

Resolution No. R-01-2020

A RESOLUTION OF THE MAYOR AND TOWN COUNCIL APPROVING THE APPOINTMENT OF MATTHEW HOFFMAN AS TOWN MANAGER, WITH TERMS AND CONDITIONS

Whereas, the position of Town Manager has become vacant due to the retirement of Sanford W. Daily on December 31, 2019; and

Whereas, the Mayor has appointed Matthew Hoffman as Town Manager, effective January 1, 2020; and

Whereas, pursuant to Section 907 of the Town Code, the appointment of the Town Manager by the Mayor is subject to the approval of the Council; and

Whereas, the Council has determined that it is in the public interest to appoint Matthew Hoffman as the Town Manager, effective January 1, 2020, subject to a contract between the Town and Matthew Hoffman with the terms and conditions as set out herein.

Now Therefore Be It Resolved by the Town Council to approve the appointment of Matthew Hoffman as the Town Manager, effective January 1, 2020; and

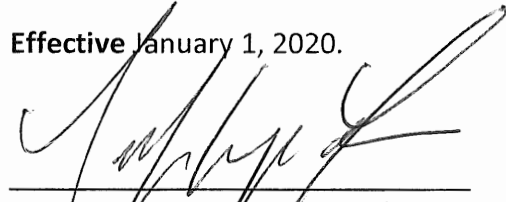
Be It Further Resolved, that the said approval is subject to the Town and Matthew Hoffman entering into a contract including the following terms and conditions:

1. Matthew J. Hoffman is hired on a full-time basis as Town Manager to perform the functions and duties of the Town Manager as specified in the Town Charter.
2. The Manager may be terminated from his position at any time by a Resolution approved by the Mayor and a majority vote of the Council. The Manager may voluntarily terminate his employment as Town Manager. In that event, he shall provide the Town with at least thirty (30) days written notice of his intention to terminate.
3. The Manager will be paid a base salary of \$140,000.00, beginning on January 1, 2020. Beginning on July 1, 2020, and for each year thereafter, the Town shall pay the Manager the base salary plus any cost of living increase equal in percentage to that received by other Town employees. In each year, this amount shall become the base salary for the subsequent year. The Employer agrees to pay the Manager in equal installments in the same manner as Town employees.
4. Vacation and sick leave, retirement and pension system contribution, holidays, health and life insurance, leave and other fringe benefits, shall apply to the Town Manager as they would to other employees of the Town. The Manager shall accrue sick leave and vacation leave at the employee accrual rate offered to other Town employees. The Manager shall be compensated for all accrued vacation leave upon termination.
5. Term life insurance coverage on the Manager's life in the amount of Two Hundred Thousand Dollars (\$200,000) for the term of employment.

6. The Manager will be reimbursed at the standard IRS mileage rate for any use of a personal vehicle, other than trips to and from the Town Hall, for official Town business.

Adopted by the Town Council this 10th Day of February, 2020.

Effective January 1, 2020.



Tracey C. Furman, Mayor and
President of the Council

This is to certify that the foregoing Resolution was adopted by the Town Council in public meeting assembled on the 10th day of February, 2020.



Susan Engels, Clerk-Treasurer