

**THE TOWN OF FOREST HEIGHTS
RESOLUTION 16-23**

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF FOREST HEIGHTS, MARYLAND APPOINTING MR. JOHN O'CONNOR AS INTERIM TOWN ADMINISTRATOR

Introduced By: Mayor Calvin Washington

WHEREAS, pursuant to Resolution 07-23 the Council accepted the resignation of the former Town Administrator effective on January 6, 2023; and

WHEREAS, pursuant to Section 33-18 of the Charter of the Town of Forest Heights (the "Charter") any vacancy in the office of Town Administrator shall be filled within 90 days after the effective date of such vacancy; and

WHEREAS, pursuant to Section 1.30 of the Town Employee Handbook it states that on a day-to-day basis the Town Administrator shall be charged with the responsibility of the administration of the provisions of these rules, regulations and policies, and if the Town Administrator position is vacant, the Mayor, and/or Interim Administrator will have the responsibility; and

WHEREAS, pursuant to Section 10.20 of the Town Employee Handbook it further states that the Council has the duty, power and authority to employ the Town Administrator, and when necessary to name an Interim Town Administrator; and

WHEREAS, on December 21, 2021, the previous Town Administrator by email announced the Mayor's hiring of Mr. John O'Connor as a Part Time employee assigned as Project Manager for the American Rescue Plan Act funding to commence work on January 3, 2022 with a salary of \$82,000.00; and

WHEREAS, pursuant to the FY 2021 ARPA Recovery Plan approved by Resolution 01-22 on January 5, 2022, with said plan including \$72,000 for administrative expenses; and

WHEREAS, pursuant to the FY 2023 Budget passed on June 22, 2022, line item 7013 reflected a salary of \$84,208.00 for the Town Administrator and line item 8200 (ARPA Expenses) was appropriated as \$1,263,102.67; and

WHEREAS, the Mayor and Council find that Mr. O'Connor has the requisite experience, education and knowledge to serve as Acting or Interim Town Administrator and it is in the best interest of the Town to employ, appoint and thereby equitably compensate Mr. O'Connor as the Interim Town Administrator with a salary of \$94,208 until such time as the Council names a permanent successor.

NOW THEREFORE BE IT RESOLVED, and enacted that the Town Council hereby approves the appointment of John O'Connor as Interim Town Administrator of Forest Heights to

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serve in said position at an annual salary hereby authorized by Council of Town of Forest Heights; and

BE IT FURTHER RESOLVED, that said appointment shall be deemed temporary or probationary for a period not to exceed 90 days from January 6, 2023 and should a permanent town administrator or a successor be appointed and approved as Town Administrator then Interim Town Administrator John O'Connor shall have the option of either reverting to his former position as ARPA Project Manager at his prior salary level or resign from the Town; and

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

PASSED this 6th day of February 2023.

ROLL CALL VOTE YEA/NAY/ABSTAIN/ABSENT

LILLY	<u>YEA</u>
KENNEDY II	<u>YEA</u>
NOBLE	<u>YEA</u>
BARNES	<u>ABSENT</u>
HINES	<u>YEA</u>
WASHINGTON	<u>YEA</u>
ATKINSON	<u>ABSENT</u>

ATTEST:

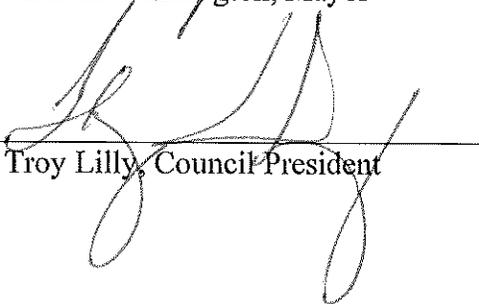
THE MAYOR AND COUNCIL OF THE
TOWN OF FOREST HEIGHTS, MARYLAND



Sherletta Hawkins, Town Clerk

By: 

Calvin Washington, Mayor

By: 

Troy Lilly, Council President

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CERTIFICATION

I, hereby certify, as the duly appointed Town Clerk of the Town of Forest Heights, Maryland, that on the 6th day of February 2023 with 5 Aye votes and 0 Nay votes the aforesaid Resolution 16-23 passed.



Sherletta Hawkins, Town Clerk