

INTRODUCED BY MAYOR NIKOLIC

**AN EMERGENCY ORDINANCE AUTHORIZING THE
VILLAGE ENGINEER TO PREPARE PLANS AND
SPECIFICATIONS, TO ADVERTISE FOR BIDS, AND
PROCEED WITH ROAD REPAIRS ON VARIOUS
STREETS LOCATED WITHIN THE VILLAGE**

WHEREAS, the Village Council deems it necessary and in the best interests of the health, safety and welfare of all of the Village residents to continue to perform routine repairs and preventative maintenance on various streets within the Village:

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

SECTION 1. The Village Engineer be and is hereby authorized and directed to prepare plans and specifications for Road Repairs, as determined by the Engineer, for the repair and resurfacing of Milburn Road and for pavement maintenance activities on various streets in the Meadows at Oakwood Subdivision. The Village Engineer is also authorized to perform miscellaneous pavement spot repairs throughout the Village as determined by the Service Director and the Mayor.

SECTION 2. The Village Engineer be and is hereby authorized and directed to advertise for bids according to law for the repairs and other work as specified in Section 1 hereof.

SECTION 3. Upon receipt of the bids, the Mayor shall provide all members of Council with a bid tabulation summary for each bidder prior to the Board of Control awarding any contract for the matters described in Section 1 hereof.

SECTION 4. Council hereby authorizes the expenditure of an aggregate amount not to exceed Two Hundred Sixty Five Thousand Dollars (\$265,000.00) for road repairs as provided in Section 1 hereof. The Director of Finance be and is hereby authorized and directed to issue vouchers in the amounts and for the purposes as expressed in Section 1 hereof upon the award of contracts pursuant to Board of Control approval, said amounts to be charged to the SCMR Fund.

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 that the same relates to the daily operation of a municipal department and the need to prepare timely plans and specifications so that the proposed work can proceed during the upcoming construction season, therefore, provided it receives two-thirds 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: 4-28-2026

Eloise Hardin
Eloise Hardin, President of Council

Jeune Drayton
Jeune Drayton, Interim Clerk of Council

Presented to the Mayor 4-29-2026

Approved: 4/30/2026

Erica L. Nikolic
Mayor, Erica L. Nikolic

I, Jeune Drayton, Interim Clerk of Council of the Village of Oakwood, County of Cuyahoga and State of Ohio, do hereby certify that the foregoing Ordinance No. 2026-27 was duly and regularly passed by this Council at the meeting held on the 28th day of APRIL, 2026.

Jeune Drayton
Jeune Drayton, Interim Clerk of Council

POSTING CERTIFICATE

I, Jeune Drayton, Interim Clerk of Council of the Village of Oakwood, County of Cuyahoga and State of Ohio, do hereby certify that Ordinance No. 2026-27 was duly posted on the 30th day of APRIL, 2026, and will remain posted for a period of fifteen (15) days thereafter in the Council Chambers and in not less than five (5) of the most public places in the municipality as determined by the Council of the said Village.

Jeune Drayton
Jeune Drayton, Interim Clerk of Council

DATED: 4-30-2026

ORDINANCE 2026-28

INTRODUCED BY MAYOR AND COUNCIL AS A WHOLE

A RESOLUTION ACCEPTING FUNDING AWARDS FROM CUYAHOGA COUNTY UNDER THE 2026 COMMUNITY DEVELOPMENT SUPPLEMENTAL GRANT PROGRAM AND THE 2026 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM AND AUTHORIZING THE ENGINEER TO BEGIN THE PREPARATION OF PLANS AND SPECIFICATIONS AND TO ADVERTISE FOR BIDS FOR THE FIRST PLACE PAVEMENT IMPROVEMENT PHASE 2 PROJECT IN THE VILLAGE OF OAKWOOD AND DECLARING AN EMERGENCY

WHEREAS, on November 13, 2025, by Resolution 2025-75, Council authorized and directed the Mayor and the Village Engineer to file an application for funding to the Cuyahoga County Department of Development for the First Place Pavement Improvement Phase 2 Project under the 2026 Community Development Supplemental Grant Program; and

WHEREAS, the Cuyahoga County Department of Development has notified the Mayor and the Village Engineer that the Village of Oakwood has been awarded \$50,000.00 for the First Place Pavement Improvement Phase 2 Project under the 2026 Supplemental Grant Program which will include concrete pavement repairs and an asphalt overlay on First Place from the south driveway of 7600 First Place to the cul-de-sac; and

WHEREAS, on July 8, 2025, by Resolution 2025-53, Council authorized and directed the Mayor and the Village Engineer to file an application for funding to the Cuyahoga County Department of Development for the First Place Pavement Improvement Phase 2 Project under the 2026 Community Development Block Grant Program; and

WHEREAS, the Cuyahoga County Department of Development had notified the Mayor and the Village Engineer that the Village of Oakwood had been awarded \$150,000.00 for the First Place Pavement Improvement Project under the 2026 Competitive Municipal Block Grant Program which will include concrete pavement repairs and an asphalt overlay on First Place from the south driveway of 7600 First Place to the cul-de-sac.

