

**THE TOWN OF FOREST HEIGHTS
RESOLUTION 49-23**

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF FOREST
HEIGHTS, MARYLAND, APPOINTING MR. MARCUS A. JONES AS INTERIM
TOWN ADMINISTRATOR**

Introduced By: Acting Mayor Troy Barrington Lilly

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 Tuesday, April 11, 2023, Former Mayor Calvin Washington announced by email that Mr. Marcus A. Jones would serve as the Interim Town Administrator effective immediately; 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 7402 Salary – Deputy Chief was appropriated as \$80,235.25; and

WHEREAS, the Mayor and Council find that Mr. Marcus Jones has the requisite experience, training, and knowledge to serve as Interim Town Administrator, it is in the best interest of the Town to employ, appoint and thereby equitably compensate Mr. Marcus Jones as the Interim Town Administrator with a salary of \$116,459.20 (Grade 13, Step 1) to be equally divided between line items 7013 and 7402 until the Council names a permanent successor.

NOW THEREFORE BE IT RESOLVED, and enacted that the Town Council hereby approves the appointment of Marcus Jones as Interim Town Administrator of Forest Heights to serve in said position at an annual salary hereby authorized by Council of Town of Forest Heights; and

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BE IT FURTHER RESOLVED, that said appointment should be deemed temporary or probationary for a period not to exceed 90 days from May 17, 2023, and should a permanent Town Administrator or a successor be appointed and approved as Town Administrator, then Interim Town Administrator Marcus Jones shall have the option of either reverting to his former position as Deputy Chief of Police for the Forest Heights Department 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 17 day of May 2023.

ROLL CALL VOTE

YEA/NAY/ABSTAIN/ABSENT

LILLY

Yea

KENNEDY II

Yea

NOBLE

Yea

MCDONALD

Yea

HINES

Yea

BROWNSON

No

ATTEST:

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

Sherletta Hawkins

Sherletta Hawkins, Town Clerk

By: Troy Barrington Lilly

Troy Barrington Lilly, Acting Mayor

CERTIFICATION

As the duly appointed Town Clerk of the Town of Forest Heights, Maryland, I certify that on the 17th day of May 2023, with 5 Aye votes and 1 Nay votes, Resolution 49-23 passed.

Sherletta Hawkins

Sherletta Hawkins, Town Clerk