



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 21-161

RESOLUTION APPOINTING MICHELLE HUTCHINSON, RMC TO SERVE IN THE POSITION OF MUNICIPAL CLERK

WHEREAS, by way of Resolution 20-181 duly adopted on August 19, 2020 and Resolution 20-212 duly adopted on October 7, 2020, Michelle Hutchinson was appointed to serve in the position of Acting Municipal Clerk due to a vacancy; 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 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 the applicant, a certificate shall be issued to the applicant as a registered municipal clerk.”; and

WHEREAS, Michelle Hutchinson 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-year term by the governing body of the municipality; and

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

WHEREAS, the Borough wishes to appoint Michelle Hutchinson, RMC to serve as the Municipal Clerk for a three (3) year term effective July 14, 2021.

NOW, THEREFORE, BE IT RESOLVED, by the Governing Body of the Borough of Highlands that Michelle Hutchinson, RMC is hereby appointed to serve as Municipal Clerk for a three (3) year term effective July 14, 2021.

Motion to Approve R-21-161:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
MARTIN		X	X			
MAZZOLA			X			
MELNYK			X			
OLSZEWSKI			X			
BROULLON	X		X			

This is a Certified True copy of the Original Resolution on file in the Municipal Clerk's Office.

DATE OF VOTE: July 14, 2021



Michelle Hutchinson Acting Municipal Clerk
Borough of Highlands