



NEWTON FALLS CITY COUNCIL  
**REGULAR MEETING AGENDA**  
 Wednesday, January 21, 2026; 6:00 PM  
 COUNCIL CHAMBERS  
 612 WEST BROAD STREET

CITY COUNCIL MEMBERS	
Ward 1	Brian Kropp
Ward 2	Brian Axiotis
Ward 3	Robert Burke
Ward 4	Kevin Rufener
At- Large	Julie Stimpert
Mayor	David Hanson

CITY ADMINISTRATION	
City Manager	Jamie Vernaccini
Law Director	Jeff Limbian
Finance Director	Pamela Hileman
Clerk of Council	Michael Acomb
Police Chief	John Barco

- I. **Call to Order**
- II. **Pledge of Allegiance / Silent Prayer**
- III. **Roll Call**
- IV. **Changes To Tonight's Agenda**
- V. **Special Presentations by Staff Members or Invited Consultants**  
 Department Heads
- VI. **Public Comments (Agenda Items Only)**
- VII. **Reports**
  - a. Mayor
  - b. Council Members
  - c. Law Director
  - d. City Manager
- VIII. **Approval of Previous Minutes**  
 Special Meeting Minutes January 5, 2026 and Organizational Meeting January 5, 2026  
 Regular Meeting Minutes January 7, 2026
- IX. **Public Hearings**
- X. **Unfinished Business**
- XI. **New Business**
  - ORDINANCE 2026-01 Sponsors: Axiotis, Kropp  
 AN ORDINANCE AMENDING SECTION 121.03(i) OF THE CODIFIED ORDINANCES  
 OF THE VILLAGE OF NEWTON FALLS PERTAINING TO SPONSORING  
 LEGISLATION AND COUNCIL MEETING AGENDAS
  - ORDINANCE 2026-03 Sponsors: Kropp, Axiotis  
 AN ORDINANCE AUTHORIZING CERTAIN AMENDMENTS TO THE  
 APPROPRIATIONS FOR THE FISCAL YEAR ENDING DECEMBER 31, 2026 AND  
 AUTHORIZING THE FINANCE DIRECTOR TO AMEND AND FILE A CERTIFICATE  
 OF RESOURCES WITH THE COUNTY AUDITOR

ORDINANCE 2026-04  
AN ORDINANCE AUTHORIZING THE CITY MANAGER TO ENTER INTO AN  
AGREEMENT WITH SOFTWARE SOLUTIONS FOR VIP PAYROLL SOFTWARE

Sponsors: Rufener, Axiotis

RESOLUTION 01-2026  
A RESOLUTION ADOPTING THE JOB DESCRIPTION FOR THE POSITION OF  
ASSISTANT LAW DIRECTOR FOR THE VILLAGE OF NEWTON FALLS

Sponsors: Kropp, Axiotis, Stimpert

RESOLUTION 02-2026  
A RESOLUTION ESTABLISHING STANDARDS FOR VILLAGE COUNCIL ACCESS TO  
MUNICIPAL FACILITIES, RESOURCES, RECORDS, AND STAFF

Sponsors: Kropp, Axiotis

**XII. Public Comments**

**XIII. Closing Remarks**

- a. Mayor
- b. Council Members
- c. Law Director
- d. City Manager

**XIV. Motion to Recess into Executive Session (If Necessary)**

**XV. Adjournment**



NEWTON FALLS CITY COUNCIL  
**SPECIAL MEETING MINUTES**  
 Monday, January 5, 2026; 6:00 PM  
 COUNCIL CHAMBERS  
 612 WEST BROAD STREET

CITY COUNCIL MEMBERS		CITY ADMINISTRATION	
Ward 1	Brian Kropp	City Manager	Jamie Vernaccini
Ward 2	Brian Axiotis	Law Director	VACANT
Ward 3	Robert Burke	Finance Director	Pamela Hileman
Ward 4	Kevin Rufener	Clerk of Council	Michael Acomb
At- Large	Julie Stimpert	Police Chief	John Barco
Mayor	David Hanson		

This special meeting was requested by Ms. Stimpert.

- I. **Call to Order**  
 Mayor Hanson called the meeting to order at 6:05 pm.
- II. **Pledge of Allegiance / Silent Prayer**
- III. **Roll Call**  
 Mayor Hanson asked Mr. Acomb to call the roll.  
 Council Present: Councilperson Axiotis, Councilperson Kropp, Councilperson Stimpert, Councilperson Burke, Councilperson Rufener, Mayor Hanson.  
 Council Absent: none.  
 Staff Present: City Manager Vernaccini, Clerk Acomb.  
 Staff Absent: Chief Barco, Finance Director Hileman.
- IV. **Public Comments (limited to those items on the agenda)**  
 Julie Lemon – 609 Ridge Road  
 She spoke about the upcoming oaths of office. She asserted that council members and the administration have violated the charter numerous times. She read from portions of the charter to support her claim, including the section regarding vacancies.
- V. **Old Business**  
 None.
- VI. **New Business**  
 Ms. Stimpert spoke about the Ward 3 position citing the law director's legal opinion. Mr. Kropp asked if an oath of office should be taken any way. Ms. Stimpert agreed that it could not hurt. No objections occurred from the rest of Council.

