

**BOARD OF TRUSTEES
JEFFERSON TOWNSHIP, MONTGOMERY COUNTY, OHIO**

RESOLUTION NO. 16-67

**APPROVING THE HIRING OF ADRIANNE M. JONES AS THE ADMINISTRATIVE
ASSISTANT AT JEFFERSON TOWNSHIP**

The Board of Trustees of Jefferson Township, Montgomery County, Ohio in regular session on the 6th day of September 2016, at 7:00 p.m. at the Township Offices located at One Business Park Drive, with the following members present:

Roy Mann () Mary Johnson (X) James McGuire (X)

Trustee McGuire moved for the adoption of the following Resolution:

WHEREAS, there is a vacancy in the position of Administrative Assistant at Jefferson Township; and

WHEREAS, the Jefferson Township Board of Trustees desire to provide the support as outlined in the job description to the staff and residents of Jefferson Township; and

WHEREAS, the submission of applications was advertised and the Township Administrator interviewed a number of applicants; and

WHEREAS, based on qualifications and previous experience, it is the recommendation of the Township Administrator that Adrienne M. Jones.

NOW, THEREFORE, BE IT RESOLVED, that the Jefferson Township Board of Trustees approves the recommendation of the Township Administrator to hire Adrienne M. Jones as the Administrative Assistant effective September 6, 2016, at a salary of \$13.00 per hour.

Trustee Johnson seconded the motion, and the roll was called on the question of its adoption.

The vote was as follows:

Roy Mann () James McGuire (yes) Mary Johnson (yes)

Adopted: September 6, 2016

Attest: Tracey Edwards
Tracey Edwards, Fiscal Officer

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