

RESOLUTION 2025-248

RESOLUTION OF THE TOWNSHIP OF LITTLE EGG HARBOR, COUNTY OF OCEAN, STATE OF NEW JERSEY, AUTHORIZING THE INTERIM ADMINISTRATOR TO INVESTIGATE AND PROCURE PAYROLL SERVICES

WHEREAS, the Township is in need of payroll clerk services as a result of the resignation of Anna Nelson, Payroll Clerk, effective November 5, 2025; and

WHEREAS, the Interim Administrator is authorized to negotiate with payroll services companies that are compatible with current software used by the Township (Casa, VCS) and authorize procurement, if necessary, of emergent payroll services to the end of 2025, to prevent disruption of essential services in the Township.

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 Interim Administrator to explore and negotiate with payroll services companies that are compatible with current software used by the Township (Casa, VCS) and authorize procurement, if necessary, of emergent payroll services to the end of 2025, in accordance with Local Public Contract Law and the QPA bid threshold.
2. That the Mayor is hereby authorized to execute and the Township Clerk to attest any agreement, and any other documents necessary to effectuate the terms of this resolution, upon approval of any agreement and affiliated documents by the Little Egg Harbor Township Attorney.

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Rothstein, Mandell, Strohm,
Halm & Cipriani, P.A.
ATTORNEYS AT LAW

98 East Water Street
Toms River, NJ 08753

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5. That a certified copy of this resolution, together with a copy of the agreement, shall be forwarded to the Little Egg Harbor Township Clerk/Interim Township Administrator and Tom Lombarski, Barnegat Township Chief Financial Officer/Financial Assistant to Little Egg Harbor Township.

CERTIFICATION

I, **KELLY LETTERA, CMC, 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 **9th** day of **October, 2025**.



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

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