

# RECORD OF ORDINANCES

Ordinance No. 2025-0-25 Passed November 18, 2025  
YEAR

VILLAGE COUNCIL OF GREENWICH, OHIO  
ORDINANCE NO. 2025-0-25

COMPENSATION  
ORC 731.13

VILLAGE ADMINISTRATOR  
Greenwich Code 232.02

AN ORDINANCE AMENDING ORD 2024-O-28 AND FIXING THE COMPENSATION OF VILLAGE ADMINISTRATOR AND REPEALING ANY AND ALL PREVIOUS ORDINANCES INCONSISTENT HEREWITH (INCLUDING SECTION 8 OF ORD. NO.: 2025-O-18) AND DECLARING AN EMERGENCY

WHEREAS, Section 731.13 of the Ohio Revised Code requires in part:

*ORC Section 731.13 | Compensation and bonds of village officers, clerks and employees.  
The legislative authority of a village shall fix the compensation and bonds of all officers, clerks, and employees of the village except as otherwise provided by law.*

WHEREAS, to maintain the efficient fiscal operations, Village Council deems it necessary to adjust the fixed compensation of officers, clerks, and employees from time to time; and

WHEREAS, Village Council most recently fixed the compensation in Ord. No(s).:2016-03, 2021-07, 2024-O-24, and 2024-O-28 for calendar year 2025; and

WHEREAS, the Mayor is requesting that Village Council amend the compensation for the VILLAGE ADMINISTRATOR; and

WHEREAS, the Mayor further wishes to compensate the VILLAGE ADMINISTRATOR as a FLSA Non-exempt employee; and

WHEREAS, the compensation for the VILLAGE ADMINISTRATOR was previously fixed in Section 8 of Ord No.: 2025-O-18; and

WHEREAS, Section 232.03 of the Greenwich Codified Municipal Code of Ordinances requires that Village Council determines the compensation of the Administrator and reads:

*CHAPTER 232*

*Administrator*

*G. C. 232.03 COMPENSATION.*

*(a) For the discharge of the duties set forth in Section 232.02, the Administrator shall receive a salary as determined from time to time by Council. Such sum shall be charged to the following funds as well as those salaries of the employees which the Administrator has control over, in the following proportions: Street, Water, Sewer and Electric Funds, according to the available funds and the appropriations made.*

*(Ord. 916. Passed 7-6-99.)*

*(b) In addition to the salary provided for in division (a) hereof, the Administrator shall be entitled to a sum, to be determined from time to time by Council, for the acquisition and maintenance of a Class 1 Ohio Water License, passing any and all necessary examinations for the acquisition of the same. An additional sum, to be determined by Council, shall be paid for the acquisition and maintenance of a Class 1 Ohio Waste Water License.*

*(Ord. 708. Passed 11-16-82.)*

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

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**SECTION 1. FIXING COMPENSATION.** That Village Council hereby fixes and amends the compensation of VILLAGE ADMINISTRATOR as follows:

**ADMINISTRATOR:** Thirty-One Dollars and 25/100 cents (\$31.25) per hour

Village Administrator shall now be an FLSA NON-EXEMPT hourly employee.

Compensation for a work week shall be as provided in G.C. 252.07(a)(and(b).

Overtime is permitted pursuant to Greenwich Code 252.07(c) at a rate of one and one-half times the regular hourly rate.

Overtime shall be subject to the **GUIDELINES FOR RECORDKEEPING AND COMPILATION OF INFORMATION FOR HOURS WORKED AND OVERTIME**, including those specifically provided by Section 252.07(f)(1) of the Greenwich Codified Code which provides in relevant part:

G.C. 252.07 GUIDELINES FOR RECORDKEEPING AND COMPILATION OF INFORMATION FOR HOURS WORKED AND OVERTIME.

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(f) In order to comply with FLSA requirements, the Village will use a form of time-management when feasible. With such a plan, the Village may lay off an employee for a sufficient number of hours during some other week of the pay period so that the desired wage for the pay period covers the total amount of compensation, including the overtime compensation, due the employee for each work week taken separately. Use of a time-management plan by the Village does not permit the average of work hours between work weeks.

(1) All salaried "exempt" employees may accumulate "comp time" for hours worked above forty hours during any week. "Comp time" may be accumulated up to a maximum of eighty hours.

A. All requests for the use of "comp time" shall be made to the employee supervisor. No comp time will be permitted unless approved by the supervisor. Approval of the use of "comp time" shall be at the sound discretion of the supervisor. The supervisor shall deny or limit the use of "comp time" if its use may create practical difficulties or undue hardship to Village operations resulting in significant difficulty or expense.

B. Any "comp time" accumulated above eighty hours shall be forfeited.

(2) Village Administrator. If the Village Administrator has not utilized "comp time" within ninety days of the end of the pay period in which the "comp time" is earned, then the unused "comp time" shall be paid to the employee as provided for in subsection (c) hereof.

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**SECTION 2. REPEAL.** That this Ordinance hereby repeals, rescinds, and replaces any and all previous Compensation legislation inconsistent herewith. This includes is not limited to Compensation Ordinance 2024-O-28, and Section 8 of Ord No.: 2025-O-18.

**SECTION 3. EFFECT.** That this Ordinance shall take effect on: IMMEDIATELY

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**SECTION 4. SEVERABILITY.** That this Ordinance and the various parts, sentences, paragraphs, sections, and clauses thereof are hereby declared to be severable. Should any part, sentence, paragraph, section, or clause be declared unconstitutional, null, or void by a court of competent jurisdiction, such declaration shall not have any effect on the validity of the remaining parts, sentences, paragraphs, sections, and clauses of this Ordinance.

**SECTION 5. DISPENSE WITH THREE READINGS.** That the legislative authority, upon a vote of at least three-fourths of its members, hereby dispenses with the rule requiring each ordinance or resolution shall be read on three different days. [ORC 705.15 and 731.17(A)(2)]

**SECTION 6. DECLARATION OF EMERGENCY FOR IMMEDIATE EFFECT.** That by two-thirds vote of all the members elected to the legislative authority, this legislation is hereby declared to be an emergency measure pursuant to ORC 731.30, being necessary for the immediate preservation of the public peace, health, or safety of the municipal corporation and shall go into immediate effect for the following reason(s):

*The Mayor requests that this legislation go into immediate effect.*

**SECTION 7. PUBLIC MEETING.** That it is found and determined that all formal action of this public body concerning or relating to the passage of this Resolution/Ordinance 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 18th day of November, 2025.

## ATTESTATION

(RC 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.

James Swindoll  
MAYOR

Karley M. Bix  
FISCAL OFFICER

## LEGISLATION READINGS ORC 731.17(A)

(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: 10/21/25 Second Reading: 11/05/25 Third Reading: 11/18/25

## ROLL CALL VOTE ORC 731.17(A)(3)

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. Yea, nays, abstentions, excused or absent votes were recorded as follows:

Yea  
Mike King  
Yea  
Jason Hunter

Yea  
Randy Wilson  
Nay  
Regina Lueck

Yea  
Lynne Phillips  
Yea  
Dorene Beverly

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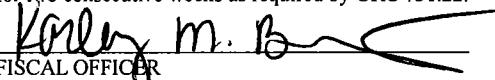
PREPARED BY AND APPROVED AS TO FORM (See also ORC 731.21(B)):

VILLAGE SOLICITOR, Steve Palmer

## CERTIFICATE OF PUBLICATION

ORC 731.21 and 731.22

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