

VILLAGE OF HAMERSVILLE
Village Special Council Meeting

March 4, 2026

The Council of the Village of Hamersville met in special session at the Village Municipal Building on March 4, 2026 with Jerry Siebert, Beverly Coomer, Cheryl Pierce, Lyndsey Marshall, Tammy Keller, and Charles Elliott all present.

Also, present was: Mayor Justin Jones, Fiscal Officer Melissa Zahn, Chief of Police Guy Sutton.

Citizens / Public: Jack Haynes.

Mayor Jones called the meeting to order at 7:03 p.m. and led everyone in the Pledge of Allegiance.

Justin read list of the agenda for meeting.

Justin:

First on list, Guy's pay for police Chief. (Justin handed out a handout to all council members. See attached.)

A lengthy discussion concerning Guy's pay as Police Chief as well as how many hours a week for him to work.

Beverly was saying that the whole reason for making Tim the administrator was to save money and it would not be saving money if we have two full time police officers.

Justin stated that there is not one police department out there could cover their whole payroll expense by ticketing. He has talked to Mt. Orab Chief and there is no way, without getting in severe trouble could they cover their payroll expense by ticketing. Do you have an idea, Bev?

Beverly said to take Travis down to part time. \$80,000 a year being paid out of police fund is not saving money.

Guy, you don't want him working here, do you?

Beverly said we do not set salary we set hours. How many hours the police department can work.

Beverly – since we are talking about Tim this would be a good time to tell you Tim is not administrator.

Justin - we are not talking about Tim right now. We are talking about Guy.

Justin – I told Guy I want him to use his PTO time accrued.

Beverly – wants to know how much PTO time Guy has at this time. (I pulled a report from UAN.)

Guy – the comp time that is on there does not mean anything; I don't get paid for that. That was just so it can be tracked on how many hours I was working.

Melissa – I did not put that comp time in there. That was there before I started doing this job.
A discussion concerning how many hours Guy has accrued in his PTO.

Tim – said he left 144 hours in his PTO bank as of December 2025.

Chuck – we need to go back to hours and pay for Guy.

Continued discussion concerning pay and hours to work for Guy.

Motion made by Jerry Seibert Seconded by Cheryl Pierce

Police Budget 72 hours per week for Chief Guy Sutton and Travis Stone.

Lyndsey Marshall: yes, Tammy Keller: yes, Beverly Coomer: yes, Charles Elliott: yes

Motion made by Jerry Seibert Seconded by Charles Elliott

Chief Guy Sutton's pay to be \$23.00 an hour as Police Chief only, effective today, March 4, 2026. And to help train Tim Saylor as new Village Administrator as needed.

Lyndsey Marshall: yes, Tammy Keller: yes, Beverly Coomer: yes, Cheryl Pierce: yes

Motion made by Jerry Seibert Seconded by Charles Elliott

To amend the previous motion for Police Chief Guy Sutton's effective date beginning February 28, 2026 for the start of his pay rate at \$23.00 an hour as Police Chief.

Lyndsey Marshall: yes, Tammy Keller: yes, Beverly Coomer: yes, Cheryl Pierce: yes

Chuck asked about the new revenue stream in Tim's agreement and Tim explain if it is totally new revenue stream coming in. Not from a rate increase. (See Exhibit A.)

Tim Saylor's pay as Village Administrator

Beverly – is this the point I tell you there is an ORC states that he is not the new town administrator?

Justin – what's your next line Bev?

Beverly states that Tim is not the administrator per ORC 735.271

Melissa – tried to explain that Mr. Grimes said at one of the meetings that the ORC's in the 700's, not all applies to us.

Beverly – no offense but I don't put much faith into what Grime said.

Tim – Bev I am pulling this up. What are you looking at?

Beverly – It literally said that the majority elected council members.

Tim – I knew this was going to come up. And it said majority.

Beverly – You did not have the majority vote.

Everyone tries to explain to Beverly that it is the majority of the Council Members that were present at the meeting.

Justin – Mr. Grimes said (he called him on the phone) the majority of the quorum.

Beverly – I don't put much faith into Mr. Grimes said.

Tim tries to explain to Beverly again by reading the ORC to her.

Beverly – so you are just going to literally ignore the ORC that says that Justin cannot break the tie.

Justin – I am not literally; see you say things like that and it makes me upset.

Beverly – I am just asking.

Justin – then don't say that, you like to make bold claims.

Beverly – well I am aloud to ask any questions anyway I want.

Justin – that was not a question, that was a statement.

Beverly – No I said, are we just going to ignore the ORC?

Justin – I am listening to my lawyer. I am listening to the advice of our legal counsel, Bev.

Tim – read and explained that it said if you have 6 council members present and 5 votes yes, if 4 and 3 votes yes, it is the majority. It is saying if they are present.

Beverly – well the ORC said elected.

Jerry – so I have a question, Bev. Since we have all 6 council members here Bev, would it satisfy you if I remade the motion?

Justin – I want Grimes here. If we are going to be like that then I want Grimes here.

Bev – is implying that Justin appointed Tim as Village Administrator.

Chuck and Justin both said Village put out the job post and Tim applied.

