

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 20th, 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 20th, 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:

- 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)

4. Legislation

**2025-36(Amended) A PAY ORDINANCE AUTHORIZING THE EMPLOYMENT OF KAREN GAITHER AS RECREATION
Commissioner and setting forth the duties and compensation for the position and
Introducing 6-10-25 DECLARING AN EMERGENCY**

By the Mayor

1st read 6-10-25

2nd read 6-18-25

Tabled 6-18-25

**2025-46(Amended) AN ORDINANCE AMENDING ORDINANCE 2025-31 SETTING FORTH CERTAIN
Introducing 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**

1st read 6-17-25

2nd read 6-18-25

3rd read 6-20-25

**2025-47(Amended) A PAY ORDINANCE AUTHORIZING THE EMPLOYMENT OF ROLAND WALKER IN
Introducing 6-17-25 THE POSITION OF RESIDENTIAL BUILDING CODE ENFORCEMENT OFFICER/BUILDING
By the Mayor DEPARTMENT MANAGER IN THE BUILDING DEPARTMENT AND SETTING FORTH THE DUTIES AND
1st read 6-17-25 COMPENSATION FOR HIS POSITION AND DECLARING AN EMERGENCY**

2nd read 6-18-25

3rd read 6-20-25

**2025-48 A PAY ORDINANCE AUTHORIZING THE EMPLOYMENT OF HEATHER PURGAR AND
Introducing 6-17-25 SETTING FORTH THE DUTIES AND COMPENSATION FOR THAT POSITION AND
By the Mayor DECLARING AN EMERGENCY**

1st read 6-17-25

2nd read 6-20-25

**2025-49 A PAY ORDINANCE AUTHORIZING THE EMPLOYMENT OF PERSONS AS SUMMER
Introducing 6-17-25 CAMP SUPERVISORS AND COUNSELLORS AND SETTING FORTH THE DUTIES AND
By the Mayor COMPENSATION FOR THOSE POSITIONS AND DECLARING AN EMERGENCY**

1st read 6-17-25

2nd read 6-20-25

5. Adjournment

SECOND AMENDED ORDINANCE NO. 2025-36

INTRODUCED BY MAYOR

**A PAY ORDINANCE AUTHORIZING THE EMPLOYMENT OF KAREN GAITHER
AS RECREATION COMMISSIONER AND SETTING FORTH THE DUTIES AND
COMPENSATION FOR THE 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 Recreation Commissioner.

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 Recreation Commissioner, 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 Second 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 the Second 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: Recreation Commissioner 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

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.

AMENDED ORDINANCE NO. 2025-46

INTRODUCED BY MAYOR AND COUNCIL AS A WHOLE

AN EMERGENCY SALARY ORDINANCE AMENDING ORDINANCE 2025-31 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;

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

Section 1. 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	\$45,000/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

Building Department (Full-Time)

Building Department Secretary/Permit Technician	\$20.58/hour--\$21.66/hour
Certified/Housing Inspector - Building	\$17.52/hour--\$40.00/hour

Executive Secretary Building	\$21.66/hour--\$22.74/hour
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Finance Department (Full-Time/Part-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	\$13.00--18.00/hour (Seasonal)
Summer Camp Supervisor	\$15.00--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
Assistant Chiefs, each one works 20 hours per week on average.	
Captain	\$32.81/hour--\$34.45/hour
Weekend differential rate	\$41.02/hour
Fire Prevention Officer	\$29.83/hour--\$31.32/hour
(Monday-Friday only)	
Lieutenant	\$29.83/hour--\$31.32/hour
Weekend differential rate	\$37.29/hour
Firefighter	\$27.12/hour--\$28.48/hour
Weekend differential rate	\$33.90/hour
Probationary firefighter (first 6 months)	\$21.96/hour--\$23.06/hour
Weekend differential rate	\$27.44/hour

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 amended Ordinance No. 2025-46 was duly and regularly passed by this Council at the meeting held on _____ day of _____, 2024.

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. 2025-46 was duly posted on the _____ day of _____, 2024, and will remain posted in accordance with the Oakwood Village Charter.

Tanya Joseph, Clerk of Council

DATED: _____

AMENDED 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/BUILDING DEPARTMENT MANAGER 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/Building Department Manager.

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/Building Department Manager, 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. Village of Oakwood shall incur the costs for any training, courses, examinations, licenses, and other requirements necessary to obtain full certification and shall reimburse the employee for incidental expenses incurred by the employee applicable to the above-named items, for example, mileage reimbursement, meals, and lodging according to the IRS guidelines. The employee is required to submit original, itemized receipts or other valid documentation for reimbursement. If the employee is terminated or resigns within 2 years, he shall reimburse the Village for all expenses incurred applicable to him earning the certificate(s) and license(s). Village of Oakwood reserves the right to deduct repayment obligations from final paychecks or other compensation due to the employee. The Village shall use any legal means necessary to recoup any outstanding balances.

SECTION 5. 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. 2025-47 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 amended 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/Building Department Manager

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, 40hours 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.*