

**TOWNSHIP OF FRANKFORD  
COUNTY of SUSSEX, STATE OF NEW JERSEY**

**RESOLUTION 2023-061**

**RESOLUTION ADOPTING POLICIES AND PROCEDURES MANUAL  
AND PERSONNEL EMPLOYEE HANDBOOK**

**BE IT RESOLVED** by the Mayor and Township Committee of the Township of Frankford, County of Sussex, and State of New Jersey, that the Policies and Procedures Manual and Personnel Employee Handbook attached hereto are hereby adopted.

**BE IT FURTHER RESOLVED** that these personnel policies and procedures shall apply to all Township officials, appointees, employees, volunteers and independent contractors. In the event there is a conflict between these rules and any collective bargaining agreement, personnel services contract or Federal or State law, the terms and conditions of that contract or law shall prevail. In all other cases, these policies and procedures shall prevail.

**BE IT FURTHER RESOLVED** that the Personnel Employee Handbook is intended to provide guidelines covering public service by Township employees and is not a contract. Its provisions may be amended and supplemented from time to time without notice and at the sole discretion of the Frankford Township Committee.

**BE IT FURTHER RESOLVED** that to the maximum extent permitted by law, employment practices for the Township of Frankford shall operate under the legal doctrine known as "employment at will."

**BE IT FURTHER RESOLVED** that the Township Clerk and all managerial/supervisory personnel are responsible for these employment practices. The Township Attorney shall assist the Township Clerk in the implementation of the policies and procedures in the Policies and Procedures Manual and Personnel Employee Handbook.

**CERTIFICATION**

I, Lori Nienstedt, Municipal Clerk for the Township of Frankford, County of Sussex, do hereby certify that the foregoing is a true and exact copy of the Resolution adopted by the Frankford Township Committee on October 24, 2023.

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Lori Nienstedt, MBA, RMC  
Administrator, Municipal Clerk