

RESOLUTION 2025-258

**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, Shelia Strassburger 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 Shelia Strassburger in the aforementioned contract; and

WHEREAS, the governing body wishes to authorize execution of the Memorandum of Agreement to include Shelia Strassburger 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 Shelia Strassburger in the contract with the Township's Administrative Support Staff for effective the date of the appointment 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, Shelia Strassburger, the Chief Financial Officer, and Township 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 13th day of **November, 2025**.



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

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement (“Agreement”) is made this 13th day of November, 2025, 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, Shelia Strassburger 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 Shelia Strassburger 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, Shelia Strassburger, Payroll Clerk.
3. Ms. Nelson shall not receive the 2025 increase to her base salary. Ms. Strassburger 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. Strassburger’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 Dan Maxwell,
Mayor

Township Administrative Support Staff

Witness

By _____
Robin Schilling

Witness

By _____
Katherine Baker

Witness

By _____
Jacklyn DePasquale

Witness

By _____
Sheila Strassburger