

HR2023-002

RESOLUTION TO ASSIGN DUTIES TO TOWNSHIP ADMINISTRATOR

PURSUANT TO O.R.C. 505.032

WHEREAS, Washington Township, Montgomery County, Ohio has adopted a limited home-rule form of township government under Chapter 504 of the Ohio Revised Code; and,

WHEREAS, The Board of Trustees of Washington Township, Montgomery County, Ohio has appointed a Township Administrator pursuant to Section 505.031 of the Ohio Revised Code; and,

WHEREAS, Section 505.032 of the Ohio Revised Code permits a Board of Trustees which has appointed a Township Administrator to assign to such Administrator any office, position or duties under its control; and,

WHEREAS, the Board of Trustees of Washington Township is of the opinion that assigning certain duties under its control to its Township Administrator would be more economical, would result in a more efficient use of Township resources and would allow for a more timely resolution of matters which arise during the day-to-day operations of the Township; and,

WHEREAS, the performance of any such office, position or duty by the Township Administrator would remain under the direction and control of the Board of Township Trustees;

NOW, THEREFORE, BE IT RESOLVED, that in addition to the tasks to be performed by the Township Administrator, as required by Section 505.032 of the Ohio Revised Code, this Board of Township Trustees, in accordance with Section 505.032 of the Revised Code, hereby assigns the following duties under its control to the Township Administrator:

1. The Township Administrator shall hire or appoint all employees necessary for the efficient operation of the Township and fix their compensation in accordance with the schedule of compensation adopted by and as may be subsequently modified by the Board of Trustees.
2. The Township Administrator may suspend, reprimand or terminate any Township employee for any violation of the Township Personnel Manual, infractions of federal or state law; or conduct detrimental to the Township or its elected officials. Within five (5) business days of terminating a Township employee, the Township Administrator shall advise the Board of Township Trustees of said termination.

If the employee is a firefighter who is subject to a Collective Bargaining Agreement ("CBA"), the Township Administrator shall follow the disciplinary procedure set forth therein. If the employee is a firefighter who is not subject to a CBA, the Township Administrator shall follow the disciplinary procedure in accordance with Township policy and Section 505.38 of the Ohio Revised Code.

3. The Township Administrator shall establish and approve department and Township wide policies and procedures, including those within the Township Employee Manual.

4. The Township Administrator shall arrange and prepare contracts, franchises, and other agreements. The Township Administrator shall further execute the necessary documents associated with these agreements without the necessity of further action by the Board of Trustees, provided that sufficient funds have been appropriately apportioned.

5. The Township Administrator shall establish amounts for any charge or fee permitted to be charged under Ohio law.

BE IT FURTHER RESOLVED, this Resolution shall take effect at the earliest time as may be permitted by law.

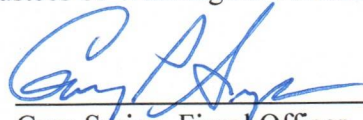
BE IT FURTHER RESOLVED that all formal actions of the Board of Trustees of Washington Township concerning the adoption of this Resolution were adopted in an open meeting of the Board of Trustees of Washington Township and that all deliberations of the Board of Trustees of Washington Township which resulted in formal action were in meetings open to the public and in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Motion made by Paulson; motion seconded by Berry.

Vote was as follows:

Paulson, yes; Lowry; _____; Berry, yes.

PASSED AND ADOPTED by the Board of Trustees of Washington Township on this 4th day of December 2023.



Gary Smiga, Fiscal Officer

SUMMARY OF RESOLUTION ASSIGNING DUTIES TO TOWNSHIP

ADMINISTRATOR

HR2023-002

On December 4, 2023, the Board of Trustees of Washington Township passed a Resolution pursuant to Chapter 504 of the Ohio Revised Code to delegate certain duties to the Township Administrator regarding the appointment, fix compensation per schedule, suspend, reprimand and termination of Township employees; establish an approve department and Townshipwide policies and procedures; arrange, prepare, and execute contracts and other agreements; establish amounts for charges or fees.

Motion made by Paulson; motion seconded by Berry

Vote was as follows:

Paulson, yes Lowry, ____; Berry, yes.

A complete text of said. Resolution may be obtained or viewed at the offices of the Fiscal Officer of Washington Township, 8200 McEwen Road, Dayton, Ohio 45458 during normal business hours.