

Agenda
Village of Roaming Shores Council
August 6, 2024 – 7:00 PM

Call To Order

Pledge to the Flag

Roll Call

Minutes to the Previous Meetings: *July 16 Special Council Meeting and Council Meeting*

Visitor's Comments

Mayor's Report: *Jennie D'Amicone*

Administrator's Report: *Mark Reed*

Solicitor's Report: *Cris Newcomb*

Committee Reports

Finance Committee
Public Safety Committee
Public Works Committee
Human Resources Committee
Technology Committee
Planning Commission
Records Commission

SCAD

Special Committee on Effective Self-Government

Special Joint Committee on Streets

Special Committee on Utility Billing Late Fees

Old Business:

- Status Update for Water/Sewer Infrastructure Projects
- Funding Sewer Infrastructure
- Salary – Elected Officials
- Codification
- Purchase Expense Authorization (with Administrator/Solicitor)
- Sewer Infrastructure Levy

New Business:

- NECO Maintenance Agreement
- Speed Camera

ORDINANCE 934-08-2024: AN ORDINANCE TO ADOPT A TAX BUDGET FOR THE YEAR 2025 (ATTACHED HERETO AND MARKED EXHIBIT "A"), AND DECLARING AN EMERGENCY (1ST) – Requested by Clerk-Treasurer Philips.

ORDINANCE 935-08-2024: AN ORDINANCE MODIFYING UTILITY BILLING PROCEDURES BY CREATING A DISCRETIONARY WAIVER PROGRAM FOR THE VILLAGE OF ROAMING SHORES AND DECLARING AN EMERGENCY (1ST) – Requested by Council

ORDINANCE 936-08-2024: AN ORDINANCE APPROVING THE MAYOR’S APPOINTMENT AND RECOMMENDATION OF MARK REED, II AS FULL-TIME VILLAGE ADMINISTRATOR FOR THE VILLAGE OF ROAMING SHORES AND AUTHORIZING THE MAYOR TO EXECUTE AN EMPLOYMENT AGREEMENT FOR THE SAME AS ATTACHED HERETO AND INCORPORATED HEREIN AND DECLARING AN EMERGENCY (1ST) – Requested by Mayor D’Amicone

Bills For Review

Any Other Topic of Discussion

Visitor’s Comments

Executive Session

Adjournment

Village of Roaming Shores Special Council Meeting
July 16, 2024

The meeting was called to order by Mayor Jennie D'Amicone. Roll Call was taken and the following members were present: Bob Cook, Steven Kaufman, Ed Koziol, Holly Mayernick, and Gary Meighen. Also present were Clerk-Treasurer Kerri Philips and Solicitor Christopher Newcomb. Sally Fell arrived at 6:55 pm.

NEW BUSINESS:

A motion to enter into Executive Session for the purpose to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official was made by Mayernick and was seconded by Meighen. Roll Call: Cook – yes, Fell – absent, Kaufman – yes, Koziol – yes, Mayernick – yes, Meighen – yes

Council entered into Executive Session at 6:04 pm.

Council exited Executive Session at 7:02 pm.

A motion was made to authorize the mayor to enter into negotiations with a candidate for Village Administrator. Roll Call: Cook – yes, Fell – yes, Kaufman – yes, Koziol – yes, Mayernick – yes, Meighen – yes.

ADJOURNMENT: A motion to adjourn the meeting was made by Mayernick and was seconded by Meighen. The motion PASSED with all in favor.

MAYOR

CLERK-TREASURER

Village of Roaming Shores Council Meeting
July 16, 2024

The meeting was called to order by Mayor Jennie D'Amicone. Roll Call was taken and the following members were present: Bob Cook, Sally Fell, Steven Kaufman, Ed Koziol, Holly Mayernick, and Gary Meighen. Also present were Solicitor Christopher Newcomb and Clerk-Treasurer Kerri Philips.

MINUTES TO THE PREVIOUS MEETINGS: July 2, 2024 Council Meeting

VISITOR COMMENTS: Richard Jackson (1063) – Requested a waiver for a late fee.

MAYOR'S REPORT: No report was provided.

TREASURER'S REPORT: Clerk-Treasurer Philips discussed the 1Q24 financial statements. A motion to approve the Treasurer's Report was made by Mayernick and was seconded by Fell. Roll Call: Cook – yes, Fell – yes, Kaufman – yes, Koziol – yes, Mayernick – yes, Meighen – yes.

ADMINISTRATORS REPORT: D'Amicone stated that she has been filling in until a new administrator is hired.

POLICE CHIEF'S REPORT: A written report has been provided to Council and the public.

SOLICITOR'S REPORT: Solicitor Newcomb stated that he sent a draft ordinance on the utility billing to Council and is waiting for feedback. Kaufman stated that the request from the Special Committee on Utility Billing Late Fees is different than what was in the draft from the solicitor.

ZONING INSPECTOR'S REPORT: No report was provided.

RRA REPORT: No report was provided.

FINANCE COMMITTEE: No report was provided.

PUBLIC SAFETY COMMITTEE: No report was provided.

PUBLIC WORKS COMMITTEE: The committee will be going to 6 meetings per year starting in August.

HUMAN RESOURCES COMMITTEE: The search for a new administrator is in process. Minutes from the previous meeting will be in the next council packet.

TECHNOLOGY COMMITTEE: No report was provided.

PLANNING COMMISSION: Minutes from the previous meeting will be in the next council packet.

RECORDS COMMISSION: No report was provided.

SCAD: June: Village: 9 calls, District: 169 calls. YTD: Village 65, District: 770. There will be an open house on 08/17 from 10am-2pm.

SPECIAL COMMITTEE ON SELF GOVERNMENT: No report was provided.

SPECIAL JOINT COMMITTEE ON STREETS: More information will be provided at the next council meeting.

SPECIAL COMMITTEE ON UTILITY BILLING LATE FEES: A written report was provided to Council and the public. The committee recommended decreasing the penalties to \$15 from \$25. They researched the ability to credit service fees for autopay. A credit can be processed. Lukas was tasked with renegotiating the fees for autopay. There is a potential to process the billing in-house. The committee is looking at an incentive to promote electronic invoicing and payments. An email summary was sent to the council.

OLD BUSINESS:

- Status Update For Water/Sewer Infrastructure Projects: Kaufman provided an update to the Council regarding the lift station estimate updates. He suggested taking \$290,000 as an estimate for 2025 from the Sewer Fund into the Sewer Infrastructure Fund. Kaufman stated that the repairs for the sewer infrastructure are being taken from the sewer operations money. He is asking the Council to set up a funding method to fund the Sewer Infrastructure Fund that they approved. A motion was made to draft an ordinance transferring \$5.42 from the Sewer Fund to the Sewer Infrastructure Fund and to implement an \$8 charge per billing cycle on all accounts that include a sewer charge by Kaufman and was seconded by Meighen. Mayernick expressed concern with drafting an ordinance without having community buy-in. Kaufman expressed concern that the village is using operational funds for infrastructure repairs. He agrees to go to the public but the need is important to generate reserves. D'Amicone proposed holding a Special Council Meeting (Public Hearing) on 08/06/2024. Newcomb stated that there should be an ordinance drafted to present for discussion. Mayernick prefers to just present information and not have anything in writing yet. Newcomb suggested again to draft an ordinance, otherwise everyone will have a different idea of what to do. Kaufman and Meighen agreed to remove their motions. A Public Hearing was set for 08/20/2024 at 6:00pm. A motion to hold a public hearing providing various funding options set for 08/20/2024 at 6:00pm was made by Kaufman and seconded by Mayernick. Roll Call: Cook – yes, Fell – yes, Kaufman – yes, Koziol – yes, Mayernick – yes, Meighen – yes. The Human Resources Committee moved their meeting to 08/06/2024 at 6:00pm.
- Funding Sewer Infrastructure: Discussed with previous topic.
- Salary-Elected Official(s): The Human Resources and Finance Committees are reviewing.
- Codification: Newcomb and Philips were copied on a proposal from Civic Plus. They will have to review the proposal with the mayor.
- Purchase Expense Authorization (With Administrator/Solicitor): No update.

