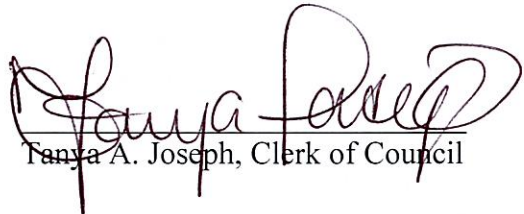


## **NOTICE OF SPECIAL COUNCIL MEETING**

Pursuant to Section 7.08 of the Charter of the Village of Oakwood, notice is hereby given of the calling of a **Special Council Meeting** by Councilperson Hardin, Councilperson Matlock, Councilwoman Davis to be held on **June 18<sup>th</sup>, 2025, at 7:00p.m.** in the Village Council Chambers, 24800 Broadway Avenue, Oakwood Village, Ohio 44146, to consider the following matter(s):

(See attached Amended Agenda for further information)

In accordance with the provisions contained in the Village Charter no other matters will be considered by Village Council other than those listed herein.



Tanya A. Joseph, Clerk of Council

**VILLAGE OF OAKWOOD  
COUNCIL SPECIAL MEETING**

**June 18<sup>th</sup>, 2025**

**7:00 P.M.**

**AMENDED AGENDA**

Pursuant to Section 7.08 of the Charter of the Village of Oakwood, Councilperson Hardin, Councilperson Matlock, Councilwoman Davis are hereby calling a Special Meeting of Village Council to consider the following:

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- 1. Call Meeting to Order**
- 2. Pledge of Allegiance**
- 3. Roll Call**

Council President	Erica Nikolic	Mayor	Gary Gottschalk
Council-At-Large	Johnnie A. Warren	Law	James Climer
Ward 1 Councilperson	Taunya Scruggs	Finance	Brian L. Thompson
Ward 2 Councilperson	Eloise Hardin	Service	Tom Haba
Ward 3 Councilperson	Paggie Matlock	Fire	Dave Tapp
Ward 4 Councilperson	Mary Davis	Police	Mark Garratt
Ward 5 Councilperson	Candace S. Hill	Building	SafeBuilt
		Engineer	Matt Jones
		Recreation	Karen Gaither (Interim)

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**4. Legislation**

**2025-36**      **A PAY ORDINANCE AUTHORIZING THE EMPLOYMENT OF AN EMPLOYEE AND  
Introduced 6-10-25 SETTING FORTH THE DUTIES AND COMPENSATION FOR THAT POSITION AND  
By the Mayor DECLARING AN EMERGENCY**  
1<sup>st</sup> read 6-10-25  
2<sup>nd</sup> read 6-17-25  
3<sup>rd</sup> read 6-18-25

**2025-46**      **AN ORDINANCE AMENDING ORDINANCE 2024-37 SETTING FORTH CERTAIN  
Introduced 6-17-25 POSITIONS OF EMPLOYMENT AND COMPENSATION AND BENEFIT SCHEDULES  
By the Mayor THEREFORE FOR THE VILLAGE OF OAKWOOD AND DECLARING AN  
Council as a whole EMERGENCY**  
1<sup>st</sup> read 6-17-25  
2<sup>nd</sup> read 6-18-25

**2025-47**      **A PAY ORDINANCE AUTHORIZING THE EMPLOYMENT OF ROLAND WALKER IN  
Introduced 6-17-25 THE POSITION OF RESIDENTIAL BUILDING CODE ENFORCEMENT OFFICER IN  
By the Mayor THE BUILDING DEPARTMENT AND SETTING FORTH THE DUTIES AND  
1<sup>st</sup> read 6-17-25 COMPENSATION FOR HIS POSITION AND DECLARING AN EMERGENCY**  
2<sup>nd</sup> read 6-18-25

**2025-48**      **A PAY ORDINANCE AUTHORIZING THE EMPLOYMENT OF HEATHER PURGAR AND  
Introduced 6-17-25 SETTING FORTH THE DUTIES AND COMPENSATION FOR THAT POSITION AND  
By the Mayor DECLARING AN EMERGENCY**  
1<sup>st</sup> read 6-17-25  
2<sup>nd</sup> read 6-18-25

