

RESOLUTION NO. 08-1020-03

**RESOLUTION APPOINTING A PERSON
TO THE POSITION OF
PART-TIME BOARD SECRETARY/CLERK FOR
LIBERTY TOWNSHIP, DELAWARE COUNTY, OHIO**

PREAMBLE

WHEREAS, the Board of Trustees is authorized pursuant to Ohio Rev. Code Sec. 511.10 to establish, and appropriate monies to fill, the position of Part-time Board Secretary/Clerk for purposes of assisting in recording and producing Board of Trustees Meeting Minutes; and

WHEREAS, it is in the best interest of the Township and its residents to establish the terms and conditions of employment for the part-time Board Secretary/Clerk; and

WHEREAS, the Township has received applications from part-time secretary applicants to fulfill those duties, and wishes to fill the position; and

WHEREAS, the Township Board of Trustees should ratify the appointment of the candidate.

RESOLUTION

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF LIBERTY TOWNSHIP, DELAWARE COUNTY, OHIO (THE "BOARD") THAT THE FOLLOWING RESOLUTION BE AND IS HEREBY ADOPTED:

RESOLVED, that the Board hereby appoints KATHY MELVIN (hereinafter referred to as the "Part-time Board Secretary/Clerk") ~~as the~~ as the Part-time Board Secretary/Clerk, effective October 21, 2008, subject to the following terms and conditions of employment:

1. Term. The Secretary is an employee **at will** and serves at the pleasure of the Board. The Secretary is employed by the Board on an indefinite basis until such employment

is terminated by a majority of the members of the Board, in the Board's sole and ultimate discretion, as provided by law, by this Resolution, and as set forth at Ohio Rev. Code § 511.10.

2. Duties. The Part-time Board Secretary/Clerk shall serve as a part-time employee under the direction of the Administrator, the Fiscal Officer, and the Board, and shall perform those jobs and duties as may, from time to time, be requested and designated by the Board or the full-time Zoning Inspector. The Secretary shall prepare and distribute notices for, attend, record, and produce minutes of the proceedings of the Board of Trustees. A detailed description of duties is attached.

3. Wages and Compensation. The Part-time Board Secretary/Clerk shall be paid the hourly rate of ~~Sixteen Dollars~~ ^{fifteen} (\$15.00) per hour until such time as that wage may be altered by the Board through formal resolution. Such compensation shall be payable at the Board's meeting next following each bi-weekly pay period. Such compensation shall be subject to withholding for federal, state and local income taxes and such other taxes and charges as may be subject to withholding from employee wages, and further subject to withholding for any other deductions or charges as may, from time to time, be authorized in writing by the Secretary and agreed to by the Board.

The Part-time Zoning Secretary shall also be reimbursed transportation costs by the Board at the rate of Internal Revenue Regulations cents (\$.____) per mile, or such other rate as the Board may, from time to time, identify as the Township's mileage reimbursement rate, for all miles driven by the Secretary in work-related activities, excluding travel to and from the work place. Such reimbursement shall be subject to and conditioned upon provision of confirmation, satisfactory to the Board, of verification of miles driven.

4. Work Hours. The Part-time Board Secretary/Clerk is hereby employed on a part-time basis. It is envisioned that the hours worked will not exceed an average of ten hours (10) hours per week, and in no event will the Part-time Board Secretary/Clerk be authorized to exceed thirty-five (35) hours per week in any given pay period, absent express approval received in writing from the Board or the Administrator prior to the time such work is performed.

The Part-time Board Secretary/Clerk is hired with the reasonable expectation that the hours of work for calendar year 2008 shall not exceed 1,250 hours per year, and that limitation shall not be exceeded unless additional work hours are specifically authorized by the Board prior to the actual work being performed.

All work shall be performed at meetings of the Board of Trustees, or at the workspace provided at the Township offices, absent written approval from the Administrator or the Board to the contrary.

5. Sick Leave, Vacation Leave and Holidays. No vacation leave, sick leave, or holiday pay shall be earned by the Part-time Board Secretary/Clerk while he or she remains in part-time status.

6. PERS Pick-up. The position of Part-time Board Secretary/Clerk shall be subject to the provisions of Resolution No. 04-044, which provides for a fringe benefit method of pension contribution pick-up for Township employees.

7. Family and Medical Leave. While it is anticipated that the Part-time Board Secretary/Clerk will not work in excess of 1,250 hours per year, there may be years in which the Part-time Board Secretary/Clerk actually works in excess of 1,250 hours (calculated on a rolling basis). In such event, the Part-time Board Secretary/Clerk may be entitled to family and medical leave as provided in the Family and Medical Leave Act.

