

**VILLAGE OF PEMBERVILLE
COUNCIL MEETING
November 18, 2025**

Mayor Bailey opened November 18, 2025, Council meeting at 7:00pm with a prayer and the pledge of allegiance.

Roll Call: Present at the scheduled meeting of the Council were Kirkbride, Mazur, Rahe, Rollins, Titkemeier, Others present were Chief Vaughn, Eric Campbell, Gene Steele, Marcia Cousino, Ed Wozniak, Matt Bohland, Teri Long, Bob Bruning, Lisa Boyer, Denny Henline, and the Clerk.

Minutes: Titkemeier moved, and Kirkbride seconded to approve the minutes of the November 4, 2025, meeting. Motion passed unanimously.

Treasurer's Report: Kirkbride moved, and Mazur seconded to approve the bills in the amount of \$15,557.37. Motion passed unanimously. (attached)

Monthly Bank Reconciliation: October bank reconciliation provided for Council approval. Rahe moved and Kirkbride seconded to approve the October bank reconciliation as reconciled with no questions or comments. Motion passed unanimously. (attached)

ORDINANCE 1696: ORDINANCE TO MAKE TEMPORARY APPROPRIATIONS FOR CURRENT EXPENSES AND OTHER EXPENDITURES OF THE VILLAGE OF PEMBERVILLE, STATE OF OHIO, DURING THE FISCAL YEAR ENDING DECEMBER 31, 2026. 2nd READING.

ORDINANCE 1697: AN ORDINANCE ESTABLISHING FUND NO. 2051 FOR THE ODOT MUNICIPAL BRIDGE GRANT AND DECLARING AN EMERGENCY. 2nd READING

ORDINANCE 1698: AN ORDINANCE AUTHORIZING A SUPPLEMENTAL APPROPRIATION IN THE CORONAVIRUS RELIEF FUND TO CORRECT PRIOR TRANSFER AND COMPLY WITH AUDITOR GUIDANCE. 2nd READING

Clerk asked Council to suspend the rules so that she can do the adjustment prior to the Audit exit interview. Kirkbride moved and Mazur seconded to suspend the rules. Motion passed unanimously. Titkemeier moved and Kirkbride seconded to approve Ordinance 1698. Motion passed unanimously.

ORDINANCE 1699: 2026 ORDINANCE ESTABLISHING MUNICIPAL EMPLOYMENT POSITIONS, DEFINING DUTIES AND PROVIDING FOR THE COMPENSATION THEREOF. 1ST READING (attached)

ORDINANCE 1700: AN ORDINANCE ADOPTING A CYBERSECURITY INCIDENT REPORTING POLICY AND A RANSOMWARE PAYMENT POLICY FOR THE VILLAGE OF PEMBERVILLE, WOOD COUNTY, OHIO, PURSUANT TO OHIO REVISED CODE §9.64, AND DECLARING AN EMERGENCY. 1ST READING (attached)

ORDINANCE 1701: AN ORDINANCE AUTHORIZING THE MAYOR OF THE VILLAGE OF PEMBERVILLE TO ENTER INTO A CONTRACT OR CONTRACTS WITH DON ROSE AUCTION & REALTY, LLC, FOR THE PURPOSES OF SELLING THE REAL ESTATE OWNED BY THE VILLAGE OF PEMBERVILLE AT 126 WALNUT STREET, PEMBERVILLE, OHIO. 1ST READING (attached)

The Mayor requested that Council consider suspending the procedural rules to expedite the process for selling the Village-owned property located at 126 Walnut Street. During the meeting, Rahe shared details from a recent discussion with Don Rose of Don Rose Auction & Realty, LLC. Rahe explained that while Don Rose would assist with establishing a reserve price for the property, he would not provide a formal appraisal.

To estimate the potential sale price, Rahe reviewed comparable buildings that have sold in the area. Council further discussed the maintenance responsibilities for plumbing located in the garage portion of the building and how such issues should be addressed during the sale. It was agreed that these details would be included in the sale disclosure statement.

Rahe also referenced an email from Councilman Angel about conversations several Council members had with Jeff Bourdo regarding the building. Bourdo expressed his preference not to sell the property, suggesting it could be useful for storage. However, the Mayor questioned the necessity of retaining the building for storage purposes since it has not been used for that function in recent years.

After consideration, Council decided not to suspend the rules at this time. Further discussions with Village employees will take place before any decision is made regarding the sale of the property.

ORDINANCE 1702: AN ORDINANCE OF THE COUNCIL OF THE VILLAGE OF PEMBERVILLE AMENDING ORDINANCE NUMBER 1613 WITH RESPECT TO MONTHLY CHARGES FOR MAINTENANCE, OPERATION, IMPROVEMENTS, AND REPAIRS TO THE MUNICIPAL SEWER SYSTEM AND DECLARING AN EMERGENCY. 1ST READING (attached)

Police Activity Report: Activity report provided. (attached)

Mayor has reminded everyone that the 2025 Battle of the Badges Christmas Toy Drive has begun with the Village collecting unwrapped toys until December 7th. Toys can be dropped off at the police station or the Village townhall until December 7th. Chief stated they will deliver the toys to the Ohio Department of Job & Family Services on the morning of December 8th.

Mayor:

Mayor congratulated the new incoming Council members and appreciated them attending the meeting leading up to being sworn in.

Mayor stated that the Bridge St. bridge replacement project is underway.

Mayor stated that if all goes well the new restaurant should open on December 1st.

Mayor stated that Christmas in the Village is November 29th and 30th

Council Reports:

Rollins:

Personnel & Finance Committee: Rollins reported that the Personnel & Finance Committee recently convened to review the current wage ordinance and evaluate the Village's health insurance plan. After thorough discussion, the committee reached several key decisions:

The committee agreed to maintain the annual bonus payout at 1% for Village employees. There will be no wage increases for Village employees for the current year. The committee noted a 9.5% increase in health insurance costs. The Village will retain the existing health insurance plan for employees. Rollins also reported that the Village received a rebate of more than \$4,800 from the insurance company. This rebate was issued because Village employees did not fully utilize the benefits available under their health insurance plans..

Rollins stated that it was time to do the second half income tax transfer. Rollins moved and Titkemeier seconded to authorize the transfer of the second half of income tax collections, in the amount of \$225,000, to be distributed as follows: Sixty percent (60%), totaling \$135,000, shall be allocated to the General Fund, and Forty percent (40%), totaling \$90,000, shall be allocated to the Permanent Improvement Fund. Motion passed unanimously.

Rollins stated that the committee also began working on permanent appropriation

Rahe reported that a meeting was held last Wednesday. She inquired whether Rollins intended to provide highlights from that meeting. In response, Rollins apologized for not having the minutes completed yet but provided a summary of the discussion. Rollins stated that the Personnel Committee met for a special meeting to consider the possibility of hiring an administrator for the Village.

According to Rollins, the meeting was well attended. After a thorough and lengthy exchange of perspectives, the committee agreed to table the topic. This decision was made in order to allow committee members additional time to conduct further research before making any recommendations or decisions regarding the potential hiring of an administrator...

Records/Retention Committee: Rollins that a work session has not been scheduled at this time and is not sure one will be scheduled before the holidays.

Titkemeier:

Planning Commission: Titkemeier stated that due to no business the meeting was cancelled.

