



**Resolution No.: 04-16-2024-122**

**Date: 04-16-2024**

**RESOLUTION for the APPOINTMENT**

**of a**

**TOWN CLERK**

**Whereas:** Section 7.4 of the Town Charter authorizes the Town Council to provide for the appointment or hiring of such other officers, employees and agents of the Town which it may deem proper and necessary for the proper conduct and management of the Town, and;

**Whereas:** Section 7.5 of the Town Charter authorizes the Town Council by ordinance, resolution or written agreement to fix the amount of any Salaries or compensation of the employees, officers, agents of the Town, and:

**Whereas:** Mrs. Theon E. Callender as Town Administrator has advised the Mayor, Council and general public on the status of all affairs of the Town; and

**Whereas:** Mrs. Callender has advised the Mayor, Council and general public via oral information provided at a publicly announced and regularly scheduled Town Council meeting held on May 6, 2024 of the proposed promotion of Mrs. Shadina Jones, Town Clerk to the position of Town Manager; and

**Whereas:** Such appointment of Mrs. Jones will leave a vacant position of Town Clerk; and

**Whereas:** Mrs. Callender now acknowledges that a position of Town Clerk should be filled at this time; and

**Whereas;** Mrs. Callender acknowledges that Mrs. Camryn Jones has been trained, guided and is capable of filling the position and responsibilities of Town Clerk; and

**RESOLUTION for the APPOINTMENT  
of a  
TOWN CLERK**

**Resolution No.: 04-16-2024-122**

**Date: 04-16-2024**

Whereas: Mrs. Callender also acknowledges and certifies that Mrs. Jones is actively pursuing certification as a Town Clerk through training sessions provided by the Institute of Public Administration, (IPA), - University of Delaware,

**Be it Resolved**, that **effective, July 1, 2024**, the Mayor and Town Council of the Town of Cheswold, Kent County, Delaware; do hereby appoint Mrs. Camryn Jones to the position of Town Clerk as specified above.

As Town Clerk Mrs. Jones will have the following responsibilities:

- Perform all the duties and responsibilities of the former Town Clerk as so directed by the Town Manager Mayor and/or majority vote of the Town Council
- Report directly to the Town Manager
- Maintain sound positive public relations between the Town and its citizens.
- Maintain sound positive public relations between the Town and other governmental agencies.
- Maintain sound positive public relations between the various boards and commissions that make up the Town Government
- Attendance at meetings and conventions on behalf of the Town
- Assist the Public in person, by mail, e-mail, fax, or phone with all types of questions and needs pertaining to the Town in a timely manner.
- Assist with the day- to-day operation of the Town Clerk's office.
- Process and maintain vital statistics as appropriate; census data if required; and official Federal, State, and municipal records.
- Coordinate, process, and maintain financial payments.
- Coordinate, process and order Town supplies.
- Maintain and update filing systems.
- Serve as recording secretary at monthly Town Council meetings.
- Prepare, collect, and process yearly taxes as Town Tax Collector until such time as a Tax Collector is hired or appointed.
- Serve as Financial Secretary until such time as a Financial Secretary is hired or appointed.

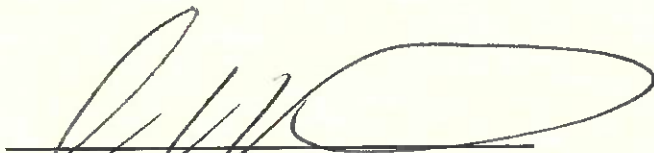
**RESOLUTION for the APPOINTMENT  
of a  
TOWN CLERK**

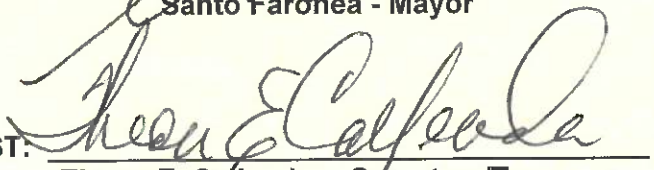
Resolution No.: 04-16-2024-122


Date: 04-16-2024


- Maintain all employee records including hiring; firing; performance appraisals; absence records; vacations, until such time as a Human Resources Director is hired or appointed.
- Be accountable to the Secretary/Treasurer for all financial and written documents.

I, Santo Faronea, Mayor of the Town of Cheswold, do hereby certify that the foregoing is a true and correct copy of the Resolution passed by an affirmative majority vote of all elected members of the Town Council of Cheswold at a regularly scheduled Town Council Meeting, held on, Monday, June 3, 2024, at which a quorum was present and voting throughout, and that the same is still in force and effect.

CERTIFIED:   
Santo Faronea - Mayor Date: June 3, 2024

ATTEST:   
Theon E. Callender - Secretary/Treasurer Date: June 3, 2024

Agreed:   
Judith Johnson - Vice Mayor Date: June 3, 2024

Agreed:   
Councilperson - Mark Moxley Date: June 3, 2024

Agreed:   
Councilperson - Maxwell Amoako Date: June 3, 2024

**RESOLUTION for the APPOINTMENT  
of a  
TOWN CLERK**

Resolution No.: 04-16-2024-122

Date: 04-16-2024

Agreed: Excused  
Councilperson- Robin Ridgway

Date: June 3, 2024

NOTARIZED: Shadina Jones  
Shadina Jones -Town Manager

Date: June 3, 2024

Shadina Darcell Jones  
NOTARY PUBLIC  
STATE OF DELAWARE  
My Commission Expires June 26, 2026

Primary Sponsor: Secretary/Treasurer Theon E. Callender  
Co-Sponsor: n/a

Introduction: April 16, 2024