Oaths of Office

Mr. Kropp – Ward 1  
 Ms. Stimpert – At-Large

Discussion of Vacant Ward 3 Position  
 Potential Appointment and Oath of Office

Mayor Hanson administered the oaths of office to Mr. Kropp, Ms. Stimpert, and Mr. Burke.

**VII. Motion to Recess into Executive Session (if necessary).**

**MOTION**

Ms. Stimpert made a Motion to enter into executive session to consider the appointment, employment, and/or compensation of a public employee or official whereas Council may or may not take action afterwards to appoint a law director. Second by Mr. Kropp.

No discussion.

Roll Call Vote: Mr. Axiotis-yes; Mr. Kropp-yes; Mr. Burke-yes; Mr. Rufener-yes; Ms. Stimpert-yes. The motion passed 5-0. The Council entered executive session at 6:23 pm.

Ms. Stimpert made a Motion to adjourn executive session and reconvene regular session. Second by Mr. Burke.

No discussion.

Roll Call Vote: Mr. Axiotis-yes; Mr. Kropp-yes; Mr. Burke-yes; Mr. Rufener-yes; Ms. Stimpert-yes. The motion passed 5-0. The Council adjourned executive session at 7:44 pm.

**VIII. Public Comments (limited to those items on the agenda)**

None.

**IX. Adjournment**

Mr. Axiotis made a motion to adjourn the regular meeting. Second by Ms. Stimpert.

No discussion.

Roll Call Vote: Mr. Axiotis-yes; Mr. Kropp-yes; Mr. Burke-yes; Mr. Rufener-yes; Ms. Stimpert-yes. The motion passed 5-0. The meeting was adjourned at 7:45 pm.

APPROVED:

\_\_\_\_\_  
David Hanson, Mayor

ATTEST:

\_\_\_\_\_  
Michael Acomb, Clerk of Council





NEWTON FALLS CITY COUNCIL  
**ORGANIZATIONAL MEETING MINUTES**  
 Monday, January 05, 2026  
 To Commence Immediately Following the Annual  
 Organizational Meeting  
 COUNCIL CHAMBERS  
 612 WEST BROAD STREET

CITY COUNCIL MEMBERS	
Ward 1	Brian Kropp
Ward 2	Brian Axiotis
Ward 3	Robert Burke
Ward 4	Kevin Rufener
At- Large	Julie Stimpert
Mayor	David Hanson

CITY ADMINISTRATION	
City Manager	Jamie Vernaccini
Law Director	VACANT
Finance Director	Pamela Hileman
City Clerk	Michael Acomb
Police Chief	John Barco

- I. **Call to Order**  
 Mayor Hanson called the meeting to order at 7:50 pm.
- II. **Pledge of Allegiance / Silent Prayer**
- III. **Roll Call**  
 Mayor Hanson asked Mr. Acomb to call the roll.  
 Council Present: Councilperson Axiotis, Councilperson Kropp, Councilperson Stimpert, Councilperson Burke, Councilperson Rufener, Mayor Hanson.  
 Council Absent: none.  
 Staff Present: City Manager Vernaccini, Clerk Acomb.  
 Staff Absent: Chief Barco, Finance Director Hileman.
- IV. **Public Comments (Agenda Items Only)**  
 None.
- V. **New Business**  
 Mr. Axiotis made a motion to appoint Ms. Stimpert to the position of Vice President of Council for 2026. Second by Mr. Rufener.  
 Mr. Axiotis expressed support for Ms. Stimpert given her experience these past two years.  
 Roll Call Vote: Mr. Axiotis-yes; Mr. Kropp-yes; Mr. Burke-yes; Mr. Rufener-yes; Ms. Stimpert-yes. The motion passed 5-0.  
  
 Mr. Axiotis made a motion to suspend Council Rules. Second by Mr. Rufener.  
 No discussion.  
 Roll Call Vote: Mr. Axiotis-yes; Mr. Kropp-yes; Mr. Burke-yes; Mr. Rufener-yes; Ms. Stimpert-yes. The motion passed 5-0.  
  
 Council began a mixed discussion regarding the assignment and appointment of members of council to the various boards, committees, and commissions each member stating their preferences. Mr. Axiotis led the discussion.

Mr. Axiotis made a motion to resume Council Rules. Second by Mr. Kropp.

No discussion.

Roll Call Vote: Mr. Axiotis-yes; Mr. Kropp-yes; Mr. Burke-yes; Mr. Rufener-yes; Ms. Stimpert-yes. The motion passed 5-0.

The Clerk read the proposed appointments into the record. Mr. Axiotis made a motion to accept the proposed appointments as read by the clerk. Second by Ms. Stimpert.

No discussion.

Roll Call Vote: Mr. Axiotis-yes; Mr. Kropp-yes; Mr. Burke-yes; Mr. Rufener-yes; Ms. Stimpert-yes. The motion passed 5-0.

**VI. Public Comments**

Julie Lemon – 609 Ridge Road

She spoke against Council not making comments on her public comments from December 17, 2025. She asked who provided the legal opinion on the Ward 3 vacancy. She also spoke against revision of the Charter by Council. She also spoke against the public comments made by the law director against her concerns shared at the previous meeting.

**VII. Motion to Recess into Executive Session (If Necessary)**

No motion was made.

