

## ORDINANCE NO. 2025-13

### AN ORDINANCE AMENDING CHAPTER 121 OF THE CODIFIED ORDINANCES OF THE VILLAGE OF PERRY, AND DECLARING AN EMERGENCY.

**WHEREAS**, the Council of the Village of Perry has determined that it is necessary to amend meeting rules, and the standing committees of Council to better serve the needs of the Village; and

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF PERRY, COUNTY OF LAKE, STATE OF OHIO:**

**SECTION 1.** That Chapter 121 of the Codified Ordinances of the Village of Perry is hereby amended to read in its entirety as follows:

### CHAPTER 121 Council

#### **121.01 MEETINGS.**

Regular meetings of Council shall be held on the second Thursday of each month at 7:00 p.m. in Council Chambers at the Municipal Building. Council shall reserve the right to hold an additional regular meeting as business warrants on the fourth Thursday of each month at 7:00 p.m.; such additional meetings shall be announced at the first regular meeting of the month. All regular meeting times are posted on the Village website [perryvillageohio.com](http://perryvillageohio.com), and in the News-Herald Agenda.

#### **121.02 COMMITTEES / APPOINTEES**

##### **(a) Standing Committees and Appointed Boards.**

The Village shall have twenty-two (22) standing committees and appointed board representatives of Council, plus an administrative Mayor's Leadership Planning Team. These committees are established to support the Village's legislative, fiscal, planning, and community functions in accordance with Ohio Revised Code 705.11 and 705.12. Each committee shall operate subject to Council oversight, the Ohio Sunshine Law (R.C. 121.22), and the Village's Public Records Policy (R.C. 149.43).

##### **(b) Enumerated Committees and Appointees.**

The following standing committees and appointed bodies are hereby established and defined:

1. **Finance / Budget Committee** – Oversees the Village's financial planning, budgeting, and fiscal policy development.
2. **Safety / Police Committee** – Reviews public safety policies, police operations, SRO contract / communication, and emergency response planning.
3. **Streets, Grounds and Maintenance Committee** – Supervises maintenance and improvements of Village infrastructure, park and public spaces.

4. **Strategic Planning / Economic Development Committee** – Develops long-range plans for community growth and municipal services.
5. **Park Committee** – Recommend park planning, including the use of recreational areas, the community garden, dog parks, playground and initiatives to promote community involvement in the park.
6. **Communications Committee** – Coordinates ALL official Village communications, newsletters, press releases, website, social-media updates, and public information consistent with Sunshine Law and the Village Communication Policy.
7. **TextMyGov Committee** - Coordinate the TextMyGov system to support clear and efficient communication between the community and local government. Ensure questions are answered accurately and direct residents to reliable approved information. Encourage community members to report issues so they can be addressed promptly by the appropriate department. Keep keywords and information updated for easy access, send alerts and important notices when needed, and promote the system to maintain an up-to-date contact list of residents.
8. **Public Transparency and Records Committee** – Oversees the retention, storage, and lawful destruction of public records in accordance with state and federal requirements. Develops and recommends policies for livestreaming and/or recording public meetings to promote open access and public engagement. Reviews compliance with open meetings and public records laws, advises the Council on digital accessibility and archiving of meeting materials, and recommends technology or policy improvements that enhance transparency. Coordinate and develop processes to ensure timely responses to information requests and maintain best practices for managing public information. The Committee meets regularly to assess current procedures, provide guidance on recordkeeping and communication standards, and prepare reports for the Council on transparency initiatives and recommendations.
9. **Beautification Committee** – Oversees Village landscaping, aesthetic overview, celebrations, seasonal decorations, signage, tree planting, memorials, and property aesthetics. Any permanent improvements or modifications to Village property must have prior written authorization from the Committee Chair and the Mayor. Projects requiring zoning or construction permits must also obtain Zoning and Council approval before commencement.
10. **Neighborhood Revitalization Committee** – Reviews and advises the Village Council on vacant, unsafe, or neglected properties. Recommends actions to address zoning, property maintenance, and housing code issues. Works with experts to evaluate problem properties and suggests appropriate measures such as repair, demolition, or cleanup. Promotes programs that support property upkeep and community pride. Review and develop standards and enforcement strategies to maintain safe, attractive neighborhoods consistent with the Village's zoning and land-use plans, in compliance with the Ohio Revised Code (ORC) and all Village ordinances.
11. **PITCH In** - Helping our neighbors live safely through the power of volunteers and the generosity of donors. The first word in the title of the program's name stands for Perry Investing Toward Community Help. If we each pitch in, we can make a difference. All volunteers must complete all required forms, have a current liability waiver on file, and

maintain a current background check.

