

RESOLUTION 2025-109

**RESOLUTION OF THE TOWNSHIP OF LITTLE EGG
HARBOR, COUNTY OF OCEAN, STATE OF NEW JERSEY,
AUTHORIZING THE TOWNSHIP ADMINISTRATOR TO
ADVERTISE AND HIRE A RECORDS SUPPORT TECH 1 FOR
THE POLICE DEPARTMENT**

WHEREAS, the Township is in need of a Records Support Tech 1 for the Police Department;
and

WHEREAS, the governing body desires to authorize the Township Administrator to advertise
and hire a Records Support Tech 1 for the Police Department; and

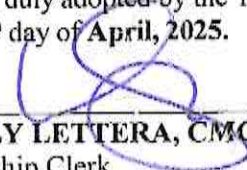
WHEREAS, the salary for the Records Support Tech 1 for the Police Department shall be in
accordance with the Township Salary Ordinance.

NOW, THEREFORE, BE IT RESOLVED, that the governing body of the Township of Little
Egg Harbor, County of Ocean, State of New Jersey as follows:

1. That the Township Administrator is hereby authorized to advertise and hire a Records
Support Tech 1 for the Police Department, in accordance with the Township Salary
Ordinance.
2. That the authority granted to the Township Administrator, in Paragraphs 1 and 2 above,
to fill and appoint to any of the delineated positions is contingent upon:
 - a) obtaining consent from the applicant/potential employee to conduct a
comprehensive background check, to be completed by the Human Resource
Department.
 - b) the background check of the applicant/potential employee is considered satisfactory
to the Human Resource Department.
3. That no person shall be hired or appointed to any position in the Township unless a
background check is conducted and considered satisfactory by the Human Resource
Department along with a written report memorializing the findings and provided to the
Township Administrator and the governing body.
4. That a certified copy of this resolution shall be forwarded by the Municipal Clerk to the
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 10th day of April, 2025.



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