

**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2013.05.06.04**

IN RE: Resignation of Part-time Dispatcher Tara S. Melvin

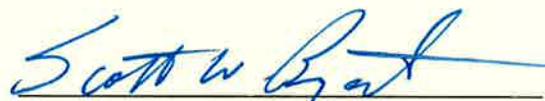
WHEREAS, Dispatcher Tara S. Melvin has submitted her letter of resignation from the Sugarcreek Township Police Department; and,

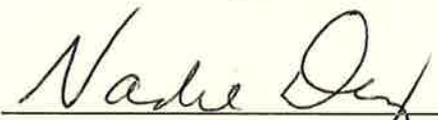
WHEREAS, Ms. Melvin been a member of the Sugarcreek Township Police Department since June 7, 2010 as a full-time dispatcher and was reclassified to part-time dispatcher on November 18, 2012, and,

WHEREAS, Chief Michael A. Brown recommends we accept the resignation of Tara S. Melvin with an effective date of April 25, 2013,

NOW THEREFORE, BE IT RESOLVED, that this Board of Sugarcreek Township Trustees officially accepts the resignation of Tara S. Melvin effective April 25, 2013.


Michael E. Pittman, Chairperson


Scott W. Bryant, Vice Chairperson


Nadine S. Daugherty, Trustee


Theodore L. Hodson, Fiscal Officer



Michael A. Brown
Chief of Police

TO: Barry Tiffany, Township Administrator
Township Trustees

FROM: Michael A. Brown, Chief of Police

DATE: April 25, 2013

REGARDING: Resignation of Dispatcher Tara S. Melvin

Dispatcher Tara S. Melvin has submitted her resignation. Please accept her resignation effective April 25, 2013. On November 18, 2012, she was reclassified from full-time to part-time status.

Respectfully submitted,

Michael A. Brown
Chief of Police

18 April 2013

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To Whom It May Concern:

I am writing this letter to inform you that I am officially resigning as a Communications Officer with the Sugarcreek Township Police Department. I have also sent a copy of my formal resignation to the administration office.

It has truly been a blessing to have worked with both the Sugarcreek Township Fire Department and the Sugarcreek Township Police Department. It was my goal to remain as a part-time dispatcher. However, my schedule will not allow me to work part-time and maintain the work-life balance that I desire. Because of this, I wish to focus solely on my full time employment position.

I wish everyone the best of luck in the future.

Sincerely,



Tara S. Melvin