

**MANSFIELD TOWNSHIP  
BURLINGTON COUNTY**

**RESOLUTION 2018-7-8**

**A RESOLUTION APPOINTING A PART-TIME MANSFIELD TOWNSHIP PURCHASING  
ASSISTANT/TAX ASSISTANT TO THE FINANCE AND TAX OFFICES**

**WHEREAS**, the Mansfield Township is in need of a part-time Assistant to the Finance and Tax Offices at this time; and

**WHEREAS**, a resume for said position was received from **Jean E. Pompei**; and

**WHEREAS**, **Jean E. Pompei** was interviewed by the Deputy Treasurer and Township Administrator, and was found to meet the qualifications that best meet the needs of the departments;

**WHEREAS**, said part-time position is three days per week (days and times to be determined) for a total of 20 hours per week; 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, if needed, that during the time frame for each Tax Quarter, the first (1<sup>st</sup>) of the month through the tenth (10<sup>th</sup>) of the month, that **Jean E. Pompei** shall work Monday through Friday, as well as, during vacation coverage for the Tax Collector and Deputy Treasurer; and

**WHEREAS**, the compensation for the position is Sixteen Dollars (\$16.00) per hour; 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 July 18, 2018 at the Municipal Complex at 6:00PM that **Jean E. Pompei** is hereby appointed as a part time Purchasing Assistant/Assistant to the Tax Collector for both the Finance and Tax Offices at the rate of \$16.00 hour, effective July 23, 2018, with a work schedule of three days per week at 20 hours per week (days and times to be determined) and if needed, Monday through Friday during the 10 day tax period of each quarter, as well as vacation coverage for the Tax Collector and Deputy Treasurer. Said position is without health benefits, vacation, sick or holidays. Should a work day fall on a holiday, employee will be required to work those hours on the following business day, regardless of whether it is one of employee's normal work days.

**MOTION: GABLE**

**SECOND: DIGIUSEPPE**

**ROLL CALL VOTE**

**AYES: GABLE, DIGIUSEPPE, CAIN, HIGGINS**

**NAYS:**

**ABSTAIN:**

**ABSENT: MAGEE**

**CERTIFICATION**

**I, LINDA SEMUS, RMC, CMR**, 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 July 18, 2018 at the Mansfield Township Municipal Complex, at 6:00PM.

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**LINDA SEMUS, RMC, CMR**  
**Municipal Clerk**