

RECORD OF ORDINANCES

Ordinance No. 2025-0-18 Passed September 16, 2025

VILLAGE COUNCIL OF GREENWICH, OHIO
ORDINANCE NO.: 2025-O-18

VILLAGE ADMINISTRATOR

APPROVAL OF APPOINTMENT
ORC 735.271

COMPENSATION
ORC 731.13

VACATION
Greenwich Code 232.08 and 252.03

RESIDENCY
ORC 735.271

AN ORDINANCE APPROVING THE MAYOR’S APPOINTMENT OF VILLAGE ADMINISTRATOR SHAWN K. NEEL; AND FIXING COMPENSATION, AUTHORIZING VACATION, AND APPROVING RESIDENCY OUTSIDE VILLAGE

WHEREAS, the former village administrator recently tendered his resignation effective December 13, 2024; and

WHEREAS, Section 735.271 of the Ohio Revised Code reads as follows:

ORC Section 735.271 | Establishing position of village administrator. The legislative authority of the village may establish the position of village administrator by ordinance. The village administrator established under this section shall have those powers provided by section 735.273 of the Revised Code. The village administrator shall be appointed by the mayor, but shall not take office unless his appointment has been approved by a majority vote of the members elected to the legislative authority of the village. The village administrator need not be an elector or reside in the village at the time of his appointment; however, he shall become a resident of the village within six months after his appointment by the mayor and confirmation by the legislative authority of the village, unless his residence outside the village is approved by ordinance. The village administrator shall not be an elected official of the village at the time of his appointment or during his tenure in office. The village administrator shall serve at the pleasure of the mayor and legislative authority of the village and may be removed without cause by the mayor with the consent of a majority of the members elected to the legislative authority of the village; or he may be removed without cause by the affirmative vote of three-fourths of the members elected to the legislative authority of the village, without the consent of the mayor. The legislative authority of the village may abolish the position of village administrator by ordinance.

WHEREAS, the Village established the position of Village Administrator in Section 232.01 of the Village of Greenwich Codified Municipal Code of Ordinances and reads:

232.01 ESTABLISHMENT OF POSITION. In accordance with Ohio R.C. 735.271, there is hereby established in and for the Village the position of Village Administrator, sometimes referred to as the Administrator, who shall be a working Administrator. (Ord. 708. Passed 11-16-82.)

WHEREAS, the Mayor has selected his potential appointee to serve as village administrator and now seeks the approval of council; and

WHEREAS, the Mayor requests that compensation be fixed pursuant to ORC 731.13 and Greenwich Code 232.03; and

WHEREAS, the potential Administrator is requesting that Village Council approve two (2) weeks’ vacation in the first year; and

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WHEREAS, the potential Administrator is requesting that Village Council approve residency outside Village pursuant to ORC 275.271.

THEREFORE, BE IT ORDAINED, BY THE COUNCIL OF THE VILLAGE OF GREENWICH, STATE OF OHIO: (ORC 731.18):

SECTION 1. APPROVAL OF APPOINTMENT. That Village Council hereby approves by a majority vote of the members elected; the Mayor’s appointment of village administrator as follows:

SHAWN K. NEEL

SECTION 2. EFFECTIVE. That this appointment shall be effective: IMMEDIATELY.

SECTION 3. SERVICE AND REMOVAL. Consistent with Section 735.271 of the Ohio Revised Code, the village administrator shall serve at the pleasure of the mayor and legislative authority of the village and may be removed without cause by the mayor with the consent of a majority of the members elected to the legislative authority of the village; or he may be removed without cause by the affirmative vote of three-fourths of the members elected to the legislative authority of the village, without the consent of the mayor.

SECTION 4. TERMINATION OF TEMPORARY INTERIM APPOINTMENT. That any interim appointment of village administrator is hereby terminated.

SECTION 5. POWERS AND DUTIES. That the Village Administrator shall have the powers and duties as provided by the Ohio Revised Code and the Village of Greenwich Codified Municipal Code of Ordinances, including ORC Section 735.273 and Greenwich Code Section 232.02.

SECTION 6. BOND. That the Village Administrator shall be bonded as required by Section 232.10 of the Greenwich Codified Municipal Code of Ordinances.

