

**FAIRFIELD TOWNSHIP**  
**RESOLUTION NO. 21-34**

**RESOLUTION AUTHORIZING THE POLICE CHIEF TO HIRE REGINA LEIST AS FULL  
TIME POLICE CLERK AT AN HOURLY RATE OF \$18.00, WITH A 12-MONTH  
PROBATIONARY PERIOD.**

**WHEREAS:** As of January 25, 2021, the position of Police Clerk has been vacant; and

**WHEREAS** The Police Chief has recommended Regina Leist who has worked in the medical field for approximately 29 years to include patient care, customer service, front office responsibilities and equipment, and working with files and records;

**NOW, THEREFORE, BE IT RESOLVED,** by the Board of Trustees of Fairfield Township, Butler County, Ohio, as follows;

**SECTION 1:** The Board hereby authorizes the Police Chief to appoint full-time Police Clerk, Regina Leist, at an hourly rate of \$18.00 per hour, with a 12-month probationary period.

**SECTION 2:** The Board hereby dispenses with the requirement that this resolution be read on two separate days, pursuant to RC 504.10, and authorizes the adoption of this resolution upon its first reading.

**SECTION 3** This resolution is the subject of the general authority granted to the Board of Trustees through the Ohio Revised Code and not the specific authority granted to the Board of Trustees through the status as a Limited Home Rule Township.

**SECTION 4:** That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code.

**SECTION 5:** This resolution shall take effect at the earliest period allowed by law.

**Adopted:** February 10, 2021

**Board of Trustees**

Susan Berding:

Susan Berding

Shannon Hartkemeyer:

Shannon Hartkemeyer

Joe McAbee:

Joe McAbee

**Vote of Trustees**

Yes

Yes

Yes

**AUTHENTICATION**

This is to certify that this is a resolution which was duly passed and filed with the Fairfield Township Fiscal Officer this 10th day of February, 2021.

**ATTEST:**

Shelly Schultz

Shelly Schultz, Fairfield Township Fiscal Officer

**APPROVED AS TO FORM:**

L. E. Barbieri

Lawrence E. Barbieri, Township Law Director



## FAIRFIELD TOWNSHIP POLICE DEPARTMENT

6485 VONNIE VALE COURT, HAMILTON, OHIO 45011

ROBERT CHABALI, CHIEF OF POLICE

February 3, 2021

Regina Leist  
6596 Chandler Way  
Fairfield Township, Ohio 45011

Dear Mrs. Leist:

It is with great pleasure that I extend to you a conditional offer of employment for the position of Police Clerk with the Fairfield Township Police Department. This letter will serve to confirm the terms and conditions of this offer.

Your employment is contingent upon the following post-offer assessments: drug screen and the Board of Trustees passing a resolution to hire you as a Police Clerk.

- A starting rate of \$18.00 per hour.
- Successful completion of a twelve-month probationary period. Employment during the probationary period does not ensure subsequent continued employment.
- Access to health, vision, and dental insurance benefits through bi-weekly payroll deduction premiums.
- Membership in the Ohio Public Employees Retirement System (PERS).
- Paid holidays, vacation, personal, and sick leave accumulated in accordance with the Fairfield Township Personnel Manual.
- Access to the Ohio Public Employees Deferred Compensation Program.

If you have any questions regarding this conditional offer of employment, feel free to call me at (513) 785-4257.

Regards,

Robert Chabali  
Chief of Police