

RESOLUTION P2018-01

**RESOLUTION CREATING THE POSITION OF CEMETERY SEXTON AND
ESTABLISHING A JOB DESCRIPTION**

WHEREAS, the Symmes Township Trustees are the legislative body of the Township and may create jobs and appoint individuals to perform job duties that are consistent with ORC Section 504.04 (A); and

WHEREAS, the Board of Trustees has a need to create the position of Cemetery Sexton and establish a job description for that position; and

WHEREAS, the position of Cemetery Sexton is necessary and will be used to take care of the cemeteries, burials, records and any other items necessary related to the cemeteries; and

WHEREAS, the Township Administrator recommends that this position be created and that the Board of Trustees agree to create the position and establish a job description for Cemetery Sexton.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Symmes Township, Hamilton County, Ohio, pursuant to Chapter 504 of the Revised Code, that:

- Section 1.** The Position of Cemetery Sexton is hereby created and shall report to the Township Administrator and serve at the pleasure of the Board of Trustees.
- Section 2.** The Board hereby approves of the job description for the Cemetery Sexton and shall establish a salary for the job in a separate resolution.
- Section 3.** 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 4.** Finds and determines that all formal actions 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 §121.22, except as otherwise permitted thereby.
- Section 5.** This Resolution shall take effect and be enforced from and after the earliest period allowed by law.

ADOPTED FEBRUARY 6, 2018 – RESOLUTION P2018-01

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

BOARD OF TRUSTEES:

Kenneth N. Bryant, President

Philip J. Beck, Vice-President

Jodie L. Leis, Trustee

ATTEST:

APPROVED AS TO FORM:

Carol A. Sims, Fiscal Officer

Kevin C. McDonough, Law Director