

**RESOLUTION NO. 2023-076**

**RESOLUTION OF THE TOWNSHIP OF LITTLE EGG HARBOR,  
COUNTY OF OCEAN, STATE OF NEW JERSEY, AUTHORIZING  
THE EXECUTION OF A MEMORANDUM OF AGREEMENT AND  
AN EMPLOYMENT AGREEMENT WITH THE ADMINISTRATIVE  
SUPPORT STAFF**

**WHEREAS**, the negotiation committees of the Township of Little Harbor and the Township's Administrative Support Staff met and negotiated terms and conditions of employment for the Township's Administrative Support Staff; and

**WHEREAS**, the parties have come to an agreement with regard to the terms and conditions of employment for the period of time between January 1, 2023 and December 31, 2026; and

**WHEREAS**, the governing body wishes to authorize execution of the Memorandum of Agreement and subsequent employment agreement with the Township's Administrative Support Staff.

**NOW, THEREFORE, BE IT RESOLVED**, by the governing body of the Township of Little Egg Harbor, County of Ocean, State of New Jersey as follows:

1. That the governing body does hereby authorize the execution of the memorandum of agreement with the Township's Administrative Support Staff for a period of time retroactive from January 1, 2023 to December 31, 2026 in a form acceptable to the Township Labor Counsel.

2. That the governing body further authorizes the execution of an employment agreement which will incorporate the terms of the memorandum of agreement between the Township of Little Egg Harbor and Township's Administrative Support Staff with regard to the terms and conditions of employment in a form acceptable to the Township Labor Counsel.

3. That the Mayor is hereby authorized to execute and the Township Clerk to attest to the Memorandum of Agreement with the Township's Administrative Support Staff and the Township, and the employment agreement between the Township and the Township's Administrative Support Staff.

4. That this resolution shall take effect immediately.

5. That a certified copy of this resolution shall be forwarded to the Township's Administrative Support Staff and the Chief Financial Officer/Township Administrator.

**CERTIFICATION**

I, **KELLY LETTERA, RMC**, Municipal Clerk of the Township of Little Egg Harbor do hereby certify that the foregoing resolution was duly adopted by the Township of Little Egg Harbor Township Committee at a meeting held on the 9<sup>th</sup> day of February, 2023.



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**KELLY LETTERA, RMC**  
Township Clerk  
Little Egg Harbor Township

## MEMORANDUM OF AGREEMENT

This Memorandum of Agreement ("Agreement") is made this \_\_\_\_\_ day of \_\_\_\_\_ 2023, by and between the Township Administrative Support Staff and Township of Little Egg Harbor (Township).

**WHEREAS**, the Township Administrative Support Staff has met with the Township Administrator regarding the terms and conditions of their continued employment; and

**WHEREAS**, the parties have come to an agreement with regard to the terms and conditions of employment for the period of time between January 1, 2023 and December 31, 2026; and

**WHEREAS**, the parties have agreed to the following terms and conditions.

**NOW THEREFORE**, the Parties hereby agree to the following:

1. Except as herein modified, the terms and conditions set forth in the previous Employment Agreement between the Township and the Township Administrative Support Staff shall remain in full force in effect.
2. The Contract term is from January 1, 2023- December 31, 2026.
3. The Contract shall include Karyn Metrick, Robin Schilling, Kasey Powers, and Katherine Baker.
4. Employees will receive a 2.5% increase of their base salary on January 1, 2023, a 2.25% increase of their base salary on January 1, 2024, a 2.0% increase on January 1, 2025 and, a 2.0% increase of their base salary on January 1, 2026.
5. Terms of the Agreement, Paragraph 3: The parties agree to delete paragraph 3 and replace in its entirety with the following:

With the exception of Robin Schilling, with prior approval from the Business Administrator, an employee is not required to use leave time for an approved absence of 2 hours or less in a workday.

With prior approval from the Chief of Police, Robin Schilling is not required to use leave time for an approved absence of 2 hours or less in a workday.

6. Vacation, Holidays, Sick and Personal Leave, Paragraph 7 of the employment agreement: The Parties agree to include the following:

The parties acknowledge that the Township filed a scope of negotiations petition concerning the Sick Leave conversion provision. If PERC rules that the term is negotiable, the parties agree to the following addition to paragraph

7 as set forth herein: It is expressly agreed and understood that the Employee shall not be compensated for any unused converted time. It is further agreed and expressly understood that the employee shall not be compensated for any unused converted time at the time of retirement. If PERC rules that the provision is not negotiable, the parties will delete the provision from the contract.

7. Vacation, Holidays, Sick and Personal Leave, Paragraph 4: The parties agree to amend the Personal leave time as set forth below:

4. Personal leave time will be 56 hours annually.

8. Vacation, Holidays, Sick and Personal Leave, Paragraph 8: The parties agree to revise the Supplemental Compensation- Paragraph C to state the following:

Employees hired after May 21, 2010 shall be capped at \$15,000.00.

9. The Parties acknowledge and agree that the terms of this agreement will be incorporated into the Employment Agreement.

**IN WITNESS WHEREOF**, the parties hereto have executed this agreement.

**WITNESS & ATTEST:**

**Township of Little Egg Harbor**

\_\_\_\_\_  
**Kelly Lettera, RMC**  
Township Clerk  
(Seal)

By \_\_\_\_\_  
**BLAISE SCIBETTA**  
Mayor

**TOWNSHIP ADMINISTRATIVE SUPPORT STAFF**

\_\_\_\_\_  
Witness

By \_\_\_\_\_  
**KARYN METRICK**

\_\_\_\_\_  
Witness

By \_\_\_\_\_  
**ROBIN SCHILLING**

\_\_\_\_\_  
Witness

By \_\_\_\_\_  
**KASEY POWERS**

\_\_\_\_\_  
Witness

By \_\_\_\_\_  
**KATHERINE BAKER**