

**RESOLUTION G2023-72**

**RESOLUTION APPROVING A PROMOTION FROM ADMINISTRATIVE ASSISTANT TO ASSISTANT TO THE ADMINISTRATOR AND PAY ADJUSTMENT FOR KELLI FLICK FOR FISCAL YEAR 2023**

**WHEREAS**, the Symmes Township Personnel Policy Manual provides for salary adjustments for Township employees;

**WHEREAS**, Kelli Flick has gone above and beyond her duties as Administrative Assistant by helping out other departments when needed, helping to plan special events, and recently becoming a certified playground inspector; and

**WHEREAS**, the Township Administrator has recommended that Kelli Flick receive a raise in her base hourly rate of pay and be promoted to the position of Assistant to the Administrator.

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

**Section 1.** The salary adjustments for 2023 for Kelli Flick as reflected below is hereby adopted and approved.

<b>Name</b>	<b>Old Rate</b>	<b>Base Salary</b>	<b>New Rate</b>	<b>New Salary</b>
Kelli Flick	\$27.67	\$57,553.60	\$28.77	\$59,841.60

**Section 2.** The promotion and salary adjustments for 2023 as reflected above shall begin on June 10, 2023.

**Section 3.** 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 4.** 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 5.** This Resolution shall take effect and be enforced from and after the earliest period allowed by law.

**ADOPTED JUNE 6, 2023 – RESOLUTION G2023-72**

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

**BOARD OF TRUSTEES:**

\_\_\_\_\_  
Philip J. Beck, President

\_\_\_\_\_  
Kenneth N. Bryant, Trustee

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Jodie L. Leis, Trustee

**ATTEST:**

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Joseph C. Grossi, Fiscal Officer

**APPROVED AS TO FORM:**

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Jeff Forbes, Law Director