

Town of Milton  
115 Federal St  
Milton, DE 19968



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**RESOLUTION NO. 2015-017  
TOWN MANAGER HIRING PROCESS**

**WHEREAS**, the Charter of the Town of Milton vests power in the Town Council to provide for and preserve the health, peace, safety, cleanliness, ornament, good order and public welfare of the Town and its inhabitants; and

**WHEREAS**, in accordance with Town Charter Section 18, the Town Council shall hire a Town Manager (who shall also or alternatively hold the title of Town Administrator); and

**WHEREAS**, also in accordance with Town Charter Section 18, the Town Council may designate a qualified person who may be awarded a short-term contract to perform the duties of such office during the Town Manager's absence or disability; and

**WHEREAS**, in September 2013, the Town Manager position became vacant and Kristy Rogers was designated by Resolution to perform the powers and duties belonging to the Town Manager's position under Chapter 26 of the Milton Town Code and the Town Charter provisions related thereto;

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of Milton as follows:

1. The Mayor and Town Council hereby request that the Personnel Committee review requirements and potential processes for hiring a Town Manager and recommend a hiring method;
2. The Personnel Committee shall review Section 18 of the Town Charter, job description, and salary of the Town Manager to determine if any revisions are recommended;
3. The Chairperson of the Personnel Committee shall facilitate said Committee's meetings, which shall comply with the Freedom of Information Act, and shall coordinate the preparation of written recommendations; and
4. Said Committee shall provide written recommendations to Council no later than November 2, 2015, with the Committee's recommendations for the hiring process, job description, and salary, if any.

**I, THE UNDERSIGNED**, Secretary of the Town Council of the Town of Milton do hereby certify that the above resolution was passed at the meeting of the Town council, duly called and convened, held on the 14th day of September, 2015, at which a quorum was present and voting throughout and that same is still in full force and effect.

**TOWN OF MILTON**

BY: James L. Gird  
**SECRETARY**

DATE: 9/29/15