

RESOLUTION

**AUTHORIZING THE HIRING AND APPOINTMENT OF DONNA CRAMER,
CONFIDENTIAL ADMINISTRATIVE ASSISTANT TO THE ADMINISTRATOR AND
CLERK FOR THE TOWNSHIP OF CLINTON**

WHEREAS, due to a retirement, there exists a vacancy in the position of Administrative Assistant to the Administrator and Clerk; and

WHEREAS, Donna Cramer has expressed interest to fill this position; and

WHEREAS, the Administrator has interviewed Ms. Cramer and reviewed her qualifications to fill this position and has determined that she is the best candidate for the position and recommends her for employment; and

WHEREAS, by letter dated February 18, 2021, a conditional offer of employment was extended to Ms. Cramer, subject to the approval of this body; and

WHEREAS the Mayor and Council support the Administrator’s recommendation and therefore wish to approve her employment with the Township:

NOW THEREFORE, BE IT RESOLVED by the Mayor and Council of the Township of Clinton in Hunterdon County, New Jersey as follows:

1. Effective March 15, 2021, Donna Cramer is hereby hired on a full time basis and appointed to fill the non-exempt position of Confidential Administrative Assistant to the Township Administrator and Township Clerk for the Township of Clinton under the following terms and conditions:
 - a. Ms. Cramer’s start date shall be March 15, 2021.
 - b. Ms. Cramer’s starting salary will be \$45,000 per year with all benefits afforded full time Township employees as outlined in the Township’s Personnel Policies and Procedures and will be increased to \$48,000 on January 1, 2022 upon satisfactory performance.
2. This resolution shall take effect immediately.

ATTEST:

Carla Conner, Township Clerk

Brian Mullay, Mayor

Adopted: February 24, 2021

RESOLUTION

**APPROVING THE RELEASE OF PERFORMANCE BOND FOR
CAPITAL PAVING AND CONSTRUCTION, LLC, FOR THE STANTON
MOUNTAIN ROAD IMPROVEMENTS, PHASE II**

WHEREAS, a request has been received from Capital Paving and Construction, LLC, for the release of a performance bond relative to the Stanton Mountain Road Improvements, Phase II, and

WHEREAS, a Performance Bond was issued in the amount of \$342,035.50 (paper bond) to the Township of Clinton on behalf of Capital Paving and Construction, LLC; and

WHEREAS, The Township Engineer has recommended that the performance bond be released.

NOW THEREFORE BE IT RESOLVED; by the Mayor and Council of the Township of Clinton, County of Hunterdon, State of New Jersey, that the recommendation of Township Engineer, Larry Plevier, be and hereby is accepted and approved and the above mentioned Performance Bond be released.

ATTEST:

Carla Conner, Township Clerk

Brian Mullay, Mayor

Adopted: February 24, 2021