

**SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2013.08.19.03**

IN RE: Resignation of Part-time Administrative Assistant Mary M. Taylor

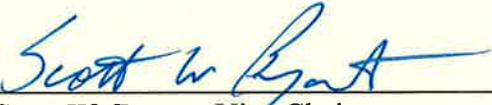
WHEREAS, Part-time Administrative Assistant Mary M. Taylor has submitted her letter of resignation on August 6, 2013, from the Sugarcreek Township Fire Department; and,

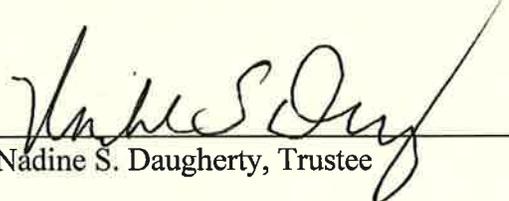
WHEREAS, Mrs. Taylor started her career with Sugarcreek Township as the Assistant to the Township Clerk in October 1979, was elected to the position of Township Clerk from 1988 until 1993, became a Volunteer Firefighter/EMT and PALS member in 1989 until 2005 and was hired as a part-time Administrative Assistant on January 16, 2006; and,

WHEREAS, Chief Randall J. Pavlak recommends in his August 12, 2013, correspondence that we accept, with regret, the resignation of Mary M. Taylor,

NOW THEREFORE, BE IT RESOLVED, that this Board of Sugarcreek Township Trustees officially accepts the resignation of Mary M. Taylor effective August 15, 2013.

  
\_\_\_\_\_  
Michael E. Pittman, Chairperson

  
\_\_\_\_\_  
Scott W. Bryant, Vice Chairperson

  
\_\_\_\_\_  
Nadine S. Daugherty, Trustee

  
\_\_\_\_\_  
Theodore L. Hodson, Fiscal Officer



# Sugarcreek Township

FIRE DEPARTMENT

4398 Clyo Rd.

Dayton, Ohio 45459

Fire Admin: 848-7344 • NON-EMERGENCY PHONE (937) 848-2727

Randall J. Pavlak  
FIRE CHIEF

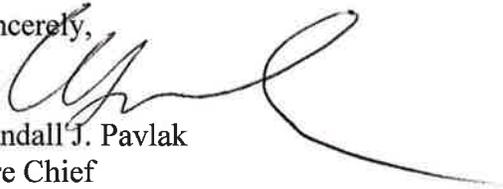
Date: August 12, 2013, 2013  
To: Barry Tiffany, Administrator  
From: Randall J. Pavlak, Fire Chief  
Re: Resignation

Attached please find a copy of the resignation of Administrative Assistant Mary Taylor. Mary has served the Sugarcreek Township Fire Department and Sugarcreek Township in several capacities throughout her career. Mary first served as Assistant to the Township Clerk from 10/1979 to 8/1980, Township Clerk from 2/1988 to 1/993, Volunteer Firefighter/EMT and PALS member from 4/1989 to 2005 and Part time Administrative Assistant to the Fire Chief from 1/2006 to 8/2013. Mary has dedicated more than 28 years to Sugarcreek Township and has served with the highest distinction and honor.

We wish Mary the very best in her retirement and many years of blessing to follow.

Mary has no financial obligations to the township. Please ask the Board of Trustees to accept Mary's resignation with regret effective August 20, 2013.

Sincerely,

  
Randall J. Pavlak  
Fire Chief

August 6, 2013

Chief Pavlak,

During the past several months while I was recovering from my surgery, I gave a great deal of thought about whether I want to continue in a permanent part-time position. I was very torn because I love having time to do the things I love at home and with family and friends, but I also enjoy the work I do for the fire department and I've formed many bonds here. Because of that, I decided to wait until I returned to work to make that decision rather than not return at all.

My decision is now clear to me, so I am giving my two week notice that I am resigning effective August ~~20~~<sup>15</sup>, 2013. In the next two weeks I will do my best to process all the bills for payment and to reconcile the fire department financial records with the Fiscal Office reports so that there can be an easier transition for my successor.

Thank you for the opportunities you and the Board of Trustees have given me over the years.

Sincerely,



Mary Taylor