

**RESOLUTION 2025-251**

**RESOLUTION OF THE TOWNSHIP OF LITTLE EGG HARBOR, COUNTY OF OCEAN, STATE OF NEW JERSEY, AUTHORIZING THE EXECUTION OF A MEMORANDUM OF AGREEMENT WITH ANNA NELSON AS PART-TIME PAYROLL CLERK**

**WHEREAS**, there is a need for a part-time Payroll Clerk for the Township of Little Egg Harbor; and  
**WHEREAS**, Ms. Anna Nelson qualified and has been appointed as the Township's full-time payroll clerk; and

**WHEREAS**, the parties desire to have Ms. Anna Nelson serve as the part-time payroll clerk for the Township; and


**WHEREAS**, the governing body wishes to authorize execution of the Memorandum of Agreement to memorize their agreement concerning Ms. Nelson part-time appointment.

**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 Ms. Anna Nelson to serve as the Township's part-time payroll clerk in a form acceptable to the Township Labor Counsel.
2. That the Mayor is hereby authorized to execute and the Township Clerk to attest to the Memorandum of Agreement with Ms. Anna Nelson.
3. That this resolution shall take effect immediately.
4. That a certified copy of this resolution shall be forwarded to Ms. Anna Nelson and the Chief Financial Officer and Acting Business Administrator.

**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 **30th** day of **October, 2025**.

  
\_\_\_\_\_  
**KELLY LETTERA, CMC, RMC**  
Township Clerk  
Little Egg Harbor Township

## Memorandum of Agreement

This Memorandum of Agreement (“Agreement”) is made this 30<sup>th</sup> day of October, 2025, by and between Ms. Anna Nelson, (Employee), and Township of Little Egg Harbor.

**WHEREAS**, there is a need for a part-time Payroll Clerk for the Township of Little Egg Harbor.

**WHEREAS**, Ms. Anna Nelson is qualified and has been appointed as the Township’s Payroll Clerk; and

**WHEREAS**, the parties desire to have Ms. Anna Nelson serve as the part-time Payroll Clerk for the Township; and

**WHEREAS** the parties desire to enter into this Memorandum of Agreement to memorize their agreement concerning Ms. Nelson’s part-time appointment.

**NOW THEREFORE**, the Parties hereby agree to the following terms as full and final settlement of the above matter:

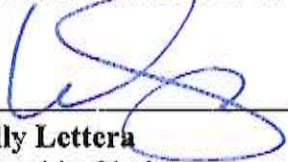
1. Effective November 5, 2025, Ms. Anna Nelson shall serve as the Payroll Clerk on a part-time basis at a monthly salary of \$1,500.00.
2. Ms. Anna Nelson will perform all duties required of Payroll Clerk in accordance with the terms of this Agreement.
3. Ms. Anna Nelson shall be permitted to work remotely and after normal business hours for all hours required to perform the duties of the Payroll Clerk.
4. The Employee and Township acknowledge the salary in paragraph 1 is sufficient and is reasonable compensation for the duties.
5. In the event the Township appoints a new full-time Payroll Clerk, Ms. Anna Nelson expressly agrees to provide the Township with an irrevocable letter of resignation for the date of the new appointment within 5 days of the new appointment.
6. It is specifically acknowledged and agreed that Ms. Anna Nelson shall only be entitled to receive the salary in paragraph 1 until the Township appoints an employee to serve as the payroll clerk.
7. The parties agree that this agreement may not be modified, altered, changed, except upon express written consent of the Parties.
8. The Parties agree that if any portion of this Agreement is deemed unenforceable, the remainder of the Agreement shall be fully enforceable.
9. This agreement shall not constitute a precedent and shall not be introduced as evidence in any other matter except as necessary to enforce its terms.

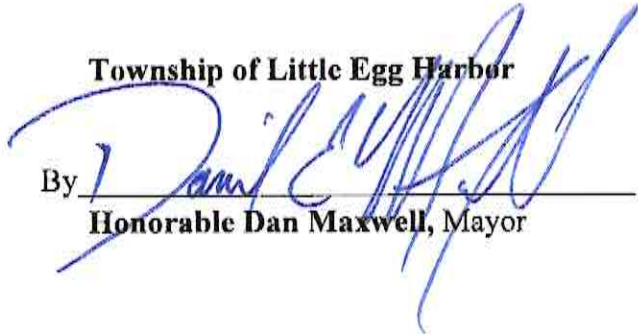
10. The Parties acknowledge that they have entered into this Agreement voluntarily and hereby sign it without duress or coercion.
11. This Agreement shall be governed by the laws of the State of New Jersey.

The Parties hereby acknowledge their agreement to the terms and conditions set forth above by signing below.

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


**WITNESS & ATTEST:**

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

**Township of Little Egg Harbor**  
By   
\_\_\_\_\_  
**Honorable Dan Maxwell, Mayor**

For Employee:

\_\_\_\_\_  
Witness

By   
\_\_\_\_\_  
Anna Nelson