**2025-49**      **A PAY ORDINANCE AUTHORIZING THE EMPLOYMENT OF PERSONS AS SUMMER  
Introduced 6-17-25 CAMP SUPERVISORS AND COUNSELLORS AND SETTING FORTH THE DUTIES AND  
By the Mayor COMPENSATION FOR THOSE POSITIONS AND DECLARING AN EMERGENCY**  
1<sup>st</sup> read 6-17-25  
2<sup>nd</sup> read 6-18-25

**5. Adjournment**

**AMENDED ORDINANCE NO. 2025-36**

INTRODUCED BY MAYOR

**A PAY ORDINANCE AUTHORIZING THE EMPLOYMENT OF AN EMPLOYEE AND  
SETTING FORTH THE DUTIES AND COMPENSATION FOR THEIR POSITION AND  
DECLARING AN EMERGENCY**

**WHEREAS**, no individual shall become employed or be compensated in the Village of Oakwood without a pay ordinance; and,

**WHEREAS**, a pay ordinance shall have attached an exhibit for a job description of the employment position for which they shall be compensated that describes the following: the title of the position, employee name, the scheduled work days and hours of the position, who the position reports to, location of the position, pay scale range for the position, special requirements of the position, required roles and responsibilities to be fulfilled, and qualifications for the position as well as, any cross-training for coverage of other positions for the specific employee being hired.

**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 authorizes the employment of Karen Gaither as Interim Recreation Director for a term expected to last approximately six (6) weeks.

**SECTION 2.** Karen Gaither shall be responsible for the duties set forth in the job description attached as Exhibit A.

**SECTION 3.** Karen Gaither, as Interim Recreation Director, shall work part-time approximately twenty-five (25) hours per week and be compensated at a rate of twenty-seven and 30/100 Dollars (\$27.30) per hour.

**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 the same that relates to the daily operation of a municipal department and the ability of the village to provide uninterrupted services to the citizens of the Village given, therefore, provided it receives the two-thirds 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: .....

\_\_\_\_\_  
Erica Nikolic, President of Council

\_\_\_\_\_  
Tanya Joseph, Clerk of Council

Presented to the Mayor: \_\_\_\_\_

Approved: \_\_\_\_\_

\_\_\_\_\_  
Gary V. Gottschalk, Mayor

I, Tanya Joseph, Clerk of Council of the Village of Oakwood, County of Cuyahoga, and State of Ohio, do hereby certify that the foregoing Amended Ordinance No. 2025-36 was duly and regularly passed by this Council at the meeting held on \_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Tanya Joseph, Clerk of Council

### **POSTING CERTIFICATE**

I, Tanya Joseph, Clerk of Council of the Village of Oakwood, County of Cuyahoga, and State of Ohio, do hereby certify that Amended Ordinance No. 2025-36 was duly posted on the \_\_\_\_\_ day of \_\_\_\_\_, 2025, and will remain posted in accordance with the Oakwood Village Charter.

\_\_\_\_\_  
Tanya Joseph, Clerk of Council

DATED: \_\_\_\_\_

### **Job Description - Exhibit A**

Position Title: Interim Recreation Director

Employee Name: Karen Gaither

Scheduled Work Hours/Days: Part time, 25 hours per week

Reports To: Mayor

Location: Village Hall Pay Scale: \$27.30 per hour

Special Requirements: Temporary appointment expected to last approximately 6 weeks

#### **Roles and Responsibilities:**

Summer Camp: Manage the operation of an 8-week long children's summer camp program. Including hiring certified councilors and vendors, coordinating transportation, providing meals and coordinating/securing contracts with area recreational facilities.

Recreation Programming: Plans, directs, organizes, coordinates and implements structured events and recreational programs. Prepare weekly/quarterly reports, attendance reports, registration information and budgets for events. Serve as a liaison to the public responding to inquiries, problems, and complaints.

