

Resolution 11 -2025

Board of Township Trustees Brown Township Franklin County, Ohio August 27 2025

The Board of Township Trustees of Brown Township, Franklin County, Ohio, met in special session on this 27th day of August 2025, at the Brown Township Administrative Building, 2491 Walker Road, Hilliard, Ohio 43026, with the following members present:

Joe Martin, Trustee
Pam Sayre, Trustee
Pete Marsh, Trustee
Becky Kent, Fiscal Officer

Trustee Sayre moved the adoption of the following Resolution:

WHEREAS, Heidi Feathers currently works on an as-needed basis as an independent contractor for the Township; and

WHEREAS, the Board of Trustees of Brown Township believes Heidi Feathers's job performance has been outstanding and would like to make her a part-time Township employee; and

WHEREAS, the Board of Trustees of Brown Township believe it is in the best interests of the Township and its residents to employ Heidi Feathers as a part-time Administrative Assistant to the Board of Trustees.

BE IT RESOLVED by the *Board of Trustees* of Brown Township, Franklin County Ohio:

SECTION 1: The Board of Trustees of Brown Township hereby hires Heidi Feathers as the Administrative Assistant to the Board of Trustees, subject to the following terms and conditions of employment:

- a. Her first day of work will be September 1, 2025.
- b. Heidi Feathers will be a part-time Township employee.
- c. Heidi Feathers's employment is at-will. She serves the pleasure of the Board. The Township at any time, with or without cause, for any legal reason or no reason whatsoever, and in the sole and absolute discretion, terminate Heidi Feathers's employment.

- d. Heidi Feathers shall be paid \$28.00 per hour for each hour worked.

This compensation shall be paid monthly and will be subject to withholding for all federal, state, and local income taxes, and such other taxes and charges as may be subject to withholding from employee wages, and further subject to the withholding for any other deductions or charges as may, from time to time, be authorized in writing by Heidi Feathers and agreed to by the Board.

The Board of Trustees, at its sole discretion, can increase or decrease this rate of pay in a separate resolution without having to amend this resolution.

- e. Unless otherwise directed and/or approved by the Board, Heidi Feathers regularly scheduled work hours shall not exceed 120 hours during a period of 168 consecutive hours, with the scheduling of such hours to be determined, from time to time, by the Board.

Heidi Feathers shall document all hours worked daily in spreadsheet designated for this purpose.

- f. As Administrative Assistant to the Board of Trustees, Heidi Feathers shall perform those jobs and duties as may, from time to time, be requested. Without limiting the generality of the foregoing, these duties shall, unless otherwise directed, include, but are not limited to, those set forth in the job description attached hereto as Exhibit A and incorporated herein by reference.
- g. Heidi Feathers shall comply fully with all rules, regulations, and conditions as may, from time to time, be adopted by the Board, including, but not limited to, rules governing the operation and personnel of Brown Township.
- h. As a condition precedent to her employment, Heidi Feathers shall review and sign the Acknowledgement attached hereto as Exhibit B and incorporated herein by reference.

SECTION 2: It is found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal actions were in meetings open to the public in compliance with all legal requirements including, without limitation, R.C. 121.22.

SECTION 3: This Resolution shall take effect at the earliest time allowed by law.

BOARD OF TRUSTEES
BROWN TOWNSHIP,
FRANKLIN COUNTY

ATTEST:


Fiscal Officer


Joseph Martin, Chair


Pamela Sayre, Vice Chair


Pete Marsh, Trustee

– Exhibit A –

Brown Township Assistant to the Trustees
Where: Administrative Offices
2491 Walker Road, Hilliard, Ohio 43026

Summary

Under the general supervision of the Township Trustees, the Assistant to the Trustees is responsible for performing administrative assistance and general office support services for the Township.

Job Functions

- Greet and direct visitors and answer incoming calls
- Assist with special events
- Assist with document preparation and organize materials for Township meetings
- Responsible for filing office correspondence and record keeping
- Assist in managing building maintenance and vendors for Township facilities
- Receive, sort, and distribute incoming mail
- Accept complaints from residents and forward to the appropriate personnel
- Coordinate and schedule Dever Building Hall rentals
- Perform light hospitality when necessary
- Maintain and order office supplies as needed for all Township departments
- Maintain social media accounts
- Perform other related duties as directed

Qualifications, Skills, and Abilities

- Ability to establish and maintain an effective working relationship with Township officials, Department Heads, Township employees, and the general public
- Ability to apply sound judgment while working with sensitive and confidential information
- Ability to maintain files and records efficiently
- Strong written and oral communication skills
- Knowledge of standard office equipment and skilled in Microsoft Office Excel and Word; Internet Web Browsers (e.g. Edge or Chrome), Gmail

This job description is subject to change at any time.