



RESOLUTION G2025-35

RESOLUTION AUTHORIZING THE TOWNSHIP ADMINISTRATOR TO HIRE ALISSA HUNDLEY TO THE POSITION OF ASSISTANT TO THE ADMINISTRATOR

WHEREAS, the Township Administrator wishes to fill the position of Assistant to the Administrator that has been vacated; and

WHEREAS, the Township Trustees are responsible for hiring all personnel in the township when there are vacancies; and

WHEREAS, the Township Trustees agree and approve the salary of \$30.00 per hour for the Assistant to the Administrator Position; and

WHEREAS, Alissa Hundley is by reason of his education, training and experience the most competent to fill that position; and

WHEREAS, the Township Administrator is recommending that the Trustees hire Alissa Hundley as a Full-Time employee with the Administrative Department beginning June 2, 2025, with all the same benefits that all other Full-Time employees have per the personnel manual; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Symmes Township, Hamilton County, Ohio:

Section 1. The Township Administrator is hereby authorized to hire Alissa Hundley as an Assistant to the Administrator in the Administrative Department effective June 2, 2025.

Section 2. The starting hourly rate for this position is (\$30.00) per hour and will include all benefits given to all other Full-Time Employees. Ms. Hundley will be eligible for an increase in salary at the same time as all the other employees at the end of 2025.

Section 3. This offer of employment includes credit for three weeks (15 days) of vacation, two personal days and sick time carry over from previous employer as well as credit for 7.33 years of government employment.

Section 4. Finds and determines that all formal action of this Board concerning and relating to the passage of this resolution were taken in open meetings of

this Board, and that all deliberations of this Board and any of its committees that resulted in such formal actions were taken in meetings open to the public, in compliance with all legal requirements, including (without limitation) Ohio revised Code Section 121.22, except as otherwise permitted thereby.

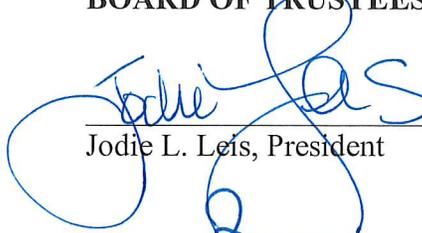
Section 5. Upon majority vote does hereby dispense with the requirement that this Resolution be read on two separate days and hereby authorizes the adoption of this Resolution upon its first reading.

Section 6. This Resolution shall take effect and be enforced from and after the earliest period allowed by law.

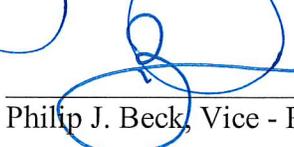
ADOPTED MAY 6, 2025 – RESOLUTION G2025-35

Vote Record: Ms. Leis af Mr. Beck A/E Mr. Bryant A/E

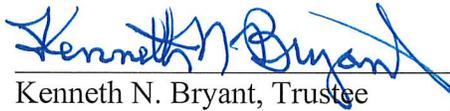
BOARD OF TRUSTEES:



Jodie L. Leis, President



Philip J. Beck, Vice - President



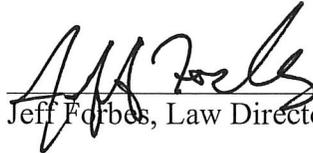
Kenneth N. Bryant, Trustee

ATTEST:



Joseph C. Grossi, Fiscal Officer

APPROVED AS TO FORM:



Jeff Forbes, Law Director