

TOWNSHIP OF FRANKLIN
COUNTY OF HUNTERDON

RESOLUTION 2017 – 15

BE IT RESOLVED by the Township Committee of the Township of Franklin that Ella Malecki-Ruta is hereby appointed to the position of Tax Collector for an unexpired four (4) year term of office beginning January 1, 2017 and terminating on December 31, 2019. The 2017 annual salary is established at \$6,000.00.

Adopted: 1-5-2017



Mayor
Township Committee

Attest:



Ursula V. Stryker, RMC
Municipal Clerk

Committee

Kathryn Blew
Diane Burgess
Joseph Darocha
Craig Repmann
Susan Soloway



Municipal Clerk
202 Sidney Rd.
Pittstown, NJ 08867
(908) 735.5215 fax (908) 735.7598
ftclerk@franklin-twp.org

January 5, 2017

Ella Malecki-Ruta
11 Ridge Road
Flemington, NJ 08822

RE: **Letter of employment**

Dear Ms. Malecki-Ruta:

I am pleased to offer you employment as the Tax Collector of Franklin Township. Your appointment is effective January 1, 2017 and shall terminate on December 31, 2019 as this appointment is for a four (4) year unexpired term of office. This letter will set forth the terms and conditions of your employment.

Salary: Your 2017 annual salary is established at \$6,000.00.


Hours of Work: Your normal hours of work shall not exceed 20 hours per week, Monday through Friday during the hours of 8:00 A.M. and 4:00 P.M. It is anticipated that you will schedule your hours in Franklin Township on Wednesday morning 8:00 A.M. to 8:45 P.M. with an additional morning at your discretion. Bi-weekly time sheets shall be completed in a timely manner.

Performance: Your performance will be evaluated by the Township Committee.

Benefits: The Township will provide only statutory coverage and you will not be eligible for paid sick days, vacation, holidays. You will not be compensated for any additional hours voluntarily worked beyond 20 hours per week.

Duties: You duties shall be those defined by statute and will include overseeing reports and liens, assisting with posting of tax payments and mailing of tax bills, delinquent notices and any other tax mailings, and general oversight of the Deputy Tax Collector.

We are delighted that you will be joining us in Franklin Township. Please indicate your acceptance to these terms and conditions of employment by signing below and returning a copy to the Municipal Clerk.

Sincerely,

Susan Soloway, Mayor
Township Committee

Ella Malecki-Ruta

Date