

**VILLAGE OF NORTH BALTIMORE, WOOD COUNTY, OHIO**

**ORDINANCE NO. 2025 - 30**

**AN ORDINANCE ABOLISHING THE ELECTED OFFICE OF CLERK-TREASURER, CREATING THE APPOINTED OFFICE OF FISCAL OFFICER, ESTABLISHING THE PART-TIME POSITION OF CLERK OF COUNCIL, AMENDING CHAPTERS 133 AND 147 OF THE CODIFIED ORDINANCES OF THE VILLAGE OF NORTH BALTIMORE, OHIO, AND DECLARING AN EMERGENCY.**

**WHEREAS, pursuant to Ohio Revised Code §§ 733.26–733.262, a statutory village may abolish the elected office of clerk-treasurer and create the appointed office of fiscal officer; and**

**WHEREAS, the current Clerk-Treasurer of the Village of North Baltimore has submitted a resignation effective October 31, 2025, thereby creating a vacancy in the office; and**

**WHEREAS, Village Council desires to abolish the elected office of Clerk-Treasurer upon the effective date of that vacancy and to immediately establish the appointed office of Fiscal Officer to ensure compliance with state law and the efficient management of Village finances; and**

**WHEREAS, Village Council further desires to establish a part-time position of Clerk of Council to perform the recordkeeping and legislative duties historically assigned to the Clerk-Treasurer, and to amend Chapter 147 to rename the office of “Finance Officer” as “Fiscal Officer.”**

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF NORTH BALTIMORE, WOOD COUNTY, OHIO:**

**SECTION 1. Effective November 1, 2025, following the vacancy created by the resignation of the Clerk-Treasurer on October 31, 2025, the elected office of Clerk-Treasurer is hereby abolished.**

**SECTION 2. Effective November 1, 2025, the office of Fiscal Officer is hereby created pursuant to Ohio Revised Code § 733.262. The Fiscal Officer shall be appointed by the Mayor with the approval of a majority of Council and shall perform all duties prescribed by the Ohio Revised Code and the ordinances of the Village of North Baltimore.**

**SECTION 3. Chapter 133 of the Codified Ordinances of the Village of North Baltimore is hereby repealed in its entirety and replaced with the following:**

**CHAPTER 133 – CLERK OF COUNCIL**

**133.01 – Clerk of Council Established.**

- (a) The part-time office of Clerk of Council is hereby created.**
- (b) The Clerk of Council shall be appointed by the Mayor with the approval of a majority of Council and shall serve at the pleasure of Council.**
- (c) The Clerk of Council shall perform the duties of maintaining the legislative records of Council, recording and attesting ordinances and resolutions, preparing and maintaining agendas and minutes of Council and committee meetings, providing public notice of meetings, maintaining the official seal of the Village, and such other administrative duties as may be assigned by direction of Council.**
- (d) The Clerk of Council shall not exercise any fiscal or treasury-related powers, which are vested exclusively in the Fiscal Officer.**

**SECTION 4. Chapter 147 of the Codified Ordinances is hereby amended by replacing the term “Finance Officer” with “Fiscal Officer” throughout, without substantive change to the responsibilities or policies set forth therein.**

**SECTION 5. On November 1, 2025, the outgoing Clerk-Treasurer shall ensure that all Village records, property, and other materials in the custody of the Clerk-Treasurer are**

transferred to the Village Administrator to ensure continuity of government operations.

**SECTION 6.** This ordinance is declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, and welfare of the Village, to ensure uninterrupted legislative and fiscal operations upon the effective date of the current Clerk-Treasurer's resignation and shall take effect immediately upon passage and approval by the Mayor.

The motion to adopt the foregoing ordinance was moved by Member \_\_\_\_\_ and seconded by Member \_\_\_\_\_.

Vote on Emergency             Yeas             Nays             Abstentions  
Vote on Measure:             Yeas             Nays             Abstentions

**ADOPTED AND EFFECTIVE** this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

---

Dee Hefner, President of Council

---

Aaron Patterson, Mayor

Attest:

---

Becky Walter, Clerk-Treasurer