Motion made by Tammy Keller Seconded by Jerry Seibert

Make Tim Saylor's pay as administrator effective as of February 28, 2026.

Lyndsey Marshall: yes, Charles Elliott: yes, Beverly Coomer: yes, Cheryl Pierce: yes

Tim – I might sound like a bad guy here. I am a little confused. I can I do the job without the contract even signed? Tim expresses his concerns about his agreement being signed before he moves forward with all he has researched and has for the council.

Beverly – one thing it is illegal to give you a percentage of.

Tim – no it is not

Beverly – yes, it is

Tim – it is the exact ORC that you said Bev

Justin – Lets just wait when Grimes is here

Tim – I can not do all the things I am doing and then get black balled in 3 weeks. With all due respect.

Beverly – you have been doing Guy Sutton's job for how many months now?

Tim – and that means I don't deserve it now?

Beverly – I am just saying you have been doing it with no recognition.

Continued the discussion concerning the contract/agreement.

Justin brings up that it needs to be voted on for Tim's variance not to live in town within 6 months.

A discussion concerning this matter and decided to wait after six-month probationary period.

Tim's six-month probationary period will be up August 28th, 2026. Due the various on August 24th, 2026 for Tim not to live in the Village.

Tim's report:

- Called another lawyer for Village. They require a \$10,000 retainer. If Village goes through the retainer, another retainer will need to be done. If Village still has money on retainer by end of year it will just rollover to next year and make up the difference to bring back to the \$10,000. This is a municipal lawyer. It is Strauss and Troy Law Firm. Waiting on call back. I do not know how much their hourly rate is. We could do Grimes on a month-by-month basis for the time.

A discussion concerning putting an ad out looking for lawyer. Need to set a budget.

Discussion on where to post for a lawyer for the Village.

Charles brings up advertising on Facebook.

Discussion about doing this on Facebook, can pin point what type of lawyer, age group, etc. You can boost it on Facebook.

Motion made by Jerry Seibert Seconded by Cheryl Pierce

To post ad for an attorney for the Village on Facebook and to boost the post, not to exceed \$100.00 per week for two weeks also post it in any free Facebook posting.

Lyndsey Marshall: yes, Charles Elliott: yes, Beverly Coomer: yes, Tammy Keller: yes

A discussion about telling Grimes he hasn't sent Village a contract.

Beverly brought up Eid setup emails.

Justin that is what Tim is going to bring up.

Tim report:

- Connecteam is set up. Once we have a policy meeting and everything is worked out, we will start using. Up to 10 users are free of charge.
- Laptop and streaming equipment have been ordered. Hope to live stream at next meeting.
- The .gov emails that was voted on are finally linked up.
- The new water meter that was supposed to have been installed several months ago, will be handled next week.
- Flow meter cost is \$5,000.00. For the lift station. It will have to be installed by someone else then Tim and Justice because it is out of our scope.
- Spectrum will be out to look at poles that they need to replace.
- Sewer bond, yes can be refinanced. Guy brought this up back in April 2022 but nothing was not followed through. There's money that could be saved but the time and money that it would cost the Village would not be beneficial. But the legal aspect of it would cost money.
- RITA – One elected official, finance or administration understanding, employee, will need to have an understanding. (See Exhibit B.)
- Building is needed. School don't know if they can take it on at this point.
- Vaca trailer – about 2 weeks out from being finished.
- Committee meetings – will be having more. Utility Committee meeting is scheduled for March 17, 2026 @ 7 p.m. Policy Committee meeting is scheduled for March 9th @ 7 p.m.
- We need some new flags and would like to get the 250-year anniversary flags. Can we order the flags?
- I am bringing this up for Melissa, she still needs Beverly's, Cheryl's, and Tammy's employee packets. She needs these for the audit. These are required documents that have to be in office.

A discussion about how Tim's pay will be distributed.

Tim brought up 25% from each fund, electric, water, and sewer and 12.5% from street and general.

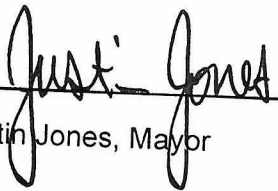
A discussion about how to distribute Tim's pay.

Justin - Keep it the same as it has been for right now. Will discuss this at next meeting.

Motion by Cheryl Pierce Seconded by Jerry Seibert

To adjourn the meeting at 9:40 p.m.

Lyndsey Marshall: yes, Charles Elliott: yes, Beverly Coomer: yes, Tammy Keller: yes


Justin Jones, Mayor

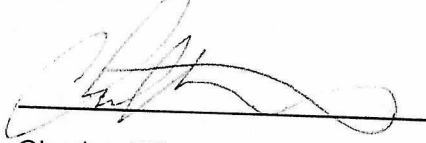

Beverly Coomer


Lyndsey Marshall


Tammy Keller


Jerry Seibert, President


Cheryl Pierce


Charles Elliot


Prepared by: Melissa Zahn
Fiscal Officer

Exhibit A

VILLAGE ADMINISTRATOR EMPLOYMENT AGREEMENT

This Employment Agreement is entered into between the Village of _____, Ohio ("Village") and **Tim Saylor** ("Administrator") on _____, 2026.

