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Mark Simlar
Human Resources Director
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MEMO: January 5, 2026

TO: The Honorable Township Board
FROM: Mark Simlar, Human Resources Director/Risk Manager
Anthony M. Bartolotta, Supervisor
RE: Administrative Coordinator

During the 2026 Budget hearings the Board approved the position of Administrative Coordinator to be shared with the Supervisor's Office and Human Resources.

Supervisor Bartolotta, Deputy Supervisor Shelly Schloss, Arlene Ward and I interviewed Nikki Tippett for the position.

Nikki's qualifications, as outlined in her attached resume, demonstrate an exceptional level of motivation and commitment to the community. Her diverse background in social media, public relations and strong communications skills will have a positive impact on the Township.

It is my recommendation that the Board approved the appointment of Nikki Tippett to the Administrative & Management position of Administrative Coordinator in the Supervisor's/Human Resources Department.

This position is a Grade 3, Step 5 \$64,542/yr.

Please let me know if you have any questions.

With us there are no boundaries