



**Shrewsbury Township
1979 Crawford Street
Shrewsbury Township, New Jersey 07724**

**Pamela D. Howard, RMC
Municipal Clerk**

**Phone (732) 542-0572
Fax (732) 935-1348**

Shrewsbury Township Committee

August 25, 2020

REGULAR MEETING - 3:00 PM

MINUTES

CALL MEETING TO ORDER

In accordance with the requirements of Section 4(a) of C.231, P.L. 1975, the require Notice of this meeting was published in the Two River Times on August 11, 2020, in addition to posting on the bulletin board in the Municipal Building and filing a copy of said notice with the Municipal Clerk.

GOVERNING BODY MEMBERS PRESENT: Committeewoman Lynda Lettice, Deputy Mayor Lester Jennings. Absent: Mayor Puhak.

TOWNSHIP OFFICIALS PRESENT: Township Attorney Gene Anthony and Municipal Clerk, Pamela D. Howard.

2020-106 - RESOLUTION AUTHORIZING THE HIRING OF A PUBLIC WORKS EMPLOYEE

Township of Shrewsbury

Resolution #2020-106

RESOLUTION FOR HIRING OF PUBLIC WORKS EMPLOYEE

WHEREAS, a vacancy exists with regards to the Public Works Department that needs to be filled in accordance with the Personnel Policy and Procedures Manual and Employee Handbook; and

WHEREAS, in accordance with Section 4.30, entitled, "Employment Procedure" of the Personnel Handbook, the vacant position was advertised; applications were received from fifteen applicants; interviews were undertaken by the Personnel Committee, including the Township Attorney, for the top five candidates, and all applications for employment were accepted and treated objectively and equally in accordance to laws and guidelines issued by the New Jersey Division on Civil Rights and the U.S. Equal Opportunity Commission; and

WHEREAS, after review of the applications and interviews by the Personnel Committee, applications and resumes were submitted to the Township Committee with regard to all of the top five applicants determined by the Personnel Committee, and it is recommended that an offer of employment be made to Michael Szeman, residing at 108 Oakland Avenue, South Plainfield, New Jersey 07080, at a salary of Twenty-Three Dollars per hour (\$23.00), full time, and if accepted, this Resolution shall serve as an appointment to the position of Public Works Employee, full-time; subject to a physical examination and criminal background check and satisfactory review of the same pursuant to 4.30 of the Personnel Manual; and

WHEREAS, the Personnel Committee in its deliberations determined the best qualified, most desirable applicants for the position based on specification sets forth in the advertisement, the interviews and the resumes, and the Personnel Committee makes this recommendation to the Township Committee based on the five best candidates assessed by the Personnel Committee.

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 authorizes a job offer, and if accepted, appoints for hiring as a full-time Public Works Employee, Michael Szeman, residing at 108 Oakland Avenue, South Plainfield, New Jersey 07080, at a salary of Twenty-Three Dollars per hour (\$23.00), full time, subject to an appropriate medical examination and satisfactory results from said medical examination per the Personnel Manual and subject to a criminal background check, which is satisfactory to the Township Committee and further criteria as set forth in 4.30 of the Personnel Manual, and subject to a probationary period of ninety (90) days commencing the date of acceptance of this job offer and commencement of employment by Michael Szeman, subject to the procedures for processing successful applicants per the Personnel Manual.

BE IT FURTHER RESOLVED, that all benefits of the full-time employment status shall commence in accordance with the Personnel Manual based on the actual commencement of employment after the physical examination and criminal background check, along with the stated salary of Twenty-Three dollars (\$23.00) per hour.

Name	Motion	Second	Ayes	Nays	Abstain	Absent
Lettice	X		X			
Jennings			X			
Puhak		X	X			

I hereby certify the above to be a true copy of the resolution adopted by the Township Committee at the Meeting held on August 25, 2020.

NEW BUSINESS – NONE

OLD BUSINESS – NONE

PUBLIC PORTION – PLEASE STATE YOUR NAME AND ADDRESS FOR THE MINUTES

NONE

DATE OF NEXT MEETING – Regular Meeting September 8, 2020 at 4:00 P.M.

EXECUTIVE SESSION –

ADJOURNMENT

DATE OF NEXT

ADJOURNMENT

– Do I hear a motion to adjourn the meeting? Moved by Deputy Mayor Jennings, seconded by Mrs. Lettice.

Ayes – Mrs. Lettice, Deputy Mayor Mr. Jennings.

September 8, 2020
Respectfully submitted,

Pamela Howard, RMC,CMR
Municipal Clerk