- Sewer Infrastructure Levy: Discussed with earlier topic.

NEW BUSINESS:

- D'Amicone asked that the Council make a motion to waive the late fees for the month of June because the bills did not arrive to a large number of residents until after the due date. She stated it would be a one-time waiving of the late fees. A motion was made to waive all late fees for the June billing cycle by Koziol and was seconded by Fell. Kaufman stated that he will be opposed to the motion unless council agrees to refund all late fees back to January 1st. He stated that it is wrong to allow these individuals to have their late fee waived due to the USPS, but not allow late fees waived from previous months due to USPS. D'Amicone stated that the issue with the mail was outgoing and the residents did not receive the bills. Kaufman stated that the Council has stated many times this year that the mail service is not an acceptable excuse for not paying a bill on time, whether it is incoming or outgoing mail. Roll Call: Cook – yes, Fell – yes, Kaufman – no, Koziol – yes, Mayernick – yes, Meighen – no. The motion PASSED.

ORDINANCE 926-05-2024: AN AMENDED ORDINANCE ESTABLISHING A REIMBURSEMENT RATE FOR THE CHIEF OF POLICE RETROACTIVE TO JANUARY 1, 2024 AND DECLARING AN EMERGENCY (TABLED) – Requested by Mayor D'Amicone. A motion to untable the ordinance was made by Meighen and was seconded by Mayernick. Roll Call: Cook – yes, Fell – yes, Kaufman – yes, Koziol – yes, Mayernick – yes, Meighen – yes. A motion to amend the 1st “Whereas” to follow Section 1 dates and hours was made by Mayernick and was seconded by Meighen. Roll Call: Cook – yes, Fell – yes, Kaufman – yes, Koziol – yes, Mayernick – yes, Meighen – yes. A motion to waive the three-reading rule was made by Mayernick and was seconded by Meighen. Roll Call: Cook – yes, Fell – yes, Kaufman – yes, Koziol – yes, Mayernick – yes, Meighen – yes. A motion to declare the ordinance an emergency was made by Meighen and was seconded by Mayernick. Roll Call: Cook – yes, Fell – yes, Kaufman – yes, Koziol – yes, Mayernick – yes, Meighen – yes. A motion to pass the amended ordinance was made by Meighen and was seconded by Kaufman. ORDINANCE 926-05-2024 PASSED.

ORDINANCE 929-06-2024: AN AMENDED ORDINANCE REPEALING AND REPLACING VILLAGE §125.03 REGARDING THE CREDIT CARD POLICY AND NOT DECLARING AN EMERGENCY (3RD) – Requested by Mayor D'Amicone. A motion to pass the ordinance was made by Mayernick and was seconded by Meighen. Roll Call: Cook – yes, Fell – yes, Kaufman – abstain, Koziol – yes, Mayernick – yes, Meighen – yes. ORDINANCE 929-06-2024 PASSED.

TOPICS OF DISCUSSION:

- N/A

BILLS FOR REVIEW OF PAYMENT: No discussion

VISITOR COMMENTS: No comments were made.

ADJOURNMENT: A motion to adjourn the meeting was made by Meighen and was seconded by Koziol. Roll Call: Cook – yes, Fell – yes, Kaufman – yes, Koziol – yes, Mayernick – yes, Meighen – yes.

MAYOR

CLERK-TREASURER



Village of Roaming Shores

2500 Hayford Road, PO Box 237

Roaming Shores, Ohio 44084

Phone: 440-563-3132

RoamingShoresOH.gov

ZONING INSPECTOR MONTHLY REPORT

To: Mayor, Council & Administrator

From: David Muraco, Zoning Inspector

Date Submitted: July 31, 2024

Reporting Period: YTD Through May 20, 2024

Code Enforcement Cases

Open Cases

Case Type	Address	Date Filed	Notes
Maintenance Violation	589 Thrush	9/27/23	Request for Compliance 4/27/24. Referred to Admin to file case
Maintenance Violation	2137 Flame Lake	9/27/23	Admin Hold
Maintenance Violation	1815 Largo Drive	7/27/24	Junk cars, construction debris, Clearing permit, erosion control.
Maintenance Violation	1543/1542 Lake Crest	7/29/24	Overgrown drive and unsightly exterior paint maintenance
Zoning Violation	1647 Morningstar	7/29/24	Fence & Shed– no permits & does not comply with material requirement
Maintenance Violation	1633 Pierpoint	7/29/24	Trash and construction debris on side of shed
Zoning Violation	2406 Creek Point	Final Notice Org 4/27/24	Shed – no permit & does not meet side yard setback

Total Open Cases:

6

Filed Cases

Case Type	Address	Date Filed	Notes

Total Cases filed with the Village Solicitor this Year: 0

Closed Cases

Case Type	Address	Date Closed	Notes
Maintenance Violation	350 Rome Terrace	12/27	Complied
Maintenance Violation	940 Long Shadow	12/27	Complied
Maintenance Violation	327 Rome Terrace	1/30	Complied
Maintenance Violation	352 Rome Terrace	1/30	Complied
Zoning Violation	238 Rome Terrace	1/30	Complied
Maintenance Violation	245 Rome Terrace	1/30	Complied
Zoning Violation	740 Lark Court	1/30	Complied
Zoning Violation	2122 Morningstar	12/1/23	Complied
Maintenance Violation	2190 Deer Run	3/28/24	Complied
Grass Violation	1546 Lake Crest	5/20/24	Complied Closed 5/29
Grass Violation	1640 Sugar Creek	5/20/24	Complied Closed 5/29
Grass Violation	1498 Morning Star	5/23/24	Complied Closed 5/29
Grass Violation	1012 Evening Star D5r	5/15/24	Cut by Flemming 5/28/24
Grass Violation	2267 Morning Star	5/20/24	Complied Closed 5/29
Maintenance Violation	2111/10/09 N. Park	4/27/24	Complied Closed 5/29
Grass Violation	1481 Belvista Crt	5/20/24	Complied Closed 5/29
Maintenance Violation	2169 Morning Star	4/27/24	Complied Closed 5/29
Maintenance Violation	480 Owl Point	4/27/24	Complied Closed 5/29
Maintenance Violation	334 Rome Terrace	4/27/24	Complied Closed 5/29
Maintenance Violation	340 Rome Terrace	4/27/24	Complied Closed 5/29
Maintenance Violation	338 Rome Terrace	4/27/24	Complied Closed 5/29
Maintenance Violation	362 Rome Terrace	4/27/24	Complied Closed 5/29
Maintenance Violation	492 Peacock Lane	4/27/24	Complied Closed 5/29
Maintenance Violation	501 Peacock Lane	4/27/24	Complied Closed 5/29
Grass Violation	1498 Morning Star	5/23/24	Complied Closed 5/29
Maintenance Violation	592 Thrush	4/27/24	Complied Closed 5/29
Maintenance Violation	612 Oriole Dr	4/27/24	Complied Closed 5/29
Maintenance Violation	642 Wren Circle	4/27/24	Complied Closed 5/29
Maintenance Violation	820 Western Star Court	5/6/24	Complied Closed 5/29
Maintenance Violation	822 Western Star	4/27/24	Complied Closed 5/29
Zoning & Mnt. Violation	927 Long Shadow Ln	5/6/24	Complied Closed 5/29
Zoning Violation	969 Long Shadow	4/27/24	Complied Closed 5/29
Grass Violation	2037 Flame Lake	5/25/24	Complied Closed 5/29
Zoning Violation	2122 Morning Star	5/6/24	Complied Closed 5/29
Grass Violation	1477 Belvista Crt	5/20/24	Complied Closed 5/29

