

RECORD OF ORDINANCES

Ordinance No. 2026-0-15 Passed June 16th, 2026
YEAR

VILLAGE COUNCIL OF GREENWICH, OHIO
ORDINANCE NO.: 2026-O-15

VILLAGE ADMINISTRATOR

APPROVAL OF APPOINTMENT
ORC 735.271

JORDAN A. BRACKEN

COMPENSATION
ORC 731.13
Greenwich Code 232.03

VACATION
Greenwich Code 232.08 and 252.03

RESIDENCY
ORC 735.271

AN ORDINANCE APPROVING THE MAYOR'S APPOINTMENT OF VILLAGE ADMINISTRATOR; AND FIXING COMPENSATION, AUTHORIZING VACATION, AND APPROVING RESIDENCY OUTSIDE VILLAGE; AND DECLARING AN EMERGENCY

WHEREAS, the former village administrator recently resigned effective **March 12, 2026**; 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 1982 by 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

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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 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:

JORDAN A. BRACKEN
Currently residing in:
Shiloh, Ohio

SECTION 2. EFFECTIVE. That this appointment shall be effective: June 17, 2026.

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.

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

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.)

***That the 2026 Compensation Ordinance No.: 2026-O-04, Section 2 shall be amended as follows:
The Administrator shall be compensated with an annual salary of \$75,000 per year.
The Administrator shall be an FLSA exempted salaried employee. [See 232.03(a)]***

As required by Greenwich Code Section 232.03(a), Village Administrator salary shall be charged to the following funds:

<i>Street</i>	<i>20%</i>
<i>Water</i>	<i>20%</i>
<i>Sewer</i>	<i>20%</i>
<i>Electric</i>	<i>40%</i>

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: *N/A*

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. ZONING INSPECTOR. That the Village Administrator is hereby appointed Zoning Inspector with compensation fixed pursuant to ORC 731.13 by Greenwich Village Ordinance No. 2026-O-04.

See Greenwich Codified Code of Municipal Ordinances, Section 1261.01, Appendix A, Section 206.01

206.01 Appointment

The position of Zoning Inspector is hereby created. He shall be appointed by and serve at the pleasure of the Village and shall receive such compensation as the Village may provide.

(Ord. 909. Passed 3-16-99.)

\$5,000 per year. See Ord No.: 2026-O-04, Section 2.

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SECTION 12. CEMETERY SEXTON. That the Village Administrator is hereby appointed Cemetery Sexton as authorized by implication and reference within Greenwich Codified Code Chapter 1062. Compensation is hereby fixed pursuant to ORC 731.13 and by Greenwich Village Ordinance No. 2026-O-04.

\$2,000 per year. See Ord No.: 2026-O-04, Section 2.

REMOVAL. The current Village Cemetery Sexton is hereby **DISCHARGED** and **REMOVED**. Removal is effective at the end of the day 6/16/2026.
(See ORC 731.10)

SECTION 13. 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 and properly indexed.

SECTION 14. 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 15. 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 Fiscal Officer reports that the Village of Greenwich has been without a Village Administrator March 12, 2026.

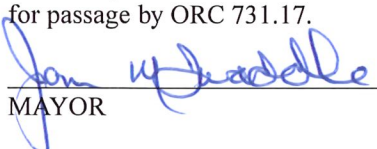
SECTION 16. PUBLIC MEETING. That it is found and determined that all formal action of this public body concerning or relating to the passage of this legislation were adopted in a public meeting open to the public at all times, and that all deliberations of the public body and any of its committees that 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 June, 2026.

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.


MAYOR


FISCAL OFFICER

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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: 6/16/2026 Second Reading: dispensed Third Reading: dispensed

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

APPROVED BY A MAJORITY VOTE OF THE MEMBERS ELECTED TO THE LEGISLATIVE AUTHORITY OF THE VILLAGE
(See ORC 735.271)

aye
Randy Wilson

aye
Lynne Phillips

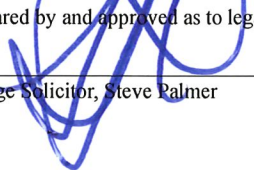
aye
Jason Hunter

aye
Dorene Beverly

absent
Larry Risner

aye
Randy Stephens

Prepared by and approved as to legal form [See also ORC 731.21(B)]:

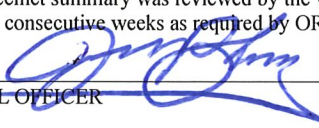

Village Solicitor, Steve Palmer

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