

Agenda
Village of Roaming Shores Council
August 20, 2024 – 7:00 PM

Call To Order

Pledge to the Flag

Roll Call

Minutes to the Previous Meetings: August 6 Council Meeting, August 16 Public Hearing,
August 16 Special Council Meeting

Visitor's Comments

Mayor's Report: *Jennie D'Amicone*

Treasurer's Report: *Kerri Philips*

Administrator's Report: *Mark Reed*

Police Chief's Report: *Chief Will Roskos*

Solicitor's Report: *Cris Newcomb*

Zoning Inspector's Report: *David Muraco*

Rome Rock Association Liaison Report: *Steven Kaufman*

Committee Reports

Finance Committee

Public Safety Committee

Public Works Committee

Human Resources Committee

Technology Committee

Planning Commission

Records Commission

SCAD

Special Committee on 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
- Speed Camera

New Business:

- NECO Maintenance Agreement

(Over)

- Staff Position Updates

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 Village 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

Ordinance 937-08-2024: AN ORDINANCE CREATING THE POSITION OF PART-TIME ZONING INSPECTOR FOR THE VILLAGE OF ROAMING SHORES INCORPORATING THE JOB DESCRIPTION AND POSITION DUTIES/RESPONSIBILITIES ATTACHED HERETO AS EXHIBIT A AND NOT DECLARING AN EMERGENCY (1st)

Any Other Topic of Discussion:

Bills for Review

Visitor’s Comments

Executive Session

Adjournment

Village of Roaming Shores Council Meeting
August 20, 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, and Holly Mayernick. Gary Meighen was absent. Also present were Clerk-Treasurer Kerri Philips, Administrator Mark Reed, and Solicitor Christopher Newcomb.

MEETING MINUTES: A motion to accept the meeting minutes from the July 16 Special Council Meeting and Council Meeting was made by Kaufman and was seconded by Mayernick. Roll Call: Cook – yes, Fell – yes, Kaufman – yes, Koziol – yes, Mayernick – yes, Meighen – absent. The motion passed.

VISITOR COMMENTS: Pat Long (1447) – Ms. Long's comments were regarding village voicemails being full and the odor at a new lift station.

Shelly Samsa (1327) – Ms. Samsa's comment was regarding the odor at a new lift station.

MAYOR'S REPORT: D'Amicone stated that the amended agenda could not be followed during the meeting due to the publishing not being early enough. The ordinances that were added cannot be read during this meeting.

ADMINISTRATORS REPORT: D'Amicone stated that the new administrator, Mark Reed, started on August 1. He is available for calls and emails from residents with any concerns.

SOLICITOR'S REPORT: Newcomb made a suggestion for the agenda going forward to have a line item to accept the agenda so some modifications could be made and added to the agenda after waiving the 24-hour notice provision. Philips stated that the tax budget would need to be passed tonight. Newcomb advised that 72 hours would need to be provided for the council and the public to review the ordinance. Since the agenda was published today, a special meeting could be scheduled for Friday, 08/09/24 at 4 pm to adopt the 2025 Tax Budget.

FINANCE COMMITTEE REPORT: Minutes from the previous meeting were provided to the council and the public.

PUBLIC SAFETY COMMITTEE: No report was provided.

PUBLIC WORKS COMMITTEE: The next meeting is 08/15/24 at 6:30 pm. At that meeting, they will announce the new meeting time (to be held during the business day), vote on a new chairperson, and look for recommendations for new committee members to replace those unable to meet during the business day.

HUMAN RESOURCES COMMITTEE: The committee just met this evening. There will be an update in the next meeting.

TECHNOLOGY COMMITTEE: No report was provided.

PLANNING COMMISSION: Minutes from the previous meeting were provided to the council and the public.

RECORDS COMMISSION: No report was provided.

SCAD: No report was provided

SPECIAL COMMITTEE ON EFFECTIVE SELF-GOVERNMENT: No report was provided. Fell asked what the status of the committee is since they have not met yet. D'Amicone stated that Cook and Koziol are on the committee, and a couple of residents need to be assigned to the committee. Reed will send a memo to the RRA to include in the eblast.

SPECIAL JOINT COMMITTEE ON STREETS: No report was provided.

SPECIAL COMMITTEE ON UTILITY BILLING LATE FEES: No report was provided.

OLD BUSINESS:

- Status Update for Water/Sewer Infrastructure Projects - There is no update at this time.
- Funding Sewer Infrastructure – There is a Public Hearing scheduled for 08/20/24 to discuss funding. Mayernick asked if any options have been discussed to present to the public. D'Amicone stated that Helms was tasked with putting a presentation together showing the needs of the sewer infrastructure and how much money would be needed for it. Fell suggested that D'Amicone, Kaufman, Fell, Philips, and Reed meet and put a plan together for the public hearing. Cook asked what engineering background is going to be involved with the options to provide to the public. D'Amicone suggested canceling the public hearing on 08/20/24 until additional information is obtained. Council agreed. While confirming upcoming meetings, Newcomb found that tax budgets require a public hearing, which needs a 10-day notice to the public. The public hearing for the tax budget was rescheduled for Friday, 08/16/24 at 8:30 am. A special council meeting to read the ordinance was scheduled for Friday, 08/16/24 at 8:45 am.
- Salary for Elected Officials – There is no update.
- Codification – Newcomb will send the Civic Plus quote to Reed to review with the other quotes that were received.
- Purchase Expense Authorization – There is no update.
- Sewer Infrastructure Levy – There is no update.

NEW BUSINESS:

- Speed Camera – Kaufman presented a slideshow with data for a speed camera. The data included information regarding safety concerns. Koziol believes a camera would just be a money grab. Mayernick stated that in an earlier conversation surrounded ways to obtain funds for the sewer infrastructure and this is a way for not our community, but passers-by to help us fund that, she asked what the real objection is. Koziol stated he would prefer a levy, a loan, or a grant for infrastructure projects. Obtaining a speed camera would require an ordinance and three readings. The community could then voice their concerns at the three meetings. A motion requesting the solicitor to create an ordinance adopting the speed camera program as outlined in the presentation by Mayernick and was

seconded by Kaufman. Roll Call: Cook – no, Fell – yes, Kaufman – yes, Koziol – no, Mayernick – yes, Meighen – absent. The motion PASSED.

BILLS FOR REVIEW OF PAYMENT: No discussion

TOPICS OF DISCUSSION: Fell provided a proposal to the council regarding the creation of a part-time zoning inspector position. The Human Resources Committee reviewed the proposal and voted in favor of taking it to the council. The proposal is to separate the Zoning Inspector position from the Administrator position. She also provided a position description.

Fell stated the Ashtabula County Commissioners will be in Roaming Shores on 08/16/24 at 1:30 pm at the Clubhouse.

Mayernick requested to move the Human Resources Committee from 5:00 pm to 6:00 pm on 08/20 since the public hearing was canceled.

Kaufman requested from Philips a discussion surrounding the fraud training email that she sent out. Philips stated that Chief Roskos sent an email within the last couple of weeks stating that all elected officials and public employees are required to complete the Fraud Reporting Training.

VISITOR COMMENTS: Rich Gainar (827) – Mr. Gainar commented on the Public Works Committee moving their meetings to during business hours. He also commented on the speed camera program.

Pat Long (1447) – Ms. Long commented on the speed camera program.

Jim Fell (2401) – Mr. Fell commented on the speed camera program. He also commented on a couple of the council members.

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

MAYOR

CLERK-TREASURER

Village of Roaming Shores Special Council Meeting
August 16, 2024 – 8:45 AM

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 Clerk-Treasurer Kerri Philips and Administrator Mark Reed.

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. A motion was made to waive the three-reading rule by Kaufman 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 ordinance was made by Meighen and was seconded by Koziol. Roll Call: Cook – yes, Fell – yes, Kaufman – yes, Koziol – yes, Mayernick – yes, Meighen – yes. ORDINANCE 934-08-2024 PASSED AS AN EMERGENCY.

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

MAYOR

CLERK-TREASURER

Village of Roaming Shores – Public Hearing
August 16, 2024 – 8:30 AM

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, Ed Koziol, Holly Mayernick, and Gary Meighen. Also present were Clerk-Treasurer Kerri Philips and Administrator Mark Reed.

