

BOARD OF TRUSTEES
JERSEY TOWNSHIP, LICKING COUNTY, OHIO

RESOLUTION No. 24-02-05-02

RESOLUTION TO ADOPT AN EMPLOYEE POSITION DESCRIPTION

The Board of Trustees of Jersey Township, Licking County, Ohio met in a regular meeting on February 5, 2024 at 1481 Mink Street, Pataskala, Ohio 43062, with the following members present:

Dan Wetzel, Chairman

Jeff Fry, Vice-Chairman

Ben Pieper, Trustee

Trustee Wetzel moved the following:

WHEREAS, the Board of Township Trustees of Jersey Township (the "Board") employees persons to serve the township in various positions on both a full-time and part-time basis; and

WHEREAS, The Board has determined that a staffing need exists related to clerical and support services in both of the Zoning and Administration Departments; and

WHEREAS, the Board desires to adopt the position description of Administrative Assistant and post public notice of the availability of such position.

NOW, THEREFORE, BE IT RESOLVED, BY THE BOARD OF TRUSTEES OF JERSEY TOWNSHIP, LICKING COUNTY, OHIO, THAT THE FOLLOWING RESOLUTION BE AND IT HEREBY IS ADOPTED:

Section 1. That the Board adopts the position description of Administrative Assistant, attached hereto as Exhibit A.

Section 2. It is found and determined that all formal actions of this Board concerning and pertaining to the adoption of this Resolution were taken in an open meeting of this Board, and that all deliberations of the Board, and any of its committees, that resulted in such formal action were in meetings open to the public, in accordance with all legal requirements including Ohio Revised Code §121.22.

Section 3. This Resolution shall take effect at the earliest time provided by law.


Trustee Pieper seconded the Resolution and the roll being called upon its adoption the vote resulted as follows:

YEAS: Pieper; Fry; Wetzel

NAYS:

The motion carried and the Resolution was adopted.

Attest:

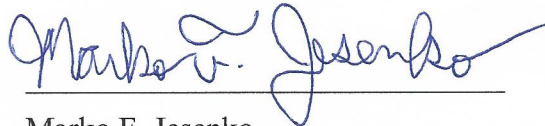

Marko F. Jesenko, Fiscal Officer

BOARD OF TRUSTEES
JERSEY TOWNSHIP, LICKING COUNTY, OHIO

CERTIFICATE

State of Ohio, Licking County

I, the undersigned Fiscal Officer of Jersey Township, Licking County, Ohio, hereby certify that the foregoing Resolution Number 24-02-05-02 is a true and complete copy of the Resolution adopted by a majority of the full membership of the Board of Trustees of Jersey Township at its regular meeting held on February 5, 2024 as was recorded in the official proceedings of the Board.

A handwritten signature in blue ink, reading "Marko F. Jesenko", is written over a horizontal line.

Marko F. Jesenko

Jersey Township Fiscal Officer