

RESOLUTION G2026-16

RESOLUTION AUTHORIZING THE TOWNSHIP ADMINISTRATOR TO HIRE MAE ARCHER TO THE POSITION OF ADMINISTRATIVE ASSISTANT

WHEREAS, the Township Administrator wishes to fill the position of Administrative Assistant that was vacated by Wayne Gates on December 31, 2025; 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 \$28.00 per hour for the Administrative Assistant Position; and

WHEREAS, Mae Archer 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 Mae Archer as a Full-Time employee with the Administrative Department beginning February 17, 2026, 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 Mae Archer as an Administrative Assistant in the Administrative Department effective February 17, 2026.

Section 2. The starting hourly rate for this position is twenty-eight dollars (\$28.00) per hour and will include all benefits given to all other Full-Time Employees. Ms. Archer will be eligible for an increase in salary at the same time as all the other employees at the end of 2026.

Section 3. This offer of employment includes five (5) days of vacation after six (6) months and two (2) personal day at the time of hire.

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 FEBRUARY 3, 2026 – RESOLUTION G2026-16

Vote Record: Ms. Leis ____ Mr. Beck ____ Mr. Bryant ____

BOARD OF TRUSTEES:

Kenneth N. Bryant, President

Jodie L. Leis, Vice-President

Philip J. Beck, Trustee

ATTEST:

Joseph C. Grossi, Fiscal Officer

APPROVED AS TO FORM:

Jeff Forbes, Law Director