Mayor D’Amicone advised that this meeting is a Public Hearing to discuss 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.

Clerk-Treasurer Philips reviewed the 2025 Tax Budget.

There were no public comments.

Steven Kaufman arrived at 8:35 AM.

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

MAYOR

CLERK-TREASURER

Fund Status

UAN v2024.1

As Of 4/30/2024

Fund Number	Fund Name	% of Total Pooled	Fund Balance	Investments (Non-Pooled)	Checking & Pooled Investments (Pooled)
1000	General	17.353%	\$378,830.75	\$0.00	\$378,830.75
2011	Street Construction, Maint. and Repair	16.292%	\$355,663.72	\$0.00	\$355,663.72
2041	Commemorative Gardens	0.009%	\$203.36	\$0.00	\$203.36
2061	State/CO Leaf Recycle	0.020%	\$440.86	\$0.00	\$440.86
2081	Police Levy	17.370%	\$379,210.51	\$0.00	\$379,210.51
2151	CARES Act	0.000%	\$0.21	\$0.00	\$0.21
2152	American Rescue Plan Act	0.012%	\$252.18	\$0.00	\$252.18
3101	General Obligation Bond Retirement	0.502%	\$10,969.98	\$0.00	\$10,969.98
3901	Village Hall Debt	0.259%	\$5,648.77	\$0.00	\$5,648.77
4901	Dam Repair, Maintenance, Capital Project	1.601%	\$34,961.60	\$0.00	\$34,961.60
4902	Lift Station Project	0.000%	\$4.11	\$0.00	\$4.11
5101	Water	13.404%	\$292,619.48	\$0.00	\$292,619.48
5201	Sewer	11.592%	\$253,069.46	\$0.00	\$253,069.46
5701	Water Infrastructure Improvement	3.283%	\$71,673.33	\$0.00	\$71,673.33
5721	Water Debt Service	1.301%	\$28,391.93	\$0.00	\$28,391.93
5722	Sewer Debt Service	1.533%	\$33,467.20	\$0.00	\$33,467.20
5761	Water Reserve	3.273%	\$71,461.94	\$0.00	\$71,461.94
5762	Sewer Reserve	12.079%	\$263,690.77	\$0.00	\$263,690.77
9101	Unclaimed Monies	0.117%	\$2,548.44	\$0.00	\$2,548.44
All Funds Total			\$2,183,108.60	\$0.00	\$2,183,108.60
Pooled Investments					\$28,526.53
Secondary Checking Accounts					\$632,817.56
Available Primary Checking Balance					\$1,521,764.51

Last reconciled to bank: 04/30/2024 – Total other adjusting factors: \$44,421.53

Revenue Status

UAN v2024.1

By Fund

As Of 4/30/2024

Fund: 1000 General

Account Code	Account Name	Final Budget	Revenue	Budget Balance	YTD % Received
1000-110-0000	General Property Tax - Real Estate	\$195,000.00	\$134,373.67	\$60,626.33	68.910%
1000-140-0000	Permissive Sales Tax	\$0.00	\$41.54	-\$41.54	0.000%
1000-211-0000	Local Government Distribution	\$12,700.00	\$3,563.87	\$9,136.13	28.062%
1000-222-0000	Cigarette Tax	\$0.00	\$0.00	\$0.00	0.000%
1000-224-0000	Liquor and Beer Permit Fees	\$1,800.00	\$1,065.40	\$734.60	59.189%
1000-231-0000	Property Tax Allocation	\$21,000.00	\$14,725.76	\$6,274.24	70.123%
1000-612-0000	Court Fines	\$50.00	\$0.00	\$50.00	0.000%
1000-623-0000	Zoning	\$15,000.00	\$28,460.00	-\$13,460.00	189.733%
1000-701-0000	Interest	\$52,000.00	\$18,359.67	\$33,640.33	35.307%
1000-820-0000	Contributions and Donations	\$700.00	\$7,000.00	-\$6,300.00	1000.000%
1000-891-0000	Other - Miscellaneous Operating	\$3,000.00	\$56,462.40	-\$53,462.40	1882.080%
1000-892-0000	Other - Miscellaneous Non-Operating	\$0.00	\$0.00	\$0.00	0.000%
1000-931-0000	Transfers - In	\$2,500.00	\$0.00	\$2,500.00	0.000%
1000-961-0000	Sale of Fixed Assets	\$0.00	\$0.00	\$0.00	0.000%
Fund 1000 Sub-Total:		\$303,750.00	\$264,052.31	\$39,697.69	86.931%

Revenue Status

UAN v2024.1

By Fund

As Of 4/30/2024

Fund: 2011 Street Construction, Maint. and Repair

Account Code	Account Name	Final Budget	Revenue	Budget Balance	YTD % Received
2011-140-0000	Permissive Sales Tax	\$28,000.00	\$8,461.63	\$19,538.37	30.220%
2011-225-0000	Gasoline Tax (State)	\$115,000.00	\$39,312.88	\$75,687.12	34.185%
2011-226-0000	License Tax - State Levied	\$14,000.00	\$4,296.74	\$9,703.26	30.691%
2011-412-0000	Federal - Unrestricted	\$161,000.00	\$0.00	\$161,000.00	0.000%
2011-422-0000	State - Restricted	\$0.00	\$9,149.00	-\$9,149.00	0.000%
2011-701-0000	Interest	\$17,000.00	\$10,241.94	\$6,758.06	60.247%
2011-820-0000	Contributions and Donations	\$0.00	\$0.00	\$0.00	0.000%
2011-891-0000	Other - Miscellaneous Operating	\$0.00	\$135.00	-\$135.00	0.000%
2011-924-0000	OPWC Loans Issued	\$0.00	\$0.00	\$0.00	0.000%
2011-931-0000	Transfers - In	\$700.00	\$0.00	\$700.00	0.000%
2011-941-0000	Advances - In	\$0.00	\$0.00	\$0.00	0.000%
Fund 2011 Sub-Total:		\$335,700.00	\$71,597.19	\$264,102.81	21.328%

Fund: 2081 Police Levy

Account Code	Account Name	Final Budget	Revenue	Budget Balance	YTD % Received
2081-110-0000	General Property Tax - Real Estate	\$550,000.00	\$310,405.68	\$239,594.32	56.437%
2081-231-0000	Property Tax Allocation	\$23,000.00	\$11,637.38	\$11,362.62	50.597%
2081-440-0000	Grants or Aid (Non-Federal and Non-State)	\$500.00	\$500.00	\$0.00	100.000%
2081-612-0000	Court Fines	\$0.00	\$0.00	\$0.00	0.000%
2081-891-0000	Other - Miscellaneous Operating	\$100.00	\$3,118.56	-\$3,018.56	3118.560%
2081-931-0000	Transfers - In	\$15,000.00	\$0.00	\$15,000.00	0.000%
Fund 2081 Sub-Total:		\$588,600.00	\$325,661.62	\$262,938.38	55.328%

Revenue Status

UAN v2024.1

By Fund

As Of 4/30/2024

Fund: 2151 CARES Act

Account Code	Account Name	Final Budget	Revenue	Budget Balance	YTD % Received
2151-411-0000	Federal - Restricted	\$0.00	\$0.00	\$0.00	0.000%
Fund 2151 Sub-Total:		\$0.00	\$0.00	\$0.00	0.000%

Fund: 2152 American Rescue Plan Act

Account Code	Account Name	Final Budget	Revenue	Budget Balance	YTD % Received
2152-411-0000	Federal - Restricted	\$0.00	\$0.00	\$0.00	0.000%
Fund 2152 Sub-Total:		\$0.00	\$0.00	\$0.00	0.000%

Fund: 3901 Village Hall Debt

Account Code	Account Name	Final Budget	Revenue	Budget Balance	YTD % Received
3901-931-0000	Transfers - In	\$48,693.00	\$0.00	\$48,693.00	0.000%
Fund 3901 Sub-Total:		\$48,693.00	\$0.00	\$48,693.00	0.000%

