



Resolution No.: 04-16-2024-121

Date: 04-16-2024

RESOLUTION for the APPOINTMENT

of a

TOWN MANAGER

Whereas: Section 7.1 of the Town Charter of the Town of Cheswold specifies that the Town Council may, in its sole discretion, appoint a Town Manager who, if appointed, shall be the chief administrative officer of the Town and that he or she shall be appointed solely on the basis of his/her professional, executive and administrative qualifications, and;

Whereas: He or she need not when appointed, be a resident of the Town or of the State of Delaware, but shall, within six (6), months of his/her appointment as a condition of appointment become domiciled within such radius of the center of the Town as determined by Council at the time of his/her appointment, and;

Whereas: The Town Council hereby determines that the Town Manager must be or become domiciled within ten, (10), miles of the Town of Cheswold Town Hall within six (6) months of his or her appointment as Town Manager and:

Whereas: If appointed the Town Manager shall be removable as provided by Ordinance or by the terms of a written agreement between the Town Manager and the Town, and

Whereas: In the case of the absence, disability, or suspension of the Town Manager, the Council may designate some other competent person to perform the duties of the office during such absence, disability or suspension, and;

Whereas: The approval of this Resolution will supersede the appointments and authorities approved by Resolution 04-23-13-049 and delete the assignment of a Town /Administrator, and

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Whereas: The duties and responsibilities of the Land Use Administrator and Secretary/Treasurer will remain as previously assigned as separate entities and assignments from the Town Manager,

Be It Resolved: That effective July 1, 2024, Mrs. Shadina Jones is appointed as Town Manager for the Town of Cheswold with the following authorities:

- Develop administrative procedures.
- Ensure adherence and compliance with administrative procedures by all departments and employees.
- Maintain sound positive public relations between the Town and its citizens; between the Town and other governmental agencies and between the various boards and commissions that make up the Town government.
- Attend meetings and conventions on behalf of the Town.
- Have direct supervisory responsibility over all administrative and departmental personnel.
- Have in-direct supervision over the Police Department as it applies to Town owned materials and approval of time sheets; vacation requests; leave requests for the Chief of Police
- Have overall responsibility for human resources and safety practices and policies.
- Make day-to-day decisions as required to represent the best interests of the Town and the Town Council, in an effective and efficient manner, during and after normal working hours.
- Approve singular financial expenditures at a maximum of \$5,000.00 without Secretary/Treasurer and/or Council approval.

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

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ATTEST: *Theon E. Callender*
Theon E. Callender - Secretary/Treasurer

Date: June 3, 2024

Agreed: *Judith Johnson*
Judith Johnson - Vice Mayor

Date: June 3, 2024

Agreed: *Mark Moxley*
Councilperson- Mark Moxley

Date: June 3, 2024

Agreed: *Maxwell Amoako*
Councilperson- Maxwell Amoako

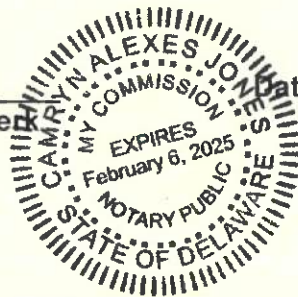
Date: June 3, 2024

Agreed: *Excused*
Councilperson- Robin Ridgway

Date: June 3, 2024

NOTARIZED: *Camryn Jones*
Camryn Jones - Assistant Town Clerk

Date: June 3, 2024



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

Introduction: April 16, 2024