12. **Workforce Development Committee** – Collaborates with regional employers, schools, and training partners to develop job-training pipelines and promote resident participation in local economic-development projects.
13. **Planning Commission** (5 appointed members) – Responsible for land use planning and development approvals.
14. **Zoning Board of Appeals (BZA)** (5 appointed members) – Hears zoning variances and appeals.
15. **Board of Tax Review** (3 appointed members) – Reviews property tax assessments and appeals.
16. **Community Reinvestment Area Housing Council** – Advises on housing incentives and community reinvestment projects.
17. **Mayor's Leadership Council** (consisting of the Mayor, Village Administrator, Council President Pro Temp, Chief of Police, Road Supervisor, Chief Fiscal Officer, and Solicitor) – Coordinates executive planning and policy implementation.
18. **Administrative Mayor's Planning Team** (defined by Mayor) – Provides administrative support and operational planning as designated by the Mayor.

#### **(JOINT BOARDS / COMMITTEES)**

19. **Perry Area Joint Recreation District Board** (1 appointed representative) – Advises on youth recreational programs and facilities, as well as matters related to the Perry Senior Center.
20. **Joint Fire District Board** (2 appointed representatives) – Oversees fire department policies and budgeting. Mission: Proudly serving the community through our dedication and commitment to preserve life and property.
21. **Joint Economic Development District (JEDD) Board** (1 appointed member) – Oversees regional economic development cooperation.
22. **Perry Economic Development Council (PEDC)** (2 appointed members) – Supports local economic growth initiatives.

#### **(c) Committee Membership and Appointments.**

- (1) Each standing committee shall include at least one (1); Council Member, Mayor, or a Mayor's designee, which shall be appointed by the Mayor with the approval of Council. This individual shall serve as the Committee Chairperson.
- (2) All Committee Chairperson appointments shall be for a term of one (1) year, unless otherwise required by law or ordinance. Committee Chairperson appointments shall be approved at the January regular meeting and may be reappointed by the Mayor.

(3) Council may remove any committee chairperson or member for cause by a majority vote, or as otherwise consistent with R.C. 705.12.

(4) The Mayor may appoint members to committees. Each appointment shall be for a one (1) year term and will expire each January unless stated by ORC.

(5) All other committee member appointments shall be approved at the January regular meeting of Council by adoption of a single committee membership resolution presented by the Mayor or in the case of a resignation or vacancy, at the next Regular or Special Council Meeting.

(6) The Mayor or the Mayor's designee shall serve as an ex-officio member of all committees to coordinate administrative support and ensure consistent policy implementation.

(7) Council Members must serve on at least one (1) Committee.

(8) Committee appointments shall be distributed in a manner that prevents overcommitment. A Council Member may serve as a voting member on multiple committees provided that such service does not interfere with the faithful discharge of their duties or attendance requirements on any other committee.

#### **(d) Activation and Deactivation of Committees.**

The Mayor and/or Council may, by majority vote, activate or deactivate any standing committee, board, or appointed body established under this section, or elect not to appoint members or chairs to such committees, whenever it is determined that doing so serves the best interests and administrative efficiency of the Village. Only those committees or appointments expressly required by the Ohio Revised Code or other applicable law shall remain continuously active and filled in accordance with statutory requirements.

#### **(e) Meetings and Procedures.**

(1) All committee meetings are subject to the Open Meetings Act (R.C. 121.22) and shall be publicly noticed in advance.

(2) A majority of appointed members constitutes a quorum.

(3) Minutes shall be recorded and retained in accordance with the Village Public Records and Retention Schedule (R.C. 149.43).

