

TOWN OF FOREST HEIGHTS
RESOLUTION 14-22

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF FOREST HEIGHTS, MARYLAND TO HIRE JASMYNN PAYNN, AS A FULL TIME EMPLOYEE WITH THE ADMINISTRATION DEPARTMENT

Introduced By: Mayor Calvin Washington

WHEREAS, pursuant to Section 33-66 of the Charter of the Town of Forest Heights (the "Charter") the Council shall hire employee; and

WHEREAS, the Mayor and the Town Administrator have reported that the prior full-time Administrative Assistant resigned her position on January 4, 2022, and the Council finds that it is in the best interest of the Town to appoint a full time Administrative Assistant at this time; and

WHEREAS, Jasmynn Paynn was hired in a full-time temporary capacity as an Administrative Assistant to assist the Town Clerk who has been assuming the duties of an Administrative Assistant since the vacancy of the full-time position; and

WHEREAS, the Town Administrator finds that Jasmynn Paynn has shown that she has the necessary experience and knowledge to serve as a full time employee in the Administrative Department and it is in the best interest of the Town to hire Ms. Paynn, who will become a permanent full-time employee with all the benefits offered to full time employees of the Town and a salary of Forty Thousand (\$40,000) per year from line item 7015 Salary from the FY2022 Budget; and

NOW THEREFORE BE IT RESOLVED, that the Town Council hereby approves the hiring of Jasmynn Paynn as a full time employee effective May 4, 2022; and

BE IT FURTHER RESOLVED, that this Resolution shall take effect immediately upon its passage.

PASSED this 4 day of May 2022.

APPROVED: By Resolution of the Town Council of the Town of Forest Heights, Maryland

<u>ROLL CALL VOTE</u>	<u>YEA/NAY/ABSTAIN/ABSENT</u>
WASHINGTON	<u>Yes</u>
KENNEDY II	<u>Yea</u>
LILLY	<u>Yea</u>
BARNES	<u>Yea</u>
HINES	<u>Yea</u>
NOBLES	<u>Yea</u>
ATKINSON	<u>absent</u>

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I HEREBY CERTIFY that the above Resolution No. 86-17 was passed by the required yea and nay vote of the Mayor and Council of Forest Heights on the day of May 2022.

ATTEST:

SIGNATURE ON FILE

Sherletta Hawkins, Town Clerk

THE MAYOR AND COUNCIL OF THE
TOWN OF FOREST HEIGHTS

By: **SIGNATURE ON FILE** (Seal)
Calvin Washington, Mayor

By: **SIGNATURE ON FILE** (Seal)
Lanya Hines, Council President

Sherletta Hawkins, Town Clerk