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

SECTION 1. The Mayor is hereby authorized and directed to enter into any agreements with the Cuyahoga County Department of Development as may be necessary and appropriate for securing the grant award funds for the First Place Pavement Improvement Phase 2 Project.

SECTION 2. The Village Engineer be and is hereby authorized and directed to prepare plans and specifications for the First Place Pavement Improvement Phase 2 Project.

SECTION 3. The Village Engineer be and is hereby authorized and directed to advertise for bids according to law for the work as specified in Section 1 hereof.

SECTION 4. Upon receipt of the bids, the Mayor shall provide all members of Council with a bid tabulation summary for each bidder prior to the Board of Control awarding any contract for the matters described in Section 1 hereof.

SECTION 5. Council hereby authorizes the expenditure of an aggregate amount not to exceed Two Hundred Thousand Dollars (\$200,000.00) for the design, bidding and construction of the First Place Pavement Improvements Phase 2 Project as provided above. The Director of Finance be and is hereby authorized and directed to issue vouchers in the amounts and for the purposes as expressed above upon the award of contracts pursuant to Board of Control approval, said amounts to be charged to the Street Construction Maintenance and Repair (SCMR) Fund.

SECTION 6. 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 it is required to ensure the construction of the facility during the 2026 construction season, 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: 4-28-2026
JK

Eloise Hardin
Eloise Hardin, President of Council

Jeune Drayton
Jeune Drayton, Interim Clerk of Council

Presented to the Mayor 4-28-2026

Approved: 4/30/2026

Erica L. Nikolic
Mayor, Erica L. Nikolic

I, Jeune Drayton, Interim Clerk of Council of the Village of Oakwood, County of Cuyahoga and State of Ohio, do hereby certify that the foregoing Ordinance No. 2026 ~~29~~ was duly and regularly passed by this Council at the meeting held on the 28th day of APRIL, 2026.

Jeune Drayton
Jeune Drayton, Interim Clerk of Council

POSTING CERTIFICATE

I, Jeune Drayton, Interim Clerk of Council of the Village of Oakwood, County of Cuyahoga and State of Ohio, do hereby certify that Ordinance No. 2026 28 was duly posted on the 28th day of April, 2026, and will remain posted in accordance with the Oakwood Village Charter

Jeune Drayton
Jeune Drayton, Interim Clerk of Council

DATED: 4-30-2024

ORDINANCE NO.: 2026-29
INTRODUCED BY: MAYOR ERICA L. NIKOLIC
MOTION FOR ADOPTION BY:

AN ORDINANCE AUTHORIZING A MEMORANDUM OF UNDERSTANDING WITH THE CUYAHOGA SOIL AND WATER CONSERVATION DISTRICT AND THE NORTHEAST OHIO REGIONAL SEWER DISTRICT TO PROVIDE TECHNICAL ASSISTANCE REGARDING PUBLIC INFORMATION AND PUBLIC EDUCATION AND DECLARING AN EMERGENCY.

WHEREAS, the Village of Oakwood is an operator of a small municipal separate storm sewers system (MS4) which was required to, and did obtain, by March 10, 2003, National Pollutant Discharge Elimination System permit (MS4 Permit) coverage, through the Ohio EPA, for storm water discharge as a result of U.S. EPA's Storm Water Phase II Rule; and

WHEREAS, the Storm Water Phase II Rule is part of the U.S. EPA's effort to preserve, protect, and improve the nation's water resources from polluted storm water runoff, Phase II is intended to further reduce adverse water quality and aquatic habitat conditions by instituting the use of controls on the unregulated sources of storm water discharges that have the greatest likelihood of causing environmental degradation. The Phase II rule automatically covers on a nationwide basis all small municipal separate storm sewer systems (MS4s) located in "urbanized areas" as delineated by the Census Bureau; and

