



Borough of Manville
Resolution #2024-129

Authorizing the Hiring of Part-time Administrative Assistant

WHEREAS, the need exists within the Borough of Manville for a part-time appointment as Administrative Assistant to support the operations of the Department of Public Works and Building/Construction and other areas as needed; and

WHEREAS, after interviewing and screening, the Mayor, Policy, Planning, and Personnel Committee of the Council, and Borough Administrator have recommended that Nancy Muoio be appointed to the position of Part-Time Administrative Assistant as described; and

WHEREAS, the Mayor and Council agree that said appointment is in the best interest of the Borough of Manville,

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Manville, County of Somerset, and State of New Jersey, as follows:

- (1) Nancy Muoio is hereby appointed to the position of Part-Time Administrative Assistant with an initial compensation of \$25 per hours for up to 25 hours per week; effective immediately upon passage of this Resolution and Nancy Muoio's assumption of her duties. Any subsequent changes in compensation due to additional duties and responsibilities will be subject to further resolutions of the Mayor & Council.
- (2) This Resolution shall be construed in accordance with the Ordinances of the Borough of Manville, the Laws of the State of New Jersey, and the Laws of the United States.
- (3) This Resolution shall take effect immediately upon enactment of same.

ATTEST:

William Bray, RMC, CMR
Borough Clerk

Richard M. Onderko

Richard M. Onderko
Mayor

I HEREBY CERTIFY that the foregoing Resolution was adopted by the Borough Council of the Borough of Manville, County of Somerset, State of New Jersey at a Regular Meeting held at 325 N. Main St., Manville, NJ 08835 on June 28, 2024.

ATTEST:

William Bray, RMC, CMR
Borough Clerk

Introduced	Seconded	Council Members	Yes	No	Abstain	Absent
		Councilman Agans	X			
X		Councilwoman Camacho	X			
		Councilman DeVito	X			
		Councilwoman Madak	X			
	X	Councilwoman Puia	X			
		Councilman Skirkanish	X			
		Mayor Onderko				