#### **Qualifications:**

High school degree or more. Good reading, writing and planning skills and organization and communication abilities. Clean background check. Ability to work evenings and weekends as needed.

**ORDINANCE NO. 2025-46**

INTRODUCED BY MAYOR AND COUNCIL AS A WHOLE

**AN ORDINANCE AMENDING ORDINANCE 2024-37 SETTING FORTH CERTAIN POSITIONS OF EMPLOYMENT AND COMPENSATION AND BENEFIT SCHEDULES THEREFORE FOR THE VILLAGE OF OAKWOOD AND DECLARING AN EMERGENCY**

**WHEREAS**, it is necessary for Council to review salary ranges from time to time for employment positions within the Village; and,

**WHEREAS**, employee compensation shall not exceed the authorized salary ordinance maximum pay range; and,

**WHEREAS**, Council previously passed Ordinance No. 2025-37 setting forth certain employment positions and schedules of compensation for the Village; and,

**WHEREAS**, since the passage of said Ordinance No. 2025-37 certain positions and their duties and their pay ranges require adjustments;

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

**SECTION 1.** Section 1 of Ordinance 2024-37 which presently reads as follows:

The following positions of employment and the schedule of compensation therefore for certain employees of the Village of Oakwood shall be as follows:

**Administrative Jobs (Full-Time)**

Clerk of Council	\$19.23/hour--\$22.71/hour
Executive Assistant to Mayor	\$55,000/year--\$68,250/year
Finance Director	\$82,000/year--\$92,435.20/year
Fire Chief	\$85,774/year--\$91,000.00/year
Service Director of Public Service/Properties	\$90,542.40/year--\$95,069.52/year
Recreation Commissioner	\$49,000/year--\$56,784/year

**Administrative Jobs (Part-Time)**

Chief Building Official	\$40,000/year--\$43,938.96/year
Fire Chief	\$42,887/year--\$45,031.35/year

Recreation Commissioner	\$23.55/hour--\$27.30/hour
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**Building Department (Full-Time)**

Building Department Secretary	\$21.66/hour--\$22.74/hour
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Housing Inspector - Building	\$17.52/hour--\$18.44/hour
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Office Manager/Executive Secretary Building	\$20.58/hour--\$21.66/hour
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**Finance Department (Full-Time)**

Accounts Payable	\$19.23/hour--\$20.19/hour
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Finance Specialist	\$21.63/hour--\$22.72/hour
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Finance Clerk	\$18.22/hour--\$19.13/hour
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Payroll Specialist	\$24.04/hour--\$25.24/hour
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**Mayor's Court (Full-Time)**

Chief Deputy Clerk of Courts	\$23.67/hour--\$24.85/hour
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Clerk of Mayor's Court	\$24.94/hour--\$26.19/hour
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**Recreation Department**

Recreation Assistant	\$12.36/hour--\$12.98/hour (PT)
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Recreation Commission Secretary	\$20.00/hour
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Summer Camp Counselor	\$13.00/hour--15.00/hour (Seasonal)
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Summer Camp Supervisor	\$16.00/hour--\$16.80/hour (Seasonal)
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**Police Department (Full-Time)**

Administrative Assistant	\$23.67/hour--\$24.85/hour
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Dispatcher	\$22.00/hour--\$25.19/hour
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**Police Department (Part-Time)**

Auxiliary - Police Officer	\$16.50/hour--\$17.33/hour
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**Service Department (Full-Time)**

Foreman	\$26.58/hour--\$27.91/hour
General Laborer Service Worker Level 1	\$23.00/hour--\$24.15/hour
General Laborer Service Worker Level 2	\$24.81/hour--\$26.05/hour
General Laborer Service Worker Level 3	\$25.50/hour--\$26.77/hour

**Service Department (Part-Time)**

Custodian	\$16.81/hour--\$17.65/hour
Emergency Labor Service Worker	\$25.00/hour
Mechanic	\$17.00/hour--\$17.85/hour
Senior Van Driver	\$10.93/hour--\$11.48/hour
Summer Laborers	\$15.00/hour--\$16.71/hour

**Traffic Control (Part-Time)**

School Guard	\$14.02/hour--\$14.72/hour
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**Fire Department (Not to Exceed 71 Total)**

Assistant Fire Chief (2)	\$35.09/hour--\$36.84/hour
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Assistant Chiefs, each one works 20 hours per week on average.