Grass Violation	2515 Hayford Rd.	5/20/24	Sent to Fleming
Grass Violation	2137 Flame Lake	5/25/24	Sent to Fleming
Grass Violation	1947 Morning Star Dr	5/25/24	Sent to Fleming
Grass Violation	216 Kingsville Way	5/29/24	Sent to Fleming
Zoning & Mnt. Violation	846 Western Star Court	5/6/24	Compliance Closed 6/12/24
Maintenance Violation	478 Owl Point	4/27/24	Compliance Closed 6/12/24
Zoning Violation	2423 Plum Creek	4/27/24	Compliance Closed 7/10/24
Maintenance Violation	534 Rome Rock Creek	4/27/24	Compliance Closed 7/10/24
Maintenance Violation	610 Oriole	4/27/24	Compliance Closed 7/10/24
Maintenance Violation	1872 Morning Star	4/27/24	Compliance Closed 7/10/24
Maintenance Violation	2558 Peninsula Place	4/27/24	Compliance Closed 7/10/24
Maintenance Violation	2406 Creek Point	4/27/24	Compliance Closed 7/10/24
Maintenance Violation	2398 Plum Creek	4/29/24	Compliance Closed 7/10/24

Total Closed Cases this Month: 7

Zoning Permits

Permit Type	Number Issued	Total Permit Fee
Residential New Construction	6	\$4,500.00
Residential Additions	9	\$3,150.00
Commercial New Construction		
Commercial Additions		
Fence	12	\$ 1,200.00
Shed, Carport, Pavilion, or Gazebo	9	\$ 1,700.00
Detached Garage	6	\$ 2,100.00
Deck, Porch, Wheelchair Ramp	13	\$2,050.00
Swimming Pools (above-ground/hot tubs)		
Swimming Pools (in-ground)		
Home Occupation		
Signage		
Seawalls / Riprap		
Floating Docks, Fixed Docks, Dock Fingers	13	\$ 1,300.00
Lot Clearing	4	\$ 400.00
Driveway Installation	11	\$ 550.00
Contractor Registrations	131	\$15,010.00
BZA Meeting Applications	5	\$ 1,250.00
TOTAL ISSUED THIS YEAR	219	\$33,210.00

Board of Zoning Appeals Cases

Case Number	Address	Approved/Denied	Meeting Date
BZA-2024-001	1504 Morningstar Dr	Approved	2/15/24
BZA-2024-002	1959 Calabria	Partial Approval	4/4/24
BZA-2024-003	279 Morgan Terrace	Approved	4/4/24
BZA-2024-004	2424 Plum Creek	Approved	4/4/24
BZA-2024-005	2563 Dam Vue	Denied	4/4/24

Total Cases this Year: 5

NEW HOMES UNDER CONSTRUCTION

Builder	Property Address	Org Permit Date	
Soltese Builders	907 Rome Rock Creek	1/25/24	40% Complete
Tradesman Carpenter	171/172 Kingsville	1/24/03	80% Complete
Tradesman Carpenter	1504 Morningstar	6/19/23	50% Complete
Tradesman Carpenter	138 Roaming Way	8/2/23	30% Complete
JP Leyda	243 Rome Terrace	10/30/23	80% Complete
DeLong Custom Bldgs	574 Thrush Drive	11/1/23	80% Complete
Ellsworth Construction	2405 Creek Point	11/10/23	45% Complete
Boczar Construction	353 Rome Terrace	2/20/24	80% Complete
Henry Yoder	1328 Lake Vue	3/27/24	80% Complete
Doug McGilbra	243 Rome Terrace	4/12/24	0% Complete
Thomas Fish	1590 Soncere	7/3/24	0% Complete
Capp Homes	123 Roaming Way	7/29/24	0% Complete

New Homes Under Construction:

Total: 12

Village of Roaming Shores Finance Committee Minutes
May 7, 2024, 6:30pm
Village Hall

- Chair Sally Fell called the meeting to order at 6:30pm
- The following members were in attendance:
 - Kerri Philips
 - Ed Koziol
 - Sally Fell
 - Lukas Darling
- Old Business:
 - 1Q2024 Budget Update and Review – Fiscal Officer Kerri Philips reviewed budget numbers with the committee through Feb 2024. She is working on finishing UAN implementation which requires the upkeep of two payroll systems. UAN requires dual processing of some systems for a few months to complete accurate data migration. Full UAN implementation will be completed during Summer 2024. Until then, monthly reporting will be delayed. Budget numbers are on track so far.
 - UAN migration status – Migration is on track. FO Philips is getting more familiar with new report formats.
- New Business:
 - Grant status and better grant financial tracking will be committee objective for 2H2024
 - Utility funding – Sally Fell will share Utility funding priority requests developed during the budgeting process during next Finance meeting.
- Public Comments/Questions – None.
- Meeting was adjourned at 6:55pm.

**Village of Roaming Shores
Planning Commission Minutes**

July 10, 2024

Present: Rubosky, D'Amicone, Hodun, Holmes, Mayernick and Zoning Inspector Moraco. Visitors: None. Absent: Solicitor Newcomb.

The meeting was called to order by Chair Rubosky at 7:22 p.m.

Minutes: Minutes from the June meeting were reviewed. Approved as printed: Motion by Hodun; seconded by Mayernick.

Visitor comments: None

Report from Zoning Inspector: A verbal report was given: 126 registered contractors; 11 new homes; 2 outstanding administrative violations and 7 cleared.

Council Report: No report.

Old Business: The zoning inspector submitted a list of specific **construction applications** he would like to build, so that staff, contractors and property owners know exactly what is needed for each type of construction, such as docks, garages, sheds, etc. He would like to use the same format but plug in the zoning code directly related to the specific type. It was agreed that at the mayor's discretion, time will be set aside to begin drafting these. Drafts will be sent to members as soon as they are developed.

Dock Maintenance is a great concern as people are reporting docks and bulkheads falling into the lake. Mayernick will work with the solicitor to determine what jurisdictions and ordinances are in place. Ideally, this will go to the RRA in Maintenance.

New Business: The website is not very user friendly for the purposes of finding information about updated Zoning Code or how to know exactly what to do for a specific type of zoning issue.

Other Business: None

Parking Lot:

Storm water – Administrator *No update, this probably needs to go to Public Works Committee. See notes in Old Business.*

Map update – Administrator and County Auditor's office *No update*

Point System/Part-time code enforcement officer – Building and Maintenance Committee formed at the HOA

IT issues of committee members and updated info – *Remove – New website created. See Other Business above.*

Form updates – Being reviewed by Administrator and Staff *In the works*

Removing and placing Building Code contents in appropriate Ordinance locations or eliminated – Administrator is working on recommendations for Planning Commission's review and recommendation to Council. *Working on this. The contractors' fees will be in Part 7, along with all other fees.*

Appellate Board to be considered for replacing the BZA, referred to Solicitor

Next meeting will be *Wednesday August 7, 2024.*

Motion to adjourn by Mayernick, seconded by D'Amicone at 8:29p.m.

Respectfully submitted,
Holly Mayernick, Member/Secretary

ORDINANCE NO. _____

AN ORDINANCE MODIFYING UTILITY BILLING PROCEDURES BY CREATING A DISCRETIONARY WAIVER PROGRAM FOR THE VILLAGE OF ROAMING SHORES AND DECLARING AN EMERGENCY

WHEREAS, the Village council, via investigation and recommendation of the Special Committee on Utility Billing, that certain utility billings practices ~~and billing cycles~~ of the Village of Roaming Shores need amended and/or modified with a program/policy ~~created~~ to permit the ~~Village Administrator and/or Mayor~~ to waive certain utility payments due from residents ~~due to resident hardship, incorrect billing amounts and/or adjusted billing issue that may arise~~ within the Village.

