

**BOARD OF TRUSTEES**  
**JERSEY TOWNSHIP, LICKING COUNTY, OHIO**

**RESOLUTION No. 24-03-04-05**

**RESOLUTION TO EMPLOY LAURA BROWN  
AS AN ADMINISTRATIVE ASSISTANT**

The Board of Trustees of Jersey Township, Licking County, Ohio met in a regular meeting on March 4, 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**, on February 5, 2024, the Board of Trustees (the “Board”) established the position of part-time Administrative Assistant; and

**WHEREAS**, the Board gave public notice of its intent to seek qualified candidates for the part-time Administrative Assistant position on February 14, 2024; and

**WHEREAS**, the Board reviewed applications and held interviews on March 4, 2024; and

**WHEREAS**, the Board desires to extend an offer of employment to Laura Brown as a part-time Administrative Assistant.

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**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:**

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**Section 1.** The Board authorizes the Administrator to extend an offer of employment to Laura Brown as a part-time Administrative Assistant at a beginning hourly rate of compensation of \$30.00 per hour and as attached hereto as Exhibit A.

**Section 2.** The Fiscal Officer and/or Administrator are authorized and directed to execute any and all on-boarding employment documents, as appropriate.

**Section 3.** 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 4.** This Resolution shall take effect at the earliest time provided by law.

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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.

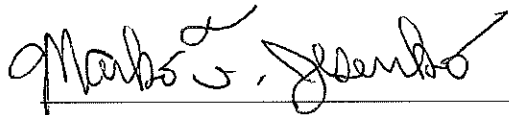
Attest:

  
Marko F. Jesenko, Fiscal Officer

**CERTIFICATE**

State of Ohio, Licking County

I, the undersigned Fiscal Officer of Jersey Township, Licking County, Ohio, hereby certify that the foregoing Resolution Number 24-03-04-05 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 March 4, 2024 as was recorded in the official proceedings of the Board.



Marko F. Jesenko

Jersey Township Fiscal Officer