

**RESOLUTION NO. 2023-051**

**RESOLUTION OF THE TOWNSHIP OF LITTLE EGG HARBOR, COUNTY OF OCEAN, STATE OF NEW JERSEY, AUTHORIZING THE TOWNSHIP ADMINISTRATOR TO ADVERTISE AND HIRE A PAYROLL CLERK IN THE ADMINISTRATION/FINANCE OFFICE**

**WHEREAS**, the Township is in need of a Payroll Clerk for the Administration/Finance Office; and

**WHEREAS**, the governing body desires to authorize the Township Administrator to advertise and hire a Payroll Clerk for the Administration/Finance Office; and

**WHEREAS**, the salary for the Payroll Clerk shall be in accordance with the Township Salary Ordinance.

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

1. That the Township Administrator is hereby authorized to advertise and hire a Payroll Clerk for the Administration/Finance Office, in accordance with the Township Salary Ordinance.
2. That the authority granted to the Township Administrator, in Paragraphs 1 and 2 above, to fill and appoint to any of the delineated positions is contingent upon:
  - a) obtaining consent from the applicant/potential employee to conduct a comprehensive background check, to be completed by the Human Resource Department.
  - b) the background check of the applicant/potential employee is considered satisfactory to the Human Resource Department.
3. That no person shall be hired or appointed to any position in the Township unless a background check is conducted and considered satisfactory by the Human Resource Department along with a written report memorializing the findings and provided to the Township Administrator and the governing body.
4. That a certified copy of this resolution shall be forwarded by the Municipal Clerk to the 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 **12th** day of **January, 2023**.



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