WHEREAS, the Village council is fully committed to addressing the needs of its residents and to create fairness in its billing practices for said residents.

WHEREAS, the Village council that this Ordinance is an emergency to preserve the peace safety and welfare of Village residents and the safety of private property due to the staffing shortages within the Village police department.

NOW, THEREFORE, BE IT ORDAINED, by the Council of the Village of Roaming Shores, in the County of Ashtabula, State of Ohio, as follows:

SECTION 1. The Village council hereby creates a discretionary billing program wherein the Mayor and/or Village Administrator may make certain corrections to utility billings as follows:

1. A one-time waiver of utility late fees per account ~~in any twelve (12) month period over a five (5) year period~~;
2. Late fees shall only be applied to balances above the sum of \$5.00;
3. Utility shutoffs shall only occur to balances owed on any account above the sum of \$25.00;
4. Waivers of any utility payments or late fees shall be included in the quarterly report of the Village Administrator or part of the monthly report of the Mayor, whichever shall apply; and
5. Late fees, when applied properly ~~by the Village~~, shall be ~~a flat fee~~ in the sum of \$15.00 ~~as a flat fee per lot for each month overdue~~.
6. ~~The Village administration may provide batch processing of refunds and/or late fee reviews should it be necessary.~~
7. ~~The Village administration shall use the updated electronic billing system to reflect changes administered as part of this Ordinance and program.~~
8. The Village Administrator and/or Mayor may waive up to ~~\$500.00~~ \$100.00 of utility payments owed on any ~~one single~~ account should a special circumstance or issue arise. Otherwise, the homeowner would need to make application to the Village administration for council to vote upon any waivers above the sum of ~~\$500.00~~ \$100.00. Said waivers would be required to appear on the Village administrator report or Mayoral report described hereinabove.

SECTION 2. This Council determines that all other billing procedures, policies, fees and/or ordinances or resolutions not in conflict with the changes herein shall remain in full force and effect.

SECTION 3. This Council finds and determines that all formal actions of this Council concerning and relating to the adoption of this Ordinance were taken in an open meeting of this Council and that all deliberations of this Council and of any committees that resulted in those formal actions were in meetings open to the public in compliance with the law.

SECTION 4. This ordinance is deemed to be an emergency for the health, safety, and welfare of the residents of the Village and shall take effect immediately upon its passage.

ADOPTED by the Council of the Village of Roaming Shores, Ohio, this _____ day of _____, 2024.

Jennie D'Amicone
Mayor

ATTEST:

Kerri Philips
Clerk/Treasurer

APPROVED as to form and legality:

Christopher M. Newcomb
Solicitor

Clerk's Publication Statement:

I hereby certify that a summary of the foregoing ordinance was published twice by the Jefferson Gazette News on the following dates, _____ and _____.

Kerri Philips
Clerk/Treasurer

BILLS FOR REVIEW - AUGUST 06, 2024

1000-410-400	THE STAR-BEACON ADVERTISEMENT	\$ 139.09
1000-730-392	LINK COMPUTER CORP MONTHLY BILLING	\$ 165.60
1000-710-220	SUMMARCARE INC	\$ 120.72
2081-110-190	MEDICAL/DENTAL/VISION	\$ 11,440.87
2011-620-220		\$ 1,275.44
1000-410-252	DAVID MURACO MILEAGE 07/01-07/14	\$ 121.14
1000-730-392	INVOICE CLOUD ACH REJECT FEE	\$ 10.00
1000-730-410	HUNTINGTON BANK BUSINESS ONLINE SERVICE FEE	\$ 10.00
2011-620-400	JAMES DEWEY REIMBURSEMENT - FUEL & MILEAGE	\$ 85.18
2081-110-300	VISA 2024 MICROSOFT/EMAILS	\$ 240.00
2011-620-400	VISA DIESEL	\$ 162.73
2081-110-400	VISA VISTAPRINT - BUSINESS CARDS	\$ 74.58
1000-410-320	VISA CERTIFICATES OF MAILING	\$ 16.80
2081-110-400	VISA AMERIGLO	\$ 124.92
1000-730-410	COMPTECH CONFERENCE ROOM TRAINING SETUP	\$ 2,400.00
1000-730-392	FLEMING LAWN CARE MOWING - TALL GRASS	\$ 625.00
2011-620-400	GREENWORKS LAWN SOLUTIONS LLC VEGETATION CONTROL	\$ 300.00
1000-730-392	ILLUMINATING CO VILLAGE HALL	\$ 548.12

BILLS FOR REVIEW - AUGUST 06, 2024

1000-730-392	NORTHEAST OHIO NATURAL GAS VILLAGE HALL	\$ 131.70
2081-110-300	WELLS FARGO COPIER	\$ 215.51
1000-730-392	ANDOVER BANK REMOTE CAPTURE	\$ 4.00
1000-730-410	AMAZON COPY PAPER	\$ 89.98
1000-725-400	AMAZON STAMPS	\$ 20.98
1000-730-410	AMAZON OFFICE SUPPLIES	\$ 29.69
1000-730-392	VISA PRIME MEMBERSHIP	\$ 27.80
2011-620-400	VISA LOWES - PRESSURE WASHER	\$ 193.33
1000-730-392	VISA	\$ 129.25
2011-620-400	LABOR LAW POSTERS	
1000-730-392	VISA	\$ 5.56
2011-620-400	INTUIT T-SHEETS	\$ 16.65
2011-620-400	BULL MOOSE AGGREGATES STONE MIXTURE	\$ 46.76
1000-710-220	PRINCIPAL LIFE INSURANCE	\$ 9.74
2011-620-220	LIFE INSURANCE	\$ 58.43
1000-730-392	WELLS FARGO COPIER	\$ 77.89
1000-730-392	DEBBRA MAJIKAS VILLAGE HALL	\$ 168.00
4901-800-500	CT CONSULTANTS TASK ORDER #2	\$ 5,000.00
1000-410-252	DAVID MURACO MILEAGE 07/15-07/28	\$ 169.11

ORDINANCE NO. 934-08-2024

AN ORDINANCE TO ADOPT A TAX BUDGET FOR THE YEAR 2025 (ATTACHED HERETO AND MARKED EXHIBIT “A”), AND DECLARING AN EMERGENCY.

WHEREAS, a tax budget has been prepared for the year 2025 and placed on file in the Office of the Village Clerk-Treasurer of the Village of Roaming Shores and

BE IT ORDAINED, by the Council for the Village of Roaming Shores:

SECTION 1. That the Tax Budget for the year 2025, now on file in the Office of the Village Clerk-Treasurer is adopted and confirmed. (Attached hereto and marked Exhibit “A”).

SECTION 2. That it is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this ordinance were adopted in an open meeting of this Council and that all deliberations of this Council or any of its committees that resulted in such formal actions were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

SECTION 3. That pursuant to Ohio Revised Code Section 731.30, this ordinance is an appropriation ordinance and takes effect immediately upon passage.

Passed this _____ day of _____, 2024.

Mayor Jennie D’Amicone

ATTEST:

Kerri Philips, Clerk Treasurer

Cristopher Newcomb, Solicitor

I hereby certify that a summary of the foregoing ordinance was published twice in the Ashtabula Gazette on the following dates, _____ and _____

Village Clerk/Treasurer

ORDINANCE 934-08-2024
VILLAGE OF ROAMING SHORES
ASHTABULA COUNTY, OHIO
2025

EXHIBIT A

This Budget must be adopted by the Council or other legislative body on or before July 15th, and two copies must be submitted to the County Auditor on or before July 20th. Failure to comply with SEC 5705.28 RC shall result in loss of local government fund allocation.

