

RESOLUTION NO. 2023-246

**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 Township of Little Harbor and the Township's Administrative Support Staff are parties to an employment agreement for the period of time between January 1, 2023 and December 31, 2026; and

WHEREAS, Ms. Anna Nelson was recently appointed to the position of Payroll Clerk in the Township of Little Egg Harbor; and

WHEREAS, the Township and the Township's Administrative Support Staff have agreed to include Ms. Anna Nelson in the aforementioned contract; and

WHEREAS, the governing body wishes to authorize execution of the Memorandum of Agreement to include Ms. Anna Nelson in the contract 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 to include Ms. Anna Nelson in the contract with the Township's Administrative Support Staff for a period of time retroactive from January 1, 2023 to December 31, 2026 to govern the terms and conditions of her employment with the Township.


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.

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, Ms. Anna Nelson 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 10th day of August, 2023.



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 of Little Harbor and the Township’s Administrative Support Staff are parties to an employment agreement for the period of time between January 1, 2023 and December 31, 2026; and

WHEREAS, Ms. Anna Nelson was recently appointed to the position of Payroll Clerk in the Township of Little Egg Harbor; and

WHEREAS, the Township and the Township’s Administrative Support Staff have agreed to include Ms. Anna Nelson in the aforementioned contract.

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 shall be amended to include, Anna Nelson, Payroll Clerk.
3. Ms. Nelson shall not receive the 2023 increase to her base salary. Ms. Nelson shall receive all other increases to the base salary as set forth in the contract.
4. All other terms and conditions, with the exception of Paragraph 3 stated above, shall apply to Ms. Anna Nelson’s employment with the Township of Little Egg Harbor.
5. 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

By _____

Kelly Lettera, RMC
Township Clerk
(Seal)

Honorable Blaise Scibetta
Mayor

Township Administrative Support Staff

Kathleen Bark

Witness

By [Signature]

Kathleen Bark

Witness

By Kasey Powers

Kathleen Bark

Witness

By [Signature]

Kasey Powers

Witness

By Kathleen Bark

Witness

By _____

Witness

By _____