

05-2018

RESOLUTION NO. ~~0502007~~

Administrator – R. Corrigan

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 Administrator for 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, O.R.C. 505.031 authorizes the Board of Township Trustees to appoint a township administrator, who shall be the 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, O.R.C. 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 her 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 she 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, pursuant to O.R.C. 505.031, the Board hereby appoints Rebecca Corrigan as the Olmsted Township Administrator effective 1/31/2018.

The position of 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 Administrator shall receive an annual salary in the amount of \$87,000.

The position of 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. During the first full year of employment, the Administrator will be entitled to two weeks (80 hours) of vacation and after the first full year vacation benefits will follow the Township Policy Manual.

The position shall be subject to a one year probationary period commencing 2/15/2018.

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 3rd day of January, 2018

Attest: Darin W. Stitt
Township Fiscal Officer

Tiffany Froehbach
[Signature]
Township Trustees