



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 25-145

REAPPOINTING NANCY TRAN TO SERVE IN THE POSITION OF MUNICIPAL CLERK AND REGISTRAR

WHEREAS, pursuant to N.J.S.A. 40A:9-133(a), in every municipality there shall be a Municipal Clerk appointed by the governing body of the municipality; and

WHEREAS, pursuant to N.J.S.A. 26:8-11(c), the governing body of each registration district shall also appoint a Local Registrar; and

WHEREAS, pursuant to N.J.S.A. 26:8-13, if the Local Registrar is the Municipal Clerk, the term of office of Local Registrar shall be concurrent with the term of Office of Municipal Clerk; and

WHEREAS, by way of Resolution 22-153 duly adopted on June 15, 2022, Nancy Tran was appointed to serve in the position of Municipal Clerk for a three (3) year term effective June 15, 2022; and

WHEREAS, by way of Resolution 22-184, duly adopted on August 16, 2023, Nancy Tran was appointed to serve as Registrar for a term concurrent with the term of office as Municipal Clerk; and

WHEREAS, N.J.S.A. 40A:9-133.7 provides that a Municipal Clerk possessing a Registered Municipal Clerk Certificate, having served and performed all of the statutory duties of said office for not less than three (3) consecutive years immediately prior to such reappointment shall upon reappointment hold office during good behavior and efficiency; and

WHEREAS, Nancy Tran has served as the Municipal Clerk for three (3) years and meets all of the statutory requirements for the position; and

WHEREAS, there exists a need for the reappointment of a Municipal Clerk and Local Registrar for the Borough of Highlands, as mandated by the statutory law described herein, for the purpose of providing the Borough with the duties, tasks and services proscribed at N.J.S.A. 40A:9-133(e)(1)-(7) and N.J.S.A. 26:8-25; and

WHEREAS, the governing body of the Borough of Highlands wishes to reappoint Nancy Tran, to serve as the Municipal Clerk as well as the Registrar.

NOW, THEREFORE, BE IT RESOLVED, by the Governing Body of the Borough of Highlands, in the County of Monmouth, State of New Jersey, that Nancy Tran, be and is hereby reappointed to serve as Municipal Clerk of the Borough of Highlands.

BE IT FURTHER RESOLVED, by the Governing Body of the Borough of Highlands, in the County of Monmouth, State of New Jersey, that Nancy Tran, be and is hereby reappointed to serve as Registrar for a term of office concurrent with her term of office as Municipal Clerk.

Motion to Approve R 25-145:

	INTRODUCE	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 18, 2025

Nancy Tran, Municipal Clerk
Borough of Highlands