

**SUGARCREEK TOWNSHIP**  
**RESOLUTION NO. 2020.3.24.01**

IN RE: Assignment of Additional Duties for Administrative Assistant to the Township  
Administrator, Sara Contreras, as an Assistant to the Fiscal Officer

WHEREAS, the continuing need exists to maintain the payment of bills and processing or payroll for Township personnel; and,

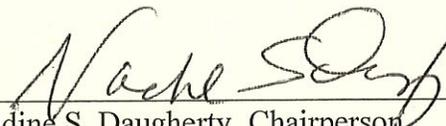
WHEREAS, with the current and ongoing COVID-19 pandemic, there is a real possibility of current Fiscal Office personnel being affected by the virus and unable to perform their duties; and,

WHEREAS, the Ohio Revised Code, Section 507.021, provides for the appointment one or more persons as the fiscal officer finds necessary to provide assistance to the Township Fiscal Officer; and,

WHEREAS, Ted Hodson, Fiscal Officer, requests, and Barry Tiffany, Township Administrator, finds it in the best interest of the continuity of fiscal operations of the Township to assign the additional duties of Assistant to the Fiscal Officer to Sara Contreras, Administrative Assistant to the Township Administrator, for the purposes of the payment of bills and processing of payroll in the absence of the Fiscal Officer and/or the other Assistant to the Fiscal Officer.

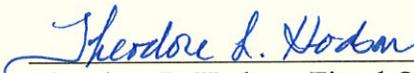
NOW THEREFORE, BE IT RESOLVED that the title and duties of Assistant to the Fiscal Officer shall be assigned to Sara Contreras, to be performed in the absence of the Fiscal Officer and/or the other Assistant to the Fiscal Officer.

BE IT FURTHER RESOLVED that in accordance with the Ohio Revised Code, Section 507.021,C, the Township Fiscal Officer shall give bond for the faithful discharge of the duties of the office as may be delegated by the Fiscal Officer. The bond shall be payable to the Board of Township Trustees and shall be for the same sum as required under section 507.03 of the Revised Code for the Township Fiscal Officer, with sureties approved by the Board, and conditioned for the faithful performance of duties delegated by the Fiscal Officer. The bond shall be recorded by the Township Fiscal Officer, filed with the County Treasurer, and carefully preserved.

  
Nadine S. Daugherty, Chairperson

  
Carolyn L. Destefani, Vice Chairperson

  
Fred Cramer, Trustee

  
Theodore L. Hodson, Fiscal Officer