**VIII. Adjournment**

Mr. Axiotis made a motion to adjourn the regular meeting. Second by Ms. Stimpert.

No discussion.

Roll Call Vote: Mr. Axiotis-yes; Mr. Kropp-yes; Mr. Burke-yes; Mr. Rufener-yes; Ms. Stimpert-yes. The motion passed 5-0. The meeting was adjourned at 8:13 pm.

APPROVED:

\_\_\_\_\_  
David Hanson, Mayor

ATTEST:

\_\_\_\_\_  
Michael Acomb, Clerk of Council

<b>Exhibit A</b> <b>01/05/26 for Calendar Year 2026</b> As Amended by Council at the 2026 Organizational Meeting			
<b>Council Representatives to Commissions and Boards</b>			
	<i>Rep</i>	<i>Alt</i>	
<u>Planning and Zoning:</u>	<i>Axiotis</i>	<i>Kropp</i>	
Meetings: 6:00 pm every 1st Tuesday as needed			
<u>Civil Service:</u>	<i>Kropp</i>	<i>Burke</i>	
Meetings: As Needed			
<u>Parks and Recreation:</u>	<i>Burke</i>	<i>Kropp</i>	
Meetings: 6:00 pm every 4th Tuesday			
<u>Treasury Investment Board:</u>	<i>Axiotis</i>	<i>x</i>	Finance Director
	<i>S Kropp</i>	<i>Resident</i>	City Manager
Meetings: Quarterly			
<u>Fire District Board:</u>	<i>Stimpert</i>	<i>Burke</i>	
<b>Council Standing Committees</b> <b>Two (2) Council Representatives per Committee</b>			
<u>Finance/Administration/Audit:</u>	<i>Axiotis</i>	<i>Rufener</i>	
(Chair must be on TIB per Charter Article VI, Section 4)			
<u>Utilities/Public Works:</u>	<i>Rufener</i>	<i>Stimpert</i>	
<u>Public Safety:</u>	<i>Rufener</i>	<i>Axiotis</i>	
<b>Council Representatives to Community Commissions and Boards</b>			
<u>EASTGATE, Regional Council of Governments:</u>	<i>Hanson</i>	<i>Kropp</i>	
(Per Eastgate - The Mayor is the designated representative)			
<u>Tax Review Board and Enterprise Zone:</u>	<i>Axiotis</i>	<i>Kropp</i>	
<u>Utility Appeals Board:</u>	<i>Kropp</i>	<i>Rufener</i>	<i>Wentworth</i>
The 3rd seat is always a community member			
The 4th seat is the Finance Director.			
<u>Local Board of Tax Review:</u>	<i>Stimpert</i>	<i>Rufener</i>	
<u>Economic Development:</u>	<i>Kropp</i>	<i>Rufener</i>	
City Manager, Mayor, and Finance Director also serve.			
<u>Police Services Committee:</u>	<i>Burke</i>	<i>Stimpert</i>	
	<i>Lyden</i>	<i>Wentworth</i>	<i>Talanca</i>
2 members of Council and 3 residents			



NEWTON FALLS CITY COUNCIL  
**REGULAR MEETING MINUTES**  
Wednesday, January 7, 2026; 6:00 PM  
COUNCIL CHAMBERS  
612 WEST BROAD STREET

CITY COUNCIL MEMBERS	
Ward 1	Brian Kropp
Ward 2	Brian Axiotis
Ward 3	Robert Burke
Ward 4	Kevin Rufener
At- Large	Julie Stimpert
Mayor	David Hanson

CITY ADMINISTRATION	
City Manager	Jamie Vernaccini
Law Director	VACANT
Finance Director	Pamela Hileman
Clerk of Council	Michael Acomb
Police Chief	John Barco

**I. Call to Order**

Mayor Hanson called the meeting to order at 6:01 pm.

**II. Pledge of Allegiance / Silent Prayer**

**III. Roll Call**

Mayor Hanson asked Mr. Acomb to call the roll.

Council Present: Councilperson Axiotis, Councilperson Kropp, Councilperson Stimpert, Councilperson Rufener, Mayor Hanson.

Council Absent: Councilperson Burke.

Staff Present: City Manager Vernaccini, Chief Barco, Clerk Acomb.

Staff Absent: Finance Director Hileman.

Ms. Stimpert made a motion to excuse Mr. Burke from the meeting due to illness.

Second by Mr. Kropp.

No discussion.

Roll Call Vote: Mr. Axiotis-yes; Mr. Kropp-yes; Mr. Rufener-yes; Ms. Stimpert-yes. The motion passed 4-0.

**IV. Changes To Tonight's Agenda**

Ms. Stimpert made a motion to add a motion to enter into executive session to consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee, namely law director and prosecutor, whereas Council may or may not take action afterwards. Second by Mr. Axiotis.

No discussion.

Roll Call Vote: Mr. Axiotis-yes; Mr. Kropp-yes; Mr. Rufener-yes; Ms. Stimpert-yes. The motion passed 4-0. The Motion was added to Section XIV.

**V. Special Presentations by Staff Members or Invited Consultants**

Chief Williamson – NFJFD Chief – Presentation and Donation of AED

The Chief presented an AED that is being donated by the NFJFD to the Village. They are also donating signage at every baseball field that provides the number of the field, the location of the AED, and the location of the NFJFD. The AED is GPS tracked in case of use or theft.