Fund: 4901 Dam Repair, Maintenance, Capital Project

Account Code	Account Name	Final Budget	Revenue	Budget Balance	YTD % Received
4901-841-0000	Capital Contributions	\$0.00	\$12,000.00	-\$12,000.00	0.000%
4901-931-0000	Transfers - In	\$25,000.00	\$0.00	\$25,000.00	0.000%
Fund 4901 Sub-Total:		\$25,000.00	\$12,000.00	\$13,000.00	48.000%

Revenue Status

UAN v2024.1

By Fund

As Of 4/30/2024

Fund: 4902 Lift Station Project

Account Code	Account Name	Final Budget	Revenue	Budget Balance	YTD % Received
4902-423-0000	State - Unrestricted	\$50,000.00	\$0.00	\$50,000.00	0.000%
4902-924-0000	OPWC Loans Issued	\$0.00	\$0.00	\$0.00	0.000%
4902-931-0000	Transfers - In	\$0.00	\$0.00	\$0.00	0.000%
Fund 4902 Sub-Total:		\$50,000.00	\$0.00	\$50,000.00	0.000%

Fund: 5101 Water

Account Code	Account Name	Final Budget	Revenue	Budget Balance	YTD % Received
5101-541-0000	Consumer Rent	\$485,000.00	\$154,904.56	\$330,095.44	31.939%
5101-542-0000	Tap Fees	\$3,500.00	\$300.00	\$3,200.00	8.571%
5101-549-0000	Other - Utilities	\$500.00	\$350.00	\$150.00	70.000%
5101-590-0000	Other - Charges for Services	\$4,000.00	\$5,415.39	-\$1,415.39	135.385%
5101-931-0000	Transfers - In	\$3,000.00	\$0.00	\$3,000.00	0.000%
5101-999-0000	Other - Other Financing Sources	\$0.00	\$0.00	\$0.00	0.000%
Fund 5101 Sub-Total:		\$496,000.00	\$160,969.95	\$335,030.05	32.454%

Fund: 5201 Sewer

Account Code	Account Name	Final Budget	Revenue	Budget Balance	YTD % Received
5201-542-0000	Tap Fees	\$847,250.00	\$226,134.25	\$621,115.75	26.690%
5201-549-0000	Other - Utilities	\$0.00	\$0.00	\$0.00	0.000%
5201-590-0000	Other - Charges for Services	\$1,000.00	\$1,211.14	-\$211.14	121.114%
5201-931-0000	Transfers - In	\$2,500.00	\$0.00	\$2,500.00	0.000%
5201-999-0000	Other - Other Financing Sources	\$0.00	\$0.00	\$0.00	0.000%
Fund 5201 Sub-Total:		\$850,750.00	\$227,345.39	\$623,404.61	26.723%

Revenue Status

UAN v2024.1

By Fund

As Of 4/30/2024

Fund: 5701 Water Infrastructure Improvement

Account Code	Account Name	Final Budget	Revenue	Budget Balance	YTD % Received
5701-549-0000	Other - Utilities	\$175,000.00	\$52,128.88	\$122,871.12	29.788%
Fund 5701 Sub-Total:		\$175,000.00	\$52,128.88	\$122,871.12	29.788%

Fund: 5721 Water Debt Service

Account Code	Account Name	Final Budget	Revenue	Budget Balance	YTD % Received
5721-931-0000	Transfers - In	\$50,000.00	\$22,570.77	\$27,429.23	45.142%
Fund 5721 Sub-Total:		\$50,000.00	\$22,570.77	\$27,429.23	45.142%

Fund: 5722 Sewer Debt Service

Account Code	Account Name	Final Budget	Revenue	Budget Balance	YTD % Received
5722-931-0000	Transfers - In	\$118,000.00	\$45,866.30	\$72,133.70	38.870%
Fund 5722 Sub-Total:		\$118,000.00	\$45,866.30	\$72,133.70	38.870%

Fund: 5761 Water Reserve

Account Code	Account Name	Final Budget	Revenue	Budget Balance	YTD % Received
5761-931-0000	Transfers - In	\$5,000.00	\$3,696.00	\$1,304.00	73.920%
Fund 5761 Sub-Total:		\$5,000.00	\$3,696.00	\$1,304.00	73.920%

Revenue Status

UAN v2024.1

By Fund

As Of 4/30/2024

Fund: 5762 Sewer Reserve

Account Code	Account Name	Final Budget	Revenue	Budget Balance	YTD % Received
5762-931-0000	Transfers - In	\$79,000.00	\$9,392.00	\$69,608.00	11.889%
Fund 5762 Sub-Total:		\$79,000.00	\$9,392.00	\$69,608.00	11.889%

Fund: 9101 Unclaimed Monies

Account Code	Account Name	Final Budget	Revenue	Budget Balance	YTD % Received
9101-881-0000	Unclaimed Monies Received	\$0.00	\$0.00	\$0.00	0.000%
Fund 9101 Sub-Total:		\$0.00	\$0.00	\$0.00	0.000%
Report Total:		\$3,125,493.00	\$1,195,280.41	\$1,930,212.59	38.243%

Appropriation Status

UAN v2024.1

By Fund

As Of 4/30/2024

Fund: General
Pooled Balance: \$378,830.75
Non-Pooled Balance: \$0.00
Total Cash Balance: \$378,830.75

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
1000-210-344-0000	D Tax Collection Fees	\$0.00	\$0.00	\$38,000.00	\$0.00	\$19,960.24	\$18,039.76	52.527%
1000-410-130-0000	D Salaries - Administrator's Office	\$0.00	\$0.00	\$15,600.00	\$0.00	\$5,560.70	\$10,039.30	35.646%
1000-410-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$2,730.00	\$0.00	\$300.00	\$2,430.00	10.989%
1000-410-213-0000	D Medicare	\$0.00	\$0.00	\$420.00	\$0.00	\$0.00	\$420.00	0.000%
1000-410-220-0000	Insurance Benefits	\$0.00	\$0.00	\$50.00	\$0.00	\$39.42	\$10.58	78.840%
1000-410-252-0000	Travel and Transportation	\$0.00	\$0.00	\$4,000.00	\$994.47	\$1,421.42	\$1,584.11	35.536%
1000-410-320-0000	Communications, Printing and Advertising	\$0.00	\$0.00	\$300.00	\$33.20	\$137.39	\$129.41	45.797%
1000-410-400-0000	Supplies and Materials	\$0.00	\$0.00	\$8,325.00	\$0.00	\$0.00	\$8,325.00	0.000%
1000-710-130-0000	D Salaries - Administrator's Office	\$0.00	\$0.00	\$17,440.00	\$0.00	\$2,228.34	\$15,211.66	12.777%
1000-710-131-0000	D Salary - Administrator	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-710-132-0000	D Salaries - Administrator's Staff	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-710-160-0000	D Salaries - Mayor's Office	\$0.00	\$0.00	\$960.00	\$0.00	\$380.65	\$579.35	39.651%
1000-710-161-0000	D Salary - Mayor	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-710-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$3,400.00	\$0.00	\$112.66	\$3,287.34	3.314%
1000-710-213-0000	D Medicare	\$0.00	\$0.00	\$270.00	\$0.00	\$0.00	\$270.00	0.000%
1000-710-220-0000	Insurance Benefits	\$0.00	\$0.00	\$2,730.00	-\$52.56	\$646.98	\$2,135.58	23.699%
1000-710-300-0000	Contractual Services	\$0.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.000%
1000-710-400-0000	Supplies and Materials	\$0.00	\$0.00	\$5,300.00	\$360.33	\$55.14	\$4,884.53	1.040%
1000-715-320-0000	Communications, Printing and Advertising	\$0.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.000%
1000-715-340-0000	Professional and Technical Services	\$0.00	\$0.00	\$5,000.00	\$386.57	\$113.43	\$4,500.00	2.269%
1000-725-120-0000	D Salaries - Clerk/Treasurer's Office	\$0.00	\$0.00	\$5,750.00	\$0.00	\$2,316.18	\$3,433.82	40.281%
1000-725-121-0000	D Salary - Clerk/Treasurer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-725-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$1,025.00	\$0.00	\$159.23	\$865.77	15.535%
1000-725-213-0000	D Medicare	\$0.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.000%
1000-725-220-0000	Insurance Benefits	\$0.00	\$0.00	\$25.00	\$0.00	\$24.21	\$0.79	96.840%
1000-725-252-0000	Travel and Transportation	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.000%
1000-725-400-0000	Supplies and Materials	\$0.00	\$0.00	\$5,000.00	-\$16.68	\$2,316.11	\$2,700.57	46.322%

