

Jeanette Larrison

From: Jeanette Larrison
Sent: Friday, December 31, 2021 7:08 AM
To: Kristen Harnish
Subject: RE: Thank You

Yes. it will.

Masks required.

Happy New Year!

Thanks,

Jeanette

From: Kristen Harnish <kharnish2015@gmail.com>
Sent: Thursday, December 30, 2021 8:20 AM
To: Jeanette Larrison <jlarrison@milltownboro.com>
Subject: Re: Thank You

Good morning Jeanette,

I wanted to confirm that the Council Meeting will be held in-person on January 3, 2022 at 7pm at the Municipal Building.
Thank you!

On Mon, Dec 27, 2021 at 8:56 AM Jeanette Larrison <jlarrison@milltownboro.com> wrote:

Good Morning

Yes, your name will be listed on the appointment resolution. As I mentioned previously, you should never give formal notice to your employer until a resolution of appointment has been approved. (I do not anticipate any problems but just sharing some friendly advice)

Looking forward to you joining our team!

Thanks,

Jeanette

Jeanette Larrison

From: Jeanette Larrison
Sent: Monday, December 27, 2021 8:56 AM
To: Kristen Harnish
Subject: RE: Thank You

Good Morning

Yes, your name will be listed on the appointment resolution. As I mentioned previously, you should never give formal notice to your employer until a resolution of appointment has been approved. (I do not anticipate any problems but just sharing some friendly advice)

Looking forward to you joining our team!

Thanks,

Jeanette

From: Kristen Harnish <kharnish2015@gmail.com>
Sent: Tuesday, December 21, 2021 3:15 PM
To: Jeanette Larrison <jlarrison@milltownboro.com>
Subject: Re: Thank You

Hi Jeanette,

Thank you for sending over the offer letter. Please see attached for the signed copy. Will the resolution have my name listed? This will determine when to give my resignation as I wouldn't want my current employer to find out through public knowledge. Please advise. Thank you!

On Tue, Dec 21, 2021 at 12:10 PM Jeanette Larrison <jlarrison@milltownboro.com> wrote:

Good Afternoon

Attached please find an offer letter of employment with the Borough of Milltown.

I appreciate your patience as we navigated through some uncharted territory in making this position available.

Kindly review, sign and return at your earliest convenience. Do not hesitate to reach out with any questions or concerns you may have.

Jeanette Larrison

From: Jeanette Larrison
Sent: Tuesday, December 21, 2021 12:10 PM
To: Kristen Harnish
Subject: RE: Thank You
Attachments: K Harnish Employment Offer.pdf

Good Afternoon

Attached please find an offer letter of employment with the Borough of Milltown.

I appreciate your patience as we navigated through some uncharted territory in making this position available.

Kindly review, sign and return at your earliest convenience. Do not hesitate to reach out with any questions or concerns you may have.

Regards,

Jeanette M Larrison, BA/CFO
Business Administrator
Chief Financial Officer
Borough of Milltown
39 Washington Avenue
Milltown, NJ 08850
732-828-2100 ext 122



Jeanette Larrison

From: Jeanette Larrison
Sent: Monday, December 13, 2021 3:59 PM
To: Kristen Harnish
Subject: RE: Thank You

See below in **RED**

Thanks,

Jeanette

From: Kristen Harnish <kharnish2015@gmail.com>
Sent: Monday, December 13, 2021 3:08 PM
To: Jeanette Larrison <jlarrison@milltownboro.com>
Subject: Re: Thank You

Good afternoon Jeanette,

Thank you for the update. I really appreciate your effort in moving this forward and I am definitely still interested.

I would like to ask about the stipulations around the new title and the differences between unclassified/non-union positions versus union positions in this context. I have some questions and was wondering if you could clarify. Please see the questions below.

1. Will there be a yearly review? Could you elaborate on this? **Raises for non-union employees generally follow Union raises.**
2. Being non-union, is the PTO/vacation time the same as union employees? Could you please share what the allotted PTO is? **PTO is as follows: 15 Sick Days, Vacation days are based on years of service. Less than 1 year = 1 day per month, 1 – 4 years 14 days, 5 – 11 years = 17 days, 12 – 19 years = 22 days, 20 – 25 years = 27 days, 26 years or more = 32 days. Personal days = 3**
3. Are benefits the same for both union and non-union employees? **Yes**
4. Are there any major differences I should be made aware of? **No, there really is no difference.**

Sincerely,
Kristen Harnish

On Mon, Dec 13, 2021 at 11:44 AM Jeanette Larrison <jlarrison@milltownboro.com> wrote:

Good Morning

You were on my list to contact this week. In order to move forward, I am required to change the title of the position to Secretary. This is an unclassified position in civil service and a non-union position. I will be posting this for one week in house.

If you are still on board, there will be no additional interviews needed, I will wait the one week and then forward an offer letter to you. Should you accept, an official appointment would occur at the January 3rd council meeting, with a start date of January 24th.

Regards,

Jeanette M Larrison, BA/CFO

Business Administrator

Chief Financial Officer

Borough of Milltown

39 Washington Avenue

Milltown, NJ 08850

732-828-2100 ext 122



From: Kristen Harnish <kharnish2015@gmail.com>
Sent: Monday, December 13, 2021 11:05 AM
To: Jeanette Larrison <jlarrison@milltownboro.com>
Subject: Re: Thank You

Hi Jeanette,

Since it's been a few weeks since our last conversation, I just wanted to touch base to see if there are any updates or if you need anything on my part. I am excited to join the team in the new year! Hope all is well.

Sincerely,

Kristen Harnish

On Mon, Nov 22, 2021 at 11:34 AM Jeanette Larrison <jlarrison@milltownboro.com> wrote:

Hi Kristen

Hope all is well with you. Thank you for following up.

I have been out of the office for the League of Municipalities. I was going to call you this week just to touch base. Please give me a call when you have a few minutes to chat. The best number to call is 732-789-6992.

Regards,

Jeanette M Larrison, BA/CFO

Business Administrator

Chief Financial Officer

Borough of Milltown

39 Washington Avenue

Milltown, NJ 08850

732-828-2100 ext 122



From: Kristen Harnish <kharnish2015@gmail.com>

Sent: Monday, November 15, 2021 11:33 AM

To: Jeanette Larrison <jlarrison@milltownboro.com>

Subject: Fwd: Thank You

Hi Jeanette,

I left a voicemail for you last week and wanted to follow up with you on the hiring process as it has been more than two weeks since we met. Are there any additional questions I can answer for you or would you like to set up a second interview?

Look forward to hearing from you.

Thanks,

Kristen Harnish

----- Forwarded message -----

From: **Kristen Harnish** <kharnish2015@gmail.com>

Date: Tue, Oct 26, 2021 at 8:52 AM

Subject: Thank You

To: Jeanette Larrison <jlarrison@milltownboro.com>, <clerk@milltownboro.com>

Dear Ms. Larrison and Ms. Marlor,

Thank you again for meeting with me yesterday. It was such a pleasure to learn more about the Account Clerk position. I am very excited about the opportunity and to join the borough of Milltown in helping the department any way possible.

I look forward to hearing from you about the next steps in the hiring process. Please do not hesitate to contact me if I can provide any additional information.

Best regards,

Kristen Harnish
732-343-0592