

RESOLUTION 23 - 36, 2023
COLUMBIA TOWNSHIP, HAMILTON COUNTY, OHIO

AUTHORIZING AN AGREEMENT FOR PROFESSIONAL ADMINISTRATIVE SERVICES FOR HUMAN RESOURCES, ACCOUNTING, AND RELATED OFFICE OPERATIONS; AUTHORIZING ADMINISTRATOR TO ENTER INTO AGREEMENT WITH ELLEN HARBACK; AND DISPENSING WITH THE SECOND READING

WHEREAS, the Board of Trustees desires to contract for professional administrative services to support human resources, accounting, and related office operations which are necessary to support neighborhoods, businesses, and employees, and for compliance and reporting requirements of the county, state, and federal agencies; and

WHEREAS, Ellen Harback currently provides the Township with administrative services under a short-term administrative contract; the Board desires to contract for continuing and expanded services as outlined on the attached proposed contract; and

WHEREAS, the Board of Trustees, upon majority vote, hereby dispenses with the requirement that this Resolution be read on two separate days, and hereby authorizes the adoption of this Resolution upon its first reading.

NOW, THEREFORE, BE IT RESOLVED, the Board of Trustees of Columbia Township, Hamilton County, Ohio, for the benefit and welfare of Columbia Township and its citizens, hereby authorizes the Township Administrator to sign, on behalf of the Township, an agreement between Ellen Harback and Columbia Township for professional administrative services as provided in the attached proposal.

Motion to accept Resolution made by: MR. KUBICKI

Seconded by: MR. LAMAR

VOTE:

TRUSTEE	Voting	Signature	Date
David Kubicki, President	<u>YES</u>	<u>[Signature]</u>	10/10/2023
Brian Lamar, Vice-President	<u>yes</u>	<u>[Signature]</u>	10/10/2023
Susan Hughes, Trustee	<u>yes</u>	<u>[Signature]</u>	10/10/2023
ATTEST:		<u>[Signature]</u>	10/10/2023
		Caroline Heekin, Fiscal Officer	

Attachment – Services Proposal

Passed October 10, 2023

PROFESSIONAL SERVICES CONTRACT

Ellen Harback

Effective November 1, 2023, Ellen Harback (Contractor) proposes to provide to Columbia Township (Township), upon direction from Columbia Township Administration, the following consulting services on a part-time basis:

Scope of Services:

1. Provide managerial-level administrative services including human resources coordination, accounting and payroll, office operations and procedures, and related services support.
2. Assist Township Administrator and Fiscal Officer with county, state, and federal reporting and compliance requirements.
3. Assist with other duties that may be requested by the Township Administrator for responsibilities and services necessary to improve administrative operations.

Time and Availability:

Contractor agrees to work part-time performing the services listed above. The number of hours per month shall be coordinated and agreed upon between the Contractor and Township. Contractor shall have discretion in selecting dates and times throughout each month to satisfy the hourly needs of the Township. Contractor may work in person at Township offices, in person at Village of Fairfax offices, or work remotely when needed to fulfill her responsibilities to the Township, and to other agencies, as an independent contractor.

Compensation:

The Township shall pay to Contractor \$55.00 per hour for services rendered.

- Contractor will submit a monthly invoice for services rendered to the Township. Invoices shall detail hours worked on any general tasks or activity in the Scope of Service to which the costs are related.
- Township will reimburse approved out of pocket expenses when receipts are submitted.
- Township will not provide Contractor with any employee or "fringe" benefits.

Independent Contractor:

The parties agree that Ellen Harback is an Independent Contractor and not an employee.

Contractor shall be responsible for paying all taxes arising from compensation and other amounts paid for consulting services rendered.

Contractor agrees that all reports, presentations, and specific materials developed by her on behalf of the Township in connection with services rendered are and shall remain the exclusive property of the Township.

Workers' Compensation and Insurance:

Contractor shall bear sole responsibility for any health or disability insurance, workers' compensation coverage, unemployment insurance, retirement benefits, or other welfare or pension benefits, if any, for herself or any of her employees or agents.

Termination:

Either party may terminate this agreement for any or no reason in writing 30 days in advance.

Assignment:

Neither this Agreement nor any duties or obligations under this Agreement may be assigned by Contractor without the prior written consent of the Township.



Ellen Harback

Date: 10-6-23

Columbia Township Board of Trustees

By:  _____

Its: Administrator

Date: