

RESOLUTION 2026-076

**RESOLUTION OF THE TOWNSHIP OF LITTLE EGG HARBOR,
COUNTY OF OCEAN, STATE OF NEW JERSEY, APPOINTING
DANIEL SPECHT AS ASSISTANT TOWNSHIP
ADMINISTRATOR AND AUTHORIZING AN EMPLOYMENT
CONTRACT**

WHEREAS, there exists a need to hire an Assistant Township Administrator pursuant to N.J.S.A. 40A:63-7.1; and

WHEREAS, Mr. Daniel Specht is duly qualified to serve as the Assistant Township Administrator; and

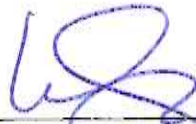
WHEREAS, the governing body desires to appoint Mr. Daniel Specht as the Assistant Township Administrator and authorize the execution of an employment agreement.

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 appoint Mr. Daniel Specht as the Assistant Township Administrator for the Township of Little Egg Harbor.
2. That the governing body does hereby authorize the execution of an employment agreement with Mr. Daniel Specht in a form substantially similar to the agreement attached hereto as schedule A and approved by the Township Labor Attorney.
3. That a certified copy of this resolution, together with a copy of the agreement between the parties, shall be forwarded to the Mr. Daniel Specht, Township Chief Financial Officer, and Township Labor Counsel.

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 **19th** day of **February, 2026**.



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

EMPLOYMENT AGREEMENT

THIS AGREEMENT made the 19th day of February 2026

BETWEEN: **TOWNSHIP OF LITTLE EGG HARBOR**, a municipal corporation of the State of New Jersey, having its principal offices located at 665 Radio Road, Little Egg Harbor Township, New Jersey, hereinafter referred to as the "Township," or "Employer";

AND: **DANIEL SPECHT** residing at 111 Sloop Road, Manahawkin, New Jersey, 08050 hereinafter referred to as "Employee."

W I T N E S S E T H :

For and in consideration of the compensation hereinafter mentioned to be made by the Township of Little Egg Harbor, Daniel Specht agrees to act as Assistant Administrator pursuant to N.J.S.A. 40A:63-7.1 for the Township on a full-time basis and to carry out, to the best of his ability, all duties reasonably imposed upon him by the Ordinances of the Township of Little Egg Harbor, Statutes of the State of New Jersey, and such other duties as the Mayor and Township Committee shall, from time to time, require of him. The Assistant Township Administrator serves at the will of the Township Committee. Employee is a confidential employee and managerial executive.

**ARTICLE I
DURATION OF AGREEMENT**

This Agreement shall be in full force and effect from March 4, 2026, through and to March 4, 2028. It is specifically agreed by the parties that the Township may terminate the employee for any reason during the term of this agreement as the Township Assistant Administrator serves at the will of the Township Committee.

**ARTICLE II
MANAGEMENT RIGHTS**

The Employer hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon it and vested in it by law and

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the Constitutions of the State of New Jersey and the United States, except as may be specifically modified by the Agreement.

ARTICLE III SALARY

The annual base salary to be paid to the Assistant Administrator for the duration of the contract shall be as follows:

2026: \$85,000.00 prorated based upon the date of hire

ARTICLE IV WORK WEEK

The Assistant Township Administrator shall work a full-time schedule. The parties agree and acknowledge that the Assistant Township Administrator shall be a salaried employee and exempt from overtime. The Employee agrees and acknowledges that the job duties may require more than a 40-hour workweek. The Employee shall be required to complete assignments and fulfill the duties as specified in state statutes N.J.S.A. 40A:63-7.1, job description, policy, procedures and directives. This means that the Assistant Township Administrator acknowledges and agrees that he may be called to work more than 40 hours per week. Should the Assistant Township Administrator be absent from the office for more than two hours in a workday with approval of the Administrator, the Assistant Township Administrator shall utilize available leave time as appropriate to the circumstances (e.g. sick leave, personal leave, or vacation leave).

ARTICLE V HEALTH INSURANCE & MEDICAL PLANS

- A. The Township will provide health insurance coverage to the Employee as provided under the Township's Personnel Policy.
- B. All medical provisions will be in accordance with the provisions of Chapter 78 P.L. 2011, in its entirety, as amended. Employee will be responsible for payment of their Tier IV premium contribution as set forth in Ch. 78.

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ARTICLE VI

VACATIONS, HOLIDAYS, SICK LEAVE, ETC.