To the AUDITOR of Ashtabula County:

The following budget year beginning January 1, 2025, has been adopted by Council and is herewith submitted for consideration of the County Budget Commission.

Signed
Title

Clerk-Treasurer

SCHEDULE A

Summary of Amounts Required from General Property Tax Approved by the Budget Commission,
and County Auditor's Estimated Rates

For Municipal Use		Budget Commission Use		For County Auditor Use	
FUND	Budget Year Amount Requested of Budget Commission Inside/Outside	Budget Year Amount Approved By Budget Commission Inside 10 Mill Limitation	Budget Year Amount to be Derived From Levies Outside 10 Mill Limitation	County Auditor's Estimate of Tax Rate to be Levied	
				Inside 10 Mill Budget year	Outside 10 Mill Budget Year
	COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5
GOVERNMENTAL FUNDS	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX
GENERAL FUND	\$252,800				
PROPRIETARY FUNDS					
LEVY (POLICE)	\$550,000				
TOTAL ALL FUNDS	\$802,800				

FUND NAME : GENERAL FUND

FUND TYPE/CLASSIFICATION : GOVERNMENTAL - GENERAL

EXHIBIT I

DESCRIPTION	For 2022 Actual	For 2023 Actual	Current 2024 Estimate	Budget Year 2025 Estimate
Local Taxes				
General Property Tax	\$ 169,580	\$ 174,756	\$ 252,786	\$ 252,786
Tangible Personal Property				
Municipal Income Tax				
Other (Homestead Rllbck)	\$ 21,052	\$ 21,596	\$ 22,000	\$ 23,000
Total Local Taxes	\$ 190,632	\$ 196,352	\$ 274,786	\$ 275,786
Intergovernmental Revenues				
State Shared Taxes & Permits				
Local Government				
Estate Tax		\$ 14	\$ -	
Cigarette Tax		\$ 7	\$ 5	
License Tax				
Liquour & Beer Permits	\$ 220	\$ 1,215	\$ 1,800	\$ 1,800
Gasoline Tax				
Library/Local Gov't Support	\$ 12,485	\$ 12,910	\$ 5,000	\$ 5,000
Property Tax Allocation				
Other State Shared Taxes				
Total State Shared Taxes	\$ 12,705	\$ 14,147	\$ 6,800	\$ 6,800
Charges for Services				
Fines, Licensing & Permits	\$ 10,506	\$ 16,109	\$ 18,000	\$ 20,000
Miscellaneous	\$ 30,436	\$ 86,431	\$ 30,000	\$ 30,000
Other Financing Sources:				
Proceeds from Sale of Debt	\$ 5,193	\$ -		
Transfers				
Advances				
Other Sources				
Total Charges for Services	\$ 46,136	\$ 102,540	\$ 48,000	\$ 50,000
TOTAL REVENUE	\$ 249,472	\$ 313,038	\$ 329,586	\$ 332,586

FUND NAME : GENERAL FUND**FUND TYPE/CLASSIFICATION : GOVERNMENTAL - GENERAL**

DESCRIPTION	For 2022 Actual	For 2023 Actual	Current 2024 Estimate	Budget Year 2025 Estimate
EXPENDITURES				
Security of Persons & Property				
Salary/Benefits				
Travel Transportation				
Contractual Services				
Supplies & Materials				
Capital Outlay				
TOTAL				
Public Health Services				
Salary/Benefits				
Travel Transportation				
Contractual Services	\$ 37,584	\$ 37,432	\$ 38,000	\$ 38,000
Supplies & Materials				
Capital Outlay				
TOTAL	\$ 37,584	\$ 37,432	\$ 38,000	\$ 38,000
Leisure Time Activities				
Salary/Benefits				
Travel Transportation				
Contractual Services				
Supplies & Materials				
Capital Outlay				
TOTAL				
Community Environment/Zoning				
Salary/Benefits	\$ 8,208	\$ 22,498	\$ 20,000	\$ 20,000
Travel Transportation		\$ 4,847	\$ 4,000	\$ 4,000
Contractual Services				
Supplies & Materials		\$ -	\$ 8,625	\$ 8,800
Capital Outlay				
TOTAL	\$ 8,208	\$ 27,344	\$ 32,625	\$ 32,800
Basic Utility Services				
Personal Services				
Travel Transportation				
Contractual Services				
Capital Outlay				

TOTAL			
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FUND NAME : GENERAL FUND

FUND TYPE/CLASSIFICATION : GOVERNMENTAL - GENERAL

DESCRIPTION	For 2022 Actual	For 2023 Actual	Current 2024 Estimate	Budget Year 2025 Estimate
Transportation				
Salary/Benefits				
Contractual Services				
Supplies & Materials				
Capital Outlay				
TOTAL				
General Government				
Salary/Benefits	\$ 36,884	\$ 37,479	\$ 73,060	\$ 37,000
Travel Transportation	\$ 500	\$ 44	\$ 500	\$ 500
Contractual Services	\$ 24,788	\$ 20,601	\$ 5,000	\$ 31,000
Supplies & Materials	\$ 11,507	\$ 9,840	\$ 10,300	\$ 17,000
Dam Maintenance	\$ 4,651	\$ 1,080		\$ 25,000
Capital Outlay				
TOTAL	\$ 78,331	\$ 69,044	\$ 88,860	\$ 110,500
Debt Service	\$ 49,704	\$ 48,596	\$ 51,000	\$ 51,000
Redemption of Principal				
Interest				
Other Debt Service	\$ 11,811	\$ 11,810	\$ 11,810	\$ 11,810
TOTAL	\$ 61,514	\$ 60,406	\$ 62,810	\$ 62,810
Other Uses of Funds				
Lands & Buildings	\$ 43,311	\$ 50,481	\$ 40,000	\$ 45,000
Transfers		25000	58000	
Advances				
Contingencies	\$ -	\$ -	\$ 5,000	\$ 5,000
TOTAL	\$ 43,311	\$ 75,481	\$ 103,000	\$ 50,000
TOTAL EXPENDITURES	\$ 228,947	\$ 269,708	\$ 325,295	\$ 294,110
Revenues over/(under) Expenditures	\$ 20,525	\$ 43,330	\$ 4,291	\$ 38,476
Beginning Unencumbered Balance	\$ 82,735	\$ 103,260	\$ 146,590	\$ 150,881
Ending Cash Balance	\$ 103,260	\$ 146,590	\$ 150,881	\$ 189,357
Est. Encumbrances				
Est. Ending Unencumbered Balance	\$ 95,966	\$ 38,164	\$ 30,000	\$ 30,000

FUND NAME : SCM&R FUND

FUND TYPE/CLASSIFICATION : GOVERNMENTAL - SCM&R

EXHIBIT II

DESCRIPTION	For 2022 Actual	For 2023 Actual	Current 2024 Estimate	Budget Year 2025 Estimate
Local Taxes				
Permissive Tax	\$ 28,088	\$ 27,021	\$ 28,000	\$ 28,000
License Fees	\$ 13,833	\$ 13,484	\$ 14,000	\$ 15,000
Gasoline Tax	\$116,876	\$126,362	\$ 120,000	\$ 125,000
OPWC Grant/Loan	\$ 9,150	\$ 44,895	\$ -	
Interest	\$ 5,462	\$ 17,536	\$ 17,000	\$ 15,000
Donations	\$ 52	\$ 661	\$ 500	\$ 500
Advance from Gen	\$ -			
Misc	\$ 1,322	\$ 1,912	\$ 2,000	\$ 2,000
Total Local Taxes	174,783	231,871	181,500	185,500