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Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
1000-730-392-0000	Buildings and Other Structures	\$0.00	\$0.00	\$85,000.00	\$12,885.86	\$19,768.28	\$52,345.86	23.257%
1000-730-410-0000	Office Supplies and Materials	\$0.00	\$0.00	\$15,000.00	\$5,234.71	\$2,156.75	\$7,608.54	14.378%
1000-735-110-0000	D Salaries - Council's Office	\$0.00	\$0.00	\$4,560.00	\$0.00	\$1,778.08	\$2,781.92	38.993%
1000-735-111-0000	D Salaries - Council	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-735-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$800.00	\$0.00	\$91.20	\$708.80	11.400%
1000-735-213-0000	D Medicare	\$0.00	\$0.00	\$75.00	\$0.00	\$0.00	\$75.00	0.000%
1000-735-220-0000	Insurance Benefits	\$0.00	\$0.00	\$25.00	\$0.00	\$19.20	\$5.80	76.800%
1000-740-344-0000	D Tax Collection Fees	\$0.00	\$0.00	\$13,500.00	\$0.00	\$8,736.30	\$4,763.70	64.713%
1000-740-345-0000	D Election Expenses	\$0.00	\$0.00	\$1,000.00	\$0.00	\$221.02	\$778.98	22.102%
1000-745-342-0000	Auditing Services	\$0.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.000%
1000-750-140-0000	D Salaries - Legal Counsel's Office	\$0.00	\$0.00	\$30,000.00	\$0.00	\$9,408.24	\$20,591.76	31.361%
1000-750-141-0000	D Salary - Legal Counsel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-750-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$5,300.00	\$0.00	\$400.00	\$4,900.00	7.547%
1000-750-213-0000	D Medicare	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.000%
1000-750-220-0000	Insurance Benefits	\$0.00	\$0.00	\$100.00	\$0.00	\$84.22	\$15.78	84.220%
1000-750-341-0000	Accounting and Legal Fees	\$0.00	\$0.00	\$2,000.00	\$0.00	\$1,000.00	\$1,000.00	50.000%
1000-790-344-0000	D Tax Collection Fees	\$0.00	\$0.00	\$400.00	\$0.00	\$377.00	\$23.00	94.250%
1000-910-910-0000	D Transfers - Out	\$0.00	\$0.00	\$109,400.00	\$0.00	\$0.00	\$109,400.00	0.000%
1000-920-920-0000	D Advances - Out	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-930-930-0000	Contingencies	\$0.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.000%
General Fund Total:		\$0.00	\$0.00	\$400,585.00	\$19,825.90	\$79,812.39	\$300,946.71	19.924%

Fund: Street Construction, Maint. and Repair

Pooled Balance: \$355,663.72

Non-Pooled Balance: \$0.00

Total Cash Balance: \$355,663.72

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
2011-620-120-0000	D Salaries - Clerk/Treasurer's Office	\$0.00	\$0.00	\$5,750.00	\$0.00	\$2,316.18	\$3,433.82	40.281%
2011-620-130-0000	D Salaries - Administrator's Office	\$0.00	\$0.00	\$82,000.00	\$0.00	\$22,041.96	\$59,958.04	26.880%

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By Fund

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Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
2011-620-132-0000	D Salaries - Administrator's Staff	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2011-620-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$15,360.00	\$0.00	\$2,096.28	\$13,263.72	13.648%
2011-620-213-0000	D Medicare	\$0.00	\$0.00	\$1,300.00	\$0.00	\$0.00	\$1,300.00	0.000%
2011-620-220-0000	Insurance Benefits	\$0.00	\$0.00	\$23,700.00	-\$1,156.64	\$9,173.45	\$15,683.19	38.707%
2011-620-300-0000	Contractual Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2011-620-400-0000	Supplies and Materials	\$0.00	\$0.00	\$375,000.00	\$53,609.00	\$27,468.25	\$293,922.75	7.325%
2011-800-590-0000	Other - Capital Outlay	\$0.00	\$0.00	\$45,000.00	\$0.00	\$0.00	\$45,000.00	0.000%
2011-850-710-0000	Principal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
2011-850-790-0000	Other - Debt Service	\$0.00	\$0.00	\$5,856.00	\$0.00	\$2,927.97	\$2,928.03	49.999%
2011-990-990-0000	Other - Other Financing Uses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Street Construction, Maint. and Repair Fund Total:		\$0.00	\$0.00	\$553,966.00	\$52,452.36	\$66,024.09	\$435,489.55	11.918%

Fund: Commemorative Gardens

Pooled Balance: \$203.36

Non-Pooled Balance: \$0.00

Total Cash Balance: \$203.36

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
2041-320-400-0000	Supplies and Materials	\$0.00	\$0.00	\$334.33	\$0.00	\$140.97	\$193.36	42.165%
Commemorative Gardens Fund Total:		\$0.00	\$0.00	\$334.33	\$0.00	\$140.97	\$193.36	42.165%

Fund: State/CO Leaf Recycle

Pooled Balance: \$440.86

Non-Pooled Balance: \$0.00

Total Cash Balance: \$440.86

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
2061-990-990-0000	Other - Other Financing Uses	\$0.00	\$0.00	\$440.86	\$0.00	\$0.00	\$440.86	0.000%

Report reflects selected information.

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Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
	State/CO Leaf Recycle Fund Total:	\$0.00	\$0.00	\$440.86	\$0.00	\$0.00	\$440.86	0.000%

Fund: Police Levy

Pooled Balance: \$379,210.51

Non-Pooled Balance: \$0.00

Total Cash Balance: \$379,210.51

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
2081-110-190-0000	D Other - Personal Services	\$0.00	\$0.00	\$260,663.00	-\$11,440.87	\$69,362.85	\$202,741.02	26.610%
2081-110-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$6,000.00	\$0.00	\$38.71	\$5,961.29	0.645%
2081-110-213-0000	D Medicare	\$0.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.000%
2081-110-215-0000	D Ohio Police and Fire Pension Fund	\$0.00	\$0.00	\$65,904.00	\$0.00	\$21,718.83	\$44,185.17	32.955%
2081-110-220-0000	Insurance Benefits	\$0.00	\$0.00	\$160,000.00	\$817.96	\$50,393.21	\$108,788.83	31.496%
2081-110-300-0000	Contractual Services	\$0.00	\$0.00	\$29,859.00	\$5,816.74	\$13,053.49	\$10,988.77	43.717%
2081-110-400-0000	Supplies and Materials	\$0.00	\$0.00	\$52,000.00	\$1,101.36	\$1,587.67	\$49,310.97	3.053%
2081-110-433-0000	Repairs and Maintenance of Motor Vehicles	\$0.00	\$0.00	\$24,750.00	\$4,584.74	\$3,762.86	\$16,402.40	15.203%
2081-800-550-0000	Motor Vehicles	\$0.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00	0.000%
2081-800-590-0000	Other - Capital Outlay	\$0.00	\$0.00	\$57,000.00	\$0.00	\$0.00	\$57,000.00	0.000%
2081-990-990-0000	Other - Other Financing Uses	\$0.00	\$0.00	\$3,792.00	\$0.00	\$0.00	\$3,792.00	0.000%
	Police Levy Fund Total:	\$0.00	\$0.00	\$714,968.00	\$879.93	\$159,917.62	\$554,170.45	22.367%

Fund: CARES Act

Pooled Balance: \$0.21

Non-Pooled Balance: \$0.00

Total Cash Balance: \$0.21

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
2151-990-990-0000	Other - Other Financing Uses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%

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By Fund

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Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
	CARES Act Fund Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%

Fund: American Rescue Plan Act
Pooled Balance: \$252.18
Non-Pooled Balance: \$0.00
Total Cash Balance: \$252.18

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
2152-800-500-0000	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
	American Rescue Plan Act Fund Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%

Fund: Village Hall Debt
Pooled Balance: \$5,648.77
Non-Pooled Balance: \$0.00
Total Cash Balance: \$5,648.77

