

**BOROUGH OF PENNINGTON
RESOLUTION 2023 – 1.10**

**RESOLUTION AUTHORIZING HIRING OF MONA HABIBY AS PART-TIME
ADMINISTRATIVE SERVICES COORDINATOR
IN THE BOROUGH BUSINESS OFFICE**

WHEREAS, the Borough requires knowledgeable part-time assistance to administer and support the efficient operation of the Borough's Business Office;

WHEREAS, Borough Council now seeks to appoint Mona Habiby in the part-time position of Administrative Services Coordinator to meet this need;

WHEREAS, Mona Habiby was first hired by the Borough as a part-time project-based intern in the Business Office, after the Borough advertised for qualified applicants in the Masters of Public Administration program at Rutgers University and respondents were interviewed by an ad hoc committee consisting of the late Borough Administrator, the Chair of the Personnel Committee, the Mayor and the Borough Clerk;

WHEREAS, Ms. Habiby was then a graduate student in the Rutgers' Masters of Public Administration program with a Bachelor of Science degree in Finance from the Kogod School of Business at American University together with twenty years of related experience in the private sector;

WHEREAS, Ms. Habiby has performed successfully in her paid part-time internship beginning in February 2022, she received her Masters from Rutgers University in May 2022, and her internship has been extended through successive resolutions of Borough Council through December 2022;

WHEREAS, as part-time Administrative Services Coordinator Ms. Habiby will work 15 to 20 hours per week at the rate of \$33 per hour and report to the Borough Clerk pending appointment of a Borough Administrator;

WHEREAS, the effective date of this appointment shall be January 1, 2023, with the understanding that the position and salary shall be included in the Borough Salary Ordinance;

WHEREAS, the Personnel Committee has approved creation of this position and the hiring of Ms. Habiby;

WHEREAS, the Chief Financial Officer has certified that the needed funds are available in the Administration Salary line of the budget;

NOW, THEREFORE, BE IT RESOLVED, by Borough Council of the Borough of Pennington that the hiring of Mona Habiby in the aforesaid part-time position of Administrative Services Coordinator is hereby approved effective January 1, 2023, with the understanding that the described title and compensation shall be included in the Borough Salary Ordinance.

Record of Council Vote on Passage

COUNCILMAN	AYE	NAY	N.V.	A.B.	COUNCILMAN	AYE	NAY	N.V.	A.B.
Angarone									
Chandler					Marciante				
Gnatt					Stern				

This is to certify that the foregoing is a true copy of a Resolution adopted by the Borough Council of the Borough of Pennington at a meeting on January 4, 2023.

Elizabeth Sterling, Borough Clerk