

Township of Shrewsbury

Resolution #2019-98

**AUTHORIZE THE EMPLOYMENT OF CHARLES METZ AS AN EMPLOYEE  
IN THE PUBLIC WORKS DEPARTMENT**

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 eleven applicants; interviews were undertaken by the Personnel Committee, including the Township Attorney, for the top three 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 three applicants determined by the Personnel Committee, and it is recommended that an offer of employment be made to Charles B. Metz, residing at 285 Main Street, Matawan, New Jersey, at a salary of Forty-Eight Thousand Dollars (\$48,000.00) per year, 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 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 three best candidates assessed by the Personnel Committee; and,

WHEREAS, funds will be made available in the 2019 Municipal Budget and the Chief Financial Officer has so certified in writing; and,

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, Charles B. Metz, who resides at 285 Main Avenue, Matawan, New Jersey; subject to an appropriate medical examination and satisfactory results from said medical examination per the Personnel Manual and subject to a 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 Charles B. Metz, 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 background check, along with the stated salary of Forty-Eight Thousand Dollars (\$48,000.00) per year.

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

I hereby certify the above to be a true copy of the resolution adopted by the Township Committee at the Meeting held on October 22, 2019.

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Pamela Howard, RMC,CMR  
Municipal Clerk

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Edward P. Nolan  
Mayor