**VI. Public Comments (Agenda Items Only)**

None.

**VII. Reports**

- a. Mayor – He announced that a search for a new law director is underway.
- b. Council Members
  - i. Ward 1 – No report.
  - ii. Ward 2 – The Planning and Zoning Commission meeting for January was cancelled due to lack of quorum. He reminded that the commission maintains 2 additional open seats, as well as, 1 open seat on the TIB and 1 open seat on the Parks and Recreation Board.
  - iii. Ward 4 – No report.
  - iv. At-Large – No report.
- c. City Manager – She read from a prepared report. Enclosed. Mr. Kropp asked about the Comprehensive Plan Meeting.
- d. Police Chief – He read from a prepared report. Enclosed.

**VIII. Approval of Previous Minutes**

Mayor Hanson asked for a motion to approve the Regular Meeting Minutes December 17, 2025. Moved by Ms. Stimpert. Second by Mr. Axiotis.

No discussion.

Roll Call Vote: Mr. Axiotis-yes; Mr. Kropp-abstain; Mr. Rufener-yes; Ms. Stimpert-yes. The motion passed 3-0. The minutes were approved.

Mr. Kropp explained his abstention as he was not on Council on December 17, 2025. Mr. Axiotis made a motion to accept the abstention. Second by Ms. Stimpert.

No discussion.

Roll Call Vote: Mr. Axiotis-yes; Mr. Rufener-yes; Ms. Stimpert-yes. The motion passed 3-0. The abstention was accepted.

**IX. Public Hearings**

None.

**X. Unfinished Business**

None.

**XI. New Business**

**Motion**

Sponsors: Axiotis, Stimpert

A Motion to appoint Patricia Benetis to the Newton Falls Planning and Zoning Commission for the term expiring December 31, 2027.

Mayor Hanson called for a motion to pass the Motion. Moved by Mr. Axiotis. Second by Ms. Stimpert.

Mr. Axiotis spoke in support of Ms. Benetis given her experience with Village Service.

Roll Call Vote: Mr. Axiotis-yes; Mr. Kropp-abstain; Mr. Rufener-yes; Ms. Stimpert-yes. The motion passed 3-0.

Mr. Kropp explained his abstention in that he does not support a person serving on a Commission just simply out of emergency when there are many capable residents.

Mr. Axiotis made a motion to accept the abstention. Second by Ms. Stimpert.

Mr. Axiotis stated that Council voting on abstentions after the abstainer explains his/her reason was a new Charter amendment that he finds to be appalling.

Roll Call Vote: Mr. Axiotis-yes; Mr. Rufener-yes; Ms. Stimpert-yes. The motion passed 3-0. The abstention was accepted.

Motion

Sponsors: Axiotis, Stimpert

A Motion to appoint Zachary Svette to the Newton Falls Planning and Zoning Commission for the term expiring December 31, 2029.

Mayor Hanson called for a motion pass the Motion. Moved by Mr. Axiotis. Second by Mr. Kropp.

Mr. Axiotis spoke in support of Mr. Svette due to his personal experience working with Mr. Svette previously on the Commission. His return to the commission is welcome. Mr. Kropp stated Mr. Svette has previously been the Chair of the Commission. He is excited about his experience and knowledge.

Roll Call Vote: Mr. Axiotis-yes; Mr. Kropp-yes; Mr. Rufener-yes; Ms. Stimpert-yes. The motion passed 4-0.

**XII. Public Comments**

Jim Luonuonsuu

He spoke about water bills not being paid by the County. Roughly \$39,000 hasn't been paid and the Village hasn't taken action to collect the money. The water only must meet standards at the cut-off point so the refusal from the County to pay is improper. The County attorney and Law Director Limbian has discussed a negotiation with the County. This is upsetting given the Council didn't seem to authorize such negotiations. He urged Council to take action. The Mayor assured that the Village is working to resolve the situation appropriately.

Patricia Benetis

She stated her pride in the police department citing quick responses.

Denny Cottrill

He spoke in support of the police department. He spoke against the rehab houses and the occupants that break the law without accountability. The Mayor assured that the Village is aware of the problem and is doing all they can to ensure the safety of the citizens.

**XIII. Closing Remarks**

- a. Mayor – He stated his pleasure with the police department operations within budget. He applauded the department and the actions of the Chief to resume operations for the Village.
- b. Council Members
  - i. Ward 1 – He thanked the City Manager for providing a copy of the original charter to Council. He agreed that the conflict with the County needs to be addressed and he will take action to monitor the situation and progress closely. He agreed with Mr. Axiotis' comments regarding the rehab houses. He asked for clarity regarding what exactly should be done and understanding about how daunting the task truly is. Time is of the essence.
  - ii. Ward 2 – He spoke in response to the Trumbull County conflict with water. The disagreement is centered on water testing. He also spoke about the rehab houses and reminded that regulating the actions of the housing operators and occupants is protected and very limited. He stated that a new law director will be asked to research and advise Council regarding appropriate actions to avoid lawsuits but achieve the goals of the Council and the taxpayers.
  - iii. Ward 4 – No remarks.
  - iv. At-Large – No remarks.
  - v. Police Chief – He read from a prepared statement. Enclosed.