FUND NAME : POLICE LEVY

FUND TYPE/CLASSIFICATION : POLICE LEVY

EXHIBIT III

DESCRIPTION	For 2022 Actual	For 2023 Actual	Current 2024 Estimate	Budget Year 2025 Estimate
REVENUE				
3 & 4 MILL Levy	428,962	\$ 443,182	\$ 550,000	\$ 550,000
State Reimbursement	22710.73	\$ 23,024	\$ 23,000	\$ 23,000
misc	17,192	\$ 20,644	\$ 15,600	\$ 18,000
Cruiser loan		\$ -		
TOTAL REVENUE	468,864	\$ 486,849	\$ 588,600	\$ 591,000
EXPENDITURES				
Security of Persons & Property				
Personal Services	366,244	\$ 465,563	\$ 497,567	\$ 500,000
Travel Transportation	14,144	\$ 12,221	\$ 24,750	\$ 24,000
Contractual Services	31,457	\$ 23,726	\$ 29,859	\$ 30,000
Supplies & Materials	23,434	\$ 13,925	\$ 52,000	\$ 50,000
Capital Outlay	-	\$ -	\$ 110,792	\$ -
TOTAL	435,278	\$ 515,434	\$ 714,968	\$ 604,000
TOTAL EXPENDITURES	\$ 435,278	\$ 515,434	\$ 714,968	\$ 604,000
Revenues over/(under) Expenditures	\$ 33,586	\$ (28,585)	\$ (126,368)	\$ (13,000)
Beginning Unencumbered Balance	191,981	\$ 239,567	\$ 210,982	\$ 84,614
Ending Cash Balance	\$ 239,567	\$ 210,982	\$ 84,614	\$ 71,614
Estimated Encumbrances				
Est. Ending Unencumbered Balance	93,652	92,425	84,614	71,614

FUND TYPE/CLASSIFICATION: WATER/SEWER**EXHIBIT IV**

FUND	Estimated Unencumbered 1/1/2025	Budget Year Estimated Receipt	Total Available For Expenditures	Budget Year Expenditures & Encumbrances			Estimated Unencumbered Balance 12/31/25
				Personal Services	Other	Total	
PROPRIETARY							
ENTERPRISE FUNDS							
Water Revenue	\$ 140,000	\$ 535,000	\$ 675,000	\$ 223,560	\$ 450,000	\$ 673,560	\$ 1,440
Sewer Revenue	\$ 80,000	\$ 900,000	\$ 980,000	\$ 223,560	\$ 676,100	\$ 899,660	\$ 80,340
Water Infrastructure	\$ 191,000	\$ 180,000	\$ 371,000	\$ -	\$ -	\$ -	\$ 371,000
Water Debt Service	\$ -	\$ 7,563	\$ 7,563		\$ 7,563	\$ 7,563	\$ -
Sewer Debt Service	\$ -	\$ 45,947	\$ 45,947		\$ 45,947	\$ 45,947	\$ 0
Water Reserves	\$ 75,000	\$ 5,088	\$ 80,088		\$ 15,000	\$ 15,000	\$ 65,088
Sewer Reserves	\$ 285,000	\$ 34,176	\$ 319,176		\$ 15,000	\$ 15,000	\$ 304,176
TOTAL	\$ 771,000	\$ 1,172,774	\$ 2,478,774		\$ 1,209,610	\$ 1,656,730	\$ 822,044

ORDINANCE NO. 935-08-2024

AN ORDINANCE MODIFYING UTILITY BILLING PROCEDURES BY CREATING A DISCRETIONARY WAIVER PROGRAM FOR THE VILLAGE OF ROAMING SHORES AND DECLARING AN EMERGENCY

WHEREAS, the Village council, via investigation and recommendation of the Special Committee on Utility Billing, that certain utility billings practices ~~and billing cycles~~ of the Village of Roaming Shores need amended and/or modified with a program/policy ~~created~~ to permit the ~~Village Administrator and/or Mayor~~ to waive certain utility payments due from residents ~~due to resident hardship, incorrect billing amounts and/or adjusted billing issue that may arise~~ within the Village.

WHEREAS, the Village council is fully committed to addressing the needs of its residents and to create fairness in its billing practices for said residents.

WHEREAS, the Village council that this Ordinance is an emergency to preserve the peace safety and welfare of Village residents and the safety of private property due to the staffing shortages within the Village police department.

NOW, THEREFORE, BE IT ORDAINED, by the Council of the Village of Roaming Shores, in the County of Ashtabula, State of Ohio, as follows:

SECTION 1. The Village council hereby creates a discretionary billing program wherein the Mayor and/or Village Administrator may make certain corrections to utility billings as follows:

1. A one-time waiver of utility late fees per account ~~in any twelve (12) month period over a five (5) year period~~;
2. Late fees shall only be applied to balances above the sum of \$5.00;
3. Utility shutoffs shall only occur to balances owed on any account above the sum of \$25.00;
4. Waivers of any utility payments or late fees shall be included in the quarterly report of the Village Administrator or part of the monthly report of the Mayor, whichever shall apply; and
5. Late fees, when applied properly ~~by the Village~~, shall be ~~a flat fee~~ in the sum of \$15.00 ~~as a flat fee per lot for each month overdue~~.
6. ~~The Village administration may provide batch processing of refunds and/or late fee reviews should it be necessary.~~
7. ~~The Village administration shall use the updated electronic billing system to reflect changes administered as part of this Ordinance and program.~~
8. The Village Administrator and/or Mayor may waive up to ~~\$500.00~~ \$100.00 of utility payments owed on any ~~one single~~ account should a special circumstance or issue arise. Otherwise, the homeowner would need to make application to the Village administration for council to vote upon any waivers above the sum of ~~\$500.00~~ \$100.00. Said waivers would be required to appear on the Village administrator report or Mayoral report described hereinabove.

SECTION 2. This Council determines that all other billing procedures, policies, fees and/or ordinances or resolutions not in conflict with the changes herein shall remain in full force and effect.

SECTION 3. This Council finds and determines that all formal actions of this Council concerning and relating to the adoption of this Ordinance were taken in an open meeting of this Council and that all deliberations of this Council and of any committees that resulted in those formal actions were in meetings open to the public in compliance with the law.

SECTION 4. This ordinance is deemed to be an emergency for the health, safety, and welfare of the residents of the Village and shall take effect immediately upon its passage.

ADOPTED by the Council of the Village of Roaming Shores, Ohio, this _____ day of _____, 2024.

Jennie D'Amicone
Mayor

ATTEST:

Kerri Philips
Clerk/Treasurer

APPROVED as to form and legality:

Christopher M. Newcomb
Solicitor

Clerk's Publication Statement:

I hereby certify that a summary of the foregoing ordinance was published twice by the Jefferson Gazette News on the following dates, _____ and _____.

Kerri Philips
Clerk/Treasurer

ORDINANCE NO. 936-08-2024

AN ORDINANCE APPROVING THE MAYOR'S APPOINTMENT AND RECOMMENDATION OF MARK REED, II AS FULL-TIME VILLAGE ADMINISTRATOR FOR THE VILLAGE OF ROAMING SHORES AND AUTHORIZING THE MAYOR TO EXECUTE AN EMPLOYMENT AGREEMENT FOR THE SAME AS ATTACHED HERETO AND INCORPORATED HEREIN AND DECLARING AN EMERGENCY

WHEREAS, upon the Mayor's appointment and recommendation, the Village Council hereby suggests approval of her appointment of **MARK REED, II** as the full-time Administrator of the Village of Roaming Shores, and the Village Council hereby has determined to authorize the Mayor to execute an Employment Agreement regarding the same, said agreement attached hereto as Exhibit A and fully incorporated herein.

