipio

Adopted: October 21, 2025

Gracia Robert Montilus
City Attorney

Adrienne K. Wooten
Council President