

Terms for Employment – Cranford Township

Following are certain terms of employment as agreed by and between Cranford Township, NJ, (hereinafter the “Township”) and Lavona Patterson (hereinafter “Patterson” or “Employee”), regarding the appointment of Patterson as the Business Administrator for Cranford:

Appointment and Term. Patterson will become the permanent Business Administrator for the Township commencing July 1, 2023, pending adoption of an appointment resolution by the Township Committee. The term of the agreement shall be for four years thereafter.

1. **Governing Laws.** This is an appointment in accordance with New Jersey State Law, including NJSA 40A:9-136-138 governing the appointment of Business Administrators, and the Cranford Municipal Code, including Sections 6-71 to 6-77.
2. **Reporting Responsibilities.** Patterson will report directly to the Governing Body and will be responsible for the day-to-day operations of the Township according to the Township Administrator ordinance in effect during her tenure, as well as any other duties assigned to her by the Township Committee.
3. **Other Position/Title.**
 - a. In addition to serving as the Township Business Administrator, Patterson shall retain the position and title of Chief Financial Officer and shall oversee the work of the Finance staff only on an as needed basis. Accordingly, her official title with the Township will be “Business Administrator/CFO.”
 - b. The Township and Patterson acknowledge and agree that the Township will evaluate the suitability of this dual role on or around June 30, December 2024. At which time the Township may elect to separate the Business Administrator and CFO titles and roles, and Patterson shall elect which title and role (with attendant statutory rights) she would retain. If the Township does not separate the roles in the course of the June 30, December 2024 evaluation, then the dual-role arrangement will become indefinite until mutual agreement of Patterson and the Township.
4. **Residency.** Employee is not required to live within the boundaries of the Township of Cranford.
5. **Schedule.** Employee’s regular schedule shall generally be eight-thirty to four-thirty, Monday through Friday, and attendance at regularly scheduled meetings of the Township Council. Employee recognizes that the role of Business Administrator (aka

"Township Administrator") is a 24/7 commitment. As such, Employee may be required to work outside of regular office hours and/or attend meetings on behalf of the Township including regular and special Township Committee meetings, community meetings, committee meetings, etc. Additionally, Employee may be required to respond outside of regular business hours to emergencies, events and other Township business not scheduled during typical business hours. Employee recognizes that she is not entitled to any overtime/comp time and/or additional compensation for such work. As such, Employer also recognizes that the Employee, as a professional, will be entitled to reasonable flexibility in the work schedule to accommodate the demands of the job. Likewise, as a professional, Employee is expected to devote service, on-site presence, and commitment to the Township commensurate with the full-time nature of the job.

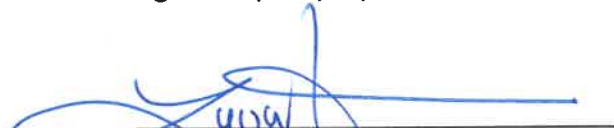
6. **Salary.** Upon commencement of employment as Business Administrator/CFO, the Employee shall be paid an annual salary of \$200,000. Thereafter Patterson's salary shall be reviewed and shall be increased annually in an amount to be determined by the Township Committee upon a finding of satisfactory job performance as determined by the Township Committee pursuant to Cranford Municipal Code § 6-76. Provided, however, should the Business Administrator and CFO roles be separated pursuant to Section 3b. of this Agreement or otherwise, such decision may result in a decrease in Patterson's gross salary.
7. **Professional Development.** Employee will be permitted up to a 5 days (4 nights) annually to attend conferences, ~~e.g., such as~~ NJMMA, GFOA, and/or -the NJ League of Municipalities. Reimbursements will be made according to Township policy. Additional conferences for specific projects benefiting or effecting the Township may be approved with the consent of the Township Committee. Additionally, the Employee may represent the Township and attend relevant one day job-related seminars provided prior notice is given to the Township Committee.
8. **Time-Off Benefits.** Employee shall be entitled to the following time-off benefits:
 - a. In the calendar year 2023 - 23 vacation days and 4 personal days.
 - b. Commencing 1/1/24 – 25 vacation days and 4 personal days.
 - c. Sick leave – 15 days per year.
 - d. Holidays – the same as provided to full-time department heads of the Township.
 - e. Vacation or sick days not used in one calendar year can be carried over to the following year pursuant to Township policy in effect as of execution of this agreement. In the alternative, Employee may elect by December 1 of each year to sell-back to the Township up to ten days of that year's unused vacation time and the Township shall pay for same at the rate per day of her then current

annual salary divided by 260.

9. **Other Benefits.** In addition to the above, the Employee shall be entitled to the following:

- a. Patterson currently has an existing 61-day comp time bank that accrued prior to her appointment as Chief Financial Officer. The Township shall buy-back 30 days of comp time with a payment of \$9,000 in December 2023. Patterson shall retain the balance of 31-days of comp time to be used in accordance with the Township Personnel Manual policies in effect at the time of their use.
- a.b. Patterson shall retain the benefit provided pursuant to an agreement approved by Resolution # 2022-374 and executed by the parties on 10/25/22, which agreement states "Provided Ms. Patterson retires on or following her reaching the age of sixty-five (65) then, upon such retirement, the Township of Cranford will provide Ms. Patterson healthcare coverage pursuant to a Medicare supplementary healthcare plan, 100% of the premiums for which will be paid by the Township."
- b.c. All other employee benefits as provided to the full-time department heads in Township government, including health, dental, pension, paid holidays, bereavement leave, and life insurance, and as per policies in effect pertaining to said benefits.

Agreed by Employee:


Lavona Patterson, BA/CFO


Witness 7/19/23

Agreed by the Township:


Brian Andrews, Mayor


Witness 7/24/23