

BOROUGH OF AVALON

Department of Administration
Office of the Business Administrator
Division of Construction Code

January 26, 2022

HAND DELIVERY

Mr. David R. Torroni, Jr.
2016 Rte. 47
Woodbine, New Jersey 08270

Reference: Borough Employment

Dear DJ:

I am pleased to inform you that Mayor Pagliughi has approved your employment and has authorized me to make the following offer of employment:

1. **POSITION:** You are being offered a full-time position in the Division of Construction Code Enforcement in the Department of Administration. The position is described as follows: Part-time Fire Inspector and Part-time Building Inspector which together will constitute full-time employment of 35 hours per week following the same work schedule for employees of Borough Hall.
2. **SALARY AND EFFECTIVE DATE:** If you accept this offer of employment, you will start on February 1, 2022 and you will be paid a full-time salary for both positions of \$ 36,000.00 per year (\$18,000 for each part-time position).
3. **PROBATIONARY APPOINTMENT:** Your initial appointment will include a probationary period of four (4) months (and may be extended to six (6) months) from your initial start date or the date on which you first report. (Borough Code § 5-2.1) The initial probationary period will expire May 31, 2022.

4. **BENEFITS:** As a full-time employee you will be entitled to be covered under the Borough's Health Benefits Program after 60 days of continuous employment following your initial start date. You will also receive a card for prescription medications and co-pays to physicians and other health care providers. (If you have medical benefits from another source (a spouse, for example) and produce proof of coverage which is satisfactory to the Borough, you may be eligible for a monetary payment in lieu of health benefits under certain circumstances. You will need to discuss your particular circumstances with either the Borough CFO or the Human Resource Officer.

5. **PRE-EMPLOYMENT SCREENING:** The Borough reserves the right to require a pre-employment medical exam or drug test to be conducted by a physician or health care provider and/or certified laboratory prior to your commencement of employment or at any time during the four-month probationary employment. The Borough shall be responsible for the cost of any such examination/test. The Borough further reserves the right to obtain an abstract of your New Jersey Driving Record as a condition of your employment and also periodically during your employment since part of your job duties will require the use of a Borough owner motor vehicle.

The Borough reserves the right to withdraw this offer of employment, or to terminate your employment, in the exercise of its sole judgment and discretion, should your driving record result in your inability to operate a Borough motor vehicle or, in the judgment of the Borough Safety Coordinator and Safety Committee, cause a risk to persons or property. This shall be deemed termination "for cause" Your employment is also subject to termination if you fail to maintain any license or certification required for the position for which you are being hired, or if you fail to fulfill continuing education requirements for your position and/or continued certification/licensure.

6. **REQUIREMENTS FOR EMPLOYMENT:** You are required to possess (1) a current valid New Jersey Drivers License; (2) a satisfactory driving record which is acceptable to the Borough's insurance carrier so as to permit you to operate

Borough-owned motor vehicles; (3) a current valid certification or license from the State Department of Community Affairs, or other State agency having

jurisdiction (to be determined by your immediate superior) authorizing you to perform the duties of Fire Inspector; (4) a current valid certification or license from the State Department of Community Affairs, or other State agency having jurisdiction (to be determined by your immediate superior) authorizing you to perform the duties of Building Inspector under the NJ Uniform Construction Code. Failure to abide by the requirements specified in this section shall constitute grounds for termination “for cause”.

7. **CONSENT:** By accepting this offer of employment, you also consent and authorize the Borough to conduct any background screening or investigation which is specifically mentioned in this letter. You further agree to execute such written authorizations for such information at the request of the Borough.

8. **ADDITIONAL TRAINING:** During your employment with the Borough, you may be requested or required to take additional training courses by your Department/Division Head. You may also volunteer to take such course(s). Under either circumstance, the Borough will pay the cost of such training. Successfully passing such courses and receiving additional or advanced certifications will be considered in any future salary increases. Should you withdraw from such course of instruction, or fail to pass the final examination, or, if you become certified in a particular position and voluntarily leave your position with the Borough of Avalon, you will be responsible to reimburse the Borough for all sums advanced by the Borough for such training. The terms of reimbursement shall be decided upon by the Business Administrator in consultation with the Chief Financial Officer and your Department / Division Head.

9. **APPOINTMENT PROCESS:** Your appointment is made by the Mayor pursuant to Executive Order in accordance with Borough Code § 2-6.6(a) 7 (c) . This position is not subject to the advice and consent of Borough Council.

Please review the forgoing terms and, if acceptable, please date sign one copy and return it to me. It will become part of your Personnel File. Please retain the second copy for your records.

Sincerely,



Richard E. Dean, Sr.
Construction Official and
Division Head: Division of Construction Code Enforcement

APPROVED:



Scott Wahl, Business Administrator, Borough of Avalon

ACCEPTANCE

I HAVE READ THE FOREGOING LETTER OFFERING EMPLOYMENT WITH THE BOROUGH OF AVALON AS DETAILED THEREIN. I AGREE TO THOSE TERMS AND CONDITIONS AND I HEREBY ACCEPT SUCH EMPLOYMENT.

DATE: 1/27 2022


David R. Torroni, Employee

PAUL E. SHORT SR.
NOTARY PUBLIC OF NEW JERSEY
Comm. # 50056535
My Commission Expires 3/10/2022

Sworn to and subscribed
before me this
27 day of JAN 2022