- vi. City Manager - She thanked the Police Chief and the officers in attendance for their service citing the importance of their work. The Mayor agreed and assured the officers that the “body of the community” supports them.

**XIV. Motion to Recess into Executive Session (If Necessary)**

**MOTION**

A Motion to enter into executive session to consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee, namely law director and prosecutor, whereas Council may or may not take action afterwards.

Moved by Mr. Kropp. Second by Mr. Axiotis.

No discussion.

Roll Call Vote: Mr. Axiotis-yes; Mr. Kropp-yes; Mr. Rufener-yes; Ms. Stimpert-yes. The motion passed 4-0. The executive session began at 6:44 pm.

Mr. Rufener made a motion to adjourn the executive session and resume the regular session. Second by Mr. Kropp.

No discussion.

Roll Call Vote: Mr. Axiotis-yes; Mr. Kropp-yes; Mr. Rufener-yes; Ms. Stimpert-yes. The motion passed 4-0. The executive session ended and regular session resumed at 7:37 pm.

Ms. Stimpert made a motion to direct the City Manager to enter into negotiations with Samantha Ulrich for the position of Law Director. Second by Mr. Kropp.

Mr. Axiotis stated that Samantha is very enthusiastic and has good experience.

Roll Call Vote: Mr. Axiotis-yes; Mr. Kropp-yes; Mr. Rufener-yes; Ms. Stimpert-yes. The motion passed 4-0.

**XV. Adjournment**

Ms. Stimpert made a motion to adjourn the regular meeting. Second by Mr. Kropp.

No discussion.

Roll Call Vote: Mr. Axiotis-yes; Mr. Kropp-yes; Mr. Rufener-yes; Ms. Stimpert-yes. The motion passed 4-0. The meeting was adjourned at 7:39 pm.

APPROVED:

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David Hanson, Mayor

ATTEST:

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Michael Acomb, Clerk of Council

# Samantha M. Ulrich

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Dear Ms. Vernaccini,

I write this letter to express my interest in your Law Director Position. I have several skills I believe would be an asset to the City of Newton Falls, including but not limited to: I have excellent research and drafting abilities; I have demonstrated problem solving abilities; and I have strong time management and organizational skills.

In every one of my previous positions, I was primarily or exclusively responsible for the legal research and drafting. I have worked in a number of different practice areas and drafted a wide array of memorandums, motions, and other legal documents. In my time with Jackson Kelly in particular, I was working on a case of first impression, with arguments never before seen.

I have a demonstrated history of quickly and efficiently solving problems. I worked for the Illinois Office of Management and Budget during their historic budget impasse, where the state was without a budget for about a year and a half prior to my arrival. I was able to make a reasonable budget for several agencies, the largest of which being the Department of Commerce and Economic Opportunity. On a near daily basis since becoming a licensed attorney, I have worked through complex legal issues and advised other stakeholders in the next steps. I thrive in environments where I am facing unconventional challenges.

I am also excellent at time management. I am currently the only member of the Criminal Division assigned at the Juvenile Court full time. I am responsible for assisting law enforcement with delinquency questions; advocating for the State in court for all hearings; requesting and providing discovery to opposing counsel; researching and drafting my own motions; discussing cases with victims; making CAREs referrals when needed based upon the facts of my case; preparing law enforcement and victims for trial; assisting other jurisdictions with questions about cases that were transferred; drafting subpoenas; and other administrative necessities. I have very minimal support staff assistance relative to my co-workers. Our case volume is such that I frequently go without a lunch break because I am needed in court. With all of these varied demands, I am required to have superior time management to function and efficiently manage the docket I am assigned to. I have reorganized every office I have been assigned to so that I could quickly and easily find all necessary items.

I believe I would be an asset to the City of Newton Falls, if afforded the opportunity. I hope to speak with you further about my qualifications in the near future. Thank you for your time.

Sincerely,

Samantha M. Ulrich





# *Newton Falls Police Department*

*Chief of Police – John P. Barco*

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I want to begin by stating what this police department has accomplished in just six months has been outstanding. The level of service now being provided to the residents of Newton Falls, compared to what was previously provided by the Sheriff's Office, is a night-and-day difference. The progress is real, and evident to those we serve.

Despite a small number of individuals who consistently seek to undermine progress and focus on negativity, this department has remained disciplined and focused on its mission. Rebuilding a police department takes time and resolve, and I am proud of the progress we have made thus far and confident in the direction we are moving.

I want to take a moment to directly address several concerns that have been raised. This police department and its officers will continue to perform their duties diligently, and professionally, regardless of outside pressure or attempts to influence outcomes. No individual or group will dictate how this department operates, which officer investigates a case, or how matters are handled when charges are appropriate.

Let me be very clear: this department will not be bribed, coerced, pressured, bullied, intimidated, or manipulated into altering the lawful and proper outcome of any investigation. Those efforts will fail. Our responsibility is to the law and to this community, and we will remain steadfast in that duty.

Every officer currently serving in this department has passed all background checks and met all requirements mandated by law, as well as by the policies and procedures of this department. While some officers may have faced disciplinary action previously in their careers, that does not automatically disqualify them from future service in law enforcement.