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
3901-850-710-0000	Principal	\$0.00	\$0.00	\$40,835.00	\$0.00	\$0.00	\$40,835.00	0.000%
3901-850-720-0000	Interest	\$0.00	\$0.00	\$6,740.00	\$0.00	\$0.00	\$6,740.00	0.000%
	Village Hall Debt Fund Total:	\$0.00	\$0.00	\$47,575.00	\$0.00	\$0.00	\$47,575.00	0.000%

Fund: Dam Repair, Maintenance, Capital Project
Pooled Balance: \$34,961.60
Non-Pooled Balance: \$0.00
Total Cash Balance: \$34,961.60

Appropriation Status

By Fund

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Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
4901-800-500-0000	Capital Outlay	\$0.00	\$0.00	\$97,961.60	\$30,000.00	\$0.00	\$67,961.60	0.000%
	Dam Repair, Maintenance, Capital Project Fund Total:	\$0.00	\$0.00	\$97,961.60	\$30,000.00	\$0.00	\$67,961.60	0.000%

Fund: Lift Station Project

Pooled Balance: \$4.11
Non-Pooled Balance: \$0.00
Total Cash Balance: \$4.11

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
4902-800-560-0000	Utility Distribution Systems	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
4902-850-710-0000	Principal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
	Lift Station Project Fund Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%

Fund: Water

Pooled Balance: \$292,619.48
Non-Pooled Balance: \$0.00
Total Cash Balance: \$292,619.48

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
5101-531-120-0000	D Salaries - Clerk/Treasurer's Office	\$0.00	\$0.00	\$5,750.00	\$0.00	\$2,316.18	\$3,433.82	40.281%
5101-531-130-0000	D Salaries - Administrator's Office	\$0.00	\$0.00	\$146,215.00	\$0.00	\$43,940.70	\$102,274.30	30.052%
5101-531-132-0000	D Salaries - Administrator's Staff	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
5101-531-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$26,595.00	\$0.00	\$3,270.51	\$23,324.49	12.297%
5101-531-213-0000	D Medicare	\$0.00	\$0.00	\$2,203.49	\$0.00	\$0.00	\$2,203.49	0.000%
5101-531-220-0000	Insurance Benefits	\$0.00	\$0.00	\$42,796.51	-\$2,318.21	\$17,375.44	\$27,739.28	40.600%
5101-531-300-0000	Contractual Services	\$0.00	\$0.00	\$15,000.00	\$9,011.52	\$4,982.87	\$1,005.61	33.219%
5101-531-400-0000	Supplies and Materials	\$0.00	\$0.00	\$100,000.00	\$30,200.86	\$21,444.30	\$48,354.84	21.444%
5101-531-430-0000	Repairs and Maintenance	\$0.00	\$0.00	\$50,000.00	\$29,952.51	\$40,010.84	-\$19,963.35	80.022%

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By Fund

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Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
5101-533-400-0000	Supplies and Materials	\$0.00	\$0.00	\$150,000.00	\$108,944.63	\$35,055.37	\$6,000.00	23.370%
5101-539-400-0000	Supplies and Materials	\$0.00	\$0.00	\$28,500.00	\$0.00	\$0.00	\$28,500.00	0.000%
5101-800-520-0000	Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
5101-800-550-0000	Motor Vehicles	\$0.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00	0.000%
5101-800-590-0000	Other - Capital Outlay	\$0.00	\$0.00	\$82,500.00	\$0.00	\$0.00	\$82,500.00	0.000%
5101-910-910-0000	D Transfers - Out	\$0.00	\$0.00	\$64,980.00	\$0.00	\$26,266.77	\$38,713.23	40.423%
Water Fund Total:		\$0.00	\$0.00	\$764,540.00	\$175,791.31	\$194,662.98	\$394,085.71	25.461%

Fund: Sewer
Pooled Balance: \$253,069.46
Non-Pooled Balance: \$0.00
Total Cash Balance: \$253,069.46

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
5201-541-120-0000	D Salaries - Clerk/Treasurer's Office	\$0.00	\$0.00	\$5,750.00	\$0.00	\$2,316.17	\$3,433.83	40.281%
5201-541-130-0000	D Salaries - Administrator's Office	\$0.00	\$0.00	\$146,215.00	\$0.00	\$49,999.17	\$96,215.83	34.196%
5201-541-132-0000	D Salaries - Administrator's Staff	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
5201-541-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$26,595.00	\$0.00	\$3,631.86	\$22,963.14	13.656%
5201-541-213-0000	D Medicare	\$0.00	\$0.00	\$2,203.49	\$0.00	\$0.00	\$2,203.49	0.000%
5201-541-220-0000	Insurance Benefits	\$0.00	\$0.00	\$42,796.51	-\$2,318.21	\$17,354.07	\$27,760.65	40.550%
5201-541-400-0000	Supplies and Materials	\$0.00	\$0.00	\$123,109.00	\$31,729.97	\$36,290.22	\$55,088.81	29.478%
5201-541-430-0000	Repairs and Maintenance	\$0.00	\$0.00	\$228,631.00	\$48,018.15	\$39,448.18	\$141,164.67	17.254%
5201-543-300-0000	Contractual Services	\$0.00	\$0.00	\$100,000.00	\$26,438.41	\$55,389.25	\$18,172.34	55.389%
5201-800-550-0000	Motor Vehicles	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
5201-800-590-0000	Other - Capital Outlay	\$0.00	\$0.00	\$242,500.00	\$0.00	\$1,662.50	\$240,837.50	0.686%
5201-910-910-0000	D Transfers - Out	\$0.00	\$0.00	\$131,545.00	\$0.00	\$55,258.30	\$76,286.70	42.007%
Sewer Fund Total:		\$0.00	\$0.00	\$1,049,345.00	\$103,868.32	\$261,349.72	\$684,126.96	24.906%

Fund: Water Infrastructure Improvement
Pooled Balance: \$71,673.33

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Non-Pooled Balance: \$0.00
Total Cash Balance: \$71,673.33

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
5701-539-430-0000	Repairs and Maintenance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
	Water Infrastructure Improvement Fund Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%

Fund: Water Debt Service

Pooled Balance: \$28,391.93
Non-Pooled Balance: \$0.00
Total Cash Balance: \$28,391.93

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
5721-850-710-0000	Principal	\$0.00	\$0.00	\$56,903.70	\$0.00	\$53,122.20	\$3,781.50	93.355%
5721-850-720-0000	Interest	\$0.00	\$0.00	\$2,985.52	\$0.00	\$2,985.52	\$0.00	100.000%
	Water Debt Service Fund Total:	\$0.00	\$0.00	\$59,889.22	\$0.00	\$56,107.72	\$3,781.50	93.686%

Fund: Sewer Debt Service

Pooled Balance: \$33,467.20
Non-Pooled Balance: \$0.00
Total Cash Balance: \$33,467.20

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
5722-850-710-0000	Principal	\$0.00	\$0.00	\$93,946.96	\$0.00	\$70,973.48	\$22,973.48	75.546%
5722-850-720-0000	Interest	\$0.00	\$0.00	\$3,420.00	\$0.00	\$3,420.00	\$0.00	100.000%
	Sewer Debt Service Fund Total:	\$0.00	\$0.00	\$97,366.96	\$0.00	\$74,393.48	\$22,973.48	76.405%

Fund: Water Reserve

Pooled Balance: \$71,461.94
Report reflects selected information.