BPA: Titkemeier stated that the BPA discussed with Nathan about the demolition of the water tower, stating that it was originally scheduled for Tuesday November 12th however, due to high winds it was cancelled and then rescheduled to take place on Thursday, November 20th. Titkemeier stated that the post office will be open and barricade the streets to keep traffic away from the work area.

Titkemeier stated that Fenson Contracting LLC was awarded the contract for the downtown alley waterline replacement between Cedar and Pine.

Rahe:

Streets, Sidewalks, Lands & Building: Rahe stated that the next meeting is tomorrow at 1:30pm

Mazur:

Park and Rec: Mazur reported that the Fair Board is working towards selling the equipment in the grey building.

Mazur stated that there have been continued conversations regarding the Buckeye trail and seem to be making some progress.

Mazur stated that the next meeting will be held November 24, 2025, @ 10:00am

Kirkbride:

Tree Committee: Kirkbride stated that Tree Committee met November 10th and discussed the tree on Pine St., watering trees, 2 trees that need removed at 320 E. Front and 440 Pine St. stating that John Lockard is certified to remove the trees and will be asking BPA and Council for permission to use Village equipment to remove the trees. Kirkbride stated the committee discussed the planting of 14 trees. Kirkbride stated that the committee held 12 meetings this year, 4 above the required amount. Kirkbride stated that a letter was also sent to Eastwood Elementary regarding 4 trees on their property that need to be addressed because that are not healthy.

Angel: Absent

Eric Campbell:

Nothing to report

Guests:

Steele: Steele expressed appreciation for Pat Rollins in recognition of the meeting that took place last Wednesday. Steele specifically acknowledged the positive tone and atmosphere that Rollins established, noting that it contributed to a productive and meaningful conversation. Steele concluded by stating that Rollins deserves commendation for the effective manner in which the meeting was conducted.

Mayor Bailey adjourned the meeting at 8:00 P.M.

*Audio recording of the meetings is available upon Public Records request.

VILLAGE OF PEMBERVILLE

115 Main Street PO Box 109 Pemberville, OH 43450

Phone No. (419)287-3832

Carol Bailey, Mayor

FAX: (419)287-3738

Sarah C. Abbott, Fiscal Officer

November 18, 2025

GENERAL POLICE (1000-110)

VERIZON WIRELESS	BROADBAND SERVICES	\$	80.22
AMPLEX	FAX, FIBER & TELEPHONE SERVICES	\$	49.77
FROBOSE MARKET IGA	GASOLINE	\$	509.87
		\$	639.86

GENERAL GOVERNMENT (1000-710,715,725)

XEROX FINANCIAL SERVICES	COPIER LEASE & FREIGHT	\$	35.47
AMPLEX	FAX, FIBER & TELEPHONE SERVICES	\$	8.57
NOMMA	DINNER PRESENTATION - PROPERTY TAX REFORM	\$	45.00
		\$	89.04

GENERAL LANDS & BUILDINGS (1000-730)

VERIZON WIRELESS	CELLULAR SERVICES	\$	47.57
AMPLEX	FIBER & TELEPHONE SERVICES	\$	51.13
COUNTYLINE CO-OP INC	GASOLINE & MISC SUPPLIES	\$	178.86
STEVENS DISPOSAL & RECYCLING	TRASH SERVICES	\$	220.00
		\$	497.56

S.C.M. & R. (2011-620)

VERIZON WIRELESS	CELLULAR SERVICES	\$	47.57
AMPLEX	FIBER & TELEPHONE SERVICES	\$	19.82
COUNTYLINE CO-OP INC	GASOLINE & MISC SUPPLIES	\$	309.97
		\$	377.36

INCOME TAX (2071)

JAMES BAILEY	SERVER CONFIGURATION	\$	112.50
GOVERNMENT ACCOUNTING SOLUTIONS	TAX SOFTWARE PYMT 16 OF 20	\$	575.00
		\$	687.50

PERMANENT IMPROVEMENTS

GROUNDSKEEPER OUTDOOR	216 W.COLLEGE & 318 PERRY SIDEWALK REPAIR (DUE TO TREES)	\$	4,765.00
AMP, INC	CIRCUIT RIDER FOR POLE MOVE/REPLACEMENT ON BRIDGE PROJ	\$	4,680.00
BEEKER TREE SERVICE LLC	STUMP GRINDING	\$	625.00
ELLIOT KAYSER	SIDEWALK REIMBURSEMENT	\$	3,164.38
		\$	13,234.38

POOL

AMPLEX	FIBER & TELEPHONE SERVICES	\$	11.67
STEVENS DISPOSAL & RECYCLING	TRASH SERVICES	\$	20.00
		\$	31.67

TOTAL

\$ 15,557.37

Bank Reconciliation

UAN v2025.2

Reconciled Date 10/31/2025

Posted 11/13/2025 2:09:38 PM

Prior UAN Balance:		\$3,868,028.54
Receipts:	+	\$337,503.64
Payments:	-	\$236,249.36
Adjustments:	+	\$185.73
Current UAN Balance as of 10/31/2025:		\$3,969,468.55
Other Adjusting Factors:	+	\$0.00
Adjusted UAN Balance as of 10/31/2025:		\$3,969,468.55
Entered Bank Balances as of 10/31/2025:		\$4,082,215.58
Deposits in Transit:	+	\$0.00
Outstanding Payments:	-	\$3,388.94
Outstanding Adjustments:	+	\$0.00
Other Adjusting Factors:	+	-\$109,358.09
Adjusted Bank Balances as of 10/31/2025:		\$3,969,468.55

Balances Reconciled

Reconciliation Notes

Deflating Bank Errors:	\$7.62
TRANSFER OF INTRAFI	
Inflating Bank Errors:	\$109,365.71
TRANSFER OF INTRAFI	

Governing Board Signatures

There are no outstanding receipts as of 10/31/2025.

There are no outstanding adjustments as of 10/31/2025.

Bank Balances

UAN v2025.2

Reconciled Date 10/31/2025

Posted 11/13/2025 2:09:38 PM

Type	Name	Number	Prior Bank Balance	Calculated Bank Balance	Entered Bank Balance	Difference
Primary	PRIMARY		\$250,000.00	\$352,052.85	\$250,000.00	-\$102,052.85
Investment	F00207		\$204,922.25	\$204,922.25	\$204,922.25	\$0.00
Investment	F25742		\$25,000.00	\$25,000.00	\$25,000.00	\$0.00
Investment	F73916		\$100,000.00	\$100,000.00	\$100,000.00	\$0.00
Investment	GENOA4613		\$200,000.00	\$200,000.00	\$200,000.00	\$0.00
Investment	KEY PSA 2A		\$714,009.63	\$714,009.63	\$714,009.63	\$0.00
Investment	UB19902356		\$100,000.00	\$100,000.00	\$100,000.00	\$0.00
Investment	UB903620		\$125,000.00	\$125,000.00	\$125,000.00	\$0.00
Investment	UBCDARS118		\$0.00	\$0.00	\$0.00	\$0.00
Investment	UBICS43		\$1,962,697.07	\$1,963,589.77	\$2,163,283.70	\$199,693.93
Investment	UNB903619		\$125,000.00	\$125,000.00	\$125,000.00	\$0.00
Investment	UNION03646		\$75,000.00	\$75,000.00	\$75,000.00	\$0.00
Total:			<u>\$3,881,628.95</u>	<u>\$3,984,574.50</u>	<u>\$4,082,215.58</u>	<u>\$97,641.08</u>