Captain	\$30.38/hour--\$31.90/hour
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Weekend differential rate	\$37.98/hour
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Fire Prevention Officer	\$27.62/hour--\$29.00/hour
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(Monday-Friday only)

Lieutenant	\$27.62/hour--\$29.00/hour
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Weekend differential rate	\$34.53/hour
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Firefighter	\$25.11/hour--\$26.37/hour
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Weekend differential rate	\$31.39/hour
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Probationary firefighter (first 6 months)	\$20.33/hour--\$21.35/hour
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Weekend differential rate	\$25.41/hour
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Be and hereby is amended to read as follows:

**Administrative Jobs (Full-Time)**

Clerk of Council	\$19.23/hour--\$22.71/hour
Executive Assistant to Mayor	\$45,000/year--\$65,000/year
Finance Director	\$82,000/year--\$92,435.20/year
Fire Chief	\$90,040.00/year
Service Director of Public Service/Properties	\$90,542.40/year--\$95,069.52/year
Recreation Director	\$49,000/year--\$56,784/year

**Administrative Jobs (Part-Time)**

Chief Building Official	\$40,000/year--\$43,938.96/year
Fire Chief	\$42,887/year--\$45,031.35/year
Recreation Director	\$23.55/hour--\$27.30/hour
Interim Recreation Director	\$27.30/hour

**Building Department (Full-Time)**

Building Department Secretary	\$21.66/hour--\$22.74/hour
Residential Building Code Enforcement Officer	\$37.00/hour
Office Manager/Executive Secretary Building	\$20.58/hour--\$21.66/hour

**Finance Department (Full-Time)**

Accounts Payable	\$19.23/hour--\$20.19/hour
Finance Specialist	\$21.63/hour--\$22.72/hour
Finance Clerk	\$18.22/hour--\$19.13/hour
Payroll Specialist	\$24.04/hour--\$25.24/hour

**Mayor's Court (Full-Time)**

Chief Deputy Clerk of Courts	\$23.67/hour--\$24.85/hour
Clerk of Mayor's Court	\$24.94/hour--\$26.19/hour

**Recreation Department**

Recreation Assistant	\$12.36/hour--\$12.98/hour (PT)
Recreation Commission Secretary	\$20.00/hour
Summer Camp Counselor	\$18.00/hour (Seasonal)
Summer Camp Supervisor	\$19.00/hour (Seasonal)

**Police Department (Full-Time)**

Administrative Assistant	\$23.67/hour--\$24.85/hour
Dispatcher	\$22.00/hour--\$25.19/hour

**Police Department (Part-Time)**

Auxiliary - Police Officer	\$16.50/hour--\$17.33/hour
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**Service Department (Full-Time)**

Foreman	\$26.58/hour--\$27.91/hour
General Laborer Service Worker Level 1	\$23.00/hour--\$24.15/hour
General Laborer Service Worker Level 2	\$24.81/hour--\$26.05/hour
General Laborer Service Worker Level 3	\$25.50/hour--\$26.77/hour

**Service Department (Part-Time)**

Custodian	\$16.81/hour--\$17.65/hour
Emergency Labor Service Worker	\$25.00/hour
Mechanic	\$17.00/hour--\$17.85/hour
Senior Van Driver	\$10.93/hour--\$11.48/hour
Summer Laborers	\$15.00/hour--\$16.71/hour

**Traffic Control (Part-Time)**

School Guard	\$14.02/hour--\$14.72/hour
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**Fire Department (Not to Exceed 71 Total)**

Assistant Fire Chief (2)	\$37.90/hour--\$39.79/hour
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Assistant Chiefs, each one works 20 hours per week on average.