WHEREAS, MS4s are required to design a storm water management plan to reduce the discharge of pollutants to the maximum extent practicable. The Phase II Rule defines a small MS4 storm water management program as comprised of six minimum control measures that, when administered in concert, are expected to result in reduction of the discharge of pollutants into receiving water bodies. Operators of regulated small MS4s are required to design their programs to do the following: reduce the discharge of pollutants to the "maximum extent practicable" (MEP), protect water quality and satisfy the appropriate water quality requirements of the Clean Water Act. Implementation of the MEP standard will require the development and implementation of best management practices and the achievement of measurable goals to satisfy each of the following six (6) minimum control measures (MCM):

MCM 1. Public Education and Outreach

Distributing educational materials and performing outreach to inform citizens about the impacts polluted storm water runoff discharges can have on water quality.

MCM 2. Public Participation/Involvement

Providing opportunities for citizens to participate in program development and implementation, including effectively publicizing public hearings and/or encouraging citizen representatives on a storm water management panel.

MCM 3. Illicit Discharge Detection and Elimination

Developing and implementing a plan to detect and eliminate illicit discharges to the storm sewer system (includes developing a system map and informing the community about hazards associated with illegal discharges and improper disposal of waste).

MCM 4. Construction Site Runoff Control

Developing, implementing and enforcing an erosion and sediment control program for construction activities that disturb one (1) or more acres of land (controls could include silt fences and temporary storm water detention ponds).

MCM 5. Post-Construction Runoff Control

Developing, implementing and enforcing a program to address discharges of post-construction storm water runoff from new development and redevelopment areas. Applicable controls could include preventive actions such as protecting sensitive areas (e.g., wetlands) or the use of structural BMPs such as grassed swales or porous pavement.

MCM 6. Pollution Prevention/Good Housekeeping

Developing and implementing a program with the goal of preventing or reducing pollutant runoff from municipal operations. The program must include municipal staff training on pollution prevention measures and techniques (e.g., regular street sweeping, reduction in the use of pesticides or street salt, or frequent catch-basin cleaning); and

WHEREAS, the Village is required to annually provide for Public Involvement and Public Education (PIPE) as indicated in MCMs 1 and 2 pursuant to its Ohio EPA Municipal Separate Storm Sewer Systems (MS4) Discharge Permit; and

WHEREAS, the Cuyahoga Soil and Water Conservation District (SWCD) and the Northeast Ohio Regional Sewer District can provide such a public information program; and

WHEREAS, the cost of such a public information program for 2026-2030 is estimated to be Six Thousand Six Hundred Dollars (\$6,600.00) annually.

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

Section 1. The Mayor is hereby authorized and directed to enter into a Memorandum of Understanding with the Cuyahoga Soil and Water Conservation District and the Northeast Ohio Regional Sewer District to provide technical assistance regarding public information and public education for the calendar years 2026-2030, a copy of said Memorandum of Understanding being attached hereto, marked Exhibit "A", and incorporated herein as if fully rewritten.

Section 2. The cost of said public information program shall not exceed Six Thousand Six Hundred Dollars (\$6,600.00) annually without further action by Council.

Section 3. It is recognized that some or all of said cost may be reimbursed to the Village by the Sewer District pursuant to the Stormwater Management Program.

Section 4. It is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in open meetings of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including the Village's Charter and Codified Ordinances and Section 121.22 of the Ohio Revised Code.

Section 5. This Ordinance is hereby determined to be an emergency measure necessary for the immediate preservation of the public peace, health, safety and welfare of the inhabitants of the Village and for the further reason that the public information program must commence in 2026 as soon as possible to keep the Village in compliance with its Ohio EPA MS4 permit. It shall therefore become effective upon its passage by the affirmative vote of not less than five (5) members of Council and approval by the Mayor; otherwise, it shall become effective at the earliest time allowed by law.

PASSED: 4-28-2026

Eloise Hardin
Eloise Hardin, Council President

Erica L. Nikolic
Erica L. Nikolic, Mayor

Approved as to legal form:

4/30/2026 Approved

James Climer, Law Director

ATTEST:

Jeune Drayton
Jeune Drayton, Interim Clerk of Council

I, Jeune Drayton, as Interim Clerk of Council of the Village of Oakwood, Ohio do hereby certify that the foregoing is a true and correct copy of Ordinance No. 2026-29, adopted by the Council of said Municipality on the 30th day of APRIL, 2026.