SECTION 7. CENTRAL PURCHASING AGENT. That pursuant to ORC 731.141 and Section 232.09 of the Village of Greenwich Codified Municipal Code of Ordinances, the Village Administrator appointed herein is further designated as Central Purchasing Agent for central purchasing for all offices, departments, divisions, boards, and commissions of the village, who shall make contracts, purchase supplies or materials, and provide labor for any work of the village.

SECTION 8. COMPENSATION. That the Village Administrator shall be compensated as fixed by council pursuant to Section 731.13 of the Ohio Revised Code and Section 232.03 of the Village of Greenwich Codified Municipal Code of Ordinances.

That the 2025 Compensation Ordinance Ord. No.: 2024-O-28, Section 1 be amended as follows:

The Administrator shall be compensated with a salary of \$65,000 per year
The Administrator shall be an FLSA exempted salaried employee. [See 232.03(a)]

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LEGISLATION READINGS

(1) Each ordinance and resolution shall be read by title only, provided the legislative authority may require any reading to be in full by a majority vote of its members.

(2) Each ordinance or resolution shall be read on three different days, provided the legislative authority may dispense with this rule by a vote of at least three-fourths of its members.

First Reading: 8/15/25 Second Reading: 9/02/25 Third Reading: 9/16/25

ROLL CALL VOTE

The vote on the passage was taken by yeas and nays and entered upon the journal. Each ordinance or resolution shall be passed, except as otherwise provided by law, by a vote of at least a majority of all the members of the legislative authority. Yeas, nays, abstentions, excused or absent votes were recorded as follows:

yea
Mike King
Absent
Jason Hunter

yea
Randy Wilson
yea
Regina Lueck

yea
Lynne Phillips
yea
Dorene Beverly

PREPARED BY AND APPROVED AS TO FORM [See also ORC 731.21(B)]:

VILLAGE SOLICITOR, Steve Palmer

CERTIFICATE OF PUBLICATION

Pursuant to ORC 731.21(A)(3), I hereby certify that a succinct summary of the above legislation was/will be published using the following method: ON THE WEBSITE AND SOCIAL MEDIA ACCOUNT OF THE MUNICIPAL CORPORATION
The succinct summary was reviewed by the village solicitor as required by ORC 731.21(B). Publication was/will be made at least once a week for two consecutive weeks as required by ORC 731.22.

FISCAL OFFICER

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Village Administrator base wage, miscellaneous pay and other benefits shall be paid from the following funds:

Street	20%
Water	20%
Sewer	20%
Electric	40%

SECTION 9. VACATION. That the Administrator shall be entitled to vacations as set forth in Section(s) 232.08 and 252.03 of the Greenwich Codified Municipal Code of Ordinances. Village Council further specifically authorizes the following:

The Administrator is granted TWO (2) WEEKS of vacation with full pay each year beginning the first year of employment. [See also Greenwich Code 252.03(4)]
If, for any reason, the Administrator's employment is discontinued within the first year, then any remaining balance of unused vacation time shall expire and shall be forfeited.

SECTION 10. RESIDENCY. That ORC Section 735.271 requires the village administrator need not be an elector or reside in the village at the time of his appointment; however, he shall become a resident of the village within six months after his appointment by the mayor and confirmation by the legislative authority of the village, unless his residence outside the village is approved by ordinance.

VILLAGE COUNCIL HEREBY APPROVES RESIDENCY OUTSIDE THE VILLAGE

Such approval is limited to this Administrator and shall expire upon such time that this administrator's employment with Village ends.
Village Council hereby reserves the right to revoke this limited approval at any time by Ordinance.

SECTION 11. PERSONNEL FILE. That the Fiscal Officer is hereby instructed to cause a copy of this legislation to be added to the appointee's personnel file.

SECTION 12. PUBLIC MEETING. That it is found and determined that all formal action of this public body concerning or relating to the passage of this legislation were adopted in a public meeting open to the public at all times, and that all deliberations of the public body and any of its committees that resulted in such formal action, were in public meetings open to the public, in compliance with all legal requirements including all lawful ordinances and any applicable provisions of Section 121.22 of the Ohio Revised Code.

WHEREFORE, this legislation shall be in full force and effect from and after the earliest period allowed by law.

PASSED AND ADOPTED on this 16th day of September, 2025.

ATTESTATION
(ORC 731.20)

We hereby attest and affirm that the foregoing legislation received the necessary affirmative roll call votes required for passage by ORC 731.17. [See also ORC 735.271 - MAJORITY VOTE OF MEMBERS ELECTED]

Mayor

FISCAL OFFICER