(4) Committee Chairperson may recommend policies or expenditures to Council but shall not obligate Village funds except as authorized by ordinance or appropriation.

(5) Citizen members may serve in an advisory capacity only and shall not possess voting authority on appropriations or legislation.

#### **(f) Attendance and Participation.**

(1) Members are expected to attend all scheduled meetings.

(2) Any absence must be communicated in advance to the Chairperson. More than two (2) unexcused absences in a calendar year will result in removal or as in accordance with Ohio Law.

(3) Members must be present for the full discussion of an agenda item in order to vote on that item. (no voting by proxy, all voting must be in person)

#### **(g) Public Communication and Representation.**

(1) Only the Committee Chair or appointed Council Member may issue or authorize any public

statement, social-media post, press release, or written communication on behalf of the committee.

(2) All official communication must align with the Village's adopted Communication Policy and be shared with the Mayor and Council prior to publication.

(3) Personal or unofficial social-media posts by committee members shall not represent the Village or any committee position. Such communications are subject to the Village Ethics Policy and Social Media Policy may be grounds for removal from appointment.

#### **(h) Standards for Official Communication (Universal Committee Rules).**

1. Authorized Sources: Only the Mayor (or Mayor designee), Fiscal Officer, Village Administrator (if applicable), Council Pro Temp or designated spokesperson (for legislative matters), and Communication Committee Chair may issue official communications on behalf of the Village.
2. Definition: "Official communications" include press releases, public notices, Village website updates, social-media posts, and responses to media inquiries.
3. Official Channels:
  - a. Village Website is the authoritative source for all Village communications.
  - b. Meeting announcements must be posted at least 24 hours before each meeting or as required by ORC (R.C. 121.22).
  - c. Minutes, ordinances, and resolutions shall be posted after adoption or approval.
  - d. Village social-media accounts shall operate strictly as "information-only" platforms:
    - No comment sections or interactive forums shall be enabled.
    - All posts must first appear on the Village website before sharing to social media.
    - Each account shall display the following disclaimer:

"This account is maintained by Perry Village for informational purposes only. It is not monitored for comments or messages. For official records, visit [www.perryvillageohio.com](http://www.perryvillageohio.com). All official communications are subject to Ohio's Sunshine Laws and the Ohio Revised Code."
4. Standards of Tone and Content: All communications shall be factual, neutral, professional, and non-partisan.
5. Departmental Review: Before release, department heads or committee chairs shall submit any proposed communication (press release, flyer, public notice, etc.) to at least one member of the Communication Committee for review for accuracy and compliance; the Committee shall respond within 48 business hours.
6. Emergency Communications: In an emergency, only the Mayor or designated individual may issue public statements on behalf of the Village; all others shall refrain from media commentary to avoid conflicting information. Reference Village of Perry Interim Disaster Recovery Plan for additional information.
7. Record Retention: All official communications are public records subject to R.C. 149.43 and shall be retained per the Village Records Retention Schedule.
8. Annual Review: The Communication Committee shall annually review these standards and recommend updates to Council as needed.

**(i) Permanent Improvements to Village Property**

- (1) No committee chairperson, committee, or committee member may undertake, authorize, or commit to permanent improvements, modifications, or alterations to Village-owned property without prior Council approval and/or written authorization from the Mayor.
- (2) Approval must be obtained through formal Council action in a public meeting.
- (3) Unauthorized commitments to permanent improvements are void and may result in removal.

**(j) Budget and Spending**

- (1) Committee Chairperson and Committee members may not incur expenses or obligate Village funds without prior authorization.
- (2) Proposed expenditures require written pre-authorization from both the Committee Chairperson and the Village Fiscal Officer per the purchasing policy.
- (3) Reimbursements will only be issued with original receipts and proof of prior authorization.
- (4) Unauthorized spending may result in removal from the committee and personal financial liability.

**(k) Ethics and Conduct**

Committee chairperson and members are expected to:

- (1) Conduct themselves with professionalism, civility, and respect.
- (2) Avoid conflicts of interest and comply with all applicable ethics laws.
- (3) Support the mission, vision, and goals of the Village.
- (4) Refrain from disruptive or harmful conduct.

