



## RESOLUTION 26-18

### A RESOLUTION TO HIRE A FULL-TIME ADMINISTRATIVE ASSISTANT

**WHEREAS**, the Town Manager has the power to hire new employees at such compensation as the Town Council, by Resolution, shall determine; and

**WHEREAS**, the Town Manager has complied with all regulations regarding advertising the position, applicant screening and interviews, and notified the successful applicant and all other applicants of his or her status in writing; and

**WHEREAS**, the Town Manager has chosen *Allison West* to fill the position of Administrative Assistant (FKA Receptionist) for the Town of Millville.

**NOW, THEREFORE**, let it be resolved that the Mayor and Town Council approves the Town Manager's decision on hiring said *Allison West* as an at-will, non-contractual employee at the following compensation and terms, in addition to those in the Town of Millville Personnel Policy Manual:

- ❖ Hourly Wage: \$23.08 – Annualized: \$45,000.00
- ❖ Hours of work: Typically, 8:30 a.m.- 4:30 p.m.
- ❖ Six (6) month training (probation) period
- ❖ Start date February 17, 2026

**I, DEBORAH SOSNOSKI**, Secretary of the Town Council of the Town of Millville, hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the Town Council of the Town of Millville at its meeting held on **February 10, 2026**, at which a quorum was present and voting throughout and that the same is still in full force and effect.

**TOWN OF MILLVILLE**

**DEBORAH SOSNOSKI**  
**SECRETARY**