

ORDINANCE NO. 2023-19

INTRODUCED BY MAYOR AND COUNCIL AS A WHOLE

**AN EMERGENCY ORDINANCE APPOINTING JENNEL MUSCATELLO AS CLERK OF VILLAGE COUNCIL AND SETTING FORTH THE DUTIES AND COMPENSATION FOR SUCH POSITION**

**WHEREAS**, the Village needs to appoint a Clerk of Council due to a vacancy existing in such position:

**NOW THEREFORE, BE IT ORDAINED** by the Council of the Village of Oakwood, County of Cuyahoga, and State of Ohio that:

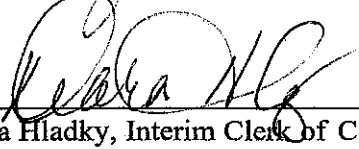
**SECTION 1.** Council hereby appoints Jennell Muscatello as Clerk of Village Council to serve at the pleasure of Council, said appointment commencing on or about June 26, 2023. The Clerk of Council shall serve a probationary period of six (6) months from the date of appointment.

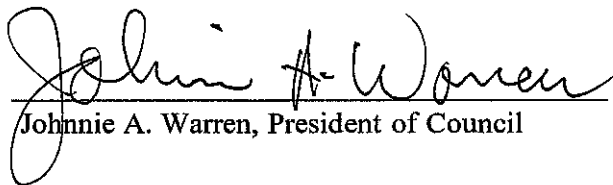
**SECTION 2.** The Clerk of Council shall report to the President of Council. The Clerk of Council shall attend all Regular and Special Meetings of Village Council, Work Sessions of Council and the various Committee Meetings of Council. It shall be the duty of the Clerk of Council to prepare Agendas for these various meetings and to timely transmit same to the Mayor, Council, Department Heads and the Media. Also the Clerk of Council shall accurately record and transcribe the minutes of these meetings and promptly prepare and present same to Village Council as provided in Section 111.07(d) of the Code. The Clerk of Council shall be at the Council Offices at Village Hall (8) hours per day, five (5) days per week, during all business hours, in the performance of her duties, except on the day of a Regular or Special Council Meeting in which event the work schedule shall be set by the President of Council. The Clerk of Council shall prepare and publish all legal notices and make such filings in a timely manner as is incumbent upon the Clerk. In addition, the Clerk of Council shall perform such other duties as are prescribed in Section 7.09 of the Village Charter, Section 111.07 of the Codified Ordinances, other sections of the Village Charter and Ordinances and the Ohio Revised Code and such other duties as may be prescribed from time to time by the President of Village Council and/or by a majority of the members of Village Council.

**SECTION 3.** The Clerk of Council shall be compensated at the rate of Forty-four thousand and 00/100 Dollars (\$44,000.00) per year. .

**SECTION 4.** This Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety and welfare of the inhabitants of the Village, the reason for the emergency being that the same relates to the daily operation of a municipal department and the ability of Council to adequately carry forth its duties, therefore, provided it receives two-thirds (2/3) of the vote of all members of Council elected thereto, said Ordinance shall be in full force and effect immediately upon its adoption by this Council and approval by the Mayor, otherwise from and after the earliest period allowed by law.

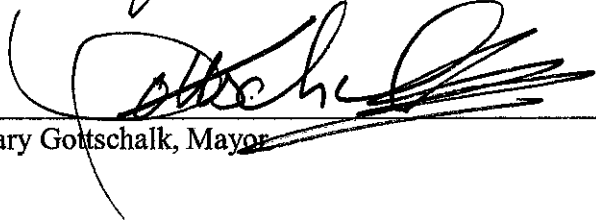
PASSED: June 2, 2023

  
Debra Hladky, Interim Clerk of Council

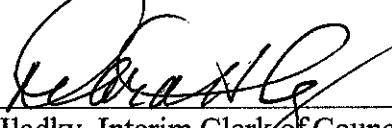
  
Johnnie A. Warren, President of Council

Presented to the Mayor June 5, 2023

Approved: June 15, 2023

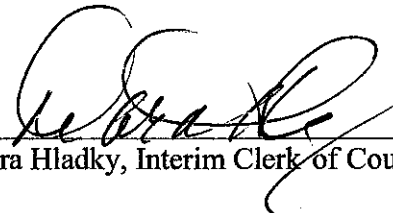
  
Gary Gottschalk, Mayor

I, Debra L. Hladky, Interim Clerk of Council of the Village of Oakwood, County of Cuyahoga and State of Ohio, do hereby certify that the foregoing Ordinance No. 2023 -19 was duly and regularly passed by this Council at the meeting held on the 2 day of June, 2023.

  
Debra Hladky, Interim Clerk of Council

**POSTING CERTIFICATE**

I, Debra L. Hladky, Interim Clerk of Council of the Village of Oakwood, County of Cuyahoga and State of Ohio, do hereby certify that Ordinance No. 2023 -19 was duly posted on the 2 day of June, 2023 and will remain posted for a period of fifteen (15) days thereafter as provided in the Charter and Ordinances of the Village.

  
Debra Hladky, Interim Clerk of Council

DATED: June 15, 2023