

# RESOLUTION NO. 014-2022

*Building Department Appoint Administrative Assistant Nancy Hlynosky*

**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 fill an Administrative Assistant full-time due to the resignation in the Olmsted Township Building Department.

**WHEREAS**, the Administrative Assistant position benefits and conditions of employment will be governed by the Olmsted Township Employee Policy and Procedure Manual.

**NOW THEREFORE BE IT RESOLVED**; by the Board of Trustees of Olmsted Township, State of Ohio, that:

**SECTION 1:** The recommendation of the Board of Trustees and the Building Official, David Faciana, to hire full-time administrative assistant Nancy Hlynosky are hereby accepted as submitted.

**SECTION 2:** The above-referenced appointment shall commence February 7, 2022 at a compensation rate of \$19.00 per hour. Holiday leave will commence on February 7, 2022. Healthcare benefits will commence on February 7, 2022. This appointment is contingent upon successful completion of criminal background check, pre-employment drug and alcohol test/screen.

**SECTION 3:** The terms described in this resolution constitute the terms 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 9<sup>th</sup> day of February, 2022

Attest: Bill V. Elliott  
Township Fiscal Officer

Jeanne M. Hlynosky  
John J. Z.  
Tony J. R.  
Township Trustees