

# RESOLUTION NO. 110-2023 4

*Appoint Township Administrator Full-Time Employee Hire – J. Jerome*

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 Township Administrator the Olmsted Township; 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**, Ohio Revised Code 505.031 authorizes the Board of Township Trustees to appoint a township administrator, who shall be administrative head of the township under the direction and supervision of the board and who shall hold office at the pleasure of the board and,

**WHEREAS**, Ohio Revised Code 505.032 provides that the township administrator shall, under the direction of the board of township trustees:

- (A) Assist in the administration, enforcement, and execution of the policies and resolutions of the board;
- (B) Supervise and direct the activities of the affairs of the divisions of township government under the control or jurisdiction of the board;
- (C) Attend all meetings of the board at which his attendance is required by that body;
- (D) Recommend measures for adoption to the board;
- (E) Prepare and submit to the board such reports as are required by that body, or as he considers advisable;
- (F) Keep the board fully advised on the financial conditions of the township, preparing and submitting a budget for the next fiscal year;
- (G) Perform such additional duties as the board may determine by resolution.

The board of township trustees may assign to such township administrator any office, position, or duties under its control; such office, position, and duties to be performed under the direction and supervision of the board and to be in addition to those set forth in this section.

**NOW THEREFORE BE IT RESOLVED** by the Board of Trustees of Olmsted Township, State of Ohio, that the Board hereby appoints Jeffrey Jerome as the Olmsted Township Administrator pending satisfactory background check and pre-employment drug screening commencing on November 11, 2024.

The position of Township Administrator 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 Township Administrator shall receive an annual salary in the amount of \$135,000. The position shall be subject to a one-year probationary period.

The position of Township Administrator 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. For the rest of the calendar year 2024 the township will provide five (5) days of vacation. Starting January 1, 2025, four (4) weeks of vacation and going forward, vacation will accrue on the anniversary date, for a total of (4) weeks annually. If the Township Administrator separates from employment within one (1) year of hire, there will be no payout of unused vacation. After fifteen (15) years of employment with the Township you will be entitled to five (5) weeks of vacation according to current Township policies. Use of vacation will be subject to approval of the Trustees.

The Township will also provide credit for unused sick leave transferred from the City of Garfield Heights. The Township's sick leave cashing out policy states that an employee who retires and meets the age and length of service requirements of the Public Employees Retirement System, whichever is applicable, and who was also in the service of the township for a period of ten (10) continuous years prior to retirement, may redeem accumulated sick leave at the time of retirement and shall be entitled to convert twenty-five percent (25%) of an employees accrued but unused sick leave for cash payment, up to a maximum of two hundred forty (240) hours.

The Township Administrator is eligible for a stipend towards their monthly cell phone bill or the Township will provide a cell phone for use of Township matters. A Township vehicle is available to use for township business. The Trustees will approve and provide opportunities for training as necessary for the position.

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

**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 31<sup>st</sup> day of October, 2024

Attest: Brian A. Johnson  
Township Fiscal Officer

Greg Ann  
Les Johnson  
Thomas Cole  
Township Trustees