**(l) Reporting and Oversight**

- (1) Committee Chairs shall provide regular updates to Council at public meetings or in writing to the Mayor and Council President Pro Tempore.
- (2) Committees proposing any recommendations or project involving Village property, public funds, public property, or policy changes shall submit a written recommendation to Council by Committee Chairperson(s) for approval before execution.
- (3) The Mayor may convene the Mayor's Leadership Council to coordinate planning efforts, cross-committee communication, and policy implementation.

**(m) Waivers and Background Checks**

All persons serving as volunteers on or assisting any committee of the Village shall be subject to the following conditions:

- (1) The Village may require that a volunteer complete all necessary forms as established by the Village.
- (2) The volunteer must provide a current liability waiver executed in a form approved by the Village.
- (3) The volunteer must also provide a current Village approved background check, or submit to a background check, in accordance with Village policy and applicable state law.
- (4) Failure to comply with any of the above conditions shall render the individual ineligible to serve as a volunteer on or assist a committee.
- (5) All volunteers shall be subject to these requirements and the Village may, at its discretion, request completion of the foregoing at any time.

**(n) Compliance and Governance**

All committees and appointees shall comply with the Sunshine Law (R.C. 121.22), the Public Records Act (R.C. 149.43), and all Village administrative policies.

**121.03 RULES OF COUNCIL; COUNCIL ORDER AND RULES OF BUSINESS.**

**RULE 1. MEETINGS.**

**(a) Regular meetings:** Regular Meetings of Council shall be held on the second Thursday of each month at 7:00 p.m.

in Council Chambers at the Municipal Building. Council shall reserve the right to hold an additional regular meeting as business warrants on the fourth Thursday of each month at 7:00 p.m.; such additional meetings shall be announced at the first regular meeting of the month.

**(b) Special Meetings:** Special meetings may be called by a vote of Council (taken at any regular

or special meeting thereof), by the Clerk of Council upon the request of the Mayor, or three members of Council. Any such request shall state the date and the specific subject(s) to be considered. All special meetings shall begin precisely at 7:00 p.m. unless otherwise noted.

**(c) Emergency Meetings:** Emergency meetings shall be called pursuant to ORC 121.22 (F) which requires that "A public body shall not hold a special meeting unless it gives at least twenty-four hours' advance notice to the news media that have requested notification, except in the event of an emergency requiring immediate official action. In the event of an emergency, the member or members calling the meeting shall notify the news media that have requested notification immediately of the time, place, and purpose of the meeting." There is a limited exception provided for this notification under a declared emergency pursuant to ORC 5502.24.

**(d) Work Sessions:** Monthly work sessions may be called by the Mayor or three or more members of Council, as may be needed at the Village Hall or other location that Council shall deem appropriate to conduct such business.

**(e) Council Committee and Subcommittee Meetings:** Council Committee and Subcommittee meetings may be called by the Mayor or the Committee's/Subcommittee's respective Chair, and same shall be held at the Village Hall or other location that may be deemed appropriate to conduct such business.

**(f)** Council members are to keep the **Fourth Thursday** open in order to be available for an additional Regular Meeting, Work Session or Committee Meeting. Other dates may be considered if more convenient for members.

**(g)** All meeting purposes, times and locations are posted on the Village website [perryvillageohio.com](http://perryvillageohio.com), in the News-Herald Agenda or other appropriate method as provided by the Ohio Revised Code.

**RULE 2. PLACE OF MEETINGS.**

All regular, work session, committee meetings, special or emergency Council meetings shall normally be held at the Village Hall and shall be open to the public, unless emergency circumstances require the meeting to be held at another site. Such emergency circumstances and location shall be governed by ORC 5502.24 and the Village of Perry Interim Disaster Recovery Plan. Meetings may also be held offsite under normal circumstances for other appropriate reasons; such special location shall be provided in the meeting notice.

**RULE 3. QUORUM AND ABSENCES.**

**(a)** A majority of members elected to Council shall constitute a quorum to do business.

**(b)** All duly elected members of Council will be required to attend all regular, work session, committee, special and emergency Council meetings.

