



RESOLUTION G2025-77

RESOLUTION AUTHORIZING THE TOWNSHIP ADMINISTRATOR HIRE LUANNE FELTER TO THE PART-TIME POSITION OF ASSISTANT TO THE ADMINISTRATOR THROUGH DECEMBER 31, 2025

WHEREAS, the Township Administrator wishes to fill the seasonal part-time position of Assistant to the Administrator to provide intermittent help with training new staff on planning township events;

WHEREAS, Luanne Felter is by reason of her education, training and experience the most competent to fill that position; and

WHEREAS, the Township Administrator is recommending that the Trustees hire Luanne Felter as a part-time employee with the Administration Department beginning August 12, 2025, with no benefits; and

WHEREAS, the Township Trustees agree and approve the salary range from \$30.00 per hour to \$32.88 per hour for the Assistant to the Administrator Position; 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 Luanne Felter as an Assistant to the Administrator Administration Department effective August 12, 2025.

Section 2. The starting hourly rate for this new part time intermittent employee will be Thirty-Two Dollars and Eighty-Eight Cents (\$32.88) per hour and will include no benefits.

Section 3. This offer of employment also includes working no more than 20 hours per week or 80 hours per month which includes weekends as assigned (960 hours max per calendar year).

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 AUGUST 12, 2025 – RESOLUTION G2025-77

Vote Record: Mr. Beck Aye Mr. Bryant ___ Ms. Leis Aye

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 Fortes, Law Director