



**RESOLUTION
2022-020**

A Resolution to Authorize Personnel Action

WHEREAS, the Town of Townsend is in need of a part time Administrative Assistant on Town staff; and

WHEREAS, Ms. Staci Guillotte has served the Town of Townsend as an administrative assistant for over three years; and

WHEREAS, Ms. Staci Guillotte can no longer serve the Town of Townsend as a full-time administrative assistant, but is available to serve the Town on a part-time basis; and

WHEREAS, the following individual has been recommended by the Town Council Human Resources Chair and the Town Manager to serve as a part time administrative assistant.

NOW AND THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF TOWNSEND, DELAWARE ON AUGUST 24th, 2022,

- 1.) That Ms. Staci Guillotte, be hired as a part time Administrative Assistant. Compensation is to be at a part-time rate of \$19.81 per hour. Hours will be set by the Town Manager to meet the needs of the Town.
- 2.) Ms. Staci Guillotte will report to the Town Manager. Ms. Guillotte is expected to begin employment on or about September 1st, 2022.

IN WITNESS WHEREOF, I hereunto set my hand and caused the Seal of the Town of Townsend to be affixed on this 24th Day of August 2022.

Passed and Approved This 24th Day of August 2022.

TOWN OF TOWNSEND

Scott Lobdell, Mayor

ATTEST:

Antonina Tantillo, Town Manager

Vote of Council	Yea	Na	Abs
Mayor S. Lobdell			
CM E. Dugan			
CM J. Mertz			
CW L. Clarke			
CW S. Rojas			