



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 23-234

AUTHORIZING APPOINTMENT OF SANDRA AKES AS COURT ADMINISTRATOR

WHEREAS, it is necessary to appoint a Court Administrator for the Borough’s Municipal Court; and

WHEREAS, the Court Administrator position will be a full-time position and the Administrator will report directly to the Borough’s Municipal Court Judge; and

WHEREAS, the salary for the Court Administrator position will be \$85,000.00 per year and shall begin on January 1, 2024, with an adjustment to \$90,000.00 per year beginning on January 1, 2025; and

WHEREAS, the Court Administrator position also includes 20 vacation days per year as well as compensatory time for afterhours Court sessions, compensation for police callouts and health benefits.

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Borough of Highlands that Sandra Akes be and is hereby appointed to serve as the Borough’s Court Administrator, as a full-time employee with benefits, for an annual salary in the amount of \$85,000.00, effective on January 1, 2024, with an adjustment to \$90,000.00 per year beginning on January 1, 2025.

BE IT FURTHER RESOLVED, that a certified copy of this Resolution be forwarded to the Chief Financial Officer, the Borough Administrator, the Borough’s Municipal Court Judge and the appointee.

Motion to Approve R 23-234:

	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: December 6, 2023

Nancy Tran, Municipal Clerk
Borough of Highlands