Outstanding Payments

UAN v2025.2

Reconciled Date 10/31/2025

Posted 11/13/2025 2:09:38 PM

Account	Type	Payment #	Post Date	Vendor / Payee	Amount
PRIMARY	Warrant	60511	02/05/2025	MONICA HUMMEL	\$245.60
PRIMARY	Warrant	60908	07/07/2025	BIJOU UNIONS LLC	\$211.11
PRIMARY	Warrant	61068	09/04/2025	CHARLETTE HORNYAK	\$34.79
PRIMARY	Warrant	61105	09/25/2025	E.B.M.C.	\$2.90
PRIMARY	Warrant	61114	09/30/2025	MARY SELZER	\$50.00
PRIMARY	Warrant	61158	10/22/2025	JONES & HENRY LABORATORIES, INC.	\$1,070.50
PRIMARY	Warrant	61164	10/22/2025	XEROX FINANCIAL SERVICES	\$141.89
PRIMARY	Warrant	61167	10/22/2025	WOOD COUNTY ENGINEER	\$270.00
PRIMARY	Warrant	61169	10/22/2025	ADKINS SANITATION, LTD	\$787.50
PRIMARY	Warrant	61170	10/22/2025	KELSEY ROLLINS	\$59.75
PRIMARY	Warrant	61172	10/23/2025	E.B.M.C.	\$2.90
PRIMARY	Warrant	61179	10/31/2025	ERIC CAMPBELL	\$350.00
PRIMARY	Warrant	61180	10/31/2025	WENDY THORNTON	\$162.00
					\$3,388.94



John Vaughn, Jr.
Chief of Police

Pemberville Police Department
117 E. Front St. PO Box 109
Pemberville, Ohio 43450
Phone: (419) 287-3250 or Fax: (419) 287-3738



Jason Kwapich
Sergeant

Mayor Bailey & Village Council,

11/18/2025

ASSIST FIRE / EMS

1

ASSIST OTHER AGENCY

1

HARASSMENT

1

TRAFFIC VIOLATION

4

The department is doing our toy drive. The toys will be delivered to Wood County Job & Family Services on 12/08/2025.

**Respectfully submitted,
Police Chief John Vaughn**

2026 ORDINANCE ESTABLISHING MUNICIPAL EMPLOYMENT POSITIONS, DEFINING DUTIES AND PROVIDING FOR THE COMPENSATION THEREOF

**BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF PEMBERVILLE,
LOCATED IN THE COUNTY OF WOOD AND THE STATE OF OHIO:**

SECTION 1: MUNICIPAL POSITIONS IDENTIFIED.

Municipal positions in the Village of Pemberville that may be filled shall hereafter include a Village Solicitor, a Village Fiscal Officer, a Police Chief, a permanent part-time Police Sergeant, full-time Police Officers, part-time Police Officers, a Streets, Lands & Buildings Superintendent, a Streets, Lands & Buildings Associate, an Electric Superintendent, a Electrical Lineman, a Water Superintendent, a Sanitary and Storm Sewer Superintendent, Wastewater Treatment Plant Operator- Level II, a Utility Associate, a Back-up Operator, Backflow Prevention Technician, a permanent part-time BPA Clerk, a permanent part-time Deputy Fiscal Officer, a Zoning Inspector, a Zoning Clerk, part-time Community Pool Personnel, seasonal full-time Pool Manager, part-time general laborers and office help. Note: Regular part-time employees shall receive no fringe benefits, no vacation, no personal days, no sick leave, or anything else other than the hourly rate.

SECTION 2: VILLAGE SOLICITOR

The Village Solicitor shall be appointed by the Village Council and shall serve until his successor is duly appointed and approved. The Solicitor shall be an employee of the Village. The Solicitor shall be responsible for attending one (1) council meeting per month, and his/her salary shall include all telephone calls, written or verbal, and personnel opinions, all with respect to members of the Village Council and the Mayor or employees of the Village. In addition, the Prosecutor shall be paid on an hourly basis at the rate of \$150.00 per hour for all matters concerning litigation in Courts or public agencies, bonding services, assessment issued, real estate searches, or personnel dispute, or claims that may lead to formal action before an agency or court of law. The entire amount due to the Public Employee Retirement System (PERS) of Ohio shall be payable by the Solicitor and deducted from his/her bi-weekly pay for PERS coverage. The Solicitor shall not be eligible for vacation accrual or sick time but shall be eligible for the Village medical insurance plan. In the event the Solicitor chooses to participate in the Village medical insurance plan, he/she shall be responsible for the entire cost thereof and the premium shall be deducted from his/her salary as aforesaid. Salary for the Village Solicitor for the year 2026 shall be \$12,000.00 payable in monthly installments per year.

SECTION 3: VILLAGE FISCAL OFFICER

The Village Fiscal Officer shall be responsible for all financial matters of the Village, overseeing, reviewing, and coordinating the work of the Deputy Fiscal Officer, including Payroll, Village Income Tax, and other office personnel. The Village Fiscal Officer attends Council meetings, records minutes, prepares ordinances, and coordinates office activities. Additional duties may be assigned as prescribed by operational needs of the Village. Salary for the Village Fiscal Officer for the year 2026 shall be \$2181.60 biweekly.

SECTION 4: POLICE CHIEF

The Police Chief shall have such duties as prescribed by the Police Chief contract with the Village and the Ohio Revised Code. The Police Chief shall report to the Mayor and the Village Council. Salary for the Police Chief for the year 2026 shall be \$2307.20 biweekly. The Police Chief shall be on duty and on call 24 hours per day.

SECTION 5: POLICE SERGEANT

The permanent part-time Police Sergeant shall have such duties as are prescribed by the Ohio Revised Code and the Mayor and be under the supervision of the Police Chief. The Police Sergeant shall directly supervise all part-time police personnel and

report directly to the Police Chief. In the Police Chief's absence, the Police Sergeant shall assume command of the Police Department. Compensation for the Police Sergeant for the year 2026 shall be \$25.72 per hour payable in biweekly installments. Sergeant hired after January 2026 shall start at \$16.00-\$18.00 per hour worked payable in biweekly installments. After one (1) year of service from the date of hire, Sergeant shall receive \$16.50-\$18.50 per hour worked. After two (2) years of service from the date of hire, Sergeant shall receive \$18.00-\$21.00 per hour worked. The Police Sergeant shall be on duty as prescribed by the operational needs of the department.

SECTION 6: POLICE OFFICERS

The full-time police officer shall have such duties as prescribed by the Ohio Revised Code and be under the supervision of the Police Chief and the Mayor. Salary for the full-time officer for the year 2026 shall be \$1960.00 biweekly.

SECTION 7: PART-TIME POLICE OFFICERS

Part-time officers shall have such duties as prescribed by the Ohio Revised Code and be under the supervision of the Police Chief. Part-time officers shall start at \$16.00 per hour worked payable biweekly installments. After completion of one hundred eighty (180) days of service from the date of hire, part-time officers shall receive \$16.50 per hour worked. After one year from the date of hire shall receive \$17.00 per hour worked. After one year and six months from the date of hire shall receive \$17.50 per hour worked. Any part-time officers hired before January 2004 are paid \$17.50 per hour worked. Part-time Police Officers shall receive no fringe benefits, no vacation, no personal days, no sick leave, or anything else other than the hourly rate except were prescribed by State Law.