This department believes in accountability, but we also believe in growth, redemption, and second chances. Since joining this department, these officers have



# *Newton Falls Police Department*

*Chief of Police – John P. Barco*

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served the community with professionalism, honor, and dedication. Attempts to undermine their credibility through rumor, insinuation, or selective outrage will not change that reality.

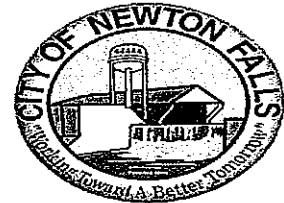
Those who seek to spread misinformation or create division would be better served by seeking facts, clarity, and reflection—particularly individuals who have previously served in this profession and should understand the standards, accountability, and integrity it demands.

Criticism is easy; accountability and self-reflection are hard. It is often the case that such criticism comes from those who are navigating unresolved challenges in their own lives, and this department will remain focused on facts, professionalism, and service rather than distractions rooted in personal circumstances or grievances.

In closing, Newton Falls is a community first and foremost. This police department exists to serve and protect that community, not to engage in personal agendas, grudges, or distractions. We will continue to move forward, continue to improve, and continue to do what is right, regardless of opposition. As we move into a new year, I encourage all of us to focus on progress, unity, and supporting our neighbors.

## City Manager Report

**To: Members of Council**



David Hanson, Mayor  
Jeff Limbian, Law Director  
Mike Acomb, City Clerk

**From:** Jamie Vernaccini, City Manager

**Date:** January 7, 2026

**Subject:** City Manager Updates

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### **Ward 1:**

Welcome Mr. Kropp to Council

### **Charter:**

I've included in Council packets a copy the original Charter from 1966. This charter represents the original thoughts of Newton Falls citizens and for Council's comparison to what has now become the charter.

### **Comprehensive Plan:**

OHM will be kicking off the comprehensive planning process tomorrow

### **Circle K:**

The Zoning Administrator is waiting to receive a draft of Circle K's storm water plan. Once it is received, it will need review by the City Engineer before approval.

### **Enbridge Gas Project:**

Enbridge Gas has been asked to please return to do some additional cleanup.

### **VIP Accounting Conversion:**

Our accounting software development is almost complete and the finance office staff will be starting onsite training for a few months to gain familiarity before the system is changed.

### **Police Budget:**

I've included in Council's packets this evening a copy of the final budget for the police department as evidenced by the Expenditure Account Report with MTD as of 12/31/2025. The final \$538,435.96 which was \$96,101.93.

### **Statement of Cash Position:**

I've highlighted in each Council pack the General Fund balances as of 12/31/25 which are \$1,120,833.46 (combined General Fund and General Fund Reserve). When compared to the balances as of 12/31/24 the General Fund has increased by \$477,604.82.









PROPOSED CHARTER  
FOR THE  
CITY of NEWTON FALLS



To be submitted to the electors of the City of  
Newton Falls, Ohio, at a special election to  
be held on Tuesday, September 20, 1966.



**PROPOSED CHARTER  
FOR THE  
CITY OF NEWTON FALLS, OHIO**

To be submitted to the electors of the City of Newton Falls, Ohio, at a special election to be held on Tuesday, September 20, 1966.

This draft prepared by the Charter Commission of the City of Newton Falls, Ohio, and presented to the Council on May 3, 1966.



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## **PREAMBLE**

We, the people of the City of Newton Falls, in the county of Trumbull and the State of Ohio, in order that we may have the benefits of municipal home rule and exercise all powers of local self-government, do frame and adopt this Charter for the government of the City of Newton Falls.

### **Article I — Incorporation, Powers, and Form of Government**

#### **Section 1 — Incorporation**

The municipal corporation now existing as the City of Newton Falls shall continue to be a body politic and corporate under the same name and with the same boundaries, with authority to change its boundaries and annex other territory contiguous thereto in the manner authorized by the general laws of Ohio; but no territory shall be detached therefrom, nor shall the city be annexed to any other municipality, without the consent of the Council and a majority of the electors voting on such question.

#### **Section 2 — Powers**

The City of Newton Falls, shall have all powers of local self-government now or hereafter granted to municipalities by the Constitution and laws of Ohio, and such further powers as may now or hereafter be granted by the laws of Ohio; and all such powers shall be exercised in the manner prescribed by this Charter or, if not prescribed herein, by ordinance of the Council created hereby.

#### **Section 3 — Form of Government**

The form of government provided for by this Charter shall be known as "The Mayor-Council-Manager Plan."

### **Article II — Mayor**

#### **Section 1 — Election**

The mayor shall be elected at the regular municipal election of 1967 and every fourth year thereafter for a term of four years. His term shall commence and he shall assume office on the first day of January next following such election and serve until his successor is elected and qualified.

#### **Section 2 — Qualifications**

The mayor shall have been for at least one year prior to his election and during his term of office shall continue to be a resident

of the municipality and a qualified elector thereof and shall not be interested in the profits or emoluments of any contract job, work or service with or for the City.

#### **Section 3 — Duties**

The mayor shall serve as official and ceremonial head of the City government, shall be recognized as head of the City government by the Governor for military purposes and by the Courts for the purpose of serving civil processes. He shall be presiding officer of the City Council and shall preside over all council sessions and shall have the right to introduce legislation to the council, but shall have no vote in matters before the council.

