

**RESOLUTION NO. 2023-04**  
**INTRODUCED BY: MAYOR BENJAMIN I. HOLBERT, III**

**A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH MARIA HECKAMAN & ASSOCIATES, INC. TO PROVIDE A TEMPORARY PART-TIME EXECUTIVE ASSISTANT TO THE MAYOR FOR THIRTY HOURS A WEEK AT A COST OF \$32 PER HOUR, AND DECLARING AN EMERGENCY**

WHEREAS, the Mayor has recommended that he be allowed to enter into an agreement with Maria Heckaman & Associates, Inc. for the provision of a temporary part-time executive assistant for thirty hours of work per week at a rate of \$32.00 per hour, and a buyout of \$500 should the Village decide to hire the temporary worker as a Village employee; and

WHEREAS, the Law Director has recommended that the Village be added as an additional insured to Maria Heckaman & Associates, Inc.'s liability insurance to protect the Village from any errors or omissions or wrongdoing committed by the temporary part-time executive assistant to the Mayor.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Village of Woodmere, County of Cuyahoga, and State of Ohio, that:

Section 1. The Mayor is authorized to enter into an agreement with Maria Heckaman & Associates, Inc. for the provision of a temporary part-time executive assistant to the Mayor for thirty hours of work per week at a rate of \$32.00 per hour and a buyout of \$500 should the Village decide to hire the temporary worker as a Village employee, so long as the Village is added as an additional insured to Maria Heckaman & Associates, Inc.'s liability insurance to protect the Village from any errors or omissions or wrongdoing committed by the temporary part-time executive assistant to the Mayor.

Section 2. It is found and determined that all formal actions of this Council concerning and relating to the passage of this Resolution were adopted in open meetings of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including the Village's Charter and Codified Ordinances and Section 121.22 of the Ohio Revised Code.

Section 3. This Resolution is hereby determined to be an emergency measure necessary for the immediate preservation of the public peace, health, safety and welfare of the inhabitants of the Village and for the further reason that the Village needs to immediately provide for an executive assistant to the Mayor to insure no disruption in daily operations of the Village. It shall therefore become effective upon its passage by the affirmative vote of not less than five (5) members of Council and approval by the Mayor; otherwise, it shall become effective at the earliest time allowed by law.

PASSED: \_\_\_\_\_

\_\_\_\_\_  
Nicole Y. Culliver, PhD., Council President

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Benjamin I. Holbert, III, Mayor

Approved as to legal form:

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Frank Consolo, Director of Law

ATTEST:

\_\_\_\_\_  
Juliasena W. Stevenson, Clerk of Council

I, Juliasena W. Stevenson, as Clerk of Council of the Village of Woodmere, Ohio do hereby certify that the foregoing is a true and correct copy of Resolution No. 2023-04 adopted by the Council of said Municipality on the \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Juliasena W. Stevenson, Clerk of Council