8. Status and Termination of Employment. The Part-time Board Secretary/Clerk is employed by the Board at will and on an indefinite basis until such time as the Part-time Board Secretary/Clerk or the Board terminates such employment in accordance with law. This Resolution is not a contract of employment, and the Part-time Board Secretary/Clerk or the Township, by majority vote of the respective Boards, may terminate the Part-time Board Secretary/Clerk's employment, in whole or in part, with the Township at any time, with or without cause, for any reason or for no reason whatsoever and, in their sole and absolute discretion.

9. Entire Understanding. Unless otherwise changed or modified by the Boards after the effective date of this Resolution, this Resolution constitutes the entire compensation and benefits afforded to the Part-time Board Secretary/Clerk named above if and while the employee continues to serve as a Part-time Board Secretary/Clerk for Liberty Township and, for these purposes, all prior resolutions, directives and practices establishing or relating to any such benefits or compensation are hereby superseded in their entirety.

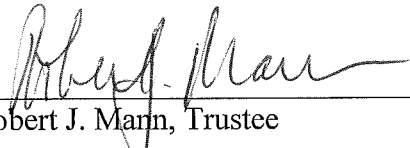
10. Amendment and/or Termination of Resolution. The Township, through the Board, shall have the right and authority to rescind, revoke or amend this Resolution. Furthermore, while it is the expectation of the Board to continue this Resolution in substantially its present form, no obligation, contractually or otherwise, to do so is assumed by the Township, and the Board expressly reserves the right to alter, amend, discontinue and/or rescind this Resolution, in whole or in part, at any time.

11. Acknowledgement. The employee shall sign a statement, which is to be returned to the Board, stating, in effect, that the Part-time Board Secretary/Clerk has read the foregoing Resolution and fully understands and agrees with the terms.

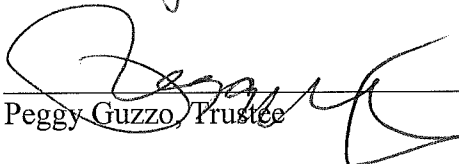
12. *Subject to approval of prosecutor's office as to appropriateness
wording and enforceability.*

Adopted: October 20 _____, 2008

Curtis J. Sybert, Trustee

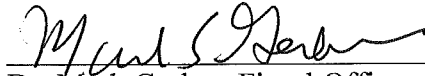


Robert J. Mann, Trustee



Peggy Guzzo, Trustee

CERTIFIED:



Dr. Mark Gerber, Fiscal Officer

**LIBERTY TOWNSHIP
BOARD SECRETARY/CLERK
JOB DESCRIPTION**

Liberty Township Board Secretary/Clerk: It shall be the primary responsibility of the Board Secretary/Clerk to prepare for and attend all regular meetings of the Board of Trustees which are typically held on the first and third Mondays of each month, as well as occasional emergency or special meetings, and to produce the minutes of each meeting in a timely manner. Attendance at evening meetings of the Board of Trustees is mandatory. This is a part-time position under the supervision of the Fiscal Officer and Administrator, which will typically require 10-25 hours per month. The initial hourly compensation rate shall be \$15.00; thereafter, rate of compensation shall be set from time to time by the Board of Trustees.

The Board Secretary/Clerk shall also create and distribute legal notices for hearings and meetings as required, and shall serve as a back-up to the Zoning Secretary whose meetings also require mandatory evening work hours and which occasionally may result in more than the anticipated 10-25 hours of work each month.

Duties include but are not limited to:

- Organize, prepare, and distribute meeting materials for Board of Trustees regular, emergency, and special meetings;
- Attend Board of Trustees' regular, emergency, and special meetings and record the minutes;
- Accurately prepare minutes from recordings and notes for each of the Trustees' meetings and submit copies of the prepared minutes for review and approval to the Trustees prior to or at their next scheduled meeting;
- Distribute copies of approved meeting minutes as appropriate;
- Respond to inquiries by the Trustees' and the public, pertaining to all Board of Trustees meetings;
- Maintain a master file of all Board of Trustee minutes by consecutive date, both in paper form and on computer;
- Maintain a master file of signed Resolutions;
- Communicate with legal counsel for the Township as needed;
- Serve as back-up to the Zoning Secretary, if the need arises.

Requirements:

Proficiency in the use of word processing software, excellent organizational, written, and communication skills; cooperation and coordination with all board members and the Fiscal Officer, the ability to work with the public in a respectful manner; ability to understand and follow directions; and ability to work independently.