Jeune Drayton
Jeune Drayton, Interim Clerk of Council

ORDINANCE NO. 2026-32

INTRODUCED BY MAYOR

A PAY ORDINANCE CONCERNING THE EMPLOYMENT OF LAURA CZERWINSKI AS PART-TIME BUILDING PERMIT TECHNICIAN/SECRETARY AND SETTING FORTH THE DUTIES AND COMPENSATION FOR THE POSITION AND DECLARING AN EMERGENCY

WHEREAS, the Mayor has appointed Laura Czerwinski to the position of part-time Building Permit Technician/Secretary; and,

WHEREAS, the attached Exhibit A sets forth the a job description of the employment position for which the position 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 has previously appropriated the funds required for the payment of salary and benefits for the employment of Laura Czerwinski as part-time Building Permit Technician/Secretary as set forth in said Exhibit A.

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 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: 4-28-2026

Eloise Hardin
Eloise Hardin, President of Council

Jeune Drayton
Jeune Drayton, Interim Clerk of Council

Presented to the Mayor: 4-29-2026

Approved: Erica J. Nikolic
Erica Nikolic, Mayor
4/30/2026 Approved

I, Jeune Drayton, Interim Clerk of Council of the Village of Oakwood, County of Cuyahoga, and State of Ohio, do hereby certify that the foregoing Ordinance No. 2026- was duly and regularly passed by this Council at the meeting held on 28~~th~~ day of APRIL, 2026.

Jeune Drayton
Jeune Drayton, Interim Clerk of Council

POSTING CERTIFICATE

I, Jeune Drayton, Interim Clerk of Council of the Village of Oakwood, County of Cuyahoga, and State of Ohio, do hereby certify that Ordinance No. 2026~~91~~ was duly posted on the 28~~th~~ day of APRIL, 2026, and will remain posted in accordance with the Oakwood Village g/c Charter.

Jeune Drayton
Jeune Drayton, Interim Clerk of Council

DATED: 4-30-2026

ORDINANCE NO. 2026 - 34

INTRODUCED BY MAYOR NIKOLIC

A RESOLUTION ACCEPTING FUNDING AWARDS FROM CUYAHOGA COUNTY UNDER THE 2026 COMMUNITY DEVELOPMENT SUPPLEMENTAL GRANT PROGRAM AND THE 2026 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM AND AUTHORIZING THE ENGINEER TO BEGIN THE PREPARATION OF PLANS AND SPECIFICATIONS AND TO ADVERTISE FOR BIDS FOR THE FIRST PLACE PAVEMENT IMPROVEMENT PHASE 2 PROJECT IN THE VILLAGE OF OAKWOOD AND DECLARING AN EMERGENCY

WHEREAS, on November 13, 2025, by Resolution 2025-75, Council authorized and directed the Mayor and the Village Engineer to file an application for funding to the Cuyahoga County Department of Development for the First Place Pavement Improvement Phase 2 Project under the 2026 Community Development Supplemental Grant Program; and

WHEREAS, the Cuyahoga County Department of Development has notified the Mayor and the Village Engineer that the Village of Oakwood has been awarded \$50,000.00 for the First Place Pavement Improvement Phase 2 Project under the 2026 Supplemental Grant Program which will include concrete pavement repairs and an asphalt overlay on First Place from the south driveway of 7600 First Place to the cul-de-sac; and

WHEREAS, on July 8, 2025, by Resolution 2025-53, Council authorized and directed the Mayor and the Village Engineer to file an application for funding to the Cuyahoga County Department of Development for the First Place Pavement Improvement Phase 2 Project under the 2026 Community Development Block Grant Program; and

WHEREAS, the Cuyahoga County Department of Development had notified the Mayor and the Village Engineer that the Village of Oakwood had been awarded \$150,000.00 for the First Place Pavement Improvement Project under the 2026 Competitive Municipal Block Grant Program which will include concrete pavement repairs and an asphalt overlay on First Place from the south driveway of 7600 First Place to the cul-de-sac.

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

SECTION 1. The Mayor is hereby authorized and directed to enter into any agreements with the Cuyahoga County Department of Development as may be necessary and appropriate for securing the grant award funds for the First Place Pavement Improvement Phase 2 Project.

SECTION 2. The Village Engineer be and is hereby authorized and directed to prepare plans and specifications for the First Place Pavement Improvement Phase 2 Project.

SECTION 3. The Village Engineer be and is hereby authorized and directed to advertise for bids according to law for the work as specified in Section 1 hereof.

SECTION 4. Upon receipt of the bids, the Mayor shall provide all members of Council with a bid tabulation summary for each bidder prior to the Board of Control awarding any contract for the matters described in Section 1 hereof.

