

**A RESOLUTION APPOINTING PATRICIA GIBSON CLERK OF COUNCIL PRO-TEMPORE IN THE ABSENCE OF THE CLERK OF COUNCIL IN 2018**

**WHEREAS**, it is in the best interest of the City of Cortland to have an Acting Clerk of Council at City Hall in the absence of the duly appointed Clerk of Council; and,

**WHEREAS**, it is in the best interest of the City of Cortland to set forth the following procedure to be in effect the entire calendar year without resorting to legislative action throughout the year.

**NOW, THEREFORE:**

**BE IT RESOLVED BY THE COUNCIL OF THE CITY OF CORTLAND, OHIO:**

**Section 1.** That the Council of the City of Cortland, Ohio, pursuant to the authority set forth in Section 3.05 of the City Charter, does hereby appoint Patricia Gibson, the City’s Finance Director, as Clerk Pro-Tempore to perform all of the duties of the office of Clerk of Council in the absence of the duly appointed Clerk of Council, Rhonda Horn.

**Section 2.** That this appointment shall commence when necessary by operation of this Resolution during the 2018 calendar year and shall expire at midnight on December 31, 2018.

**Section 3.** In the event of an absence of the Finance Director Patricia Gibson during the time period of this Clerk Pro-Tempore appointment, Terri Barnovsky, the City of Cortland’s Administrative Assistant, shall be authorized by this council to perform all the duties of Clerk of Council.

**Section 4.** This Resolution shall take effect and be in full force as early as allowed by law.

**PASSED IN COUNCIL THIS 2<sup>ND</sup> DAY OF JANUARY, 2018.**

**ATTEST:** \_\_\_\_\_  
**CLERK OF COUNCIL**

\_\_\_\_\_  
**PRESIDENT OF COUNCIL**

**FILED W/ MAYOR** \_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**MAYOR**

**DATE APPROVED** \_\_\_\_\_

**ROLL CALL**

- Edwards, aye
- Fleischer, aye
- Keller, aye
- Moore, aye
- Petrosky, aye
- Piros, aye
- Rowley, aye

**OFFICIAL SEAL**