1. APPOINTMENT

The Village hereby appoints Tim Saylor to serve as Village Administrator pursuant to applicable Ohio Revised Code provisions and Village ordinances.

2. TERM OF AGREEMENT

Three (3) year term with automatic one-year renewals unless 90 days written notice is provided.

3. BASE COMPENSATION

Year 1 Base Salary: \$58,000

Year 2 Base Salary: \$58,000

Year 3 Base Salary: \$62,000

Year-3 increase effective January 1 of the third calendar year.

4. BENEFITS

Three (3) weeks paid vacation, holidays, and OPERS participation.

5. CERTIFICATION AND TRAINING SUPPORT

Village agrees to fund Water Distribution 1 certification classes, materials, examination fees, and reasonable paid time necessary to complete required coursework.

6. WATER DISTRIBUTION 1 (WD1) CERTIFICATION COMPENSATION

Upon successful completion and issuance of the Ohio EPA Water Distribution 1 Certification, Administrator shall receive an additional Six Thousand Dollars (\$6,000) per year in compensation. This amount shall be added to the Base Salary and shall remain in effect for the duration of this Agreement and any renewal terms.

7. PERFORMANCE REVIEW

The Mayor shall conduct annual performance evaluations and may recommend compensation adjustments and performance goals.

8. REVENUE INCENTIVE

Administrator shall receive a five percent (5%) bonus based solely on **actual revenue or funds successfully obtained and received by the Village** through new revenue streams directly created or implemented by the Administrator. This incentive shall be capped at **Ten Thousand Dollars (\$10,000) per calendar year** and remains subject to Council approval and appropriation.

This incentive program is adopted pursuant to authority granted under Ohio Revised Code Sections 731.13 and 735.271 and shall be effective only to the extent permitted by law.

9. TERMINATION

Without Cause: 90 days written notice or four (4) months base salary severance.

With Cause: Immediate termination for misconduct, neglect of duty, criminal activity, or violation of law or policy.

10. RESIGNATION

Administrator agrees to provide a minimum of sixty (60) days written notice prior to resignation.

11. SEVERANCE

If terminated without cause, Administrator shall receive four (4) months base salary and payout of accrued unused vacation.

Base Salary Structure

Year	Base Salary
Year 1	\$58,000
Year 2	\$58,000
Year 3	\$62,000

Base Salary Plus WD1 Certification

Year	Base + \$6,000 WD1
Year 1	\$64,000
Year 2	\$64,000
Year 3	\$68,000

Village of _____, Ohio

By: _____
Title: _____
Date: _____

Administrator – Tim Saylor

Signature: _____
Date: _____

Village of Hamersville

Board of Tax Review (BOR)

Policy, Procedures & Appeals Packet

Legal Authority

The Board of Tax Review (BOR) is established pursuant to Ohio Revised Code 718.11, the Village Income Tax Ordinance, and the Village's contractual agreement with the Regional Income Tax Agency (RITA). The BOR exists solely to hear and decide appeals of municipal income tax determinations.

Purpose & Scope

The BOR shall hear taxpayer appeals, review determinations issued by RITA, and may affirm, reverse, or modify such determinations. The Board does not conduct audits, supervise tax administration, or establish tax policy or rates.

Board Composition

The Board of Tax Review shall consist of three (3) members: 1) One elected Village official (Committee Chair preferred with strong financial or administrative understanding); 2) One Village employee or appointed official; 3) One Village resident not elected or employed by the Village. Appointments should prioritize financial literacy, administrative familiarity, and objective review capability.

Appointment Authority

Members of the Board of Tax Review shall be nominated by the Mayor and appointed upon confirmation by majority vote of Village Council. Appointments shall be recorded in the official minutes and maintained as part of the Village's permanent records.

Term Lengths & Vacancies

Members shall serve two (2) year terms and may be reappointed without limitation. Council may establish staggered initial terms to ensure continuity. Vacancies occurring mid-term shall be filled for the remainder of the unexpired term through the same Mayor nomination and Council confirmation process.

Ethics & Confidentiality

Board members must remain impartial, disclose conflicts of interest, and recuse themselves where appropriate. All taxpayer records and proceedings are confidential pursuant to ORC 718.

Appeal Filing Process

Taxpayers have sixty (60) days from the date of determination to file a written appeal. The appeal must state the basis for dispute and include all supporting documentation.

Hearing Procedures

Hearings shall include: case identification; presentation by the taxpayer; presentation by RITA if applicable; questions from the Board; deliberation; and majority vote. Written findings shall be issued.

Further Appeals

Taxpayers may appeal decisions of the Board of Tax Review to the Ohio Board of Tax Appeals or the Court of Common Pleas as permitted by law.

Municipal Income Tax Appeals Process Overview

Step 1: RITA issues tax determination. Step 2: Sixty-day appeal window opens. Step 3: Taxpayer files written appeal. Step 4: Case forwarded to Village BOR. Step 5: Hearing scheduled. Step 6: Evidence and testimony reviewed. Step 7: BOR majority vote. Step 8: Written decision issued. Step 9: Further state-level appeal (optional).