SECTION 8: UNIFORMS AND EQUIPMENT

Any full-time or part-time police officer shall be supplied by the Village with necessary uniforms of three short-sleeved shirts, two long-sleeved shirts, three pairs of pants: two summer uniforms shirts and one universal jacket. All other necessary equipment (i.e., weapons, leather gear) will be purchased by the employee from an approved list authorized by the Police Chief. Any departmental uniforms or equipment issued shall remain the property of the Village of Pemberville.

SECTION 9: STREETS, LANDS & BUILDINGS SUPERINTENDENT

The Streets, Lands & Buildings Superintendent shall perform the construction, maintenance, reconstruction, cleaning and clearing of the public streets, lands and buildings within the corporation and such other similar duties that he may be assigned. Additional duties may be assigned as prescribed by operational needs of the Village. The compensation for the Streets, Lands & Buildings Superintendent for the year 2026 shall be \$26.07 per hour payable in bi-weekly installments.

SECTION 10: STREETS, LANDS & BUILDINGS ASSOCIATE

The full-time Streets, Lands & Building Associate shall perform duties as prescribed by the Streets, Lands & Building Superintendent. Additional duties may be assigned as prescribed by the operational needs of the Village. The Streets, Lands & Buildings Associate shall report to the Streets, Lands & Buildings Superintendent. The compensation for the full-time Streets, Lands & Buildings Associate for the year 2026 shall be \$21.21 per hour payable in bi-weekly installments.

SECTION 11: ELECTRIC SUPERINTENDENT

The Electric Superintendent shall maintain and operate the electric power distribution system of the Village. Additional duties may be assigned as prescribed by operational needs of the Village. In the absence of the Sewer Superintendent and Water Superintendent, the Electric Superintendent shall cover maintenance checks for both the Water Plants and the Sewer Plant and shall receive no more than three hours of overtime per day compensation. The compensation of the Electric Superintendent for the year 2026 shall be \$39.22 per hour payable in bi-weekly installments.

SECTION 12: ELECTRICAL LINEMAN

The electrical lineman shall assist the Electrical Superintendent of the Village as needed. The Lineman's credentials shall be maintained and up-graded as required. Additional duties may be assigned as prescribed by the operational needs of the Village. The Lineman shall act in the place of the Electrical Superintendent on routine tasks, in the absence of the Superintendent. The Lineman shall report directly to the Electrical Superintendent or the Board of Public Affairs. The compensation of the Electrical Lineman for the year 2026 shall be \$15.00-\$25.00 per hour paid in bi-weekly installments.

SECTION 13: WATER SUPERINTENDENT

The Water Superintendent shall maintain and operate the well fields, water plants, and the water distribution system of the Village. Additional duties may be assigned as prescribed by the operational needs of the Village. Weekend and holiday equipment checks, and maintenance shall be compensated at the rate of overtime and shall not exceed two hours per day. In the absence of the Sewer Superintendent, the Water Superintendent shall cover maintenance checks for the Sewer Plan and shall receive one additional hour of overtime pay. The compensation for the Water Superintendent for the year 2026 shall be \$32.43 per hour payable in bi-weekly installments.

SECTION 14: SEWER SUPERINTENDENT

The Sewer Superintendent is responsible for maintaining and operating the sewage treatment plant, its collection system, and the storm water system in the Village. Weekend and holiday equipment checks, and maintenance shall be compensated at the rate of overtime and shall not exceed one hour per day. In the absence of the Water Superintendent, the Sewer Superintendent shall cover maintenance checks for the Water Plant and shall receive no more than two hours of overtime compensation per day for a total of 3 hours per day. Additional duties may be assigned as prescribed by operational needs of the Village. The compensation of the Sewer Superintendent for the year 2026 shall be \$33.03 per hour payable in bi-weekly installments.

SECTION 15: PART-TIME UTILITY ASSOCIATE

The Part-time Utility Associate will work primarily with the Utility Departments, as needed. Additional duties may be assigned as prescribed by the operational needs of the Village. The compensation of the Part-time Utility Associate for the year 2026 shall be \$15.00-\$25.00 per hour payable in bi-weekly installments; and shall receive no fringe benefits, no vacation, no personal days, no sick leave, or anything else other than the hourly rate, except were prescribed by State Law.

SECTION 16: BACK-UP OPERATOR

The Back-up Operator shall maintain and operate the well fields, water plants, and the water distribution system of the Village in the long-term absence of the Water Superintendent or shall be responsible for maintaining and operating the sewage treatment plant, its collection system, and the storm water system of the Village in the long-term absence of the Sewer Superintendent. The compensation for the Back-up Operator for the year 2026 shall be \$35.00 per hour payable in bi-weekly installments. The Back-Up Operator shall receive no fringe benefits, no vacation, no personal days, no sick leave, or anything else other than the hourly rate except were prescribed by State Law.

SECTION 17: FULL-TIME UTILITY ASSOCIATE

The full-time Utility Associate will primarily work with the Utility Departments, as needed. Additional duties may be assigned as prescribed by the operational needs of the village. The compensation of the full-time Utility Associate for the year 2026 shall be \$15.00-\$24.00 per hour payable in bi-weekly installments, depending on experience and licenses.

SECTION 18: BPA CLERK

The permanent part-time BPA Clerk is responsible for the billing and record keeping for the Village utilities. The BPA Clerk is to act as meeting recorder for the Board of Public Affairs meetings. Additional duties may be assigned as prescribed by operational needs of the Village. The hourly rate for this position for 2026 is \$21.44 in bi-weekly installments.

SECTION 19: ZONING INSPECTOR

The inspector is to file all paperwork pertaining to inspection and verify that the work done follows ordinances and other building requirements. The compensation for the Zoning Inspector shall be \$250-\$500 per month upon appointment of the Village Council.

SECTION 20: CLERK OF THE ZONING BOARD of APPEALS

The clerk is to attend the Zoning Board of Appeals meetings and record the minutes and actions taken. The compensation of the Clerk of the Zoning Board of Appeals shall be \$35.00 per meeting upon appointment of Village Council.

SECTION 21: DEPUTY FISCAL OFFICER

The permanent part-time Deputy Fiscal Officer shall keep personnel records of all employees, prepare payroll, and shall be assigned duties within the Village relating to Village Income Tax. The Deputy Fiscal Officer shall carry out those duties assigned by the Village Fiscal Officer. The compensation of the Deputy Fiscal Officer for the year 2026 shall be \$21.47 per hour payable in bi-weekly installments.

SECTION 22: PART-TIME GENERAL LABORERS AND OFFICE HELP

Part-time general laborers and office help shall receive compensation ranging from prevailing minimum wage as established by law up to \$15.00 per hour. Part-time general laborers and office help shall receive no fringe benefits, no vacation, no personal days, no sick leave, or anything else other than the hourly rate except were prescribed by State Law.

