

**Township of Shrewsbury**  
**Resolution #2022-82**  
**COUNTY OF MONMOUTH**

**RESOLUTION FOR HIRING OF FULL-TIME PUBLIC WORKS EMPLOYEE**

WHEREAS, there is a vacancy for a full-time Public Works Employee with regard to the Public Works Department that needs to be filled due to the resignation of Kenneth Wall, and Shrewsbury Township needs to fill said position 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 Manual, the vacant position was advertised; applications were received from three applicants; interviews were undertaken by the Personnel Committee, 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 three applicants as determined by the Personnel Committee, and it was recommended that an offer of employment be made to Shaun Keefe, residing at 1134 Curtis Avenue, Wall Township, New Jersey, at a salary of Twenty-Seven Dollars per hour (\$27.00), full time, from 7 am to 3:30 pm, five days a week, with an amendment to the Personnel Manual for this application only, that such employment would provide the employee with a two-week vacation per year starting after the end of the date of probation, along with all other benefits provided in the Personnel Manual. The aforesaid applicant, subject to this Resolution, has accepted the position which is subject to approval by the governing body, and therefore, 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 applicant for the position based on specifications set forth in the advertisement, the interviews and the resumes, and the Personnel Committee makes this recommendation to the Township Committee based on the three 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 the hiring of Shaun Keefe, residing at 1134 Curtis Avenue, Wall Township, New Jersey as a full-time Public Works Employee; at a salary of

Twenty-Seven Dollars per hour (\$27.00), with a two-week vacation benefit available at the end of his probation period, with all other benefits provided for full-time employees under the Personnel Manual, and subject to a 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 commencement of employment by Shaun Keefe, and 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 above-stated salary and benefits

BE IT FURTHER RESOLVED, that commencement of employment shall be expected at the end of the applicant's two-week notice to his present employer.

<b>Name</b>	<b>Motion</b>	<b>Second</b>	<b>Ayes</b>	<b>Nays</b>	<b>Abstain</b>	<b>Absent</b>
<b>Lettice</b>						
<b>Puhak</b>						
<b>Jennings</b>						

I hereby certify the foregoing to be a true copy of the Resolution adopted by the Shrewsbury Township Committee on August 16, 2022.

\_\_\_\_\_  
 KATRINA THORNTON  
 Acting Municipal Clerk

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 LESTER JENNINGS  
 Mayor

Dated: August 16, 2022

ATTEST:

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 KATRINA THORNTON  
 Acting Municipal Clerk