Appropriation Status

By Fund

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Non-Pooled Balance: \$0.00
Total Cash Balance: \$71,461.94

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
5761-910-910-0000	D Transfers - Out	\$0.00	\$0.00	\$15,000.00	\$0.00	\$0.00	\$15,000.00	0.000%
	Water Reserve Fund Total:	\$0.00	\$0.00	\$15,000.00	\$0.00	\$0.00	\$15,000.00	0.000%

Fund: Sewer Reserve
Pooled Balance: \$263,690.77
Non-Pooled Balance: \$0.00
Total Cash Balance: \$263,690.77

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
5762-910-910-0000	D Transfers - Out	\$0.00	\$0.00	\$15,000.00	\$0.00	\$0.00	\$15,000.00	0.000%
	Sewer Reserve Fund Total:	\$0.00	\$0.00	\$15,000.00	\$0.00	\$0.00	\$15,000.00	0.000%

Fund: Unclaimed Monies
Pooled Balance: \$2,548.44
Non-Pooled Balance: \$0.00
Total Cash Balance: \$2,548.44

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
9101-884-690-0000	Other - Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
	Unclaimed Monies Fund Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
	Report Total:	\$0.00	\$0.00	\$3,816,971.97	\$382,817.82	\$892,408.97	\$2,541,745.18	23.380%



Village of Roaming Shores

2500 Hayford Road,
Roaming Shores, Ohio 44084
Phone: 440-563-3132
RoamingShoresOH.gov

ADMINISTRATOR'S REPORT

DATE: August 16, 2024

TO: Mayor & Council

FROM: Mark Reed II Administrator

MEETING DATE: August 20, 2024

Note: My last day is July 5.

Utilities/Public Works

I'm working with Muni-Link on advanced training for the Ladies in the office for their system. We are going over different options for training. Also looking into modifying the system to no longer send paper billing to residents on paperless bill pay.

Ongoing Utility Billing Issues

We are working with Muni-Link to address several issues with their billing platform:

- 1) We sent out our first batch of bills via our printing and stuffing and mailing.
- 2) We will look into cost of using the previous vendor to print and stuff. We will investigate if it's a reasonable duty to vend out. Partial inhouse partial vendor.

FY2025 Federal Appropriation Request

The Village submitted a FY2025 Federal Appropriations request through Rep. Joyce's office on March 22nd. This request was for \$1,875,000 with a \$625,000 match (project total: \$2.5 million). We were invited to submit more information to Rep. Joyce's office. We are waiting to hear if we will receive the appropriation in the final Federal budget.- Not sure where we are on this, I will follow up.

This appropriation request was submitted under USDA, Rural Development, Water and Wastewater Grants.

There is no update at this time.

2024 Water Sanitary Survey

On March 18/19, OEPA conducted a sanitary survey of the Village's water system. The purpose of this evaluation was to determine the ability of the facility to provide adequate, safe, and potable water that meets the requirements of the Ohio Administrative Code. The

Environmental Specialist found two significant deficiencies and three violations. One of these violations was included in the 2021 survey. A response was submitted to OEPA on May 16, 2024.

Lead Service Line Survey

As part of the Lead Service Line Inventory, the Village will be sending out a survey to all homeowners to determine the material of customer-owned service lines. This survey is currently in development. Resident letters will be sent out this week, staff has been actively updating the information for October's end date.

Village Engineer

Village Engineer Meetings

The Village Engineer meeting is on the third Tuesday of every month at 2:00pm via Microsoft Teams. If you would like to attend a Village Engineering Meeting online or in-person, please let me know.

Water System Study (Task Order #2)

- Schedule:
 - Next Project Meeting Date: June 14th at 10am
 - Monthly meetings via Teams on the 2nd Friday of each month
 - Calibration Testing – Fire flow Testing – May/June 2024
 - Hydrant Pressure Recorders will be installed on May 23 and remain on for one week.
 - Physical Model Build – May 2024
 - System Analysis – July 2024
 - Recommendations + Memorandum – September 2024
- Information to be updated after obtaining more information this week.

Copper and Cyanide Study (Task Order #3)

- CT submitted the completed Copper and Cyanide Study to OEPA on February 22, 2024.
- OEPA reviewed the study as part of the Permit to Install (PTI) review for the Headworks project (the two are intertwined, since the study recommends the headworks auger unit/Muffin Monster®).

WWTP Headworks Project (Task Order #4)

- OEPA has issued the Permit to Install.
- Timeline:
 - Bid Date: May 1, 2024 – **Bids were due May 29 at noon.**
 - Construction Start Date: TBD
 - Expected Completion Date: TBD
- The Village will need to utilize a construction loan from OEPA DEFA (Department of Environmental and Financial Assistance). This loan is expected to be awarded in late August.

Pavement Condition Rating (PCR) Study (Task Order #5)

- We have received the final study.

Dam Engineer

2022 HHPD Lake Roaming Rock Shore Dam Grant

- We received \$58,500 in grant funding, with a \$31,500 match.
- DLZ will be taking over administration and implementation of this grant once the contract has been signed by ODNR.
- ODNR has been working with FEMA to move their HHPD grants along. The bulk of the wait has been project review (for construction projects, which we are not a part of) specifically the Environmental and Historical Preservation investigation that the federal government conducts. ODNR reports that FEMA is finished with their requests for information, and we are beginning to see some light at the end of the tunnel.
- FEMA is finalizing the review with a 30-day comment period for local tribes and the State Historic Preservation Officer. Once the 30-day time period is up and there are no outstanding concerns from the mentioned parties, they will finalize their review and we are planning to move forward with the grant.
- While we are not a construction grant, we are lumped in with all of ODNR's HHPD grants.
- Projected grant release date 10-01-24.

Non-Disclosure Agreements

No update at this time.

We have asked the Solicitor to draft a blanket nondisclosure agreement for all village employees who handle personal data. This would prohibit employees from disclosing personal data related to billing and other government services, clarifying the Village's existing position. This will also be reinforced in the Personnel Code when amendments are proposed.

Insurance

Group Term Life Insurance

- Hartford active Insurance

Carrier	Annual Cost	% Savings	Guaranteed Issue
Principal (CURRENT)	\$3,739	-	\$25,000 (\$50k after Cert.)
Hartford	\$1,051	72%	\$50,000
Humana	\$1,584	58%	\$50,000
Lincoln	\$1,488	60%	\$50,000
Mutual of Omaha	\$2,112	43%	\$50,000

Ohio Plan 2024-2025 Renewal

We met with Love Insurance on August 5 to review the 2024-2025 Ohio Plan renewal proposal. We sent back modified changes and questions to Love and anticipate a finished

product this week. Our Ohio Plan policy renews on October 1. The adoption ordinance will be presented to Council once completed changes are made by Love.

ORWA Utility Rate Study

See Memo: Utility Rate Study

Village Hall Repairs & Maintenance

Fire & Security Alarm System

Vector Security is preparing a quote to replace both the Fire and Security panels with one combined panel.

Also received a quote to potentially change to Security Technologies.

Equipment

1986 Ford F350

No update at this time.

The vehicle approved for sale by Ordinance 851-11-2022 will be listed with GovDeals. The title has been located. The auction will last 16 days, and no reserve will be made. The truck is sold as is/where is without guarantee. We will send out an email when the auction goes live.

Currently we are working with the Solicitor to comply with all provisions of Ordinance 851, including additional public notices. – Will look further into this week.

Looking to add multiple vehicles and pieces of equipment up to Bid.

End Of Report 8-16-24 @ 1717hrs. MR2

Roaming Shores Police Department

Monthly Report

July 2024

During the month of July, officers of the Roaming Shores Police Department worked or utilized the following hours:

• Full-Time	350
• Over-Time	6
• Unpaid OT	21
• Part-Time	0
• On-Call	32
• Court	0
• Training	0
• Holiday	0
• Vacation	0
• Sick-Time	0

There were 744 hours in the month of July, we were able to physically cover 371 hours or 50% with our current staffing. An additional 32 hours of On-Call time was used to bring our total coverage for the month up to 54%. Due to our vacant full-time positions, we had to rely on the Ashtabula County Sheriff's Office to provide 341 hours of emergency call coverage to the village. During those hours, ACSO responded to the village three times in reference to a 911 hang-up, a welfare check and a property check.

