

**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2013.11.18.03**

IN RE: Resignation of Part-time Records Clerk Cheryl M. Kayser

WHEREAS, Part-time Records Clerk Cheryl M. Kayser gave notice of her intention to resign with an effective date of November 8, 2013, from the Sugarcreek Township Police Department; and,

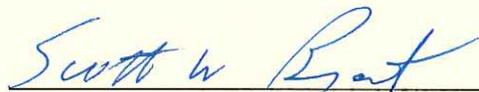
WHEREAS, Mrs. Kayser has been a member of the Sugarcreek Township Police Department since August 13, 2010, and,

WHEREAS, Police Chief Michael A. Brown recommends in his November 8, 2013, correspondence that we accept the resignation of Cheryl M. Kayser,

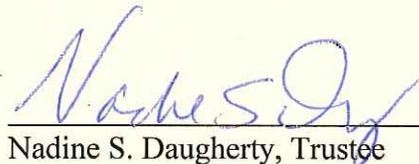
NOW THEREFORE, BE IT RESOLVED, that this Board of Sugarcreek Township Trustees officially accepts the resignation of Cheryl M. Kayser effective November 8, 2013.



Michael E. Pittman, Chairperson



Scott W. Bryant, Vice Chairperson



Nadine S. Daugherty, Trustee



Theodore L. Hodson, Fiscal Officer



Michael A. Brown
Chief of Police

DATE: November 8, 2013
TO: Barry Tiffany, Township Administrator
FROM: Police Chief Michael A. Brown
SUBJECT: Resignation of Part-time Records Clerk Cheryl M. Kayser

Records Clerk, Cheryl Kayser, has submitted her letter of resignation with an effective date of November 8, 2013.

Please submit this request to the Board of Trustees along with my recommendation to accept her resignation with the effective date of November 8, 2013.

Respectfully submitted,

Michael A. Brown
Chief of Police

4398 Clio Road; Sugar Creek Twp., Ohio 45459

Phone: (937) 848-3479 Fax: (937) 848-5188

Website: www.sugarcreektownship.com

Dear Chief Brown,

Last summer you expressed to me that I designate certain days every week where I would be at the department for approximately 3-4 hours before 3pm in order to facilitate any property room requests, from either officers going to court, or from citizens claiming property. Unfortunately, as I cannot always predict when I will receive a call to substitute, and since substituting is more lucrative for me than working at the department, I was not sure I would be able to comply with this.

At the end of October, Sgt. Evans reiterated this directive to me. He was concerned that I had not been able to be at work before 3pm for more than a few days in October, since I subbed 19 out of 23 week days during the month. I understand that it is important to have someone available in the property room since Sgt. Williams and Sgt. Evans, the other two authorized personnel allowed access to the room, are busy with other assignments. However, as I already have at least 9 days of subbing booked for November, with the certainty that I will receive even more, I don't know if I will be able to comply with this to your satisfaction.

Therefore, I feel it is in the best interests of the department to vacate my position in favor of someone who would be available to be on the premises every day. Please accept my resignation from the Sugarcreek Township Police Department, effective *immediately*. I have enjoyed my time working for the department, and feel I have made a contribution to the success of the mission, including the data entry into CISCO of 3+ years of backlogged crash reports, the annual creation/organization of a computerized list of the older case files that are transferred to the mezzanine, in the research of over a thousand pieces of older property for potential disposal, the submission of detailed lists to the court for that disposal, and in the actual disposal of property.

Sincerely,


Cheryl Kayser

11/8/2013