SECTION 5. Council hereby authorizes the expenditure of an aggregate amount not to exceed Two Hundred Thousand Dollars (\$200,000.00) for the design, bidding and construction of the First Place Pavement Improvements Phase 2 Project as provided above. The Director of Finance be and is hereby authorized and directed to issue vouchers in the amounts and for the purposes as expressed above upon the award of contracts pursuant to Board of Control approval, said amounts to be charged to the Street Construction Maintenance and Repair (SCMR) Fund.

SECTION 6. 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 it is required to ensure the construction of the facility during the 2026 construction season, 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: 4-28-2026

Eloise Hardin
Eloise Hardin, President of Council

Jeune Drayton
Jeune Drayton, Interim Clerk of Council

Presented to the Mayor 4-28-24

Approved: 4/30/2026

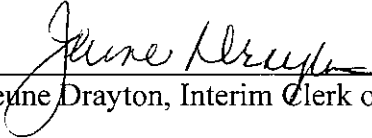
Erica L. Nikolic
Mayor, Erica L. Nikolic

I, Jeune Drayton, Interim Clerk of Council of the Village of Oakwood, County of Cuyahoga and State of Ohio, do hereby certify that the foregoing Ordinance No. 2026-37 was duly and regularly passed by this Council at the meeting held on the 28th day of APRIL, 2026.

Jeune Drayton
Jeune Drayton, Interim Clerk of Council

POSTING CERTIFICATE

I, Jeune Drayton, Interim Clerk of Council of the Village of Oakwood, County of Cuyahoga and State of Ohio, do hereby certify that Ordinance No. 2026 ~~34~~ was duly posted on the 30th day of APRIL, 2026, and will remain posted in accordance with the Oakwood Village Charter



Jeune Drayton, Interim Clerk of Council

DATED: 4-30-2026

INTRODUCED BY MAYOR NIKOLIC

AN ORDINANCE DESIGNATING CERTAIN PORTIONS OF KENTUCKY DRIVE AND BOOKER AVENUE WITH A SECONDARY AND HONORARY NAME OF “REVEREND CLAUDIE WILLIAMS, JR. WAY”

WHEREAS, Reverend Claudie Williams, Jr. has faithfully served the Oakwood Village community as the long-time Pastor of Rome Missionary Baptist Church; and,

WHEREAS, Reverend Williams has been the pastor of the Rome Missionary Baptist Church in Oakwood Village, Ohio since May 1984. He accepted Christ at an early age and was baptized at the Historical Greater Friendship Missionary Baptist Church under the pastorate of the late Rev. C. T. Nelson. While a member of the Beulah Baptist Church of Collinwood, he received his *Call to the Ministry* under the pastorate of the late Rev. Emery Woods in 1982; and,

WHEREAS, Reverend Williams is a part of several ministerial and community groups. He is an active member and past-president of The Baptist Minister’s Conference of Cleveland & Vicinity, the United Pastor’s in Missions of Greater Cleveland. He now presently holds the office of First Vice-President of The Baptist Pastor’s Council of Cleveland, Ohio. He is also a member of the United Pastor’s in Missions of Greater Cleveland. He is a Life Member of The Southern Christian Leadership Conference, Cleveland Chapter [SCLC], and a member of the NAACP; and,

WHEREAS, Reverend Williams is a native of Cleveland, Ohio where he attended the Cleveland Public Schools and graduated from Glenville High School. He was awarded an Associate Degree in Business Administration from Cuyahoga Community College and attended Cleveland State University. He was awarded a Master of Arts Degree in Theology from Ashland Theological Seminary in 1997; and,

WHEREAS, Reverend Williams served in the United States Navy and was Honorably discharged in 1970; and,

WHEREAS, Reverend Williams was employed by the Cleveland Clinic, where he held a position in the Organ Preservation Laboratory involved in research and the Kidney Transplantation program of Northeast Ohio; and,

WHEREAS, Reverend Williams has been married since September 9, 1977 to Sandra R. Williams and is the father of three children; Claudette Nicole (Jude) McDonald, Charles Emery (Marilyn), and Christopher Chad (deceased); grandfather of Christian Xavier, Raven Simone, Amari Shaheim, Riane Mackenzie, Ari Nycole, Charles Jr. (C.J.), and Carter Lee.

