

Mayor Nolan offered the following Resolution and moved on its adoption:

**R-13-172**

**RESOLUTION MAKING APPOINTMENT OF A PROVISIONAL  
PART-TIME CLERK II**

**WHEREAS**, there is an immediate need for a Secretary within the Building Department;  
and

**WHEREAS**, said position was advertised and interviews were conducted by the Borough Administrator; and

**WHEREAS**, it is the recommendation of Tim Hill, Borough Administrator that Nancy O'Neil be appointed Part-time Clerk II for the Building Department

**NOW, THEREFOR BE IT RESOLVED** by the Governing Body of the Borough of Highlands that Nancy O'Neil be appointed Part-time Clerk II.

**BE IT FURTHER RESOLVED** that said appointment be compensated at an hourly rate of \$15.00 per hour not to exceed 24 hours per week. Office hours will be established by the Borough Administrator in conjunction with the Building Department schedule.

Seconded by Ms. Ryan and adopted on the following roll call vote:

**ROLL CALL:**

**AYES:** Ms. Ryan, Mr. Redmond, Mr. Francy, Ms. Kane, Mayor Nolan

**NAYES:** None

**ABSENT:** None

**ABSTAIN:** None

**DATE:** August 21, 2013

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Carolyn Cummins, Borough Clerk

I hereby certify this to be a true copy of Resolution R-13- 172 adopted by the Governing Body of the Borough of Highlands on August 21, 2013.

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Borough Clerk/Deputy Clerk