

R-16-176 Motion to Approve: Nolan
 Second: Broullon
 Ayes: Broullon, Card, D'Arrigo & Nolan
 Absent : Kane

R-16-176

RESOLUTION APPOINTING TEMPORARY ADMINISTRATIVE SECRETARY

WHEREAS, there exists a need within the Borough Operations, Municipal Clerk Department to appoint a full-time Administrative Secretary to assist the Acting Municipal Clerk, Administrator and assist with other duties in Borough Hall; and

WHEREAS, the Borough Administrator has advertised, received resumes, and interviewed potential candidates for the position of Administrative Secretary; and

WHEREAS, it is the recommendation of the Borough Administrator that Shelly Brown be appointed as a temporary Administrative Secretary.

NOW, THEREFORE, BE IT RESOLVED, that the governing body of the Borough of Highlands hereby appoints Shelly Brown as a full-time, temporary Administrative Secretary effective immediately.

BE IT FURTHER RESOLVED that said appointment be compensated at an hourly rate of \$12.00 per hour.

	INTRODUCED	SECONDED	AYE	NAY		ABSTAIN	ABSENT
BROULLON							
CARD							
D'ARRIGO							
WELLS							
NOLAN							
ON CONSENT AGENDA ____ YES ____ NO							



DATE: **August 17, 2016**

Dwayne M. Harris, Acting Borough Clerk

I hereby certify this to be a true copy of Resolution R-16-176 adopted by the Governing Body of the Borough of Highlands at its meeting held on August 17, 2016.



BOROUGH CLERK/DEPUTY CLERK