

**RESOLUTION 2023-160**

**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/Technical Assistant to the Construction Official; and

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

**WHEREAS**, the Township Administrator has recommended that it would be in the best interests of the Township to appoint Caleigh Robyn Snyder as an Administrative Assistant/Technical Assistant to the Construction Official; and

**WHEREAS**, the Township Administrator appoints Caleigh Robyn Snyder as full-time Administrative Assistant/Technical Assistant to the Construction Official.

**BE IT RESOLVED** by the Township Committee of the Township of Chatham, County of Morris, New Jersey that Caleigh Robyn Snyder is hereby appointed as full-time Administrative Assistant/Technical Assistant to the Construction Official at a starting annual salary of \$47,500, effective July 16, 2023, pending satisfactory completion of a criminal background investigation, subject to satisfactory completion of a probationary period of 180 days, with continued employment contingent upon obtaining certification/licensure as a Technical Assistant through the State of New Jersey at the earliest possible opportunity made available through Rutgers University.

Adopted: July 18, 2023

Attest:

  
\_\_\_\_\_  
Gregory J. LaConte, Clerk

TOWNSHIP OF CHATHAM IN  
THE COUNTY OF MORRIS

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