

TOWNSHIP OF RARITAN
COUNTY OF HUNTERDON, NEW JERSEY

RESOLUTION #17-53

**RESOLUTION APPOINTING DONALD HUTCHINS AS TOWNSHIP OF RARITAN
ADMINISTRATOR**

WHEREAS, there is a vacancy in the position of Township of Raritan Administrator; and

WHEREAS, N.J.S.A. 40A:9-137 and Section 2.12.020 of *The Revised General Ordinances of the Township of Raritan* allow the Township Committee to appoint an Administrator by a majority vote; and

WHEREAS, Donald Hutchins is currently serving as Acting Township Administrator of Raritan Township; and

WHEREAS, the Township Committee desires to fill the position of Administrator and hereby appoints Donald Hutchins as Administrator under the following terms and conditions:

1. The appointment shall be effective as of January 1, 2017.
2. The term of the appointment shall be for three (3) years, terminating on December 31, 2019.
3. The initial annual salary shall be \$120,000.
4. The Administrator, who shall no longer be a member of upon acceptance of the position of Administrator, shall continue to receive the same holiday, vacation, sick and personal days in accordance with the union contract between Raritan Township and CWA Local 1040 Higher Level Supervisory Unit (the "Union Contract") in effect as of the effective date of this Resolution..
5. The Administrator shall continue to receive health benefits which he is currently receiving, and shall continue to pay for his health benefit premium and all applicable co-pays at the current rate.
6. The Administrator shall be allowed to retain any compensatory time to which he is entitled as of the effective date of this Resolution.

7. Upon retirement, severance or termination, the Administrator shall receive those payouts to which he is entitled pursuant to the Union Contract as of the effective date of this Resolution, not exceeding applicable law, rule regulation, ordinance or resolution.

8. The Township shall pay, subject to specific authorization by the Township Committee, up to \$2,500.00 for registration fees for seminars and training related to his duties as Administrator, including membership dues for professional organizations such as municipal administrator's or manager's associations and the League of Municipalities.

9. The Township Committee shall conduct a performance review or evaluation of the Administrator within six (6) months of the appointment and thereafter once annually before the budget is adopted. On the basis of an annual performance review to the satisfaction of the Township Committee, the Administrator shall be entitled to a salary increase of not less than 1.95% in 2018 and 1.95% in 2019, to be determined by the Township Committee.

WHEREAS, Section 2.12.030B of *The Revised General Ordinances of the Township of Raritan* requires that the Administrator be and remain a resident of the Township unless the Township Committee waives this requirement; and

WHEREAS, the Township Committee hereby finds that the Administrator lives in close proximity to the Township and, because of the advancement of technology, the Administrator is able to be in constant contact with all Township officials, and the travel distance will not impede or negatively affect the Administrator's performance or ready availability to the Township for the Township's normal business; and

WHEREAS, Donald Hutchins, by accepting employment as the Administrator, hereby accepts the terms and conditions described in this Resolution.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Raritan County of Hunterdon and State of New Jersey as follows:

1. Donald Hutchins is hereby appointed as the Township of Raritan Administrator effective January 1, 2017.

2. This paragraph incorporates all of the Whereas clauses of this Resolution and includes all of the terms and conditions of the Administrator's employment.

3. For the reasons set forth in the Whereas clauses, and as permitted by Section 2.12.030B of *The Revised General Ordinances of the Township of Raritan*, the Township Committee hereby waives the residency requirement for the Administrator.

ATTEST:

**TOWNSHIP COMMITTEE OF THE
TOWNSHIP OF RARITAN**

William Bray
Acting Township Clerk

Karen Gilbert
Mayor

CERTIFICATION

I, William Bray, Acting Township Clerk of the Township of Raritan, hereby certify that the foregoing resolution is a true, complete and accurate copy of a resolution adopted by the Township Committee of the Township of Raritan at a meeting held on Feb. 7, 2017.

William Bray
Acting Township Clerk