

**MANSFIELD TOWNSHIP
BURLINGTON COUNTY**

RESOLUTION 2013-11-6

A RESOLUTION APPOINTING A PART-TIME MANSFIELD TOWNSHIP ADMINISTRATIVE ASSISTANT TO THE TAX COLLECTOR

WHEREAS, the Mansfield Township Tax Collector's Office is in need of a part-time Administrative Assistant to the Tax Collector at this time; and

WHEREAS, said part-time position is Monday, Wednesday, and Friday for seven (7) hours each day; and

WHEREAS, the Township Committee finds that it is in the Township's best interests that there be some type of continuity after a holiday, and thus should a work day fall on a holiday, the employee will be required to work the following business day, regardless of whether it is a normal scheduled work day for said Assistant; and

WHEREAS, the Township Committee further finds that in the Township's best interest that during the time frame for each Tax Quarter, the first (1st) of the month and the tenth (10th) of the month, that **Barbara Cardiello** shall work Monday through Friday as well as during vacation coverage of the Tax Collector; and

WHEREAS, the compensation for the position is Fifteen (\$15.00) Dollars an hour; and

WHEREAS, an application for said position was received from **Barbara Cardiello**; and

WHEREAS, **Barbara Cardiello** was interviewed, and was found to meet the qualifications that best meet the needs of the department;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey at their regular meeting held on October 23, 2013 at the Municipal Complex at 7:30 PM that **Barbara Cardiello** is hereby appointed as a part time Administrative Assistant to the Tax Collector at the rate of \$15.00 per hour, effective October 25, 2013, with a work schedule of three work day, 9:00 am to 4:30 pm on Monday, Wednesday, and Friday and Monday through Friday during the 10 day tax period as well as vacation coverage of the Tax Collector. Said position is without health benefits, vacation, sick or holidays. Should a work day fall on a holiday, employee will be permitted to recoup those hours on the following business day, regardless of whether it is one of employee's normal work days.

MOTION: HIGGINS

SECOND: CLARK

ROLL CALL VOTE:

AYES: HIGGINS, CLARK, GABLE, DIGIUSEPPE, PUGLIA

NAYS: NONE

ABSTAIN: NONE

ABSENT: NONE

CERTIFICATION

I, LINDA SEMUS, RMC, Municipal Clerk of the Township of Mansfield, County of Burlington, State of New Jersey, do hereby certify the foregoing to be a true and accurate copy of the Resolution adopted by the Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey, at their regular meeting held on November 6, 2013 at the Mansfield Township Municipal Complex, at 7:30 PM.

LINDA SEMUS, RMC, Municipal Clerk