#### **Section 4 — Salary**

The mayor shall receive a salary of one thousand five hundred dollars (\$1,500) per year. The council shall have authority to change the salary by ordinance, but no such ordinance shall take effect as to the mayor then in office. Such an ordinance shall not be passed as an emergency ordinance and shall be passed at least one hundred days before a primary election in order to become effective for the following mayoral term.

#### **Section 5 — Absence or Disability of Mayor or Vacancy of Office**

During any period when the mayor shall be absent or incapacible or unable for any cause to perform his duties, the vice president of council shall be acting mayor and shall also continue as councilman with all the powers and duties as councilman. In case the office of mayor shall become vacant, the vice president of council shall thereupon become mayor and retain his office as councilman. He shall receive a salary both as mayor and as council member. He shall serve as mayor until the next municipal election when a successor duly elected shall assume the office of mayor for the balance of the unexpired term.

### **Article III — City Council**

#### **Section 1 — Membership and Terms**

The legislative powers of the City, except as limited by this Charter, shall be vested in a Council consisting of five members elected from the City at large. The members of the Council shall serve for a term of four years, commencing on the first day of January next following their election, excepting that at the first

election held after the effective date of this Charter, two members shall be elected for a term of four years commencing on January 1, 1968; the remaining three members shall be elected for a term of two years commencing on January 1, 1968. The two elected members receiving the greatest number of votes at the general election in 1967 shall serve the four year terms; the remaining three elected members shall serve the initial two year terms.

#### **Section 2 — Qualification of Members**

Members of the Council shall have resided in the City of Newton Falls for at least one year preceding their election. No member of the Council shall be directly or indirectly interested in the profits or emoluments of any contract, work or service with or for the municipality as provided by law.

A member who ceases to possess any of said qualifications, or removes from the City, shall forthwith forfeit his office.

#### **Section 3 — Vacancies**

Any vacancies in the Council shall be filled by election by the remaining members of the Council for the unexpired term. Should an incoming member die, resign, or be disqualified between election and the time for taking office, the vacancy shall be filled by the newly elected council.

#### **Section 4 — Removal**

The Council shall be the judge of the election and qualifications of its members and for such purpose shall have power to subpoena witnesses and require the production of records, but the decision of the council in any case shall be subject to review by the courts. Any councilman may, after absence from three consecutive regular meetings, be removed by a majority vote of the remaining members of the Council and any councilman shall, after absence from five consecutive regular meetings, be removed and his office declared vacant.

#### **Section 5 — Salaries**

The salary of a member of the Council shall be two hundred and fifty dollars (\$250.00) per year. The Council shall have authority to change the salary by ordinance but only for succeeding councils and not later than one hundred days prior to a primary election for new councilmen.

### Section 6 — Meetings and Organization

On the first day of January next following each regular municipal election the Council shall meet at the Council Chambers of the City for the purpose of organization. Thereafter, the Council shall meet at such times as may be prescribed by its rules, regulations, ordinances and by-laws; but it shall hold regular meetings at least twice during the calendar months of the year, with the exception of the months of July and August, during each of which months the Council may at its discretion, dispense with one of its regular meetings. All meetings of the Council, whether regular or special, shall be open to the public.

A majority of the members of the Council shall constitute a quorum to do business, but a less number may adjourn from time to time and compel the attendance of absent members in such manner and under such penalties as may be prescribed by ordinance or resolution.

The presiding officer of the Council shall be the mayor as specified in Article II, Section 3. The Council shall elect one of its members as vice president of the Council. The presiding officer of Council shall certify by signature final passage of ordinances and resolutions by Council.

### Section 7 — Special Meetings

Special meetings may be called by the mayor, vice president of Council or any two members of Council. There shall be given at least twenty-four hours notice in writing of such special meeting, served personally on each member of Council or at his usual place of residence. Such notice shall state the subject or subjects to be considered at the meeting and no other subject shall be considered.

Emergency meetings may be called by the mayor or vice president of council with at least ten hours notice in writing to all members.

### Section 8 — Powers

All the powers of the City and the determination of all matters of policy shall be vested in the Council. Without limitation of the foregoing, the Council shall have power to:

- a. appoint, assign duties not otherwise specified in this charter and remove the City Manager;

- b. establish other administrative departments;
- c. adopt the budget of the City, levy taxes and special assessments;
- d. authorize the issuance of bonds, notes and other forms of indebtedness by ordinance;
- e. inquire into the conduct of any office, department or agency of the City and make investigations as to municipal affairs;
- f. appoint the members of the Civil Service Commission;
- g. appoint the members of the Planning Commission;
- h. establish all salaries and wages;
- i. adopt plats;
- j. adopt and modify the official map of the City;
- k. regulate and restrict the height and number of stories of buildings and other structures, the size of yards and courts, the density of populations and the location and use of buildings for trade, industry, business, residence or other purposes;
- l. enact and adopt ordinance measures and regulations for the establishment and preservation of the public peace, safety, health and general welfare;
- m. enter into contracts and grant franchises;
- n. accept gifts and grants on behalf of the city;
- o. provide for an independent audit;
- p. determine and establish all rates, charges, assessments and contracts pertaining to the use and service of public utilities;
- q. perform such other duties and exercise such other rights, not inconsistent with this Charter, as now or hereafter granted to the legislative authority of any municipality in Ohio.