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

SECTION 1. That Kentucky Drive between its intersection with Tryon Road and Booker Avenue and Booker Avenue between its intersection with Kentucky Drive and Lamson Road be

and hereby are designated with the secondary and honorary name of "Reverend Claudie Williams, Jr. Way".

SECTION 2. Council hereby authorizes the erection of street signs bearing the foregoing secondary and honorary name.

SECTION 3. This Ordinance shall be in full force and from and after the earliest period allowed by law.

PASSED: 4-28-2026

Eloise Hardin
Eloise Hardin, President of Council

Jeune Drayton
Jeune Drayton, Interim Clerk of Council

Presented to the Mayor 4-29-2024

Approved: 4/30/2024

Erica Y. Nikolic
Mayor, Erica Nikolic

I, Jeune Drayton, Interim Clerk of Council of the Village of Oakwood, County of Cuyahoga and State of Ohio, do hereby certify that the foregoing Ordinance No. 2026 -35 was duly and regularly passed by this Council at the meeting held on the 28th day of APRIL, 2026.

Jeune Drayton
Jeune Drayton, Interim Clerk of Council

POSTING CERTIFICATE

I, Jeune Drayton, Interim Clerk of Council of the Village of Oakwood, County of Cuyahoga and State of Ohio, do hereby certify that Ordinance No. 2026 - 35 was duly posted on the 30th day of APRIL, 2026, and will remain posted for a period of fifteen (15) days thereafter in the Council Chambers in the locations and manner provided in the Village Charter.

Jeune Drayton
Jeune Drayton, Interim Clerk of Council

DATED: 4-30-2024

ORDINANC NO. 2026 -37

INTRODUCED BY MAYOR

AN ORDINANCE APPOINTING CAROL JACKSON AS CLERK OF COUNCIL AND SETTING FORTH THE DUTIES AND COMPENSATION FOR THAT POSITION AND DECLARING AN EMERGENCY

WHEREAS, R.C. Sec. 705.10 provides that the Council of a municipal corporation shall appoint a Clerk of Council, and,

WHEREAS, a vacancy presently exists in the office of the Clerk of Council of the Village of Oakwood and is being filled by an interim appointee, and,

WHEREAS, Council has interviewed applicants for appointment to the office of Clerk of Council,

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 Carol Jackson to the office of Clerk of Council of the Village of Oakwood.

SECTION 2. Carol Jackson shall be responsible to discharge the duties imposed upon a Clerk of Council by the Ohio Revised Code and the Charter and Ordinances of the Village of Oakwood including but not limited to C.O. Sec. 111.07 as well as the duties contained in Exhibit "A" attached hereto and incorporated herein.

SECTION 3. Carol Jackson shall work full time 40 hours per week and be compensated at the rate specified in the aforementioned Exhibit "A" along with all benefits afforded to full-time non-union employees of the Village for which Council hereby appropriates the necessary funds.

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, 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: 4-28-2026

Eloise Hardin
Eloise Hardin, President of Council

Jeune Drayton
Jeune Drayton, Interim Clerk of Council

Presented to the Mayor: 4-29-2026

Approved: 4/30/2026

Erica L. Nikolic
Erica Nikolic, Mayor

I, Jeune Drayton, Interim Clerk of Council of the Village of Oakwood, County of Cuyahoga, and State of Ohio, do hereby certify that the foregoing Ordinance No. 2026 ~~37~~ was duly and regularly passed by this Council at the meeting held on 28th day of APRIL, 2026.

Jeune Drayton
Jeune Drayton, Interim Clerk of Council

POSTING CERTIFICATE

I, Jeune Drayton, Interim Clerk of Council of the Village of Oakwood, County of Cuyahoga, and State of Ohio, do hereby certify that Ordinance No. 2026 ~~37~~ was duly posted on the 30th day of APRIL, 2026, and will remain posted in accordance with the Oakwood Village Charter.

Jeune Drayton
Jeune Drayton, Interim Clerk of Council

DATED: 4-30-26



Job Description – Exhibit A

Position Title: Clerk of Council

Employee Name: Carol Jackson

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

Reports To: Council and Designated Council Member

Location: Village Hall

Pay Scale: \$15.77 per hour until conclusion of training (approx. 6 weeks) then 19.77 per hour thereafter

Special Requirements: N/A

Roles and Responsibilities:

The Clerk of Council shall attend all regular and special meetings, work sessions and the various committee meetings of the Village Council. It shall be the duty of the Clerk to prepare agendas for these various meetings and to timely transmit same to the Mayor, Council, Department Heads and the media. The Clerk shall accurately record and transcribe the minutes of meetings and promptly prepare and present same to Council as provided in Section 111.07(d) of the Code. The Clerk shall be at the Council offices at Village Hall (8) hours per day, five (5) days per week during all business hours, 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 or the designated Council member. The Clerk 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 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 as well as such other duties as may be prescribed from time to time by the President of Village Council, the designated Council member or by a majority of the members of Council.

