

Mr. Caizza offered the following Resolution and moved on its adoption:

**Borough of Highlands**

**County of Monmouth**

**R-09-199**

**Resolution approving the appointment of Dawn Horniacek to the full-time position of Clerk Typist**

**Whereas**, an employee of the Borough of Highlands, Dawn Horniacek, has been serving in the position of Construction Official Secretary/Code Enforcement Secretary since November 15, 2006; and

**Whereas**, as a result of changes in staffing and operational needs, there is a need for Ms. Horniacek's services in other administrative Departments in addition to current work within the Borough; and

**Whereas**, based on the change in her title and responsibilities there will be an increase in Ms. Horniacek's workload;

**Now, therefore** Be It Resolved that the Highlands Borough Council approves the appointment of Dawn Horniacek to the full-time position of Clerk Typist; effective November 1, 2009; and be it further

**Resolved** that that additional duties for Ms. Horniacek will now include all current Construction Official Secretary/Code Enforcement Secretary duties plus new additional duties to include but not limited to Secretary to Borough Administrator and issuing all animal, mercantile, board of health licenses and parking permits for the Borough Clerks Office.

**Resolved** that Ms. Horniacek will receive an annual stipend of \$1,000 added to her current base salary for her extra duties and responsibilities, with said stipend to be prorated for 2009.

Seconded by Mr. Urbanski and adopted on the following roll call vote:

**ROLL CALL:**

**AYES:** Mr. Francy, Ms. Kane, Mr. Caizza, Mr. Urbanski, Mayor Little

**NAYES:** None

**ABSENT:** None

**ABSTAIN:** None

**DATE:** October 22, 2009

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**CAROLYN CUMMINS, BOROUGH CLERK**

I hereby certify this to be a true copy of the Resolution adopted by the Governing Body of the Borough of Highlands on October 22, 2009.

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**BOROUGH CLERK/DEPUTY CLERK**