

TO: Mayor Stefan C. Densmore
Members of Village Council

FROM: Terrence M. Donnellon

RE: Legislative Agenda – June 14

DATE: June 10, 2021

The following legislation is on the Agenda for the June 14, 2021 meeting of Village Council:

1. Resolution No. 2021 – 20

A Resolution Appointing Paula Burgin to the Position of Assistant Clerk and Tax Administrator and Declaring an Emergency

With the transition in the office of the Clerk, this Resolution will formally acknowledge Paula Burgin to be appointed to the position of Assistant Clerk of Council and Tax Administrator. While income taxes are collected through the Regional Income Tax Authority, it is still required by State statute and our local Ordinance that there be a designated Tax Administrator. Ms. Burgin will serve in that role with this appointment.

In order to make this transition seamless, this Resolution is requested to be passed as an emergency measure consistent with our Charter to allow it to take effect immediately upon adoption rather than waiting an additional thirty (30) days. Council is asked to make a motion to pass the Resolution as an emergency.

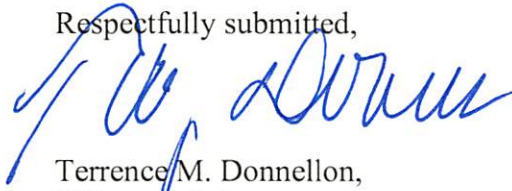
2. Resolution No. 2021 – 21

A Resolution Authorizing the Village Administration to Apply For and Participate in Funding to Support Repairs to Elbrook Avenue

The Village Engineer has recommended that the Village participate in a loan/grant program available through Hamilton County and the State of Ohio for a zero-cost loan payable over a period of approximately twenty (20) years which will enable the Village to immediately begin work to repair and rehabilitate Elbrook Avenue. The County Engineer's office has recommended to our Village Engineer, and the Village Engineer has requested, this authorizing legislation to make

application to participate in the project. If awarded, there will be a project Agreement which must be separately approved by legislation, as well as the actual construction contract. Since this is the first step in a process for competitive bidding, this Resolution may be passed without emergency language.

Respectfully submitted,



Terrence M. Donnellon,
Village Solicitor

TMD/lld

Enclosures

cc: Ron Hirth, Village Administrator
Andy Lanser, Asst. Village Administrator

RESOLUTION NO. 2021 - 20

**A RESOLUTION APPOINTING PAULA BURGIN TO THE POSITION OF
ASSISTANT CLERK AND TAX ADMINISTRATOR AND DECLARING AN EMERGENCY**

WHEREAS, by Ordinance No. 2017-3, Council did establish the position of Assistant Clerk as authorized by Section 5.05 of the Charter of the Village of Golf Manor; and

WHEREAS, Chapter 152 of the Code of Ordinances of Golf Manor recognizes the position of Tax Administrator, whose power and authority are outlined in Chapter 152.1 of the Code of Ordinances; and

WHEREAS, with the recent retirement of Anna Gedeon, Council does desire to appoint Paula Burgin to assume the role of Assistant Clerk of Council and Tax Administrator.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Village of Golf Manor, Hamilton County, Ohio, that:

SECTION I. Effective July 1, 2021, Paula Burgin is hereby appointed as Assistant Clerk of Council to enable her to execute and/or attest to documentation in the absence of the appointed Clerk of Council.

SECTION II. Effective July 1, 2021, Paula Burgin is hereby appointed Tax Administrator with all powers and authority of the Tax Administrator as detailed in Chapter 151 and Chapter 152.1 of the Codified Ordinances of the Village of Golf Manor.

SECTION III. Paula Burgin is hereby designated as the representative of Village Council and the Mayor to complete appropriate records training for and on their behalf in addition to whatever training the Council Members and Mayor may complete on their own.

SECTION IV. To provide for the orderly transition in the office of the Clerk of Council and Tax Administrator, this Resolution is hereby declared to be an emergency measure necessary for the public health, safety and welfare, and shall therefore take effect immediately upon passage.

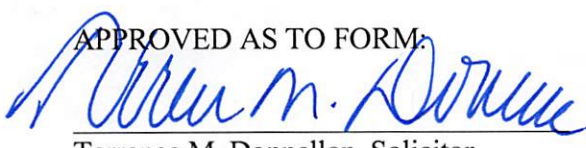
PASSED this _____ day of _____, 2021.

Mayor Stefan C. Densmore

ATTEST:

Anna Gedeon, Assistant Clerk

APPROVED AS TO FORM:



Terrence M. Donnellon, Solicitor

RESOLUTION NO. 2021 - 21

**A RESOLUTION AUTHORIZING THE VILLAGE ADMINISTRATION TO
APPLY FOR AND PARTICIPATE IN FUNDING TO SUPPORT REPAIRS
TO ELBROOK AVENUE**

WHEREAS, in cooperation with the Village Engineer, the Village Administration has pursued funding to support the repair and rehabilitation of Elbrook Avenue; and

WHEREAS, the Village has been invited to make application to participate in a grant/loan program administered through the State of Ohio and Hamilton County to provide funding up to \$750,000 for such project.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Village of Golf Manor, Hamilton County, Ohio, that:

SECTION I. To enable the Village to participate in loans and/or grant programs available through the State of Ohio and the County of Hamilton for rehabilitation and repair Elbrook Avenue, the Village Administrator is hereby authorized to make application for and to secure a project Agreement for the reconstruction and repair of Elbrook Avenue. Once the loan/grant has been awarded to the Village and funding sources more properly identified, Council will look to enact additional legislation authorizing a project Agreement and authorizing construction of such project consistent with the State and County programs.

SECTION II. In addition to any application, the Village Administration is authorized to execute such additional documentation as may be required to request participation in this program and the award of such funds.

SECTION III. This Resolution shall take effect the earliest opportunity as allowable by law.

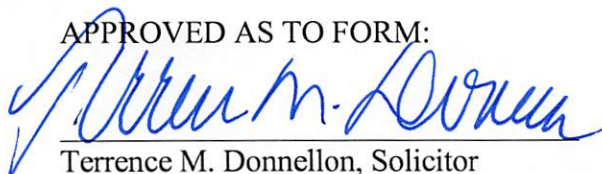
PASSED this _____ day of _____, 2021.

Mayor Stefan C. Densmore

ATTEST:

Anna Gedeon, Assistant Clerk

APPROVED AS TO FORM:


Terrence M. Donnellon, Solicitor