Qualifications:

High School Diploma or Equivalent: Minimum requirement.

Post-Secondary Education (Optional): associate or bachelor's degree, certificate in office administration, or a

*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.*



related field.

Experience: Prior experience in administrative or secretarial roles and a willingness to complete on-the-job training to further develop necessary skills.

Professional Demeanor and Attitude: Maintain a professional and courteous attitude in all interactions.

Strong Communication and Interpersonal Skills: Excellent written and verbal communication and an ability to build positive relationships with Councilmembers, residents, colleagues, and customers.

Flexibility, Adaptability, and Problem-Solving Skills: Ability to adjust to changing priorities and tasks and identify and address issues proactively.

Attention to Detail, Multi-tasking, and Organizational Skills: Accuracy and thoroughness in creating documents, managing files, and handling correspondence and effectively managing multiple responsibilities and projects simultaneously with the ability to manage time, prioritize tasks, and maintain accurate records.

Proficiency in Office Software: Familiarity with Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and transcription/other relevant software.

Certifications & Specialized Training: Ability to obtain necessary certifications and specialized training relevant to municipal terminology, processes, and procedures.

Understanding the Role: Thorough understanding of the duties and responsibilities of an Assistant Clerk of Council and Clerk of Council to tailor necessary education and

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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. 2026 -38

INTRODUCED BY COUNCIL

AN ORDINANCE APPOINTING NINA CURRY AS ASSISTANT CLERK OF COUNCIL AND SETTING FORTH THE DUTIES AND COMPENSATION FOR THAT POSITION AND DECLARING AN EMERGENCY

WHEREAS, Oakwood C.O. Sec. 115.01 creates the position of Assistant Clerk of Council, and,

WHEREAS, Council has determined that a need for an additional Assistant Clerk of Council a vacancy presently exists; and,

WHEREAS, Council has interviewed applicants for appointment to the position of Assistant Clerk of Council,

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 Nina Curry to the position of Assistant Clerk of Council of the Village of Oakwood.

SECTION 2. Nina Curry shall be responsible to discharge the duties assigned by Council and the Clerk of Council as provided in C.O. Sec. 115.01, shall act in the capacity of Clerk of Council in the case of the absence or disability of the Clerk and shall further perform the duties specified in Exhibit "A" attached hereto and incorporated herein.

SECTION 3. Nina Curry shall work according to the hours specified and be compensated at the rate provided in the aforementioned Exhibit "A" for which Council hereby appropriates the necessary funds.

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, 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: 4-28-2026

Eloise Hardin
Eloise Hardin, President of Council

Jeune Drayton
Jeune Drayton, Interim Clerk of Council

Presented to the Mayor: 4-29-2026

Approved: 4/30/2026

Erica J. Nikolic
Erica Nikolic, Mayor

I, Jeune Drayton, Interim Clerk of Council of the Village of Oakwood, County of Cuyahoga, and State of Ohio, do hereby certify that the foregoing Ordinance No. 2026 ~~37~~ was duly and regularly passed by this Council at the meeting held on 28th day of APRIL, 2026.

Jeune Drayton
Jeune Drayton, Interim Clerk of Council

POSTING CERTIFICATE

I, Jeune Drayton, Interim Clerk of Council of the Village of Oakwood, County of Cuyahoga, and State of Ohio, do hereby certify that Ordinance No. 2026 ~~38~~ was duly posted on the 30th day of APRIL, 2026, and will remain posted in accordance with the Oakwood Village Charter.

Jeune Drayton
Jeune Drayton, Interim Clerk of Council

DATED: 4-30-2026



Job Description – Exhibit A

Position Title: Assistant Clerk of Council

Employee Name: Nina Curry

Scheduled Work Hours/Days: Part time as needed

Reports To: Council and Designated Councilmember

Location: Village Hall or remote as approved

Pay Scale: \$15.77 per hour until conclusion of training (approx. 6 weeks) then \$19.77 per hour thereafter

Special Requirements: N/A

Roles and Responsibilities: The Assistant Clerk of Council shall assist the Clerk of Council with duties as described from Ordinance 111.07 below and as directed by the Designated Councilmember Supervisor, in addition, to any and all other duties that may be assigned.