WHEREAS, the appointment of Village Administrator and the incorporated contract herein known as Exhibit A are being considered and duly authorized by Ohio Revised Code Section 735.271.

WHEREAS, the Village Council has determined that this ordinance be deemed an emergency for peace, safety and welfare of Village residents and to allow the Village Administrator to begin employment duties immediately.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF ROAMING SHORES, ASHTABULA COUNTY, OHIO AS FOLLOWS:

SECTION 1. That the Village Council hereby approves the Mayor's appointment and recommendation of **Mark Reed, II** as the full-time Village Administrator, effective August 1, 2024 as authorized by Ohio Revised Code Section 735.271.

SECTION 2. That the Village Council hereby authorizes the Mayor to execute the Employment Agreement with said Village Administrator, said agreement attached hereto as Exhibit A and fully incorporated herein.

SECTION 3. That it is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this ordinance were adopted in an open meeting of this Council and that all deliberations of this Council or any of its committees that resulted in such formal actions were in meetings open to the public in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

SECTION 4. This ordinance is deemed to be an emergency measure for the health, safety and welfare of the Village and its residents and for the reason that the Village requires day-to-day management of the Village immediately.

ADOPTED BY THE VILLAGE COUNCIL OF ROAMING SHORES ON
_____ day of _____, 2024.

Jennie D'Amicone, Mayor

ATTEST:

Kerri Philips
Clerk/Treasurer

APPROVED as to form and legality:

Christopher M. Newcomb, Esq.
Solicitor

Clerk's Publication Statement:

I hereby certify that a summary of the foregoing ordinance was published twice by the
Jefferson Gazette News on the following dates, _____ and
_____.

Kerri Philips
Clerk/Treasurer

Exhibit A

Village Administrator Agreement

This Agreement, made and entered into this _____ day of _____, _____ by and between the **VILLAGE OF ROAMING SHORES**, a municipal corporation c/o Mayor by Jennie D'Amicone,, having a principal place of business located at 2500 Hayford Road, Roaming Shores, , Ashtabula County, Ohio (hereinafter "Employer") and **MARK REED, II.** (hereinafter "Employee"), having an address of _____ Rock, Creek, Ohio 44084, said terms and conditions agreed as follows:

SECTION 1. TERM

This agreement shall remain in full force and effect commencing August 1, 2024 until terminated by the Employer pursuant to Ohio Revised Code Section 735.271 or Employee as provided in Sections 9, 10 or 11 of this Agreement hereinafter described.

SECTION 2. DUTIES. AUTHORITY. HOURS OF WORK.

- A. Employee shall perform all functions and duties specified under Ohio Revised Code Section 735.217 and/or those duties imposed by the ordinances or resolutions of the Village of Roaming Shores as determined and passed by the Village Council and to perform other legally permissible and proper duties and functions as the Mayor may direct. Employee shall comply with all lawful governing body directives, state and federal law, Employer policies, rules and ordinances as they exist or may hereafter be amended.
- B. Specifically, it shall be the duty of the Employee to employ on behalf of the Employer all other employees of the organization consistent with the Ohio Revised Code and the ordinances and resolutions of the Employer, and upon approval and consideration of the Mayor.
- C. Employee shall direct, assign, reassign and evaluate all of the employees of the Employer consistent with policies, ordinances, resolutions, state and federal law.
- D. Employee shall organize, reorganize, and arrange the staff of the Employer and to develop and establish internal regulations, rules and procedures which the Employee deems necessary for the efficient and effective operation of the Employer consistent with the Ohio Revised Code, lawful directives, policies, ordinances, state and federal law, and upon review and consideration of the Mayor.
- E. Employee shall perform the duties imposed herein with reasonable care, diligence, skill, and expertise, and shall handle matters with the public in a professional and timely manner via the direction of the Mayor and Village Council, should it be necessary.

- F. Employee shall not be reassigned from the position of Village Administrator to another position without the Employee's express written consent and approval and recommendation of the Mayor.
- G. The Mayor and governing body, individually and collectively, shall refer in a timely manner all substantive criticisms, complaints and suggestions called to their attention to the Employee for study and/or appropriate action or recommendation.
- H. Employee shall work a minimum of forty (40) hours per week, which may be adjusted by the Mayor to the extent that the Employee works outside the Employer's normal office hours. It is recognized that the Employee may be required to work additional hours outside the normal office hours on behalf of Employer and that such additional hours do not result in additional pay or comp time as the Employee is a salaried employee for Employer. The schedule shall be appropriate to the needs of the Employer and shall allow the Employee to faithfully perform the assigned duties and responsibilities of the position.
- I. Employer shall bear the full cost of any fidelity or other bonds required of the Employee under any law or ordinance.
- J. Residence. The Employee shall, within sixty (60) days of starting the position, establish and maintain his residence within thirty (30) miles of the Village of Roaming Shores. The Mayor may grant an extension of the timeframe or distance at any time.

SECTION 3. COMPENSATION

- A. Base Salary: Employer agrees to pay Employee an annual base salary of SIXTY-FIVE THOUSAND AND 00/100 DOLLARS (\$65,000.00) payable in installments at the same time that the other management employees of the Employer are compensated.
- B. Annual Consideration. Annually, but no later than August 1 of each year, the Mayor and Village Council shall review Employee's performance and consider additional compensation should it be feasible, necessary or earned . Said evaluations shall be done in writing to be performed by the Mayor and /or her designee(s) or committee assignments.

SECTION 4. HEALTH, DISABILITY AND LIFE INSURANCE BENEFITS

- A. Employer agrees to provide and to pay Eighty-five percent (85%) of the premiums for health, hospitalization, surgical, vision, dental and comprehensive medical insurance for the Employee and his dependents, at minimum, equal to that which is provided to all other employees of the municipality. In the event no such plan exists, Employer agrees to provide coverage for the Employee and dependents in an amount mutually agreed upon by Employer and Employee via separate instrument (i.e., ordinance or resolution) or by modification of this Agreement.

- B. Employer shall pay the amount of premium due for term life insurance in the amount granted to other employees of Employer and the Employee shall name the beneficiary of the life insurance policy per Employee's discretion.

SECTION 5. VACATION AND SICK TIME/HOLIDAYS

- A. The Employee shall accrue one hundred and twenty (120) hours of vacation each year, after an initial three (3) month period of employment. Unused vacation time shall not carry over into the following year. Sick leave shall be accrued on an annual basis, at the rate established by the Ohio Revised Code and Village personnel code.
- B. Employee shall be entitled to paid holidays as determined by federal, state and local authorities.

SECTION 6. AUTOMOBILE

- A. Employer shall reimburse the Employee for mileage on the Employee's personal vehicle at the federal rate for businesses, as determined by the Internal Revenue Service and amended from time to time. The Employee shall complete a mileage reimbursement claim form provided by the Employer on a quarterly basis. Should Employee fail to submit the same timely, such mileage reimbursements are waived.

SECTION 7. RETIREMENT

- A. The Employer agrees to enroll the Employee into the Ohio PERS retirement system and shall contribute the Employer rate as provided by law and per the personnel manual of the Employee in line with all other employees of Employer. The employee shall contribute the balance of the required payment regarding the same.

SECTION 8. GENERAL BUSINESS EXPENSES

- A. Professional Memberships. Employer agrees to budget and pay for professional dues, including but not limited to the Ohio Municipal League and Ohio City/County Management Association, and subscriptions of the Employee reasonably necessary for continuation and full participation in national, regional, state, and local associations, and organizations reasonably necessary and desirable for the Employee's continued professional participation, growth, and advancement, and for the good of the Employer.
- B. Conference and Continuing Education. Employer agrees to budget and pay for reasonable travel and subsistence expenses of Employee for professional and official travel, meetings, and occasions to adequately continue the professional development of Employee, not exceeding the sum of Two Thousand and 00/100 Dollars (\$2,000.00) per fiscal year.
- C. Cell Phone. Recognizing the importance of constant communication and maximum productivity, the Employer shall provide the Employee, for business use only, a mobile phone required for the Employee to perform their duties and to maintain communication

with the Employer's staff and officials as well as other individuals or entities doing business with Employer.