**(c)** Council members absent from a meeting shall be excused for the following reasons:

- (1)** Death in family (to cousin relationship).
- (2)** Personal illness (not to exceed twice a year).
- (3)** Vacation (not to exceed once a year), upon prior written notification of same to Mayor; if, however, Mayor is unavailable, then to President pro Tempore.
- (4)** Unexcused absence (not to exceed once a year).
- (5)** Excused absence (upon approval by majority of Council).

**(d)** The Mayor, members of Council, or other Village official shall notify the Mayor, or the President Pro Tempore of Council as soon as possible when he/she anticipate he/she will be unable to attend any scheduled meeting, work session, committee or sub-committee meetings of Council. Failure to so notify the Mayor or Council President Pro Temp may result in the forfeiture of that month's pay upon approval of such forfeiture by a majority of the members of Council.

**(e)** If the Mayor, any member of Council, or any other Village official or employee, anticipates being absent from the Village for three or more calendar days, then the Mayor, member of Council, Village official or employee shall notify the Mayor or President Pro Tempore, in writing, as soon as is reasonably possible, of the dates of such anticipated absence from the Village, the anticipated date of return and phone number where the Mayor, member of Council, Village official, or employee may be reached during such absence; and thereafter the Mayor or President Pro Tempore shall notify all other members of Council of such reported absence.

#### **RULE 4. HOLIDAYS.**

In the event that a regular Council meeting should fall on or near a legal holiday, Council, by majority vote of its members, may reschedule such meeting date. The Clerk of Council shall give notice of the date, time and place of such rescheduled meeting to the media and all other interested parties.

#### **RULE 5. ORDER OF BUSINESS.**

The Mayor shall, subject to the approval of Council, determine the order of business to be placed upon the Council agenda, which shall include the following: Call to order; roll call, approvals, corrections, additions or deletions to previous meeting minutes; pre and post meeting time open to public with noted time limits (those having requested, in writing, prior to such meeting to be placed upon the agenda or in attendance at the meeting); reports and communications from the Mayor, Chief Fiscal officer's reports; Council, Council Committee and/or Council sub- committee reports, new motions, ordinances and/or resolutions; Village Road Superintendent's report; Village Chief of Police's report; Village Solicitor's report; introduction and/or consideration of legislation, Executive Sessions as may be needed; and, adjournment of the meeting to be approved by a majority of Council members present. The Chief Fiscal Officer may assist in the drafting of the order of business.

#### **RULE 6. LEGISLATION AND AGENDA.**

**(a)** Agenda:

**(1)** Any matter to be considered for discussion, debate or review, is to be submitted to the Chief Fiscal Officer no later than 12:00 noon of the Friday immediately preceding the regular

Council meeting; however, such matter may still be discussed when introduced by any Council member or the Mayor. When submitting a matter, the name of the person submitting the request, the date submitted, and if applicable, the appropriate committee (or sub-committee) to which such matter should be referred.

(2) Any matter properly placed upon Council's agenda and needing further consideration shall be referred to the appropriate Council Committee (or Sub-Committee) and considered at a public meeting of that committee within thirty (30) days of such referral.

(b) Legislation:

(1) Legislation may be introduced only by a Council member, the Mayor, or through a Committee (or sub-committee) of Council.

(2) To be placed before Council for its consideration, all proposed legislation is to be submitted in its final form with all necessary attachments and appendices to the Chief Fiscal Officer not later than 12:00 noon of the Friday immediately preceding the regular Council meeting.

(3) Proposed legislation shall be read by title only by the Village Solicitor or Chief Fiscal Officer unless requested by the Council member or Council Committee (or Sub-Committee) Chairperson or Mayor who has submitted such legislation to read the entire legislation.

(4) All requests for proposed legislation to be presented, in writing, upon the Council floor of the next meeting must be submitted to the Village Solicitor no later than 4:30 p.m. at least seven (7) business days preceding the Council meeting in which the legislation is to be presented.

(5) In the event that any Council legislation is unable to be submitted by the deadlines set forth in this Rule, they shall still be permitted to introduce legislation at a Council meeting, and a first reading shall be held thereon upon the request of such Council member.