Act in place of the Clerk of Council in the case of the Clerk's absence or incapacity or a vacancy in the office.

Assist with the duties usually and customarily performed by the Clerk of Council, and such further duties as may be required by law or by Council. It is the duty of the Assistant Clerk to assist in preparing an agenda of the business proposed to be transacted at any regular or special meeting of Council and to cause a copy thereof to be delivered to each member of Council, the Mayor and each Department Head not less than 48 hours before any regular meeting and at least 12 hours before any special meeting.

Assist the Clerk with the posting, publishing, advertising

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and certification of any legislation as required by law. Additionally, the Assistant Clerk shall assist with the advanced notification of all meetings of Council or its committees as required by the Village Charter or state law.

Assist the Clerk with the custody, maintenance, distribution and sale, according to instructions by Council, of all copies of the Charter, Codified Ordinances, Ordinances, Resolutions, and other public records of the Village. The Assistant Clerk shall assist in charging the actual costs for the provision of any requested public records as provided by Village policies.

The Assistant Clerk shall be responsible for assisting with the recording of Council meetings and for the care and custody of the tapes, and written minutes. The Assistant Clerk shall be responsible for assisting with the typing and distribution of the minutes within ten days following each Council meeting.

The Assistant Clerk shall assist with providing a summary of any matter which is referred to any Councilperson, the Mayor, Department Head or Board of Commission of the Village wherein any type of action or report has been requested by Council.

Qualifications:

High School Diploma or Equivalent: Minimum requirement.

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Post-Secondary Education (Optional): Associate or bachelor's degree, certificate in office administration, or a related field.

Experience: Prior experience in administrative or secretarial roles and a willingness to complete on-the-job training to further develop necessary skills.

Professional Demeanor and Attitude: Maintain a professional and courteous attitude in all interactions.

Strong Communication and Interpersonal Skills: Excellent written and verbal communication and an ability to build positive relationships with Councilmembers, residents, colleagues, and customers.

Flexibility, Adaptability, and Problem-Solving Skills: Ability to adjust to changing priorities and tasks and identify and address issues proactively.

Attention to Detail, Multi-tasking, and Organizational Skills: Accuracy and thoroughness in creating documents, managing files, handling correspondence and effectively managing multiple responsibilities and projects simultaneously with the ability to manage time, prioritize tasks, and maintain accurate records.

Proficiency in Office Software: Familiarity with Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and transcription/other relevant software.

Certifications & Specialized Training: Ability to obtain necessary certifications and specialized training relevant to municipal terminology, processes, and procedures.

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Understanding the Role: Thorough understanding of the duties and responsibilities of an Assistant Clerk of Council and Clerk of Council to tailor necessary education and experience.

*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. 2026-39

INTRODUCED BY MAYOR

A PAY ORDINANCE CONCERNING THE EMPLOYMENT OF JOY PODERIS AND SETTING FORTH THE DUTIES AND COMPENSATION FOR THE POSITION AND DECLARING AN EMERGENCY

WHEREAS, the Mayor has appointed Joy Poderis to the position of Finance Specialist;
and,

WHEREAS, the attached Exhibit A sets forth the a job description of the employment position for which the position 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 has previously appropriated the funds required for the payment of salary and benefits for the employment of Joy Poderis as Finance Specialist as set forth in said Exhibit A.

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 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: 4-28-2026

Eloise Hardin
Eloise Hardin, President of Council

Jeune Drayton
Jeune Drayton, Interim Clerk of Council

Presented to the Mayor: 4-29-2026

Approved: Erica L. Nikolic
Erica Nikolic, Mayor

4/30/2026 Approved

I, Jeune Drayton, Interim Clerk of Council of the Village of Oakwood, County of Cuyahoga, and State of Ohio, do hereby certify that the foregoing Ordinance No. 2026- was duly and regularly passed by this Council at the meeting held on 28th day of APRIL, 2026.

Jeune Drayton
Jeune Drayton, Interim Clerk of Council

POSTING CERTIFICATE

90 I, Jeune Drayton, Interim Clerk of Council of the Village of Oakwood, County of Cuyahoga, and State of Ohio, do hereby certify that Ordinance No. 2026-³⁹ was duly posted on the 28th ~~30th~~ day of APRIL, 2026, and will remain posted in accordance with the Oakwood Village Charter.

Jeune Drayton
Jeune Drayton, Interim Clerk of Council

DATED: 4-30-26