Captain	\$32.81/hour--\$34.45/hour
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Weekend differential rate	\$41.02/hour
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Fire Prevention Officer	\$29.83/hour--\$31.32/hour
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(Monday-Friday only)

Lieutenant	\$29.83/hour--\$31.32/hour
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Weekend differential rate	\$37.29/hour
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Firefighter	\$27.12/hour--\$28.48/hour
-------------	----------------------------

Weekend differential rate	\$33.90/hour
---------------------------	--------------

Probationary firefighter (first 6 months)	\$21.96/hour--\$23.06/hour
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Weekend differential rate	\$27.44/hour
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**SECTION 2.** 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 the same that relates to the daily operation of a municipal department and the ability of the village to provide uninterrupted services to the citizens of the Village, therefore, provided it receives the two-thirds 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: \_\_\_\_\_

\_\_\_\_\_  
Erica Nikolic, President of Council

\_\_\_\_\_  
Tanya Joseph, Clerk of Council

Presented to the Mayor: \_\_\_\_\_

Approved: \_\_\_\_\_

\_\_\_\_\_  
Gary v. Gottschalk, Mayor

I, Tanya Joseph, Clerk of Council of the Village of Oakwood, County of Cuyahoga, and State of Ohio, do hereby certify that the foregoing Ordinance No. 2025-46 was duly and regularly passed by this Council at the meeting held on \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Tanya Joseph, Clerk of Council

### **POSTING CERTIFICATE**

I, Tanya Joseph, Clerk of Council of the Village of Oakwood, County of Cuyahoga, and State of Ohio, do hereby certify that Ordinance No. 2025-46 was duly posted on the \_\_\_\_\_ day of \_\_\_\_\_, 2025, and will remain posted in accordance with the Oakwood Village Charter.

\_\_\_\_\_  
Tanya Joseph, Clerk of Council

DATED: \_\_\_\_\_

**ORDINANCE NO. 2025-47**

INTRODUCED BY MAYOR

**A PAY ORDINANCE AUTHORIZING THE EMPLOYMENT OF ROLAND WALKER IN  
THE POSITION OF RESIDENTIAL BUILDING CODE ENFORCEMENT OFFICER IN THE  
BUILDING DEPARTMENT AND SETTING FORTH THE DUTIES AND  
COMPENSATION FOR HIS POSITION AND DECLARING AN EMERGENCY**

**WHEREAS**, no individual shall become employed or be compensated in the Village of Oakwood without a pay ordinance; and,

**WHEREAS**, a pay ordinance shall have attached an exhibit for a job description of the employment position for which they shall be compensated that describes the following: the title of the position, employee name, the scheduled work days and hours of the position, who the position reports to, location of the position, pay scale range for the position, special requirements of the position, required roles and responsibilities to be fulfilled, and qualifications for the position as well as, any cross-training for coverage of other positions for the specific employee being hired.

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

**SECTION 1.** The Council hereby authorizes the employment of Roland Walker as Residential Building Code Enforcement Officer.

**SECTION 2.** Roland Walker shall be responsible for the duties set forth in the job description attached as Exhibit A.

**SECTION 3.** Roland Walker, as Residential Building Code Enforcement Officer, shall work Full- Time at (40) hours per week and be compensated at a rate of thirty-seven and 00/100 Dollars (\$37.00) per hour.

