



# UNION COUNTY UTILITIES AUTHORITY

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RESOLUTION NO.: 15-2023

DATE: February 15, 2023

## RESOLUTION OF THE UNION COUNTY UTILITIES AUTHORITY DESIGNATING LISA DA SILVA AS CUSTODIAN OF RECORDS

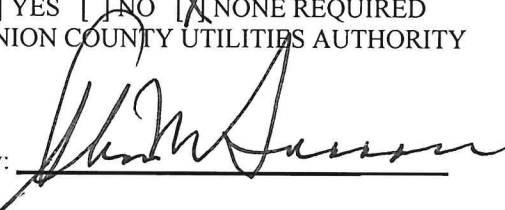
APPROVED AS TO FORM:

Bianka Vargas  
Clerk of the Authority

APPROVED AS TO SUFFICIENCY OF FUNDS

YES  NO  NONE REQUIRED  
UNION COUNTY UTILITIES AUTHORITY

By: 

By: 

	PRESENT	ABSENT	AYE	NAY	ABSTAIN	MOTION	SECOND
<i>Eastman</i>	✓		✓				✓
<i>Jackus</i>	✓		✓				
<i>Holder</i>	✓		✓				
<i>Kahn</i>	✓		✓				
<i>McManus</i>	✓		✓				
<i>People</i>	✓		✓				
<i>Rachlin</i>	✓		✓				
<i>Scutari</i>	✓		✓			✓	
<i>Szpond</i>	✓		✓				
<i>Alma, Alternate No. 1</i>	✓		✓				
<i>Scott-Bey, Alternate No. 2</i>	✓						

**RESOLUTION OF THE UNION COUNTY UTILITIES AUTHORITY  
DESIGNATING LISA DA SILVA AS CUSTODIAN OF RECORDS**

**WHEREAS**, the Union County Utilities Authority (the “Authority”) is required to designate a custodian of records, who shall be responsible for managing the public records of the Authority, including responding to requests received pursuant to the Open Public Records Act (“OPRA”), N.J.S.A. 47:1A-1 et seq.; maintaining the confidentiality of certain records and information as required by law, processing requests made pursuant to N.J.S.A. 47:1B-2; and overseeing the retention and disposition of public records in accordance with state records retention schedules; and

**WHEREAS**, the Authority’s Acting Executive Director and PPI Committee recommends that the Authority designate its Deputy Executive Director/Director of Administrative Services, Lisa da Silva, who possesses the requisite knowledge and experience, as Custodian of Records for the Authority.

**NOW THEREFORE BE IT RESOLVED** by the Board of Commissioners of the Union County Utilities Authority as follows:

- 1) The above recitals are incorporated herein as if fully set forth at length.
- 2) Lisa da Silva is hereby designated as the Custodian of Records of the Authority, and shall be responsible for managing the public records of the Authority, including, but not limited to, performing the following duties:
  - a. Responding to requests received pursuant to the Open Public Records Act (“OPRA”), N.J.S.A. 47:1A-1 et seq.;
  - b. Maintaining the confidentiality of certain records and information as required by law, including processing requests made pursuant to N.J.S.A. 47:1B-2; and
  - c. Overseeing the retention and disposition of public records in accordance with applicable records retention schedules issued by the New Jersey Bureau of Records Management.
- 3) This Resolution shall take effect immediately as set forth herein above.