

**THE TOWN OF FOREST HEIGHTS  
RESOLUTION 23-24**

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF FOREST HEIGHTS, MARYLAND ACCEPTING THE RESIGNATION OF MRS. SHERLETTA HAWKINS FROM THE OFFICE OF TOWN CLERK**

Introduced by: Mayor Troy Barrington Lilly

**WHEREAS**, the Town Clerk by letter to the Interim Town Administrator Mr. Anthony Rease dated May 1, 2024, has indicated she intends to retire from her appointed office effective May 31, 2024; and

**NOW THEREFORE, BE IT RESOLVED**, and enacted that the Town Council hereby approves and accepts the resignation of Mrs. Sherletta Hawkins as an employee and as the Town Clerk; and

**BE IT FURTHER RESOLVED**, that pursuant to Sections 3.40 and 4.10 of the Employee Handbook, the above-named employee shall upon retirement, dismissal or voluntary separation from the Town shall be paid for unused accumulated vacation leave, and shall be entitled to vested and accrued retirement benefits in accordance with the approved plan for such benefits; and

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

**PASSED** this 6 day of May 2024.

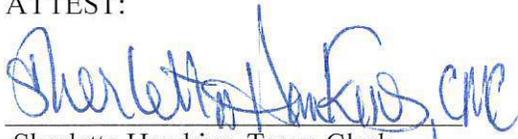
ROLL CALL VOTE

YEA/NAY/ABSTAIN/ABSENT

LITTLE  
KENNEDY II  
NOBLE  
MC DONALD  
HINES  
LILLY  
BROWNSON

Yea  
Yea  
Yea  
Yea  
Yea  
Yea  
Yea

ATTEST:

  
\_\_\_\_\_  
Sherletta Hawkins, Town Clerk

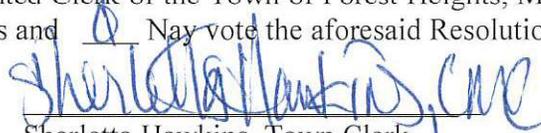
THE TOWN OF FOREST HEIGHTS, MARYLAND

By:   
\_\_\_\_\_  
Troy Barrington Lilly, Mayor

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CERTIFICATION

I, hereby certify, as the duly appointed Clerk of the Town of Forest Heights, Maryland, that on the 6 day of May 2024 with 6 Aye votes and 0 Nay vote the aforesaid Resolution 23-24 passed.

  
Sherletta Hawkins, Town Clerk