**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 the same that relates to the daily operation of a municipal department and the ability of the village to provide uninterrupted services to the citizens of the Village given, therefore, provided it receives the two-thirds 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: \_\_\_\_\_

\_\_\_\_\_  
Erica Nikolic, President of Council

\_\_\_\_\_  
Tanya Joseph, Clerk of Council

Presented to the Mayor: \_\_\_\_\_

Approved: \_\_\_\_\_

\_\_\_\_\_  
Gary V. Gottschalk, Mayor

I, Tanya Joseph, Clerk of Council of the Village of Oakwood, County of Cuyahoga, and State of Ohio, do hereby certify that the foregoing Ordinance No. 2025-47 was duly and regularly passed by this Council at the meeting held on \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Tanya Joseph, Clerk of Council

**POSTING CERTIFICATE**

I, Tanya Joseph, Clerk of Council of the Village of Oakwood, County of Cuyahoga, and State of Ohio, do hereby certify that Ordinance No. 2025-47 was duly posted on the \_\_\_\_ day of \_\_\_\_\_, 2025, and will remain posted in accordance with the Oakwood Village Charter.

\_\_\_\_\_  
Tanya Joseph, Clerk of Council

DATED: \_\_\_\_\_



## Job Description – Exhibit A

Position Title: Residential Building Code Enforcement Officer

Employee Name: Roland Walker

Scheduled Work Hours/Days: Full Time Monday through Friday 8:00AM – 4:00PM

Reports To: Mayor and Chief Building Official

Location: Building Department

Pay Scale: \$37 per hour

Special Requirements: The position will be subject to a review three months after commencement

### Roles and Responsibilities:

- Conduct residential property maintenance inspections, ensuring compliance with housing codes and related ordinances, and preparing detailed inspection reports while maintaining accurate records.
- Perform field inspections on residential properties, assessing the condition of exteriors, including roofs, chimneys, gutters, downspouts, foundations, windows, siding, steps, sidewalks, driveways, and landscaping.
- Issue notices of code violations to property owners who are out of compliance and provide information on available resources to assist with necessary repairs.
- Notify supervisory staff of any hazardous or deteriorating conditions that require immediate attention.
- Respond to inquiries from property owners, potential buyers, tenants, real estate agents, contractors, and the general public regarding the inspection process.
- Prepare inspection reports and maintain thorough records of all inspections conducted.
- Perform other related duties as assigned.

*Village of Oakwood is an **equal opportunity employer**. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status. Reasonable accommodations for disabilities will be made.*

*Employment with Village of Oakwood is at-will. This means your employment is for an indefinite period of time and it is subject to termination by the employee or Village of Oakwood, with or without cause, with or without notice, and at any time. Nothing in this policy or any other policy of Village of Oakwood shall be interpreted to be in conflict with or to eliminate or modify in any way, the **at-will employment** status of Village of Oakwood employees.*



- Attend Council meetings on behalf of the Building Department

#### Qualifications:

High school degree or more. Good reading, writing and planning skills and organization and communication abilities. Clean background check. Knowledge and experience in residential building code enforcement.

*Village of Oakwood is an **equal opportunity employer**. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status. Reasonable accommodations for disabilities will be made.*

*Employment with Village of Oakwood is at-will. This means your employment is for an indefinite period of time and it is subject to termination by the employee or Village of Oakwood, with or without cause, with or without notice, and at any time. Nothing in this policy or any other policy of Village of Oakwood shall be interpreted to be in conflict with or to eliminate or modify in any way, the **at-will employment** status of Village of Oakwood employees.*



**ORDINANCE NO. 2025-48**

INTRODUCED BY MAYOR

**A PAY ORDINANCE AUTHORIZING THE EMPLOYMENT OF  
HEATHER PURGAR AND SETTING FORTH THE DUTIES AND  
COMPENSATION FOR THAT POSITION AND DECLARING AN  
EMERGENCY**

**WHEREAS**, no individual shall become employed or be compensated in the Village of Oakwood without a pay ordinance; and,

**WHEREAS**, a pay ordinance shall have attached an exhibit for a job description of the employment position for which they shall be compensated that describes the following: the title of the position, employee name, the scheduled work days and hours of the position, who the position reports to, location of the position, pay scale range for the position, special requirements of the position, required roles and responsibilities to be fulfilled, and qualifications for the position as well as, any cross-training for coverage of other positions for the specific employee being hired.

**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 authorizes the employment of Heather Purgar as Executive Assistant to the Mayor.