SECTION 23: SWIMMING POOL EMPLOYEES INCLUDING HEAD GUARDS, LIFEGUARDS, POOL HELPERS, POOL CLEANERS, CONCESSION WORKERS, AND SWIM TEAM ASSISTANT COACHES

The seasonal part-time pool helpers, pool cleaners, and concession workers working at the village swimming pool shall be compensated at minimum wage per hour. The seasonal part-time Swim Team Coach shall be compensated at a rate of \$15.00 per hour. Lifeguards in their first year of service with the Village of Pemberville will be compensated \$11.00 per hour. Lifeguards in their second year of employment with the Village of Pemberville will receive minimum wage plus \$0.25 per hour as compensation. Lifeguards in their third year of employment with the Village of Pemberville shall be compensated at minimum wage plus \$0.50 per hour. Lifeguards employed by the Village of Pemberville in each successive year shall receive an additional \$0.25 per hour for each year of service in addition to minimum wage as compensation. At the beginning of each Pool Season, the Pool Manager may designate a guard to serve as Head Guard in their absence. Duties for the Head Guard will be assigned by the Pool Manager and will include overseeing daily operations in the absence of the Manager, safety, cash control, and any other duties prescribed for the operational needs of the pool. Head Guards will be compensated an additional \$1.00 per hour above their regular pay. The Swimming Pool Employees, including pool helpers, pool cleaners, concession workers, swim team assistant coaches and head guards are seasonal part-time, and shall receive no fringe benefits, no vacation, no personal days, no sick leave, or anything else other than the hourly rate except where prescribed by State Law. No pool employee as set forth above shall receive more than \$15.00 per hour in compensation regardless of years of service or certifications.

SECTION 24: POOL MANAGER

The Seasonal full-time Pemberville Pool Manager is responsible for staffing, training, scheduling, sales, day-to-day pool operations, safety, and cash control during the pool season. Additional duties may be assigned as prescribed by operational needs of the Pool. Work schedule ranges from May 1 through Labor Day week. Managers must have full lifeguard qualifications, plus some pool management training or equivalent. Compensation will be up to \$20.00 per hour depending on experience. The pool manager shall receive no fringe benefits, no vacation, no personal days, no sick leave, or anything else other than the hourly rate except were prescribed by State Law.

SECTION 25: INSURANCE ELIGIBLTY

Full-time employees will become eligible for coverage under the health and dental insurance of the Village after ninety (90) days of successful employment.

SECTION 26: PHYSICAL EXAMINATIONS

All new full-time employees and permanent part-time employees operating vehicles and equipment of the Village shall have and pass a basic physical examination including drug screening at a physician selected by the Village, prior to holding the position. All new full-time employees covered by the Ohio Police & Fire Pension Fund must pass the required physical examination before they hold a full-time position. A physician selected by the Village will conduct this examination.

SECTION 27: PUBLIC MEETINGS AND COMPENSATION

If at any time an employee is requested to attend a Public Meeting under official business, the employee shall not be at the meeting more than two hours. This does not constitute a call out. Therefore, if an employee is requested to be present for a public meeting, the employee shall use the hours earned hour for hour before the end of said pay period of which the public meeting took place as time off.

SECTION 28: EMERGENCY CALL OUTS

A minimum of 2 hours shall be compensated at the overtime rate for emergency call outs.

SECTION 29: COMPENSATORY TIME

Any hours worked outside of those scheduled shall be compensated at a rate of time and one-half or by compensatory time off. All full-time employees are eligible for compensatory time and shall not keep more than forty (40) hours on the books at any time. Employees may re-accumulate comp time up to forty (40) hours. Once compensatory time is built up to forty (40) hours, the employees shall be paid overtime for any hours worked outside of those scheduled. Compensatory time off can be used throughout the year by the employee just like vacation time as outlined in the Personnel Handbook with one exception, due to compensatory time being time worked, any unused compensatory time shall be cashed out the second pay period of December of each year. Compensatory time shall not be carried over to the next year. The Department of Labor issued a new rule that updates the regulations on salaried employees that are entitled to the Fair Labor Standards Act's minimum wage and overtime protection. Beginning December 1, 2016, the Village of Pemberville shall pay overtime or provide comp time to salary workers for overtime hours in excess of 40 per week.

SECTION 30: HEALTH INSURANCE

For health insurance purposes, full-time employees, regardless of single or family coverage, shall pay 15% of their personal monthly health insurance premium based on the selected Village base plan. Employees may choose a buy-up plan and shall pay the premium difference between the base plan and the buy-up plan. An employee's spouse who is eligible for group health insurance through his or her own employer paid health insurance program will not be covered by the selected Village plan. The 15% deduction once established on the first payroll of 2026 will remain the

same amount for the 12-month deduction. The 15% deduction will only change if the employee changes marital status, the number of family members or enrolls in Medicare. Employees who reach age 65 are strongly encouraged to enroll in Medicare, Parts A & B, with their primary care from Medicare and select a Supplemental Policy. The Village may elect to pay 15% for the supplemental policy at the recommendation of the Personnel and Finance Committee and approval by the Village Council if the policy is found to be financially beneficial to both the employee and village. *Employee is urged to work with the Insurance broker to ensure the best possible outcome for themselves.*

SECTION 31: PERS & OP&F CONTRIBUTIONS

The Village shall pay 2% of the employee’s share of the contributions to the OPER or OP&F. The payment of the Village under this section constitutes a payment of employee contributions, which are made by the employer in lieu of being made by the employee. The employee has no option to accept or receive the money in cash.

SECTION 32: EFFECTIVE DATE

All other ordinances inconsistent herewith are hereby repealed, effective December 21, 2025.

SECTION 33:

It is found and determined that all formal actions of this Council concerning and relating to the passage of this ordinance were taken in an open meeting of this Council and that all deliberations in this Council and of any of its committees that result in such formal actions were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 34:

The hourly and salary wages established by this ordinance shall become effective on December 21, 2025, through December 19, 2026. Additionally, a one-time payment of \$599.54 shall be made at the first pay period in December 2026 to each of the existing full-time and permanent part-time employees of the Village employed on that date.

SECTION 35:

This ordinance shall become effective at the earliest time permitted by law.

Passed:

Attest:

Fiscal Officer

Carol Bailey, Mayor

AN ORDINANCE ADOPTING A CYBERSECURITY INCIDENT REPORTING POLICY AND A RANSOMWARE PAYMENT POLICY FOR THE VILLAGE OF PEMBERVILLE, WOOD COUNTY, OHIO, PURSUANT TO OHIO REVISED CODE §9.64, AND DECLARING AN EMERGENCY.

WHEREAS, the Village of Pemberville recognizes the increasing risks posed by cybersecurity incidents, including ransomware, municipal operations, finances, and the protection of sensitive information; and

WHEREAS, Ohio Revised Code §9.64 requires political subdivisions to adopt a cybersecurity program, establish procedures for reporting cybersecurity incidents, and prohibits ransomware payments without formal legislative approval; and

WHEREAS, the Council of the Village of Pemberville desires to promote transparency, accountability, and resilience in its operations by formally adopting both a Cybersecurity Incident Reporting Policy and a Ransomware Payment Policy; and

WHEREAS, pursuant to Ohio Revised Code §121.22, all deliberations and actions of this Council have been conducted in open meetings, with proper notice and opportunity for public attendance, except as otherwise lawfully permitted; and

WHEREAS, immediate adoption of this Ordinance is necessary to comply with state law, protect public funds, and preserve the public peace, health, and safety of the Village.

NOW, THEREFORE, BE IT ORDAINED by the Council of the Village of Pemberville, Wood County, Ohio:

ARTICLE I: CYBERSECURITY INCIDENT REPORTING POLICY

SECTION 1. Adoption of Policy.

