

**Village of Mantua, Ohio**  
**ORDINANCE 2012-38**

**AN ORDINANCE REPEALING RESOLUTION 2008-22, RE-ESTABLISHING THE POSITION OF ASSISTANT CLERK AS A FULL TIME POSITION, AND DECLARING AN EMERGENCY.**

**WHEREAS**, this Council finds that the workload in the Clerk-Treasurer's Office is such that a full-time Assistant Clerk's position is justified; and

**WHEREAS**, the Village's fiscal condition has improved to the point that financial constraints no longer require that the Assistant Clerk's position remain part-time; and

**WHEREAS**, this Council has determined that the position of Assistant Clerk may be re-established as a full-time position.

**NOW THEREFORE**, be it Ordained by the Council of the Village of Mantua, two-thirds or more of the members elected thereto concurring, that:

**SECTION 1.** Resolution 2008-22, which reduced the position of Assistant Clerk to part-time, is hereby repealed.

**SECTION 2.** The position of Assistant Clerk is hereby increased to a full-time position, 40 hours per week, and is eligible for all related benefits for full time positions as set forth in the Village of Mantua Employee Handbook, Ordinance 2010-24.

**SECTION 3.** Susan Skrovan, who has served as Assistant Clerk since 2006, is hereby retained as Assistant Clerk in full-time status.

**SECTION 4.** It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Resolution were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its Committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

**SECTION 5.** This Ordinance is hereby declared to be an emergency measure, effective immediately upon its passage to advance the health, safety and welfare of the municipality, and for the further reason that this Council desires to re-establish the position of Assistant Clerk as a full-time position at the earliest time possible.

**PASSED AS EMERGENCY:** June 19, 2012

ATTEST:

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Linda Clark, Mayor

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Jenny August, Clerk Treasurer

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I hereby certify the above Ordinance was posted at the five (5) public notice locations in the Village of Mantua, Ohio.

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Jenny August, Clerk-Treasurer

Approved as to legal form:

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Michele Stuck, Village Solicitor