

## RESOLUTION NO. 060-2021

*Appoint Administrative Department Part-Time Administrative Assistant C. Bert*

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 part-time employee to the Olmsted Township Administrative Department.

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

**SECTION 1:** The recommendation of Township Administrator Rebecca Corrigan to appoint Carolyn Bert as a part-time Administrative Assistant within the Olmsted Township Administrative Department is hereby accepted as submitted.

**SECTION 2:** The above-referenced appointment shall commence June 28, 2021 part-time (less than 30 hours per week) at a compensation rate of \$16.82 per hour contingent upon successful completion of passing a pre-employment drug test, alcohol test, and background check; and shall be subject to all terms and conditions of employment as defined in Olmsted Township Policy and Procedures and the Olmsted Township Board of Trustees.

**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 23<sup>rd</sup> day of June, 2021

Attest:

Brian W. Lillie

Township Fiscal Officer

J. S. G. [Signature]  
[Signature]  
[Signature]  
Township Trustees