

TOWNSHIP OF SHREWSBURY
RESOLUTION #2023- 46
County of Monmouth

**Extend Offer of Employment for the Position of Temporary Office Assistant in
Department of Administrative Assistant to Pamela D. Howard**

WHEREAS, there is a vacancy in the position of Part-Time Administrative Assistant and Office Assistant; and,

WHEREAS the position was duly posted and applicants have been submitting their resumes for the vacated position, prior to interviews, the Township Committee would like to appoint Pamela Howard as the temporary assistant to the current administrative assistant; and,

WHEREAS, Pamela Howard is familiar with the current office environment, residents, and website, she would be a tremendous help to the office during this period; and,

WHEREAS, funds will be provided for the first three months of 2023 and the 2023 Temporary Budget and funds for the balance of 2023, will be provided in the 2023 Municipal budget in the appropriations entitled Administrative S&W, when finally adopted and the Chief Financial Officer has so certified in writing; and,

THEREFORE, BE IT RESOLVED, the Township Committee of the Township of Shrewsbury that an offer of employment be and are hereby extended to Pamela Howard, for the position of part-time administrative assistant with an hourly rate of \$ 18.00, not to exceed 10 hours a week.

Name	Motion	Second	Ayes	Nays	Abstain	Absent
PUHAK						
LETTICE						
JENNINGS						

I hereby certify the above to be a true copy of the resolution adopted by the Township Committee at the Meeting held on March 7, 2023.

Katrina Thornton, CMR
Acting Municipal Clerk

Lester Jennings
Mayor

Catherine LaPorta
Chief Financial Officer