- A. The Employee shall be entitled to all holidays as set forth in the Employee Handbook.
- B. Unpaid leave of absence. Unpaid leave of absence may be granted upon such terms and conditions as shall be approved by the Township Committee.
- C. Temporary paid leave of absence

The Assistant Administrator shall be granted time off annually without deduction from pay or accumulated leave time for the following requests:

- Personal – 7 days
- Sick – 16 days
- Vacation – 12 days

Vacation:

1. Vacation: The Employee shall notify the Township Administrator of any vacation requests in excess of five (5) days, approval of which shall not be withheld without cause.
2. Vacation leave is considered earned on a monthly basis even though the leave time may be credited on January 1st each year.
3. Upon the death of the Employee, any and all unused earned vacation leave shall be paid to the Employee's estate within thirty (30) days.
4. Vacation shall not accrue after the Employee has resigned or retired, although the Employee's name will be retained on the payroll until the exhaustion of paid leave time.
5. Vacation leave shall not accrue and is not included in calculating years of continuous service during any period of suspension or during any leave of absence without pay of thirty (30) or more calendar days.
6. An accumulation of up to one (1) year unused vacation time may be carried from the year earned to the next year. Thereafter, the prior year's unused vacation leave time is forfeited.
7. Shall the Employee retire or otherwise separate in good standing from the employment with the Township, the Employee shall be compensated for unused earned vacation leave time at the current rate of pay.

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Sick Leave:

1. Sick Leave shall be defined as the absence of the Employee from duty because of non-occupational related illness, accident, injury, disability or exposure related contagious disease or an absence, for a reasonable period of time, due to the serious illness of a member of the Employee's immediate family and shall be the same as provided to all other Township employees.

2. The Employee shall be granted sixteen (16) days per year, sick leave granted at the commencement of each year in anticipation of continued employment. If the Employee does not utilize the annual sick leave, or any part thereof, the Employee may accumulate such unused sick leave time from year to year.

3. Sick leave credits shall not accrue after the Employee has resigned or retired although the Employee's name will be retained on until the exhaustion of vacation leave or other unpaid leave.

4. Should the Employee be separated for any reason from employment with the Township without having earned any utilize sick leave, the Employee shall have the unearned portion deducted from the final paycheck on a prorated basis.

**ARTICLE VII
SUPPLEMENTAL COMPENSATION UPON RETIREMENT**

The Employee shall be entitled to supplemental compensation upon retirement if he has been regularly employed with the Township for a minimum of 10 years. Supplemental compensation shall be computed at the rate of 50% the Employee's daily rate of pay for each day of earned and unused accumulated sick leave time at the effective date of separation up to a maximum of \$15,000.00. The daily rate shall be based upon the Employee's then current rate of pay prior to the effective date of separation. Periods of leaves of absence without pay shall be excluded from the computation.

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**ARTICLE VIII
PROFESSIONAL ASSOCIATIONS AND CONTINUING PROFESSIONAL
EDUCATION**

The Township shall pay the costs of training, seminars and classes that relate to position of Assistant Township Administrator. The Township shall pay for any additional training, seminars and classes necessary for the Assistant Township Administrator to maintain any licenses relevant to his Township employment subject to the approval of the Township Administrator. The Township shall also pay for travel expenses relating to the attendance of the annual New Jersey League of Municipalities Convention. The costs of training, seminars and other reasonable expenses shall be limited to the amount approved in the annual administrative budget.

**ARTICLE IX
OTHER EMPLOYMENT**

The Assistant Township Administrator shall devote all of his work efforts to the Township toward the fulfillment of his obligations under this contract. Outside employment, business ownership or affiliation, which would constitute a conflict of interest or violate New Jersey's Local Government Ethics Law, is strictly prohibited.

**ARTICLE X
MOTOR VEHICLE TRANSPORTATION, CELLULAR COMMUNICATIONS**

The Assistant Township Administrator shall not receive a car allowance. The Township shall provide the Employee with a cellular phone if the Township Administrator feels it is warranted to conduct Township Business and to be reached during business and non-business hours.

**ARTICLE XI
SAVINGS CLAUSE**

If any section, clause, portion or article of this Agreement is subsequently deemed by a Court of competent jurisdiction to be illegal, such section, clause, portion or article may and shall continue in full force and effect absent the portion found to be illegal or unconstitutional.

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**ARTICLE XIII
EMPLOYEE'S RIGHTS AND PRIVILEGES**

Nothing contained herein shall be construed to deny or restrict Employee's rights and privileges pursuant to any other applicable State laws or regulations. The rights granted to the Employee hereunder shall be deemed in addition to those mandated by law.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals the day and year first written above.

WITNESS & ATTEST:

TOWNSHIP OF LITTLE EGG HARBOR

By _____
HONORABLE KENNETH LANEY, JR.,
Mayor

As to Daniel Specht

DANIEL SPECHT

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