

**RESOLUTION 2025-134**

**CONFIRMING HIRING OF A  
FULL TIME RECORDS CLERK  
FOR THE COLTS NECK TOWNSHIP POLICE DEPARTMENT  
CASSIE HALPIN**

WHEREAS, the Township adopted Resolution 2025-38 on January 8, 2025 hiring Cassie Halpin as a part-time Receptionist for the Colts Neck Township Police Department; and

WHEREAS, ; a vacancy arose in the Police Department for a full time Records Clerk; and

WHEREAS, the Chief of Police has submitted a letter of recommendation stating the desire of the Police Department to hire Ms. Cassie Halpin to the position of Records Clerk, with an annual salary of \$45,000.00, effective July 9, 2025; and

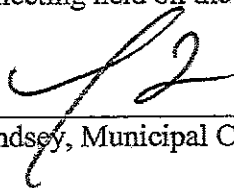
WHEREAS, the Chief Financial Officer has certified that funds are available.

NOW THEREFORE, BE IT RESOLVED by the Township Committee of Colts Neck Township in the County of Monmouth, State of New Jersey, that it hereby confirms the hiring of Cassie Halpin, as a full time Records Clerk for the Colts Neck Township Police Department at an annual salary of \$45,000.00, effective July 9, 2025; and

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to the following:

1. Daniel DeVito, Chief of Police;
2. Kathleen Capristo, Township Administrator; and
3. John Antonides, Chief Financial Officer.

I, Trina Lindsey, do hereby certify the foregoing to be a true and accurate copy of a resolution passed by the Township Committee of Colts Neck Township during a regular meeting held on the 9<sup>th</sup> of July, 2025.

  
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Trina Lindsey, Municipal Clerk

| RECORD OF VOTE                                                                |     |     |    |    |    |
|-------------------------------------------------------------------------------|-----|-----|----|----|----|
|                                                                               | M S | Yes | No | NV | Ab |
| Mayor Torchia Buss                                                            |     | X   |    |    |    |
| Deputy Mayor Viola                                                            |     | X   |    |    |    |
| Buzzetta                                                                      | S   | X   |    |    |    |
| Fitzpatrick                                                                   |     | X   |    |    |    |
| Rizzuto                                                                       | M   | X   |    |    |    |
| M - Moved   S - Seconded   X - indicates vote   NV - Not Voting   Ab - Absent |     |     |    |    |    |