



LELU TOWN GOVERNMENT
Lelu Municipality
P.O. Box 307
Kosrae State
Federated States of Micronesia 96944
Telephone: (961) 370-3037 Fax: (961) 370-3387

January 05, 2023

LTO.12-23

The Honorable Osamu Nedlic
Chairman
12th Lelu Town Council
Lelu Town Government
Kosrae, FM 96944

Dear Honorable Nedlic:

I am very pleased to transmit those attached bills which I have approved and signed into law.


C.B. No:12-30 as LTO:12-23

C.B.No:12-31 as LTO:12-24

C.B.No:12-32 as LTO: 12-25

Thanks for your passage of those bills.

Kulo ma mulap


Presley Abraham

Mayor

Lelu Town Government

TWELFTH LELU TOWN COUNCIL
THIRD SPECIAL SESSION, 2022

LTB:12-23
C.B.NO.12-50

A BILL FOR AN ACT

Establishing a full time Assistant Clerical position under the Legislative Branch of the Lelu Town Government and for other purposes.

BE IT ENACTED BY THE 12TH LELU TOWN COUNCIL:

1. SECTION 1. Statement of Intent: The purpose and intent of
2. this Act is clearly stated in its title.
3. SECTION 2. Findings: The 12th LTC encounters difficulties
4. of maintain the full operation due to shortage of staff.
5. Therefore, the 12th LTC finds it is a necessity to create
6. and establish such position of a full time assistant clerk
7. under the Legislative Branch of the Lelu Town Government.
8. SECTION 3. Position Established: There is hereby created
9. one (1) position of a full time assistant clerk for the
10. office of the Lelu Town Council. The assistant clerk shall
11. be a contractual position and shall be incorporated under
12. the office of Council fiscal year operation budget.
13. SECTION 4. Hiring Authorized: The Chairman is hereby
14. authorized to recruit and hire a full time assistant clerk
15. subject to the approval by the Mayor and 2/3 of the
16. Council. The hiring shall adhere to the hiring procedure
17. stipulated under section 2.2 of the LTG Manual of

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18. Administration.
19. SECTION 5. Contract of Employment: It shall be a duty of the
20. Chairman of the Council to create the contract of
21. employment and shall be reviewed for consensus by the Mayor
22. and 2/3 of the Council.
23. SECTION 6. Duties and Responsibilities: Assist the Chief
24. Clerk to:
- 25. 2.1.1. Take Roll Call on Council's Session
 - 26. 2.1.2. Update Legislative Calendar and Status Table
 - 27. 2.1.3. Transmit Ordinance for Mayor's passage/veto
 - 28. 2.1.4. Filing of ordinances, bills, resolution,
29. Committee Report, etc,
 - 30. 2.1.5. Remind Council members of upcoming meetings
31. (Regular, Special, CWO)
 - 32. 2.1.6 Request payment for Council's duty assignments
33. and session allowances
 - 34. 2.1.7 Assist Deputy Clerk on Daily Journal
 - 35. 2.1.8 Edit and revise amendments made to bills and
36. resolutions
 - 37. 2.1.9. Conduct procurement for Legislative branch
 - 38. 2.1.10. Attend to other duties related to this field
39. SECTION 7. Salary: The assistant clerk shall receive not

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40. less than five thousand dollars per annum as a start up
41. salary. This position shall also be eligible for overtime
42. compensation.

43. SECTION 8. Appropriation: The sum of \$5,600.00 is hereby
44. appropriated under this Act to compensate the duties of
45. the assistant clerk. The sum appropriated in this Act shall
46. be apportioned as follows:

47.	a) Salary	\$5,000.00
48.	b) Overtime	\$ 600.00
49.	c) Total	\$5,600.00

50. SECTION 9. Management of Fund: Fund obligated for the
51. assistant clerk position shall managed, administered, and
52. accounted for in accordance with applicable rules and
53. ordinances. The Chairman of the Council shall responsible
54. for ensuring the funds obligated for this position are
55. used solely for the purpose specified in this Act.

56. SECTION 10. Lapse Date: Any amount obligated for this Act
57. shall be lapsed on September 30th 2023 and shall remaining
58. amount shall be transferred back to the General Fund of
59. the Lelu Town Treasury.

60. SECTION 11. Effective Date: This Act shall become upon
61. approval by the Mayor or upon its becoming an ordinance

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62. without such signature.

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Attested by: 
Chief Clerk, 12th LTC

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Osamu M. Nedlic
Chairman, 12th Lelu Town Council

Date: 12.21.22

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Presley P. Abraham
Mayor, Lelu Town Government

Date: 12/26/22