

**RESOLUTION 2023-062**

**RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF CHATHAM RATIFYING AND CONFIRMING THE APPOINTMENT OF AN ADMINISTRATIVE ASSISTANT**

**WHEREAS**, the Township of Chatham desires to fill a vacancy in the position of Administrative Assistant; and

**WHEREAS**, the Township of Chatham has advertised the vacancy and received resumes that have been reviewed by the Township Administrator; and

**WHEREAS**, the Township Administrator has recommended that it would be in the best interests of the Township to appoint Zinnia Cheetham as an Administrative Assistant; and

**WHEREAS**, the Township Administrator appoints Zinnia Cheetham as full-time Administrative Assistant.

**BE IT RESOLVED** by the Township Committee of the Township of Chatham, County of Morris, New Jersey that Zinnia Cheetham is hereby appointed to serve as the Administrative Assistant effective February 16, 2023 at a starting annual salary of \$54,000, pending satisfactory completion of a criminal background investigation, and subject to satisfactory completion of a probationary period of 180 days.

Adopted: February 21, 2023

Attest:

  
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Gregory J. LaCente, Clerk

TOWNSHIP OF CHATHAM IN  
THE COUNTY OF MORRIS

By   
\_\_\_\_\_  
Ashley Felice, Mayor