**SECTION 2.** Heather Purgar shall be responsible for the duties set forth in the job description attached as Exhibit A.

**SECTION 3.** Heather Purgar, as Executive Assistant to the Mayor, shall work full time 40 hours per week and be compensated at a rate of Forty-five Thousand and 00/100 Dollars (\$45,000) per year along with all benefits afforded to full-time non-union employees of the Village.

**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 the same that relates to the daily operation of a municipal department and the ability of the village to provide uninterrupted services to the citizens of the Village given, therefore, provided it receives the two-thirds 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: \_\_\_\_\_

\_\_\_\_\_  
Erica Nikolic, President of Council

\_\_\_\_\_  
Tanya Joseph, Clerk of Council

Presented to the Mayor: \_\_\_\_\_

Approved: \_\_\_\_\_

\_\_\_\_\_  
Gary V. Gottschalk, Mayor

I, Tanya Joseph, Clerk of Council of the Village of Oakwood, County of Cuyahoga, and State of Ohio, do hereby certify that the foregoing Amended Ordinance No. 2025-48 was duly and regularly passed by this Council at the meeting held on \_\_\_day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Tanya Joseph, Clerk of Council

### **POSTING CERTIFICATE**

I, Tanya Joseph, Clerk of Council of the Village of Oakwood, County of Cuyahoga, and State of Ohio, do hereby certify that Amended Ordinance No. 2025-48 was duly posted on the \_\_\_\_\_ day of \_\_\_\_\_, 2025, and will remain posted in accordance with the Oakwood Village Charter.

\_\_\_\_\_  
Tanya Joseph, Clerk of Council

DATED: \_\_\_\_\_

### **Job Description - Exhibit A**

Position Title: Executive Assistant to the Mayor

Employee Name: Heather Purgar

Scheduled Work Hours/Days: Full-Time, 40 hours per week

Reports To: Mayor

Location: Village Hall

Pay Scale: \$45,000 Year

- ❖ Preparing and typing reports, communications, written documents, and other correspondence requiring independent judgement in handling format, procedure, and context
- ❖ Focal point for communications/messaging from the Mayor's Office
- ❖ Receiving, investigation and responding to sensitive phone calls, citizen inquiries, and/or complaints that may involve confidential matters
- ❖ Scheduling meetings and appointments
- ❖ Maintaining the Mayor's calendar
- ❖ Maintaining office files
- ❖ Creating flyers for various events including upcoming events and other information including summer camp and the summer concert schedule to be distributed to the community
- ❖ Answer and screen phones for transfer to appropriate department/employees
- ❖ Schedule and maintain Tool and Truck Rental for Service Department when Finance Clerk is unavailable or absent due to vacation, sick, etc.
- ❖ Create the monthly Calendar for the Senior Van Transportation
- ❖ Schedule Senior Van Transportation

- ❖ Schedule and maintain Community Center for rental
- ❖ Plan, coordinate, and supervise the activities Mayor's Trips for Oakwood Village residents
- ❖ Process all purchase order requests for Mayor's Trips, Senior Activities, Community Center
- ❖ Prepare outgoing packages and letters for mailing
- ❖ Make sure that the postage meter has appropriate monies and supplies when needed
- ❖ Coordinate quarterly purchasing of office supplies for all departments
- ❖ Greet and assist customers/residents that come to Administration Office
- ❖ Provide visual and audio tracks for Mayor's Wednesday event at the community center

**ORDINANCE NO. 2025-49**

INTRODUCED BY MAYOR

**A PAY ORDINANCE AUTHORIZING THE EMPLOYMENT OF PERSONS AS  
SUMMER CAMP SUPERVISORS AND COUNSELLORS AND SETTING  
FORTH THE DUTIES AND COMPENSATION FOR THOSE POSITIONS AND  
DECLARING AN EMERGENCY**

**WHEREAS**, no individual shall become employed or be compensated in the Village of Oakwood without a pay ordinance; and,

**WHEREAS**, a pay ordinance shall have attached an exhibit for a job description of the employment position for which they shall be compensated that describes the following: the title of the position, employee name, the scheduled work days and hours of the position, who the position reports to, location of the position, pay scale range for the position, special requirements of the position, required roles and responsibilities to be fulfilled, and qualifications for the position as well as, any cross-training for coverage of other positions for the specific employee being hired.

