

**RESOLUTION G2022-46**

**RESOLUTION AUTHORIZING THE TOWNSHIP ADMINISTRATOR TO HIRE  
KELLI FLICK TO THE POSITION OF ADMINISTRATIVE ASSISTANT**

**WHEREAS**, the Township Administrator wishes to fill the position of Administrative Assistant that was vacated by Jana Grant on December 31, 2021; 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 range from \$20.97 per hour to \$26.35 per hour for the Administrative Assistant Position; and

**WHEREAS**, Kelli Flick 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 Kelli Flick as a Full-Time employee with the Administrative Department beginning April 11, 2022, 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 Kelli Flick as an Administrative Assistant in the Administrative Department effective April 11, 2022.

**Section 2.** The starting hourly rate for this position will be Twenty-Six Dollars and Thirty-Five Cents (\$26.35) per hour and will include all benefits given to all other Full-Time Employees. Ms. Flick will be eligible for an increase in salary at the same time as all the other employees at the end of 2022.

**Section 3.** This offer of employment also includes transfer of all sick leave time from her previous government position with Butler County, credit for three weeks of vacation, two personal days as well as credit for 9.75 years of 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 APRIL 5, 2022 – RESOLUTION G2022-46**

Vote Record: Ms. Leis \_\_\_\_ Mr. Beck \_\_\_\_ Mr. Bryant \_\_\_\_

**BOARD OF TRUSTEES:**

\_\_\_\_\_  
Jodie L. Leis, President

\_\_\_\_\_  
Philip J. Beck, Trustee

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Kenneth N. Bryant, Trustee

**ATTEST:**

\_\_\_\_\_  
Joseph C. Grossi, Fiscal Officer

**APPROVED AS TO FORM:**

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Jeff Forbes, Law Director