Officers received 48 calls for the month of June consisting of the following:

2 Alarm Drop
9 Assists to Police, Public, EMS and Fire
3 Animal Complaint
1 Criminal Mischief
1 Custody Dispute
3 Disturbance
1 Domestic Dispute
1 Found property
9 Golf Cart Inspections
1 Information
1 Parking Complaint
5 Records Requests
1 Security Breach
3 Suspicious Activity
3 Traffic Complaint

1 Warrant Arrest
1 Welfare Check
2 911 Hang-up

Officers arrested (1) person(s) in reference to:

- Drug warrant out of Mentor

Officers issued (6) traffic citation(s):

- Speed 40/25 – Flame Lake
- Speed 36/25 – Flame Lake
- Speed 39/25 – Lake Vue
- Speed 35/25 – Lake Vue
- Speed 59/35 Rome Rock Creek Road
- Parking on the Roadway – Lake Crest

Officers handled (1) traffic crash(s):

- Single car accident on Lake Vue Drive

In reference to our criminal complaints for the month:

- Dirt bikes operating recklessly
- K-9's at large
- K-9's killed neighbors feline.
- Female subject with felony drug warrants

The Roaming Shores Police Department used 177.1 gallons of fuel in the month of July compared to 258.9 used in 2023.

We currently have 5 persons enrolled in our senior check program and have received some civilian interest in assisting with the program.

Accomplishments for July 2024:

- Cardboard Boat Races were again a huge success.

Additional items to mention:

- Vacant police position posted in multiple locations. 12 inquiries into position only one possessed OPOTA Certification. Possible part-time hire pending.
- Replacement of Taser due to malfunction – 2008 model replaced.
- Replacement of Taser body camera due to malfunction – 10-year-old camera replaced.

Old news to revisit:

-

Upcoming news:

- Ashtabula County Ready Alert registration drive

July Assist Calls:

Public – Roaming Shores

Public – Roaming Shores

Public – Roaming Shores

Public – Roaming Shores

Public – Roaming Shores

ACSO – Suspicious Person

OSP – OVI Investigation

Utilities – Roaming Shores

EMS – Roaming Shores

Roaming Shores Police Department Activity Report

July 2024 (48 Calls)

Date	Incident Number	Nature Of Call	Area	Time
7/2/2024	24-0209	Records Request	2500 blk Hayford Rd	8:36 AM
7/2/2024	24-0210	Assist Public	500 blk Thrush Dr	9:30 AM
7/4/2024	24-0211	911 Hang Up	1500 blk Lakv Vue Dr	3:00 PM
7/5/2024	24-0212	Alarm Drop	Marina Dr	8:00 AM
7/5/2024	24-0213	Golf Cart Inspection	1400 blk Lake Vue Dr	9:00 AM
7/5/2024	24-0214	Traffic Complaint	1500 blk Sugar Creek Dr	11:36 AM
7/5/2024	24-0215	Golf Cart Inspection	900 blk Long Shadow Ln	1:45 PM
7/6/2024	24-0216	Animal Complaint	1000 blk Lode Star Dr	12:15 PM
7/6/2024	24-0217	Disturbance	70 blk Rockaway Dr	12:45 PM
7/6/2024	24-0218	Found Property	10 blk Roaming Rock Blvd	11:00 PM
7/7/2024	24-0219	Assist Public	1800 blk Morning Star Dr	10:30 AM
7/7/2024	24-0220	Criminal Mischief	1500 blk Socere Dr	2:10 PM
7/8/2024	24-0221	Suspicious Activity	300 blk Jefferson Pt	10:30 AM
7/8/2024	24-0222	Assist Public	800 blk Rome Rock Creek	11:59 AM
7/10/2024	24-0223	Assist Public	2500 blk Hayford Rd	12:16 PM
7/11/2024	24-0224	Information	2500 blk Hayford Rd	9:00 AM
7/11/2024	24-0225	Domestic Dispute	800 blk Long Shadow Ln	5:20 PM
7/12/2024	24-0226	Custody Dispute	2000 blk Flame Lake Dr	9:30 AM
7/12/2024	24-0227	Suspicious Activity	800 blk Rome Rock Creek	4:55 PM
7/13/2024	24-0228	Alarm Drop	Marina Dr	8:00 AM
7/14/2024	24-0229	Animal Complaint	1100 blk Lake Vue Dr	11:28 AM
7/15/2024	24-0230	Welfare Check	2500 blk Hayford Rd	11:30 AM
7/15/2024	24-0231	Security Breach	1900 blk Calabria Ln	4:30 PM
7/18/2024	24-0232	Assist Public	2500 blk Hayford Rd	12:10 PM
7/19/2024	24-0233	Golf Cart Inspection	1500 blk Sugar Creek Dr	10:30 AM
7/20/2024	24-0234	Records Request	900 blk Evening Star Dr	8:00 AM
7/20/2024	24-0235	Golf Cart Inspection	800 blk Rome Rock Creek	11:00 AM
7/20/2024	24-0236	Golf Cart Inspection	100 blk Ashtabula Point	12:30 PM
7/20/2024	24-0237	Warrant Arrest	Rome Rock Creek Rd	4:45 PM
7/20/2024	24-0238	Suspicious Activity	2100 blk North Park Ln	8:35 PM
7/21/2024	24-0239	Golf Cart Inspection	1900 blk Calabria Ln	1:00 PM
7/22/2024	24-0240	Records Request	2500 blk Hayford Rd	12:22 PM
7/22/2024	24-0241	Traffic Complaint	200 blk Morgan Ter	2:16 PM
7/23/2024	24-0242	Golf Cart Inspection	900 blk Long Shadow Ln	1:00 PM
7/24/2024	24-0243	Records Request	2500 blk Hayford Rd	3:45 PM
7/26/2024	24-0244	Animal Complaint	2100 blk South Park Ln	8:00 AM
7/26/2024	24-0245	Records Request	2500 blk Hayford Rd	10:07 AM
7/26/2024	24-0246	Assist Police	3000 blk Water St	12:13 PM

7/26/2024	24-0247	Golf Cart Inspection	1900 blk Flame Lake Dr	2:00 PM
7/27/2024	24-0248	Parking Complaint	VariousVillage Locations	12:30 PM
7/27/2024	24-0249	Assist Police	100 blk Ashtabula Point	3:30 PM
7/28/2024	24-0250	Assist Water/Sewer	Morning Star Dr	9:45 AM
7/28/2024	24-0251	Disturbance	1300 blk Lake Vue Dr	7:00 PM
7/25/2024	24-0252	Disturbance	2300 blk Plum Creek Dr	3:30 PM
7/29/2024	24-0253	Golf Cart Inspection	2500 blk Cardinal Dr	11:30 AM
7/29/2024	24-0254	911 Hang Up	2300 blk Plum Point	4:50 PM
7/30/2024	24-0255	Traffic Complaint	1400 blk Lake Vue Dr	8:42 AM
7/31/2024	24-0256	Assist EMS	2400 blk Cherrywood Ter	5:06 PM

**Village of Roaming Shores
Human Resources Committee Minutes
In Person**

August 6, 2024

Present: Koziol, D'Amincone, Mayernick, Roskos and Fell. **Guests:** M. Reed
The meeting was called to order by Chair Koziol at 5 pm.

Minutes: Were not available.

Old Business

Policy/Human Resource Documents: Awaiting solicitor review.

Public Works Department

Overtime: Reed is beginning to observe and review.

Police Staffing: Wages will need revisited. It may be that speed camera funds can assist with providing funds.

Fiscal Officer Position: Solicitor will provide wages for a couple newly created posts in other communities. Description is being drafted.

Permanent Parttime Zoning Inspector: The position description and notes were reviewed. Motion by Fell and seconded by Mayernick was approved by all members to ask council to create an ordinance with the description and flat fee monthly, rather than hourly.

Elected Officials Salary : Once the parttime zoning inspector and fiscal officer have been solidified, we will review elected official salaries.

New Business – None

Other Business: None

Motion to adjourn by Mayernick, seconded by D'Amicone at 6:58 p.m.

Next meeting is August 20th at 5 p.m. Since the meeting, the time has been changed to 6 p.m. by council and committee members' approval.

Respectfully submitted,
Holly Mayernick, Member/Secretary

**Village of Roaming Shores
Planning Commission Minutes**

August 7, 2024

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

The meeting was called to order by Chair Rubosky at 7:06 p.m.

Discussion about meeting dates. The Administrator is not available the first and third Wednesdays, It was agreed we will move our meeting date to the second Wednesday of the month, beginning in September. Reed will notify the Clerk.

Minutes: Minutes from the July meeting were reviewed. Approved as printed: Motion by D'Amicone; seconded by Hodun. Carried.