The Council hereby adopts the Cybersecurity Incident Reporting Policy for the Village of Pemberville, Wood County, Ohio, attached hereto as **“Exhibit A”** and incorporated herein by reference, effective September 30, 2025, in alignment with ORC §9.64.

SECTION 2. Definitions

The definitions of “cybersecurity incident,” “ransomware incident,” and “political subdivision” shall be those set forth in ORC §9.64(A), as further detailed in Exhibit A and Exhibit B.

SECTION 3. Reporting Requirements.

All cybersecurity incidents and ransomware incidents shall be reported in accordance with ORC §9.64(D), including:

- a) Notification to the Ohio Department of Public Safety / Ohio Cyber Integration Center within seven (7) days of discovery.
- b) Notification to the Ohio Auditor of State within thirty (30) days of discovery.
- c) Internal notification to the Mayor, Fiscal Officer, and legal counsel within twenty-four (24) hours of discovery.

SECTION 4. Confidentiality.

All records, documents, or reports related to cybersecurity incidents or the Village’s cybersecurity program are not public records under ORC §9.64(E), §149.43, and §149.433, and shall be treated as confidential except as required by law.

ARTICLE II: RANSOMWARE PAYMENT POLICY

SECTION 5. Prohibition on Ransomware Payments.

No employee, official, or agent of the Village of Pemberville shall pay a ransom or otherwise comply with a ransom demand without explicit approval from the legislative authority (Village Council). Any such payment or compliance must be formally approved via resolution or ordinance adopted by Council, which shall explicitly state why the payment or compliance is in the best interest of the Village.

SECTION 6. Procedures for Handling Ransomware Incidents.

All ransomware incidents shall be handled in accordance with the procedures set forth in “**Exhibit B**”, including immediate response, assessment, internal and external notifications, and recovery measures. External reporting shall comply with ORC §9.64(D).

SECTION 7. Responsibilities.

- The Legislative Authority shall oversee compliance and approve any ransomware payments via formal action.
- The Mayor or Administrator shall coordinate incident response and prepare recommendations for Council.
- The IT Administrator shall detect, contain, and report incidents, and maintain secure backups.
- All employees shall report suspicious activity promptly and participate in annual cybersecurity training.

SECTION 8. Enforcement.

Violations of this policy, including unauthorized ransom payments or compliance, may result in disciplinary action up to and including termination, and may carry legal consequences under state law.

ARTICLE III: GENERAL PROVISIONS

SECTION 9. Emergency Clause.

This Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, and safety of the Village of Pemberville, and shall take effect immediately upon passage by Council and approval by the Mayor.

PASSED: _____

ATTEST: _____
Fiscal Officer

APPROVED: _____
Date

Mayor

MARSH & ROTHENBUHLER
VILLAGE ATTORNEY

Cybersecurity Incident Reporting Policy for the Village of Pemberville, Wood County, Ohio, Policy Statement

This policy outlines the requirements for reporting cybersecurity incidents, including ransomware incidents, in compliance with Ohio Revised Code (ORC) Section §9.64(D). The purpose is to ensure timely notification to state authorities, facilitate coordinated response and recovery, and maintain confidentiality of incident-related information as required by law. This policy applies to all employees, officials, and agents of the Village of Pemberville, Wood County, Ohio and takes effect on September 30, 2025, in alignment with the effective date of ORC §9.64.

Reporting helps protect public resources, supports statewide cybersecurity efforts, and complies with statutory obligations. All incidents meeting the definitions below must be reported, regardless of severity or resolution status.

Definitions:

The following definitions are adopted directly from ORC Section §9.64(A):

- **Cybersecurity Incident:** Any of the following events:
 - A substantial loss of confidentiality, integrity, or availability of the Village of Pemberville, Wood County, Ohio 's information system or network.
 - A serious impact on the safety and resiliency of the Village of Pemberville, Wood County, Ohio 's operational systems and processes.
 - A disruption of the Village of Pemberville, Wood County, Ohio 's ability to engage in business or industrial operations or deliver goods or services.
 - Unauthorized access to the Village of Pemberville, Wood County, Ohio 's information system or network, or nonpublic information contained therein, that is facilitated through or caused by:
 - A compromise of a cloud service provider, managed service provider, or other third-party data hosting provider; or
 - A supply chain compromise.
- **What is NOT a Cybersecurity Incident (Exclusions):**
 - Mere threats of disruption as a form of extortion (e.g., unsubstantiated demands without actual system compromise).
 - Events perpetrated in good faith in response to a request by the system owner or operator (e.g., authorized testing or maintenance activities).
 - Lawfully authorized activity of a United States, state, local, tribal, or territorial government entity (e.g., official audits or investigations).
- **Ransomware Incident:** A malicious cybersecurity incident in which a person or entity introduces software that:
 - Gains unauthorized access to, or encrypts, modifies, or otherwise renders unavailable the Village of Pemberville, Wood County, Ohio 's information technology systems or data; and
 - Demands a ransom to prevent the publication of the data, restore access to the data, or otherwise remediate the impact of the software.

“Exhibit A”

- Note: A ransomware incident qualifies as a type of cybersecurity incident but has additional considerations (e.g., payment prohibitions under ORC 9.64(B)). All ransomware incidents must be reported as cybersecurity incidents under this policy.
- Political Subdivision: Refers to the Village of Pemberville, Wood County, Ohio as a county, township, municipal corporation, or other local government body responsible for governmental activities in a geographic area smaller than the state.
- Discovery: The point at which the Village of Pemberville, Wood County, Ohio becomes aware of, or reasonably suspects, a cybersecurity or ransomware incident based on available evidence.

Reporting Requirements

In accordance with ORC §9.64(D), the Village of Pemberville, Wood County, Ohio must report each cybersecurity incident or ransomware incident to the designated state authorities. Reporting is mandatory for all qualifying incidents, even if resolved internally or with minimal impact.

Failure to report may result in non-compliance with state law and potential legal or financial consequences.

Procedures for Incident Reporting

1. Detection and Initial Assessment:
 - Upon suspicion or detection of a potential cybersecurity or ransomware incident, the affected individual or department shall immediately notify the designated IT Administrator or Cybersecurity Incident Response Team (if applicable).
 - The IT Administrator shall promptly assess the event to determine if it meets the definition of a cybersecurity incident or ransomware incident under ORC §9.64(A). If uncertain, error on the side of reporting.
 - Isolate affected systems to prevent further damage, but do not destroy evidence that may be needed for investigation.
2. Internal Notification:
 - Notify the chief executive (Administrator or Mayor) and legal counsel within 24 hours of discovery.
 - Notify legal counsel
 - Notify insurance
 - If the incident involves ransomware, follow the Village of Pemberville, Wood County, Ohio 's Ransomware Payment Policy for additional steps regarding payment prohibitions and legislative approval.
3. External Reporting:
 - To the Division of Homeland Security (Department of Public Safety): Notify the Executive Director as soon as possible, but no later than seven (7) days after discovery. Use the manner prescribed by the Executive Director (e.g., via the Ohio Cyber Collaboration Committee portal, email, or designated online form). Include details such as the nature of the incident, date of discovery, affected systems, and initial impacts.
<https://homelandsecurity.ohio.gov/ohio-cyber-integration-center>
 - To the Ohio Auditor of State: Notify as soon as possible, but no later than thirty (30) days after discovery. Use the manner prescribed by the Auditor of State (e.g., via the Auditor's cybersecurity reporting portal or form). Provide similar details as above, including any updates since the initial report.