## **RULE 7. COUNCIL VOTING**

(a) All members present at a regular or special meeting of Council are required to vote either "yes" or "no" on all questions, motions, ordinances and resolutions properly presented before Council. All abstentions shall be credited to the majority vote when totaled. Any member of Council that wishes to be excused from voting may do so upon stating his reason for said abstention.

(b) An amendment to a motion shall be properly proposed and read prior to voting upon the same.

(c) Voting upon all questions, motions and resolutions shall be conducted by a voice vote to be called by the Chief Fiscal Officer with those voting in favor stating "yes" and those opposed stating "no."

(d) Voting upon all ordinances shall be conducted by a "Roll-Call" voice vote to be called by the Chief Fiscal Officer with those voting in favor stating "yes" and those opposed stating "no."

(e) Time shall be provided to "no" votes to explain their vote if they so choose to do so.

(f) Required disclosure of relationships: any elected official, or appointed official, must disclose to the Mayor or Fiscal Officer any relationship that could create a conflict, including spouse, parent, child, sibling, in-laws (son-in-law, daughter-in-law, mother-in-law, father-in-law, et cetera), business partners, and financial partners. Residency is not a determining factor of a conflict. Officials must abstain from discussion, deliberation, voting, influencing, signing, or approving payments, if the matter would provide a financial or definite benefit to a family member or business associate.

## **RULE 8. SPEAKING.**

No member of the public shall be permitted to speak unless such person shall first have been

properly recognized by the chair, and thereafter, stand and state his/her name and address. No member of the public shall speak longer than three (3) minutes at any one time without leave, nor shall he/she speak more than once to the same issue until every other member of the public desiring to speak shall have first had a reasonable opportunity to speak and said person is, again, recognized by the chair.

**RULE 9. SUSPENSION OF RULES.**

These rules, or any of them, may be temporarily suspended at any meeting of Council by a vote of not less than five (5) of all members elected thereto, except when a greater number is required by law or by these rules. In case any rule herein shall not have been adhered to by Council, the same shall be regarded as having been suspended.

**RULE 10. ABSENCE OF RULES.**

In the absence of any rule upon a matter of business, Council shall be governed by "Roberts Rules of Order."

**RULE 11. ATTENDANCE.**

The following officials are required to attend all regular, work sessions, special or emergency meetings of Council: Village Solicitor, Zoning Inspector, Village Chief of Police, Village Chief Fiscal Officer, Village Road Commissioner, other Village staff/employees/appointed Board members and contracted consultants that are requested to be present. Officials or Employees may be excused by the Mayor or supervisor if their presence is not required.

**RULE 12. VILLAGE APPOINTMENTS: PROCEDURE.**

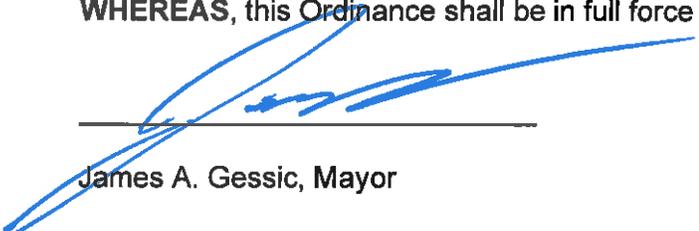
The Mayor, Council, or any member of Council, while proceeding under the statutory or inherent powers of appointment, shall, in addition to complying with the mandates of any statute, resolution, ordinance, or rule, make any such appointment at an open meeting, as described in ORC 121.22 and duly record such appointment in the minutes of such meeting as well as immediately providing written notice of such appointment to the Chief Fiscal Officer who shall make a permanent record of the same.

**SECTION 2.** That the existing Chapter 121 of the Codified Ordinances of the Village of Perry be, and the same is hereby, repealed.

**SECTION 3.** That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of 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 4.** That for the reasons set forth in the preamble, this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, and welfare of the Village, and this Ordinance shall take effect and be in full force from and after the earliest period allowed by law.

WHEREAS, this Ordinance shall be in full force and effect immediately upon its passage.

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James A. Gessic, Mayor

ADOPTED: November 20, 2025

FIRST READING 10/19/25  
SECOND READING 11/13/25  
THIRD READING 11/20/25

ATTEST:

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John H. Roskos, Fiscal Officer