

**RESOLUTION HIRING ADMINISTRATIVE ASSISTANT/BOOKKEEPER
DEPUTY REGISTRAR**

WHEREAS, a vacancy exists with regard to the retirement of Joanne Pavao for the Administrative Assistant/Bookkeeper/Deputy Registrar positions; and

WHEREAS, in accordance with Section 4.22 of the Personnel Policy Handbook and Personnel Ordinance, the vacant position was posted as a job opening available to the employees of Shrewsbury Township; and

WHEREAS, an application was processed and reviewed by the Township Committeeperson/Personnel Officer appointed by the governing body, namely Mayor Glenwood Puhak and the Chief Financial Officer, who serve as the Joint Personnel Officers, and the entire Township Committee had an opportunity on its own to review the resume and application received, and interview was undertaken by the Joint Personnel Officers, individually, to determine qualifications, and the applicant was suited for the position based on the specifications set forth in the posting of the aforesaid position, and the Personnel Officers made their recommendation to the Township Committee based on the one candidate who applied and was assessed by the Personnel Officers.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Shrewsbury, County of Monmouth, State of New Jersey, that the Township Committee hereby appoints for hiring as a full-time employee, Katrina Thornton, who resides at 2 Crawford Street, Apt. 2, Shrewsbury Township, New Jersey 07724, subject to an appropriate medical examination and satisfactory results from said medical examination per the Personnel Ordinance, subject to a probationary period of ninety (90) days commencing the date of this resolution subject to the procedures for processing successful applicants per the Personnel Ordinance.

BE IT FURTHER RESOLVED that all benefits of the full-time employment status shall commence in accordance with the Personnel Handbook based on a hiring date of acceptance by Katrina Thornton with the following conditions.

1. Starting full-time salary of \$48,000.00;
2. Employment/salary review by Township Committee within 6 months of hiring;
3. \$250.00 a year as Deputy Registrar; subject to Certification within 6 months;
4. Two weeks' vacation based on past services in part-time employment with the Township, with right to qualify for vacation under the five year rule after one year of full service (due to last 5 years part time).
5. Katrina Thornton's salary is based on the fact that she has served the municipality for the last five years in part-time positions, including working with the Bookkeeping Department and is not accepting medical insurance from the Township.

Name	Motion	Second	Ayes	Nays	Abstain	Absent
Lettice						
Jennings						
Puhak						

I hereby certify the above to be a true copy of the resolution adopted by the Township Committee at the Meeting held on September 29, 2020.

Pamela Howard, RMC,CMR
Municipal Clerk

Glenwood Puhak
Mayor