ohioauditor.gov/fraud/docs/CybersecurityReportingForm.pdf

- Reports should be factual and include only necessary information to avoid compromising ongoing investigations.
4. Post-Reporting Actions:
- Cooperate with state authorities, law enforcement (e.g., FBI, CISA, Ohio Homeland Security), or cybersecurity experts as requested.
 - Document all actions taken, including reports submitted, for internal records.
 - Conduct a post-incident review to update the Village of Pemberville, Wood County, Ohio's cybersecurity program under ORC §9.64(C), incorporating lessons learned.
5. Confidentiality:
- In accordance with ORC §9.64(E), all records, documents, or reports related to cybersecurity incidents, ransomware incidents, or the Village of Pemberville, Wood County, Ohio's cybersecurity program are not public records under ORC §149.43 and must be treated as confidential.
 - Do not disclose such information except as required by law or to authorized personnel.
 - Additionally, under ORC §9.64(F), records identifying cybersecurity-related software, hardware, goods, or services (including vendor or product names) are security records under ORC §149.433 and exempt from public disclosure.

Responsibilities

- Legislative Authority (City Council): Oversee compliance with reporting requirements; review post-incident reports; ensure the cybersecurity program includes incident reporting protocols.
- Chief Executive/Administrator: Coordinate internal notifications and ensure timely external reports; designate reporting personnel if needed.
- IT Administrator/Staff: Detect and assess incidents; prepare report details; maintain secure records of incidents.
- All Employees: Report any suspected incidents immediately; participate in annual cybersecurity training under ORC §9.64(C)(6) to recognize and respond to potential threats.

Training and Review

- All employees shall complete annual cybersecurity training, which may include incident recognition and reporting procedures. Training provided by the state or the Ohio Persistent Cyber Initiative satisfies this requirement.
- This policy shall be reviewed annually, after any incident, or upon changes to ORC §9.64, and updated as necessary to align with best practices (e.g., NIST Cybersecurity Framework or Center for Internet Security guidelines).

Enforcement

Violations of this policy, including failure to report incidents, may result in disciplinary action, up to and including termination, and potential legal consequences under state law. Questions should be directed to the Village of Pemberville, Wood County, Ohio's legal counsel or IT Administrator.

“Exhibit B”

Ransomware Payment Policy for Village of Pemberville, Wood County, Ohio, Policy Statement

This policy establishes guidelines for handling ransomware incidents in compliance with Ohio Revised Code (ORC) Section §9.64, which prohibits political subdivisions from paying or complying with ransomware demands without formal legislative approval.

The purpose is to ensure transparent, accountable decision-making that prioritizes the best interests of the Village of Pemberville, Wood County, Ohio, protects public funds, and minimizes risks associated with cyber threats. This policy applies to all employees, officials, and agents of the Village of Pemberville, Wood County, Ohio and takes effect immediately, in anticipation of ORC §9.64's effective date of September 30, 2025. Definitions The following definitions are adopted from ORC Section §9.64(A):

- **Cybersecurity Incident:** Includes a substantial loss of confidentiality, integrity, or availability of the entity's information system or network; a serious impact on operational systems; disruption of business operations; or unauthorized access facilitated through third-party compromises or supply chain issues. It excludes mere threats, good-faith events, or lawful government activities.
- **Political Subdivision:** Refers to the Village of Pemberville, Wood County, Ohio as a county, township, municipal corporation, or other local government body.
- **Ransomware Incident:** A malicious cybersecurity incident where software gains unauthorized access to, encrypts, modifies, or renders unavailable the entity's systems or data, and a ransom is demanded to remediate the impact or prevent data publication.

Prohibition on Ransomware Payments

In the event of a ransomware incident:

- No employee, official, or agent of the Village of Pemberville, Wood County, Ohio shall pay a ransom or otherwise comply with a ransom demand (e.g., providing cryptocurrency, data, or other concessions) without explicit approval from the legislative authority, (Village Council).
- Any such payment or compliance must be formally approved via a resolution or ordinance adopted by the legislative authority. The resolution or ordinance must explicitly state why the payment or compliance is in the best interest of the Village of Pemberville, Wood County, Ohio, considering factors such as:
 - Potential harm to public safety, services, or infrastructure if not paid.
 - Availability of backups or alternative recovery methods.
 - Legal, financial, and reputational risks.
 - Consultation with cybersecurity experts, law enforcement (e.g., FBI, Ohio Homeland Security), and legal counsel.
- Unauthorized payments or compliance may result in disciplinary action, up to and including termination, and potential legal consequences.

Procedures for Handling Ransomware Incidents

1. Immediate Response:

- Upon detection of a potential ransomware incident, the affected individual or department shall immediately notify the designated IT Administrator or

“Exhibit B”

Cybersecurity Incident Response Team (if applicable) and isolate affected systems to prevent further spread.

- Do not attempt to negotiate, pay, or comply with demands without authorization.

2. Assessment and Notification:

- The IT Administrator shall assess the incident and confirm if it qualifies as a ransomware incident under ORC §9.64.
- Internal notification: Inform the chief executive (e.g., Township Administrator or Mayor) and legal counsel within 24 hours.
- External reporting (as required by ORC §9.64(D)):
 - Notify the Executive Director of the Division of Homeland Security within the Department of Public Safety as soon as possible, but no later than seven (7) days after discovery, using the prescribed method (e.g., via the Ohio Cyber Collaboration Committee portal or designated form).
 - Notify the Ohio Auditor of State as soon as possible, but no later than thirty (30) days after discovery, using the prescribed method (e.g., via the Auditor's cybersecurity reporting portal).

3. Seeking Legislative Approval:

- If payment or compliance is deemed necessary after assessment, the chief executive shall prepare a recommendation for the legislative authority, including:
 - A summary of the incident and its impacts.
 - Alternatives to payment (e.g., data recovery from backups).
 - Estimated costs and risks.
 - Input from external experts (e.g., cybersecurity firms, state resources like the Ohio Cyber Range).
- The legislative authority shall convene as soon as practicable (e.g., emergency meeting if needed) to vote on a resolution or ordinance.
- All discussions and records related to the incident are confidential and not public records under ORC §9.64(E) and §149.43.

4. Recovery and Mitigation:

- Prioritize non-payment recovery options, such as restoring from secure backups or engaging state-provided cybersecurity assistance (e.g., via CyberOhio or the Ohio Persistent Cyber Initiative).
- Post-incident: Conduct a review to update the entity's broader cybersecurity program as required by ORC §9.64(C), including training and risk assessments.

Responsibilities

- Legislative Authority: Approve any ransomware payments via formal resolution/ordinance; oversee the adoption and annual review of the entity's cybersecurity program.
- Chief Executive/Administrator: Coordinate incident response, prepare recommendations for approval, and ensure compliance with reporting requirements.
- IT Administrator/Staff: Detect, contain, and report incidents; maintain backups and security measures.
- All Employees: Participate in annual cybersecurity training (e.g., via state-provided programs) and report suspicious activity promptly.

