



## RESOLUTION

2019-05

### **A Resolution to Authorize Personnel Actions**

**WHEREAS**, action is needed to full vacancies created by the retirement or separation of personnel; and

**WHEREAS**, the following positions were or will be advertised to solicit the best candidates for service to the Town of Townsend; and

**WHEREAS**, the Ms. Staci Guillotte has been recommended by the Council Personnel Chair and the Town Manager after due consideration of candidates; and

**WHEREAS**, Ms. Staci Guillotte has the experience and inhouse training to serve as an Administrative Assistant for the Town Clerk, Town Manager and Financial Officer; and

**WHEREAS**, there exists a need to enhance the maintenance staffing of the Town of Townsend to assist with care and maintenance of Town property, maintain areas found not in compliance with various Town Ordinances dealing with debris, lawn care etc., and to provide for the general safety of residents and employees through community maintenance as directed by the Tow Manager.

**NOW AND THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF TOWNSEND, DE on June 5, 2019, that the following personnel actions are to be carried out by the Town Manager.**

1. Appointment of Ms. Staci Guillotte, temp, to the position of Full Time Administrative Assistant at a rate of \$17.00 per hour. This is a staff position at an hourly rate plus benefits in accordance with the Employee Handbook. Estimated annual base salary is \$35,360.00 Ms. Guillotte is currently an employee of our temp agency. The Town of Townsend will be required to buy out her contract at a rate not to exceed \$1,500.00 as of July 18, 2019. Ms. Helms will report to the Town Manager. Ms. Guillotte will begin shortly after July 22, 2019.
2. Interview and hire a Part-Time Maintenance Worker at a rate of \$11.00 per hour. This is a part-time staff position at an hourly rate plus benefits in accordance with the Employee Handbook for part-time employees. Estimated annual base salary not expected to exceed \$5,720.00, (10 per week= 520 hrs. @\$11.00 hr.). Ms. Helms will report to the Town Manager.

Passed and approved this 05 Day of June 2019.


By:

  
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Rudolph Sutton

Mayor

Attest:

  
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Ivonne Romero

Town Clerk

**Vote of Council**

Mayor Sutton	Yea	<input checked="" type="checkbox"/>	Na	<input type="checkbox"/>	Abs	<input type="checkbox"/>
CW Gorman	Yea	<input checked="" type="checkbox"/>	Na	<input type="checkbox"/>	Abs	<input type="checkbox"/>
CM Dugan	Yea	<input checked="" type="checkbox"/>	Na	<input type="checkbox"/>	Abs	<input type="checkbox"/>
CM High	Yea	<input checked="" type="checkbox"/>	Na	<input type="checkbox"/>	Abs	<input type="checkbox"/>
CM Miller	Yea	<input type="checkbox"/>	Na	<input type="checkbox"/>	Abs	<input type="checkbox"/>