**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 authorizes the employment of Della Farmer and Cy'Lyn McSwain as Camp Supervisors at the rate of Nineteen and 00/100 Dollars (\$19.00) per hour.

**SECTION 2.** Council hereby authorizes the employment of Venice Perry, Christopher Scott, Bre'Shae Johnson, and Robert Harris as Camp Counsellors at the rate of Eighteen and 00/100 Dollars (\$18.00) per hour.

**SECTION 3.** The said persons shall be responsible for the duties set forth in the job descriptions attached as Exhibit A.

**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 the same that relates to the daily operation of a municipal department and the fact that the Village's Summer Camp is imminently scheduled to begin, therefore, provided it receives the two-thirds 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: \_\_\_\_\_

\_\_\_\_\_  
Erica Nikolic, President of Council

\_\_\_\_\_  
Tanya Joseph, Clerk of Council

Presented to the Mayor: \_\_\_\_\_

Approved: \_\_\_\_\_

\_\_\_\_\_  
Gary V. Gottschalk, Mayor

I, Tanya Joseph, Clerk of Council of the Village of Oakwood, County of Cuyahoga, and State of Ohio, do hereby certify that the foregoing Ordinance No. 2025-49 was duly and regularly passed by this Council at the meeting held on \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Tanya Joseph, Clerk of Council

### **POSTING CERTIFICATE**

I, Tanya Joseph, Clerk of Council of the Village of Oakwood, County of Cuyahoga, and State of Ohio, do hereby certify that Ordinance No. 2025-49 was duly posted on the \_\_\_\_\_ day of \_\_\_\_\_, 2025, and will remain posted in accordance with the Oakwood Village Charter.

\_\_\_\_\_  
Tanya Joseph, Clerk of Council

DATED: \_\_\_\_\_



## Job Description – Exhibit A

Position Title: Summer Camp Supervisors and Counsellors

Employee Name: Supervisors: Della Farmer and Cy'Lyn McSwain

Counsellors: Venice Perry, Christopher Scott, Bre'Shae Johnson, Robert Harris

Scheduled Work Hours/Days: Part time, during Camp hours

Reports To: Mayor and Interim Recreation Director

Location: Village Hall

Pay Scale: Supervisors \$19.00 hour, Counsellors \$18 per hour

Special Requirements: Clean background checks

### Roles and Responsibilities:

Camp Counselor Job Description: Camp Counselors are primarily responsible for creating a safe, fun, and enriching environment for campers. They supervise and guide campers, while leading activities. They ensure safety as they engage in camp activities. Camp Counselors work directly with campers to ensure their safety and enjoyment while on the campgrounds. They must also work with other employees to coordinate activities, and they may need to work with parents when situations arise. Camp Counselors are the primary caregivers at camp, tasked with developing positive, meaningful relationships with their Campers and fellow Staff Members.

Supervisor Job Description: Provide supervision and guidance to Counsellors; plan and coordinate with the Interim Recreations Director and also perform duties of Counsellors when necessary.

### Qualifications:

High school degree or more for Supervisors. Good reading, writing and planning skills and organization and communication abilities. Clean background check. Ability to work all scheduled Summer Camp events.

*Village of Oakwood is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status. Reasonable accommodations for disabilities will be made.*

*Employment with Village of Oakwood is at-will. This means your employment is for an indefinite period of time and it is subject to termination by the employee or Village of Oakwood, with or without cause, with or without notice, and at any time. Nothing in this policy or any other policy of Village of Oakwood shall be interpreted to be in conflict with or to eliminate or modify in any way, the at-will employment status of Village of Oakwood employees.*