

Town of Milton
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Milton, DE 19968



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RESOLUTION 2016 - 007

REGARDING THE PROCESS FOR INTERVIEWING AND HIRING NEW TOWN MANAGER

WHEREAS, The Town Charter of the Town of Milton, Delaware (“Town”) provides in Section 18 (a), in pertinent part, that the (Mayor and) “Town Council shall hire a Town Manager”; and

WHEREAS, the Mayor and Town Council, by Resolution No. 2015-017, requested the Personnel Committee to review the requirements and potential process for hiring a Town Manager; and

WHEREAS, the Personnel Committee, by Memorandum dated November 2, 2015, recommended hiring “an outside agency” to conduct the hiring process for the position of Town Manager; and

WHEREAS the Mayor and Town Council have agreed and budgeted funds to engage an Executive Search firm to assist in conducting such hiring process; and

WHEREAS, the Town has entered into a contract with the Novak Consulting Group (“Novak”) to provide such services; and

WHEREAS, Novak has agreed to search for qualified candidates and recommend for interview those candidates that Novak deems to be best suited for the position; and

WHEREAS, Novak has recommended that the Mayor and Town Council conduct the interviews with the nominated candidates;

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

That upon receipt of the recommendations from Novak regarding the candidates best suited for the position of Milton Town Manager, the Mayor and Town Council, with potential assistance from Novak and the Town Solicitor, shall conduct the interviews with the selected candidates, and

That the Mayor and Town Council, with potential assistance from Novak and the Town Solicitor, shall develop suitable questions to be asked of each candidates, and

That the Mayor and Town Council, with potential assistance from Novak and the Town Solicitor, shall develop a grading process to be used to score the interviews, and

That the Mayor and Town Council shall ask the identical questions of each candidate, and score each interview using the identical scoring method, and

That at the completion of the interview process, the Mayor and Town Council shall meet to discuss the entire process and consider all aspects of each interviewed candidate's application, including experience, interview scores, salary requests, etc., and

That upon completion of such discussions and considerations, the Mayor and Town Council shall select the candidate or candidates deemed to be best suited for the position of Milton Town Manager for preliminary contract discussions and performing of the required background checks, and

That, upon agreement with the selected candidate, enter into a binding contract to serve as Milton Town Manager.

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 1st day of August, 2016, at which a quorum was present and voting throughout and that same is still in full force and effect.

By: James C. Gardner

SECRETARY OF TOWN COUNCIL

Date: 9/30/16