



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 22-153

APPOINTING NANCY TRAN, RMC, TO SERVE IN THE POSITION OF MUNICIPAL CLERK

WHEREAS, by Resolution No. 22-044, Nancy Tran was appointed to serve in the position of Acting Municipal Clerk for a period of sixty (60) days as a result of a vacancy which occurred, effective January 8, 2022; and

WHEREAS, by Resolution No. 22-071, Nancy Tran was appointed to serve in the position of Acting Municipal Clerk for an additional ten (10) month period; and

WHEREAS, N.J.S.A. 40A:9-133 provides that “Within 90 days of the occurrence of a vacancy in the office of municipal clerk by reason of the departure of a registered municipal clerk, the governing body may appoint a person who does not hold a registered municipal clerk certificate to serve as acting municipal clerk for a period not to exceed one year and commencing on the date of the vacancy.”; and

WHEREAS, N.J.S.A. 40A:133.3 provides that, “Upon the successful completion of the examination by an applicant, a certificate shall be issued to the applicant as a registered municipal clerk.”; and

WHEREAS, Nancy Tran has successfully completed the examination for a registered municipal clerk; and

WHEREAS, in accordance with N.J.S.A. 40A:9-133(a), in every municipality there shall be a municipal clerk appointed for a three (3) year term by the governing body of the municipality; and

WHEREAS, Nancy Tran is certified in this position and qualified in the operations of the Municipal Clerk’s Office; and

WHEREAS, the Borough wishes to appoint Nancy Tran, RMC to serve as the Municipal Clerk for a three (3) year term effective June 15, 2022.

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Borough of Highlands, that Nancy Tran, RMC is hereby appointed to serve as Municipal Clerk for a three (3) year term effective June 15, 2022.

Motion to Approve R 22-153:

	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: June 15, 2022

Nancy Tran, Acting Municipal Clerk
Borough of Highlands