



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

## **RESOLUTION 22-063**

### **RESOLUTION DESIGNATING SUPERINTENDENT OF PUBLIC WORKS TO PERFORM THE DUTIES OF BOROUGH ADMINISTRATOR DURING HIS ABSENCE OR DISABILITY FOR THE CALENDAR YEAR 2022**

**WHEREAS**, in the event of the absence or disability of the Borough Administrator, Michael Muscillo, it will be necessary for the Borough to designate a Borough employee to perform the duties of the Administrator during his absence or disability; and

**WHEREAS**, the duties of the Administrator are set forth in Chapter 2, Section 6.5 of the Borough Code; and

**WHEREAS**, the Borough wishes to appoint Spencer Carpenter, Superintendent of Public Works, to perform the duties of the Administrator during the Administrator's absence or disability, wherein the Superintendent of Public Works shall perform all the duties that are required of the Administrator, as set forth in Chapter 2, Section 6.5 of the Borough Code, during the Administrator's absence or disability, from the date of adoption of this Resolution through December 31, 2022; and

**WHEREAS**, Spencer Carpenter, Superintendent of Public Works, has agreed to accept this responsibility without any additional compensation for assuming these duties during the absence or disability of the Administrator.

**NOW THEREFORE BE IT RESOLVED**, by the Governing Body of the Borough of Highlands, that Spencer Carpenter, Superintendent of Public Works, be and is hereby designated to perform the duties of Administrator, as set forth in Chapter 2, Section 6.5 of the Borough Code, during the absence or disability of Michael Muscillo, Borough Administrator, effective from the date of adoption of this Resolution through December 31, 2022.

**BE IT FURTHER RESOLVED**, that pursuant to agreement of Spencer Carpenter, Superintendent of Public Works, he shall perform the duties of Administrator during his absence or disability without additional compensation.

Motion to Approve R-22-063:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

This is a Certified True copy of the Original Resolution on file in the Municipal Clerk's Office.

DATE OF VOTE: February 02, 2022

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Nancy Tran, Acting Municipal Clerk  
Borough of Highlands