

SUGARCREEK TOWNSHIP
RESOLUTION NO. 2015.10.05.03

IN RE: Appointment of Full-time Administrative Assistant to the Township Administrator
Kimberly Leetch

WHEREAS, the continuing need exists to maintain proper staffing within the Sugarcreek Township Administration Department; and,

WHEREAS, a vacancy exists within the full-time classification of Administrative Assistant to the Township Administrator; and,

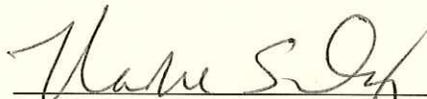
WHEREAS, Kimberly Leetch has the necessary qualifications to serve in the capacity of full-time Administrative Assistant to the Township Administrator for the Sugarcreek Township Administration Office; and,

WHEREAS, Township Administrator, Barry Tiffany, is recommending the appointment of this candidate; and,

WHEREAS, funds are available for this purpose within the Administration Office's 2015 Operating Budget.

NOW THEREFORE, BE IT RESOLVED, that Kimberly Leetch shall be appointed to the position of full-time Administrative Assistant to the Township Administrator at the pay rate of \$18.01 per hour payable on a bi-weekly basis.

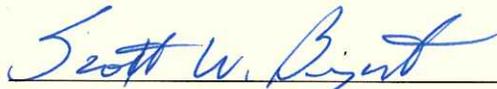
FURTHER BE IT RESOLVED, the above-mentioned appointment will have an effective date of October 6, 2015, with a one (1) year probationary period ending on October 6, 2016.



Nadine S. Daugherty, Chairperson



Michael E. Pittman, Vice Chairperson



Scott W. Bryant, Trustee



Theodore L. Hodson, Fiscal Officer