

**THE COMMISSIONERS OF FIRE DISTRICT NO. 1
IN THE TOWNSHIP OF DEPTFORD, COUNTY OF GLOUCESTER**

Resolution 2018 - 04

Amending Resolution 2016-17 Approving Employment Agreement of Administrative Secretary

WHEREAS, by prior Resolution, the Fire District indicated its desire to continue employing the Fire District's Administrative Secretary and to enter into a formal Employment Agreement with the Administrative Secretary for the time period of April 1, 2016 to March 31, 2017;

WHEREAS, by prior Resolution, the Fire District approved a salary increase for the Administrative Secretary and agreed to provide such increase retroactively for the time period of January 1, 2017 to March 31, 2017;

WHEREAS, the Fire District and the Administrative Secretary now desire to amend the April 1, 2016 to March 31, 2017 Employment Agreement, in the form of Amendment attached hereto as Exhibit A, to accurately memorialize the salary increase referenced above that was awarded to the Administrative Secretary effective January 1, 2017;

NOW THEREFORE, be it RESOLVED, by the Commissioners at Fire District No. 1 in the Township of Deptford, County of Gloucester, at a duly-authorized and noticed public work session meeting of the Commissioners held on January 24, 2018, that (1) the Employment Agreement between the Administrative Secretary, Donna Scally, and the Fire District, shall be modified to reflect the salary increase that was provided to her effective January 1, 2017 as reflected in the Amendment attached as Exhibit A; (2) Michael White is hereby authorized to enter into the Amendment attached as Exhibit A on behalf of the Fire District; and (3) this Resolution shall amend Resolution 2016-17 to reflect the same.

YES NO ABSTAIN

MICHAEL WHITE, CHAIRMAN

RAYMOND MACKAY JR, TREASURER

JOSEPH NILSEN, SECRETARY

GEORGE FRANK, COMMISSIONER

ROBERT SHEAIRS, COMMISSIONER

EXHIBIT A

DEPTFORD FIRE DEPARTMENT

1370 Delsea Drive
Deptford, NJ 08096

**AMENDMENT TO CONTRACT OF EMPLOYMENT
Administrative Secretary**

THIS AMENDMENT is entered into this ___ day of January 2018 by and between the Deptford Fire Department, Board of Fire Commissioners, with offices located at 1370 Delsea Drive, Deptford, New Jersey 08096 (hereinafter referred to as the "Board") and Donna Scally of 19 Dubois Avenue, Woodbury, New Jersey 08096, hereinafter referred to as the "Administrative Secretary").

WITNESSETH:

WHEREAS, the Board previously entered into an Employment Agreement with the Administrative Secretary for the time period of April 1, 2016 to March 31, 2017 ("2016-2017 Employment Agreement");

WHEREAS, the Board previously decided to increase the Administrative Secretary's salary, effective January 1, 2017, in consideration of the services she has and continues to provide; and

WHEREAS, the Board and the Administrative Secretary now desire to amend the 2016-2017 Employment Agreement to reflect the aforementioned salary increase;

NOW THEREFORE, the Board and the Administrative Secretary, for the consideration herein specified, agree as follows:

- (1) Paragraph (2)(a) of the 2016-2017 Employment Agreement is modified by striking the language contained therein and replacing such language with the following:
 - a. Salary: The Board shall pay the Administrative Secretary an annual salary of \$74,263 (Seventy Four Thousand Two Hundred and Sixty Three Dollars) for the time period of April 1, 2016 to December 31, 2016. The Board shall pay the Administrative Secretary an annual salary of \$75,749.00 (Seventy Five Thousand Seven Hundred and Forty Nine Dollars) for the time period of January 1, 2017 to March 31, 2017. The applicable salary rate shall be paid to the Administrative Secretary in accordance with the schedule of salary payments in effect for all salaried employees in the Department.

WHEREAS, a duly authorized officer of the Board has approved the terms and conditions of this Amendment, and

WHEREAS, the Administrative Secretary has approved the terms and conditions of this Amendment, and

WHEREAS, this Amendment has been approved by a vote of the members of the Deptford Fire Department, Board of Fire Commissioners at its meeting of January 24, 2018, and has been made a part of the minutes of that meeting.

IN WITNESS WHEREOF, they set their hands and seals to this Amendment effective on the day and year first above written.

DEPTFORD FIRE DEPARTMENT BOARD OF FIRE
COMMISSIONERS

Michael White, Chairman

Witnessed by:

Donna Scally, Administrative Secretary