

ORDINANCE NO. 31-2024

**AN ORDINANCE HIRING MELANIE BAKER AS A
BILLING ADMINISTRATOR
and DECLARING AN EMERGENCY**

WHEREAS, the village of Rushville, Fairfield County, Ohio, is authorized to provide for the care, supervision, and management of all public works and institutions owned, maintained, or established by the village, which would include providing for accurate and speedy billing;

WHEREAS, the village of Rushville, Ohio, has an immediate need for the services a billing administrator to assist in the efficient operations of the billing process and other administrative duties;

WHEREAS, village council determines that the billing and administrative tasks to be performed can be accomplished by an employee earning \$26/hour, for thirty hours/week, plus participation in the Ohio Personnel Retirement System (OPERS), and otherwise pursuant to the existing employment practices, as those may be amended from time to time, of the village;

WHEREAS, the village council determines that Melanie Baker is qualified and willing to provide the services of billing administrator, and within the number of hours/weeks described, and at the hourly rate provided.

NOW, THEREFORE BE IT ORDAINED, the Village of Rushville, Fairfield County, Ohio:

Section One: Village council hereby authorizes the employment of Melanie Baker to serve as a billing administrator for the village of Rushville. Her duties and responsibilities shall be to assist the clerk-treasurer or fiscal officer and mayor in preparing water and sewer and other utility bills, accurately collecting and accounting all payments, otherwise assisting

in the office administrative and budgeting affairs of the village, and such other duties and tasks as may assigned by the mayor from time to time.

Section Two: Village council hereby authorizes paying Melanie Baker \$26 /hour, plus participation in the Ohio Personnel Retirement System (OPERS)

Section Three: Melanie Baker shall be an “at-will” employee, and this Ordinance does not and shall not create an employment contract, express or implied, and it does not offer or provide to Melanie Baker a guarantee of continued employment.

Section Four: Melanie Baker shall work no more than thirty (30) hours/week, unless authorized by the mayor.

Section Five: Melanie Baker shall work under the direction of the mayor or the clerk-treasurer or fiscal officer, and further within the provisions of the village employee policies and procedures manual, as may be adopted and revised from time to time.

Section Six: This Ordinance is hereby declared to be an emergency, to wit, the village requires the immediate need of a qualified person to attend to those administrative duties associated with billing and the administrative duties within the village, and shall take effect upon signature by the mayor.

Passed Dec 12, 2024

Offered by: Jennifer Hervey Seconded by: Ken Dean

Mayor John K. Bunge Clerk Lindy Lewis

Approved as to form only
Jon M. Browning, Village Solicitor

CERTIFICATE OF AVAILABILITY OF FUNDS

I certify that the money required to meet this contract has hereby been lawfully appropriated for such purpose and is in the treasury or in the process of collection to the credit of this fund, free from any previous obligation or certification as by the Ohio Revised Code 5705.01-5705.47.

Village Clerk Lindy Lewis Date 12-12-24