“Exhibit B”

Training and Review

- All employees shall complete annual cybersecurity training consistent with ORC §9.64(C)(6), which may be satisfied by state-offered programs.
- This policy shall be reviewed annually or after any cybersecurity incident and updated as needed to align with evolving best practices (e.g., NIST Cybersecurity Framework or Center for Internet Security guidelines).

Enforcement

Violations of this policy may result in disciplinary measures. Questions should be directed to the Village of Pemberville, Wood County, Ohio legal counsel or IT Administrator.

**ORDINANCE AUTHORIZING THE MAYOR OF THE VILLAGE OF PEMBERVILLE
TO ENTER INTO A CONTRACT OR CONTRACTS WITH DON ROSE AUCTION &
REALTY, LLC, FOR PURPOSES OF SELLING THE REAL ESTATE OWNED BY
THE VILLAGE OF PEMBERVILLE AT 126 WALNUT STREET, PEMBERVILLE,
OHIO**

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF PEMBERVILLE, COUNTY OF WOOD, STATE OF OHIO:

SECTION 1. That the Village of Pemberville, by and through its Mayor, is authorized to enter into a contract or contracts with Don Rose Auction & Realty, LLC for purpose of selling Village owned real estate. The real estate being sold is located at 126 Walnut Street, Pemberville, Ohio, parcel number D16-512-100203005000. The legal description for said property is as follows: **Lot Number Sixty-One (61) less the north Thirty-Nine Feet, in the Village of Pemberville, Wood County, Ohio.**

SECTION 2. 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 any 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 the legal requirements of the laws of the State of Ohio.

SECTION 3. This Ordinance shall take effect as an emergency measure. The reason for the emergency is that entering into said contract is imperative in order to meet the deadline of said auction and public posting notices.

Passed: _____
Date

President of Council

Attest: _____
Fiscal Officer

Approved: _____
Date

Carol Bailey, Mayor

MARSH & ROTHENBUHLER
VILLAGE ATTORNEY

AN ORDINANCE OF THE COUNCIL OF THE VILLAGE OF PEMBERVILLE
AMENDING ORDINANCE NUMBER 1613 WITH RESPECT TO MONTHLY
CHARGES FOR MAINTENANCE, OPERATION, IMPROVEMENTS AND REPAIRS
TO THE MUNICIPAL SEWER SYSTEM.

WHEREAS, the Village of Pemberville, Ohio currently owns and operates a wastewater collection and treatment system; and

WHEREAS, it is the intent of the Village of Pemberville to establish proportionate user charges that place the cost of treatment directly on the direct users of the system, improve monthly cash flow and maintain financial self-sufficiency; and

WHEREAS, the Village must pay the debt, operation, maintenance and replacement costs associated with the wastewater collection and treatment system; and

WHEREAS, the present sewer rates set in Ordinance No. 1613 are now inadequate to produce sufficient revenue to pay the reasonable and proper expenses of operation and maintenance of the utility including necessary replacements and depreciation; and

NOW, THEREFORE, BE IT ORDAINED by the Council of the Village of Pemberville, County of Wood and State of Ohio:

SECTION 1: That Ordinance No. 1613 is hereby amended, effective February 1, 2026, so as to raise the monthly sewer charge from \$23.25 to \$38.00 per metered customer of the Village for the first 1,000 gallons of water used. Each additional 1,000 gallons of water used monthly shall be charged \$8.50 for each water meter customer in the Village.

SECTION 2: To ensure future operations and prevent lagging behind in revenues, the Village hereby institutes an automatic annual rate increase beginning January 1, 2027, and each January 1, thereafter. This automatic rate increase shall be three percent (3%) per year unless the Village of Pemberville approves a motion to adjust this figure not less than 90 days prior to the date of the automatic increase. This provision does not preclude any other future rate adjustments as deemed necessary by the Council of the Village of Pemberville.

SECTION 3: In addition to the charges and increases set forth herein, one percent (1%) of annual sewer utility revenues shall be transferred to the Sewer Capital Improvement Fund. Said transfer shall be designated as an Emergency Reserve Fund contribution. Transfers shall continue annually until the balance of the Emergency Reserve Fund equals twelve and one-half percent (12.5%) of the sewer utility's annual operating expenses, as determined by the most recent audited financial statements. Once the reserve threshold is achieved, annual transfers shall be suspended unless the fund balance falls below the required level, at which time transfers shall resume.

SECTION 4: All other ordinances inconsistent herewith are hereby repealed.

SECTION 5: It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of the 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 6: This ordinance is hereby declared to be an emergency measure necessary to preserve the peace, health and safety of the Village of Pemberville and its inhabitants.

Passed: _____

Mayor

Attest:

Fiscal Officer

**AN ORDINANCE IMPOSING A TEMPORARY MORATORIUM ON THE
ESTABLISHMENT AND DEVELOPMENT OF DATA CENTERS WITHIN THE
VILLAGE OF PEMBERVILLE, WOOD COUNTY, OHIO**

WHEREAS, the Village of Pemberville, Wood County, Ohio recognizes the rapid growth of large-scale data centers and their potential impacts on land use, infrastructure, environmental resources, and community character; and

WHEREAS, the municipality requires additional time to study, evaluate, and develop appropriate zoning, environmental, and infrastructure regulations to address such impacts; and

WHEREAS, the Village of Pemberville, Wood County, Ohio finds it necessary to temporarily pause the acceptance, processing, and approval of applications related to data center development to protect the public health, safety, and welfare; and

WHEREAS, pursuant to Ohio Revised Code §121.22, all deliberations and actions of this Council have been conducted in open meetings, with proper notice and opportunity for public attendance, except as otherwise lawfully permitted.

NOW, THEREFORE, be it ordained by the Village Council of the Village of Pemberville, Wood County, Ohio as follows:

SECTION 1. PURPOSE

The purpose of this ordinance is to establish a temporary moratorium on the establishment, permitting, construction, or expansion of data centers to allow time for comprehensive review and potential amendment of applicable regulations.

SECTION 2. DEFINITIONS

For the purposes of this ordinance:

- **Data Center:** A facility used primarily for housing computer systems, servers, and associated components, including storage and networking equipment, with infrastructure for power supply, cooling, and security.
- **Expansion:** Any increase in floor area, equipment capacity, or utility demand beyond existing permitted levels.

SECTION 3. MORATORIUM IMPOSED

A moratorium is hereby imposed on:

1. Acceptance of new applications for site plans, zoning changes, building permits, or other approvals for data centers.
2. Issuance of permits for construction, expansion, or operation of data centers.

SECTION 4. DURATION

This moratorium shall remain in effect for five (5) years from the effective date of this ordinance, unless extended or terminated earlier by the Village of Pemberville, Wood County, Ohio.

SECTION 5. EXEMPTIONS

This moratorium shall not apply to:

- Routine maintenance or repairs to existing, legally established data centers that do not increase capacity or utility demand.
- Projects with fully executed development agreements prior to the effective date of this ordinance.

SECTION 6. SEVERABILITY

If any section, clause, or provision of this ordinance is found invalid, such invalidity shall not affect the remaining provisions.

SECTION 7. EFFECTIVE DATE

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 of Pemberville, to ensure timely implementation of this moratorium. Therefore, this Ordinance shall take effect at the earliest time permitted by law. This ordinance shall take effect immediately upon adoption.

Passed: _____

Mayor

Attest:

Fiscal Officer