

**RESOLUTION**  
**KENILWORTH, N.J.**

**WHEREAS**, a vacancy exists in the position of Senior Clerk within the Clerk's Office; and

**WHEREAS**, to continue the efficient operation and management of the Clerk's Office, interviews were conducted for a qualified professional; and

**WHEREAS**, it is the recommendation of the interview panel and the Borough Clerk / Administrative Officer that **Coleen Gray-Hay** be appointed Senior Clerk; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Borough Council of the Borough of Kenilworth, County of Union, State of New Jersey, as follows:

1. Effective January 6, 2025 **Coleen Gray-Hay** be appointed **Senior Clerk** at a rate of \$45,000 per annum, scheduled to work thirty-five (35) hours per week, 8:30am to 4:30 pm Monday through Friday.
2. As a full-time employee, Coleen Gray-Hay will be eligible for the Borough full-time employee benefits including medical, dental, vision and prescription plans with employee contributions subject to Chapter 78.
3. As a full-time employee, Coleen Gray-Hay will be entitled to two (2) weeks vacation, two (2) personal days, and five (5) sick days per year as well as the observed paid holidays of the Borough.
4. That as of September 1, 2018, full time employees not otherwise covered by a collective bargaining agreement or under the auspices of an autonomous/quasi-autonomous are eligible to receive a \$1,000.00 per annum, prorata, deduction from their predetermined annual health care premium contribution and in accordance with New Jersey State Statute, Chapter 2, P.L. 2010 which sets minimum contribution of 1.5% of salary towards the health benefits costs.
5. This offer of employment is contingent upon successful completion of medical release, criminal and background checks. This position is also subject to a six (6) month probationary period which will begin on the first date of employment.

**BE IT FURTHER RESOLVED**, that the Borough of Kenilworth's Chief Financial Officer has certified that sufficient uncommitted funds are available in the 2025 Borough of Kenilworth Temporary Budget for the purposes set forth herein.

	MOVED	SECONDED	AYES	NOES	ABSTAIN	ABSENT	
Councilman Patrick Boyle			x				
Councilman Joseph Finistrella			x				
Councilwoman Toni Giordano Picerno			x				
Councilman William Mauro	x		x				
Councilman Douglas Piper			x				
Councilman Savino Scorese		x	x				
Mayor Linda Karlovitch							
ON CONSENT AGENDA	Yes	x	No				

I hereby certify that the above Resolution was adopted by the Borough Council of the Borough of Kenilworth at a Meeting held on January 2, 2025.



Laura Reinertsen, Borough Clerk