

**MANSFIELD TOWNSHIP
BURLINGTON COUNTY**

RESOLUTION 2016-1-24

**A RESOLUTION APPOINTING DANA ELLIOT AS A FULL-TIME ADMINISTRATIVE
ASSISTANT FOR THE TOWNSHIP OF MANSFIELD**

WHEREAS, the Mansfield Township Committee has determined the need for a full-time, Administrative Assistant employee to efficiently and economically cover the needs of the Township, from a centralized location within the Administrative Offices, servicing the following Township Departments:

**Clerk/Administration
Tax
Finance**

; and

WHEREAS, said full-time Administrative Assistant employee will fall under the supervision of the Township Administrator; and

WHEREAS, **Dana Elliot** has been employed by the Township since November 17, 2014 as a part-time Administrative Assistant for both the Tax Collector and CFO; and

WHEREAS, the Township Committee has recognized that **Dana Elliot** has demonstrated exceptional work ethics and has expressed a willingness to take on new responsibilities and duties; and

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 January 13, 2016 at the Municipal Complex at 7:30 PM hereby appoints **Dana Elliot** as a full-time, Administrative Assistant employee at the rate of _____ per hour, effective January 4, 2016, with all benefits associated with said Full-Time position.

MOTION:

SECOND:

ROLL CALL VOTE:

AYES:

NAYS:

ABSTAIN:

ABSENT:

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 January 13, 2016 at the Mansfield Township Municipal Complex, at 7:30 PM.

LINDA SEMUS, RMC, CMR
Municipal Clerk