

**VILLAGE OF ADDYSTON
BOARD OF PUBLIC AFFAIRS**

ORDINANCE NO. 2023- 28

**AN ORDINANCE ESTABLISHING COMPENSATION
FOR THE POSITION OF ADDYSTON WATER BOARD CLERK
AND DECLARING AN EMERGENCY**

WHEREAS, the Board of Public Affairs of the Village of Addyston, Ohio, finds it to be in the public interest and in the interest of the water users within the Village of Addyston to establish and set compensation level for the position of Water Board Clerk for the Addyston Board of Public Affairs; now therefore

BE IT ORDAINED by the Board of Public Affairs of the Village of Addyston, State of Ohio, as follows:

SECTION 1. The compensation for the position of Addyston Water Board Clerk shall be \$18.45 per hour for a maximum number of hours per week of forty hours and the duties of the Water Board Clerk, include but are not limited to the following, to wit: the maintenance of water/sewer utility accounts and transactions, receives, completes and maintains records of maintenance and inspection work orders, balances daily revenue/cash report and prepares and submit daily bank deposits for the village treasure. Accesses utility billing paperwork and computer database for customer billing records. Directs calls and visitors to appropriate departments. Provides clerical support for the Addyston Board Of Public Affairs, minutes of Board meeting and other departments as necessary. Performs other duties as assigned. Attends the monthly Village of Addyston Board of Public Affairs meetings. Hours are Monday through Friday not to exceed 40 hours in a work week. The Water Board Clerk shall also substitute or fill in for the Village Secretary due to the absence of the Village Secretary for vacation, sick, or any other reason and shall work from 8:00 a.m. to 5:00 p.m. when the Administrative Secretary is absent.


SECTION 2. That the rate of pay set forth at Section 1, above, shall be effective as of January 1, 2024, subject to the approval of Addyston Village Council.

SECTION 3. That the Water Board Clerk shall be a full-time employee and receive health insurance as part of the compensation package.

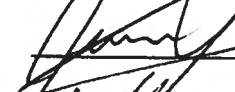
SECTION 4. That this ordinance shall supersede and take precedence over any previously enacted ordinance or legislation pertaining to the rate of pay for the above referenced position.

SECTION 5. That this ordinance is hereby declared to be an emergency ordinance and a measure necessary for the immediate preservation of the public peace, health, safety and general welfare and shall go into effect forthwith. The reason for said emergency is the necessity to provide adequate and realistic compensation to the position to foster and facilitate loyalty, competency and availability.

Adopted this 29 day of December, 2023 by a vote of two-thirds of the members of the Board Of Public Affairs, Village of Addyston, Ohio.



President




Trustee

Trustee

Trustee

Margaret Ann Dozier
Clerk, Addyston Board of Public Affairs
Village Clerk, Margaret Ann Dozier


Lisa Mear, Mayor Village of Addyston, Ohio