Visitor comments: None

Report from Zoning Inspector: A verbal report was given: 7 violations are logged and 49 have been closed; 131 contractor registrations; 2 applications for new homes and 4 more expected. Mayernick will forward his written report that went to Council.

Additional notes from the Inspector included addresses are not being placed by property owners as they should. It is very frustrating. Parking RV's in the driveways continues to park too close to the road was noted. It may be as some of these issues arise, we should consider some sort of campaign – mail, paper, eblasts...

Council Report: Mayernick reported actions at the last council meeting and she and the mayor asked people to participate in the public meetings that are coming up to discuss funding options for utility projects. A speed camera on Rt. 6 in Village Limits is being reviewed by Council. And our new administrator's contract has been developed. The HR Committee requested an ordinance be created to make the Parttime Zoning Inspector permanent.

Old Business: The zoning inspector submitted **construction applications** he would like to design, so that staff, contractors and property owners know exactly what is needed for each type of construction, such as docks, garages, sheds, etc. Drafts were made available to all members, so we can help refine if needed. These will need to be dated original and all revisions.

Building & Maintenance Committee (RRA) was not present. It seems they have 3 active participants.

Appellate Board or alternative to BZA needs to be discussed with the solicitor. His notes were read. The BZA members need to formally be trained.

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 Building & Maintenance. The village may need to have some code addressing pieces or parts.

New Business: Challenges in updating the Zoning Code needs to be placed in Old Business next month we can begin positioning these for review; along with refacing sea walls.

Other Business: For New Business – Culvert Permits/Fees; Boat lifts/Boat houses; Construction Deposit and retaining rather than returning the entire or partial amount.

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 – *The new website is not user friendly when reviewing ordinance that have recently been passed.*

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 September 11, 2024.

Motion to adjourn by Mayernick, seconded by D'Amicone at 8:50p.m.

Respectfully submitted,
Holly Mayernick, Member/Secretary

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 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, having said agreement been reviewed by all involved parties.

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, a separate instrument to be kept on file and recorded in the Village records, the same of which has been reviewed and approved and executed by all relevant and interested parties.

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 _____, _____.

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

ORDINANCE NO. 937-08-2024

AN ORDINANCE CREATING THE POSITION OF PART-TIME ZONING INSPECTOR FOR THE VILLAGE OF ROAMING SHORES INCORPORATING THE JOB DESCRIPTION AND POSITION DUTIES/RESPONSIBILITIES ATTACHED HERETO AS EXHIBIT A AND NOT DECLARING AN EMERGENCY

WHEREAS, the Village council has determined it to be in the best interest of the village necessary to the daily operations of the village to require adoption of this Ordinance.

WHEREAS, the Village council has determined the need to create the position of part-time zoning inspector for the ongoing review and enforcement of the zoning regulations and ordinances of the Village of Roaming Shores.

WHEREAS, the Village council has approved the job description and duties and responsibilities of the part-time zoning inspector position attached hereto as Exhibit A and hereby incorporates said Exhibit A as part of this Ordinance.

NOW, THEREFORE, BE IT RESOLVED by the council of the Village of Roaming Shores, County of Ashtabula, and State of Ohio, that:

- Section 1.** The position of part-time Zoning Inspector is hereby created for the Village of Roaming Shores for the review and enforcement of the Village zoning code and regulations and ordinances of the Village.
- Section 2.** The position of part-time Zoning Inspector shall adhere to the job description and duties and responsibilities of the position attached hereto as Exhibit A with said Exhibit A being fully incorporated as part of this Ordinance.
- Section 3.** The Village of Roaming Shores council finds and determines that all formal actions of the council concerning and relating to the adoption of this Ordinance were taken in an open meeting and that all deliberations that resulted in those formal actions were open to the public in compliance with all applicable laws.
- Section 4.** This Ordinance was not deemed an emergency measure and shall take effect as prescribed by law.

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

Position Profile

Title: **Zoning Inspector**

Incumbent:

Reports to: **Administrator/Mayor**

Approved by: _____

Incumbent Sign-off

Grade:

Date assigned:

Revision Date:

June 2024

I. POSITION PURPOSE :

This is a part-time, position to manage the daily zoning operations of the village.

II. DUTIES AND RESPONSIBILITIES:

The essential functions of the position include but are not limited to the following:

- a. Issue zoning permits/fees and deposits
- b. Schedule hearings
- c. Publish public notices
- d. Manage Construction Bond Account and deposits
- e. Maintain property files
- f. Know all Zoning and Building Codes
- g. Attend all meetings of the Board of Zoning Appeals
- h. Maintain the official Zoning District and Parcel Maps
- i. Strictly enforce the provisions of the Zoning and Building ordinances
- j. Conduct inspections of buildings and land uses to determine compliance with ordinances. In the case of noncompliance, notify the person(s) responsible, specifying the nature of the violation ordering corrective action through notices such as revocation notices, stop work orders, or citations.
- k. Track contractor registrations and compliance
- l. Provide written monthly reports to Council
- m. Review and approve site/building plans according to ordinances in the timeframes dictated by ordinance
- n. Issue Zoning permits and certificates of occupancy

- o. Record all permits, certificates, inspection documents, violations, variances, amendments, and special uses
- p. Provide in writing the outcome of all hearings
- q. Prepare reports

III. REPORTS PREPARED:

- a. Draft budgets
- b. Monthly reports to Mayor, Council, Planning Commission and Board of Zoning Appeals
- c. Annual report to include any recommendations concerning the schedule of fees

IV. INTERFACE:

Internal: Mayor, Council, Clerk/Treasurer, Staff, Police Department

External: Contractors, Residents

V. QUALIFICATIONS:

Education: Minimum High School Diploma

Experience: Construction, engineering or real estate experience preferred

VI. SPECIAL REQUIREMENTS:

1. Organizational skills & ability to prioritize.
2. Background and experience appropriate for effective problem solving.
3. Ability to multi-task and prioritize based upon constituent needs & requirements.
4. Attend meetings outside the regular business hours.
5. Proficient at planning & scheduling.
6. Excellent Verbal & Written Communication Skills.
7. Excellent customer service skills.
8. Excellent people skills
9. Sense of urgency.
10. Reliability and dependability.

EQUIPMENT UTILIZED:

- a. Computer
- b. Calculator
- c. GPS
- d. Camera
- e. Property measuring tools

VII. Physical Requirements:

- 1. Employee may be required to stand, walk, push, pull, reach overhead & bend to the floor.
- 2. Exert up to 50 pounds occasionally, and/or exert up to 25 pounds of force frequently.
- 3. Visual Acuity-Normal requirements for reading written instructions, other information & computer screens.
- 4. Hearing Ability-Normal requirements for understanding verbal instructions.
- 5. Working Conditions- The employee is subjected to an office environment/surroundings with intermittent exposure to high noise levels, inclement weather, construction sites, etc.

VIII. POSITION DIMENSIONS:

- a. Number of employees directly supervised: 0
- b. Number of employees indirectly influenced: Village staff

Note: The mayor and council reserve the right to modify, i.e. add to or change the duties of this job description at any time.

June 23, 2024
Sally B. Fell

BILLS FOR REVIEW - AUGUST 20, 2024

1000-710-220	THE HARTFORD GROUP	\$	2.74
2081-110-220	LIFE INSURANCE	\$	21.90
2011-620-220		\$	12.59
1000-730-410	COMPTECH	\$	365.50
2081-110-300	MONTHLY SERVICE AGREEMENT	\$	250.00
2081-110-300	TREASURER, STATE OF OHIO LEADS	\$	1,200.00
2011-620-400	HEMLY TOOLS MULCH	\$	216.75
1000-730-392	ACTION DOOR DROP TEST	\$	385.00
1000-715-340	GAZETTE PRINTING LEGAL NOTICE	\$	66.00
1000-410-320	GAZETTE PRINTING CLASSIFIED AD - ADMIN/ZONING	\$	84.00
1000-410-320	KERRI PHILIPS REIMBURSEMENT - CERTIFICATES OF MAILING	\$	9.48
2081-110-300	VERIZON CELLULAR	\$	243.03
2011-620-400	ILLUMINATING CO LIGHTING		132-87
1000-410-252	DAVID MURACO MILEAGE 07/29-08/11	\$	266.39