SECTION 9. TERMINATION

A. For the purpose of this agreement, termination of Employee shall occur as follows:

- a. Termination by Council. Employee serves as an at-will employee of Employer at the discretion of the Mayor pursuant to Ohio Revised Code Section 735.271. Employee may be terminated upon recommendation of the Mayor, and after a majority vote of council. No notice requirement for such termination shall be required of the Mayor and/or Council.
- b. Termination by Change in Form of Government. If Employer, its citizens through proper referendum or petition or state legislature acts to amend any provisions of the form of government (i.e. create a charter municipality or the like) or if the ordinances or resolutions pertaining to the role, powers, duties, authority or responsibilities of the Employee's position substantially change by said form of government, Employee shall have the right to declare that such amendments constitute termination of employment.
- c. Reduction of Salary or Benefits. Employer may reduce the base salary, benefits or other compensation of Employee in accordance with changes to the personnel manual of Employer. Any reduction in same shall entitle Employee to consider the same as modification and/or termination of employment for purposes of the remaining provisions of this Agreement.
- d. Death. Death of Employee renders the employment and this Agreement as fully terminated. Employee's estate and/or beneficiaries shall receive compensation as outlined under the laws of the State of Ohio and pursuant to the personnel manual or employment handbook of Employer.

SECTION 10. RESIGNATION

A. In the event Employee voluntarily resigns the position with Employer, Employee shall provide a minimum of thirty (30) days written notice unless Employer and Employee agree otherwise.

SECTION 11. PERFORMANCE EVALUATION

A. Employer shall annually review the performance of the Employee on his anniversary date but no later than August 31 of any given fiscal year. Said evaluation, per the discretion of the Mayor, may be conducted by any designee or committee assignment of the Mayor, with the same being reported to Employer (i.e., Village Council) for review and comment.

B. The annual evaluation process, at minimum, shall include the opportunity for both parties to: (1) conduct an initial session/meeting where the Mayor and/or designee or committee

assignment of the Mayor first discuss goals and objectives of both the past twelve (12) month period and the upcoming twelve (12) month period; (2) following such initial session/meeting, a written evaluation of the past twelve (12) month period and a goals/objectives list for the upcoming twelve (12) month period shall be created; (3) said evaluation and goals/objectives are then forwarded to the governing body/village council for comment and review; and (4) a final summary of the full evaluation is provided by Employer to Employee.

- C. Evaluation of the Employee shall be conducted in executive session of the governing body and shall be considered confidential to the extent permitted by law. Nothing herein shall prohibit the Employer or Employee from sharing the content of the Employee's evaluation with their respective legal counsel.

SECTION 12. ETHICAL COMMITMENTS

- A. Employee will at all times uphold the tenets of all mandatory codes of ethics with the position under the laws of the State of Ohio, and the ordinances and resolutions of the employer, as well as any national/federal ethical standards. Specifically, Employee shall not endorse candidates, make financial contributions, sign or circulate petitions, or participate in fundraising activities for individuals seeking or holding elected office. in the jurisdiction, nor seek or accept any personal enrichment or profit derived from confidential information or misuse of public time.
- B. The Employer shall support the Employee in keeping these commitments by refraining from any order, direction or request that would require the Employee to violate any Code of Ethics. Specifically, neither the governing body nor any individual member thereof shall request Employee to endorse any candidate, make any financial contribution, sign or circulate any petition, or participate in any fundraising activity for individuals seeking or holding elected office, nor to handle any matter of personnel on a basis other than fairness, impartiality and merit.

SECTION 13. OUTSIDE ACTIVITIES. OTHER EMPLOYEMENT

- A. The employment provided for by this Agreement shall be the Employee's primary employment. Recognizing that certain outside consulting or teaching opportunities provide indirect benefits to the Employer and the community, the Employee may elect to accept limited teaching, consulting or other business opportunities with the understanding that such arrangements must neither constitute interference with the job responsibilities of the position or create other conflicts of interest with the responsibilities under this Agreement.
- B. Outside or other employment by Employee must have approval of the Mayor using the same consideration for potential conflicts of interest or performance of job duties of Employee as referenced hereinabove.

SECTION 14. INDEMNIFICATION

Except as provided under Federal, State or Local Law, and subject to the provisions of this section, Employer shall defend, save harmless and indemnify Employee against any obligation to pay money or perform or not perform action, including without limitation, any and all losses, damages, judgments, interests, settlements, penalties, fines, court costs and other reasonable costs and expenses of legal proceedings, including attorney fees, and any other liabilities arising from, related to, or connected with any civil matter, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Employee's duties as Village Administrator or resulting from the exercise of judgment or discretion in connection with the performance of program duties or responsibilities, unless the act or omission involved willful, wanton or reckless conduct, or general negligence by Employee. The Employer shall indemnify Employee against any and all losses, damages, judgments, interest, settlements, penalties, fines, court costs and other reasonable costs and expenses of legal proceedings, including attorney fees, and any other liabilities incurred by, imposed upon, or suffered by Employee in connection with or resulting from any claim, action, suit, or proceeding, actual or threatened, arising out of or in connection with the performance of Employee's duties.. The Employer shall have no duty to indemnify Employee for any damages arising from Employee's acts or omissions determined to be willful, reckless or malicious in nature, or for any general negligence associated with unofficial acts of Employee. Employer reserves the right to defend any such unofficial acts as counterclaims against Employee, rendering this indemnification clause moot. Employee recognizes that Employer shall have the right to compromise any action arising from the acts of omissions of the Employee.

SECTION 15. OTHER TERMS AND CONDITIONS OF EMPLOYMENT. GENERAL PROVISIONS

- A. The Employer, only upon agreement with Employee and recommendation of the Mayor, shall fix any such other terms and conditions of employment as it may determine from time-to-time, relating to the performance of the Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, the Ohio Revised Code, or local ordinances or any other law.
- B. Integration. This Agreement sets forth and establishes the entire understanding between the Employer and the Employee relating to the employment of the Employee by the Employer. Any prior discussions or representations by or between the Employer and Employee are merged into and rendered invalid by this agreement. The Employer and Employee by mutual written agreement may amend any provision of this agreement during the life of the agreement. Such amendments shall be incorporated and made a part of this agreement.
- C. Binding Effect. This Agreement shall be binding on the Employer and the Employee.
- D. Severability. The invalidity or partial invalidity of any portion of this Agreement will not affect the validity of any other provision. In the event that any provision of this Agreement is held to be invalid, the remaining provisions shall be deemed to be in full force and effect

as if both Employer and Employee have executed them subsequent to the expungement or judicial modification of the invalid provision.

- E. Precedence. In the event of any conflict between the terms, conditions and provisions of this Agreement and the provisions of Council's policies, or Employer's ordinance or Employer's rules and regulations, or any permissive state or federal law, then, unless otherwise prohibited by law, the terms of this Agreement shall take precedence over contrary provisions of Council's policies, or Employer's ordinances, or Employer's rules and regulations or any such permissive law during the term of this Agreement.

EXECUTED THIS _____ day of _____, 20____ and signed hereinafter as follows:

BY: _____
JENNIE D'AMICONE
Mayor
Village of Roaming Shores, Ohio
(Employer)

BY: _____
MARK REED, II
Village Administrator
Village of Roaming Shores, Ohio
(Employee)

