

# RESOLUTION NO. 057-2024

*Building Department Full-Time Employee Hire – J. Reed*

**Cuyahoga** County, Ohio

**Be it Resolved** by the Township Trustees of Olmsted Township, that

**WHEREAS**, it has been determined that a need currently exists to appoint a full-time Chief Building Official to the Olmsted Township Building Department and,

**WHEREAS**, the Board of Trustees has been provided with the qualifications and finds the appointee to be qualified to provide such services for the betterment of Township operations and,

**WHEREAS**, the qualified candidates must have experience, knowledge and the ability to perform building permit plan review, and construction inspections. The candidate must be thoroughly familiar with the Ohio Revised Code Section 519 relevant to township zoning as well as the International Building Code adopted by Olmsted Township in 2015. It is expected that the candidate will work efficiently and effectively to understand the Zoning Code of Olmsted Township adopted in 2000 and amended in 2013 as well as the Master Plan for Land Use and the attendant map.

**NOW THEREFORE BE IT RESOLVED** by the Board of Trustees of Olmsted Township, State of Ohio, that the Board hereby appoints Justin Reed as the Olmsted Township Chief Building Official pending satisfactory background check and pre-employment drug screening commencing on July 7, 2024.

The position of Chief Building Official is hereby designated as FLSA exempt and for purposes of public accountability shall be expected to adhere to a workweek of at least forty (40) hours of work per week normally scheduled over five (5) eight (8) hour days. The Chief Building Official shall receive an annual salary in the amount of \$100,000.

The position of Chief Building Official shall be entitled to those same benefits as are provided to full-time non-bargaining unit personnel under the Township Policy Manual as adopted or revised. During the first full year of employment, the Chief Building Official will be entitled to four weeks (160 hours) of vacation and after ten years of employment the vacation benefits will follow the Township Policy Manual. If employee separates from employment with the township within the first year, there will be no payout of unused vacation.

The terms of this resolution constitute conditions of employment and shall not be construed as a contract.

Any and all prior resolutions governing the compensation, benefits, and other terms and conditions of employment for the position of Building Official are hereby repealed.

**BE IT FURTHER RESOLVED**; that it is hereby found and determined that all formal actions of this Board of Township Trustees concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Board, and that all deliberations of this Board and any of its committees that resulted in such formal action, were in a meeting open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Adopted the 27<sup>th</sup> day of June, 2024

Attest: Brian W. Lubbock  
Township Fiscal Officer

Rey Ae  
Thomas L. L.  
Jon J. Jr.  
Township Trustees