

ORDINANCE NO.: 2024- 91

FIRST READING 10/28/24

SECOND READING waived

INTRODUCED BY: Chris Berger

THIRD READING waived

**ORDINANCE TO ADD THE DUTIES OF CEMETERY COORDINATOR UNDER THE DIRECTION OF THE FISCAL OFFICER TO THE ADMINISTRATIVE ASSISTANT'S JOB DESCRIPTION AND FOR SUCH DUTIES, INCREASE THE ADMINISTRATIVE ASSISTANT'S SALARY BY \$1.44 PER HOUR EFFECTIVE NOVEMBER 1, 2024, AND DECLARING AN EMERGENCY.**

**WHEREAS**, Council desires to add the duties of cemetery coordinator, under the direction of the Fiscal Officer, to the Administrative Assistant's Job Description, which job description is attached as **Attachment 1**; and

**WHEREAS**, for such delegated duties, Council desires to increase the Administrative Assistant's salary by \$1.44 per hour, effective November 1, 2024.

**NOW, THEREFORE, BE IT ORDAINED** by the Council of the Village of South Russell, Geauga County, Ohio that:

**SECTION 1.** The Administrative Assistant's job description, attached as **Attachment 1**, is hereby amended to include the duties of cemetery coordinator, under the direction of the Fiscal Officer, to the Administrative Assistant.

**SECTION 2.** The Administrative Assistant's salary is hereby increased by \$1.44 per hour for the inclusion of such duties in the Administrative Assistant's job description, effective November 1, 2024.

**SECTION 3.** 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 and of any of its committees on or after December 2, 1975, that resulted in formal actions, were in meetings open to the public in compliance with all legal requirements, including Section 121.22, Ohio Revised Code.

**SECTION 4.** That this Ordinance is declared to be an emergency measure necessary for the immediate preservation of the public peace, property, health and safety of the inhabitants of the Village and to allow for such increase in salary with the added duties as soon as possible; wherefore, provided it receives the affirmative vote of at least two-thirds (2/3) of all members elected to Council, this Ordinance shall be in full force and effect from and immediately upon its passage by this Council and approval by the Mayor.

  
\_\_\_\_\_  
Mayor - President of Council

ATTEST:

  
\_\_\_\_\_  
Fiscal Officer

I certify that Ordinance No. 2024-91 was duly enacted on the 28th day of October 2024, by the Council of the Village of South Russell, and published in accordance with the Codified Ordinances of the Village.

Danella Romanowski  
Fiscal Officer