

FINANCE COMMITTEE
Bond
Liming
Moseley

ORDINANCE NO. 54-2025

AN ORDINANCE AMENDING AND RESTATING ORDINANCE NO. 66-2024 ESTABLISHING THE AUTHORIZED STRENGTH, THE HOURLY WAGES, AND OTHER TERMS OF REMUNERATION FOR THE CLERK'S OFFICE STAFF WITHIN THE VILLAGE OF LORDSTOWN, EFFECTIVE OCTOBER 6, 2025, AND DECLARING AN EMERGENCY.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF LORDSTOWN, COUNTY OF TRUMBULL, STATE OF OHIO:

Section I: That the following are hereby declared to be the authorized full-time employees of the Clerk's office:

- **Three (3) Permanent Full-Time Office Clerks.**

Section II: Wages and Remunerations: Effective **October 6, 2025** and extending through December 31, 2027, the wages for the Full-Time Office Clerks shall be as follows:

Permanent Full-Time Office Clerks:

- 2025 - \$22.43 per hour
- 2026 - \$23.10 per hour
- 2027 - \$23.79 per hour

Section III: That the Full-Time Office Clerks shall each receive a \$300.00 clothing allowance annually to be reimbursed by separate check each quarter upon the submission of receipt(s) for proof of purchase.

Section IV: That the employees referred to in this Ordinance shall be entitled to and governed by the provisions of Ordinance No. **35-2025** (the "Master Benefits Ordinance") as amended or superseded as if included and fully rewritten herein and as applicable.

Section V: That all health insurance and other benefits, including the terms and conditions thereof, are expressly incorporated herein from Ordinance No. **35-2025** (the "Master Benefits Ordinance").

Section VI: That Ordinance No. **66-2024** shall be repealed in its entirety effective **January 1, 2026**.

Section VII: That this Ordinance is hereby declared to be an emergency measure necessary for the public health, safety, and welfare and for the further reason that this position is needed immediately for training.

Section VIII: That the passage of this Ordinance and all deliberations relating to the passage of this

Ordinance were held in open meetings in accordance with the provisions of Ohio Revised Code Section 121.22.

Passed in Council this 6th day of October, 2025.

J Woodward, Mayor

William J. Blank, Clerk

PAYROLL AND HR CLERK JOB DUTIES

- Process employees' paychecks by collecting payroll data and time sheets for biweekly, semimonthly, monthly and special payrolls.
- Update payroll records by entering any changes to employee information or benefits such as job title changes, wages, exemptions, personal information, and tax deductions.
- Prepare reports that include summaries of earnings, tax deductions, accrual leaves, time sheets.
- Calculate and report biweekly, semimonthly monthly, quarterly and yearly payroll liabilities by determining employee and employer taxes, such as federal, state, local and social security tax as well as pension contributions, insurance premiums, health savings accounts, and union dues.
- Reconcile monthly reports with treasurer.
- Process and issue W-2 forms to employees.
- Prepare and submit year-end payroll reports to various entities.
- Human resource issues such and worker's compensation claims, health & life insurance reporting, requests for employment status by financial institutions, and unemployment.
- Resolve payroll discrepancies and answer any employee payroll questions.
- Prepare information for new hires, meet with new employees to fill out employment forms. Record, report and file employment forms.
- Maintain personnel records.
- Assist with occupational medicine vendor for health screenings and pension reporting.
- Schedule random drug/alcohol testing.
- Assist Clerk with financial reporting.
- Review, format, maintain and distribute Council meeting minutes.
- Prepare meeting notices for committee chairs.
- Prepare agendas for Council meetings.
- Assist residents with cemetery purchases, prepare cemetery deeds, and maintain cemetery records.
- Various duties may include scheduling building or park rentals, answering telephone calls, assisting accounts payable clerk, or other duties as assigned.