

AGENDA ITEM COVER SHEET



Trustee Meeting Date:	Agenda Item Type:
September 22, 2026	Personnel Item
Submitted By:	
Mike Huxsoll, Director of Public Works/Community Services	

Motion:
Hire Jesse Reynolds to the position of Facility Technician effective September 21, 2026 at the hourly rate of \$34.86

Background:
The West Chester Community Services department requests Trustee approval to hire Jesse Reynolds as a full-time Facility Technician. The hiring of Jesse will fill the Facility Technician vacancy created in May 2026 from retirement of Jeff McElwain. Jesse is a Journeyman electrician that has experience assisting in HVAC equipment repairs with Lakota Schools system and has worked in the private sector as an electrician for a number of years before working for Lakota. Jesse's effective date of hire will be September 21, 2026, at the non-exempt hourly rate of \$34.86, which is Step 6 per the collective bargaining agreement (CBA) with a one-year probationary period.

Finance	Budgeted Item:	Yes; Operational		
	CIP #:			
	TIF Info:			
	Purchase Req. #:		Total Encumbrance:	\$.00



**WEST CHESTER TOWNSHIP
ADMINISTRATION**

9113 Cincinnati-Dayton Road
West Chester, OH 45069-3840

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westchesteroh.org

September 11, 2026

Jesse Reynolds

Dear Jesse,

I am pleased make a final offer of employment for the position of Facility Maintenance Technician for West Chester Township. You will be required to obtain a Class A CDL before the conclusion of your one-year probationary period.

Your official appointment will be September 22, 2026, at a regular West Chester Board of Trustees' meeting with an effective hire date of September 21, 2026. The commitment to you regarding compensation, benefits, and related provisions is outlined herein pending Township Administrator approval and successful completion of a background check and drug screen.

General

Position:	Facility Maintenance Technician
Employer:	West Chester Township
Effective Hire Date:	Monday, September 21, 2026
Probationary Period:	365 days commencing on Hire Date
Normal Schedule:	Monday – Friday 7:00am – 3:30pm, 30 min unpaid lunch

Compensation

Base Salary:	\$34.86 Per Hour (Step 6 of CBA)
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Benefits/Other Provisions

Medical/Dental/Vision:	Employee may elect to receive medical benefits unless benefits can be or are currently obtained elsewhere. If eligible, plan options are currently offered with employee premium share currently at 15% or 17%. The plan options and employee premium share are subject to Employer discretion.
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Insurance Waiver:	Employee may elect to receive a \$2,000 annual stipend in lieu of Employer-offered medical coverage. Amount is subject to change at Employer's discretion.
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Pension:	Employee and Employer shares as determined by Ohio Public Employee Retirement System
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Deferred Compensation:	Plan provided at current federal maximum contribution.
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Leave:	Vacation	Forty (40) hours to use during probationary period
	Holidays	Eleven (11) established holidays
	Personal	Eight (8) hours on your hire date for you to use during your probationary period; concluding your probationary period you will receive twenty-four (24) hours annually
	Sick	Ten (10) hours accrued monthly

Longevity Pay	At Employer's discretion, one hundred dollars (\$100.00) per year after five (5) years of continuous service
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Life Insurance:	At Employer's discretion and as provided to other Employees - currently \$50,000 term life
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Disability:	As provided under Public Employee Retirement System.
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Step/Merit Increase:	Please refer to the current AFSCME Collective Bargaining Agreement
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Continuing Education:	Please refer to the current AFSCME Collective Bargaining Agreement
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If you have any questions or need clarification on any item regarding the compensation package, please contact Danielle Houston at (513)759-7217 or dklekamp@westchesteroh.org.

Sincerely,

A handwritten signature in black ink, appearing to read 'Lisa D. Brown', followed by a long horizontal line extending to the right.

Lisa D. Brown, JD, MPA
Township Administrator