### **Section 9 — Procedure of Council**

The Council shall determine its own rules and order of business insofar as they are not set forth in this Charter. The Council shall keep a journal of its proceedings which shall be a public record open to public inspection.

All legislative action shall be by ordinance or resolution, except when otherwise required by the Constitution or the laws of the State of Ohio, but departmental procedure and administrative matters may be transacted by motion recorded on the journal.

### **Section 10 — Appointment of the City Manager**

The Council shall appoint an officer of the City who shall have the title of City Manager and shall have the powers and perform the duties in this Charter provided.

### **Section 11 — Removal of the City Manager**

The Council shall appoint the City Manager for an indefinite term and may remove him by a majority vote of its members. At least thirty days before such removal shall become effective, the Council shall by a majority vote of members adopt a preliminary resolution stating the reason for his removal. The manager may reply in writing within ten days and may request a public hearing, which shall be held not earlier than twenty days nor later than thirty days after the filing of such request. After such public hearing, if one is requested, and after full consideration, the Council by majority vote of its members may adopt a final resolution of removal. By the preliminary resolution the Council may suspend the manager from duty, but shall in any case cause to be paid him forthwith any unpaid balance of his salary and his salary for the next two calendar months following adoption of the preliminary resolution.

### **Section 12 — Interference With Appointments**

Neither the Council nor any of its members shall direct or request the appointment of any person to, or his removal from, office by the City Manager or by any of his subordinates, or in any manner take part in the appointment or removal of officers and employees in the administrative service of the city. Except for the purpose of inquiry, the Council and its members shall deal with the administrative service solely through the City Manager and neither the Council nor any member thereof shall give orders to any sub-

ordinate of the City Manager, either publicly or privately. Any councilman charged with violating the provisions of this section upon conviction thereof, shall be guilty of a misdemeanor and shall thereby cease to be a councilman.

### **Section 13 — Department, Offices, and Duties**

The Council by ordinance may create, change and abolish offices, departments or agencies other than the offices, departments or agencies established by this Charter. The Council by ordinance may assign additional functions or duties to offices, departments or agencies established by this Charter, but may not discontinue or assign to any other office, department or agency any function or duty assigned by this Charter to a particular office, department or agency.

### **Section 14 — City Clerk**

The Council shall appoint an officer of the City, who shall have the title of City Clerk, who shall give notice of its meetings, shall keep the journal of its proceedings, shall authenticate by his signature and record in full in a book kept for the purpose all ordinances and resolutions, shall serve as secretary and clerk of the Civil Service and Planning Commissions, and shall perform such other duties as shall be required by this Charter or by ordinance.

### **Section 15 — Ordinances**

In addition to such acts of the Council as are required by statute or by this Charter to be by ordinance, every act of the Council establishing a fine or other penalty or providing for the expenditure of funds, or for the contracting of indebtedness, or granting a franchise, or to sell or lease real estate, or to create, abolish or reorganize any departments or offices, or to fix compensation, shall be by ordinance. The enacting clause of all ordinances shall, be "The Council of the City of Newton Falls, State of Ohio, hereby ordains."

### **Section 16 — Procedure For Passage of Ordinances and First Reading**

Every ordinance, except emergency ordinances, shall be introduced in writing in the form in which it is to be finally passed, and after passage on first reading shall be published at least once in a newspaper of general circulation in the City, together with a notice of the time and place when and where it will be given a



public hearing and be considered for final passage. The first such publication shall be at least one week prior to the time advertised.

#### **Section 17 — Second Reading and Public Hearing**

At the time and place so advertised, or at any time and place to which such hearing shall from time to time be adjourned, such ordinance shall be read in full and after such reading all persons interested shall be given an opportunity to be heard.

#### **Section 18 — Further Consideration and Final Passage**

After such hearing, the Council may finally pass such ordinance with or without amendment, except that if it shall make an amendment which constitutes a change of substance, it shall not finally pass the ordinance until it shall have caused the amended sections to be published at least once, together with a notice of the time and place when and where such amended ordinance will be further considered, which publication shall be at least three days prior to the time stated. At the time so advertised or at any time and place to which such meeting shall be adjourned, the amended ordinance shall be read in full and a public hearing thereon shall be held and after such hearing the governing body may finally pass such amended ordinance, or again amend it subject to the same conditions. The second passage of any ordinance pursuant to this Charter shall be final, and no further passage shall be required.

#### **Section 19 — Publication of Ordinances**

##### **After Final Passage and Permissive Referendum**

After final passage every ordinance shall again be published in full and, except as otherwise provided in this Charter, shall be subject to permissive referendum as provided in Article VII, Section 2 of this Charter. Every ordinance, unless it shall specify a later date, shall become effective at the expiration of thirty days after such publication following final passage, or, if the ordinance be submitted at a referendum election then upon a favorable vote of a majority of those voting thereon except as otherwise expressly provided by this Charter.

#### **Section 20 — Exception As To**

##### **Newspaper Publication Of Code Ordinances**

Notwithstanding the provisions of the foregoing sections, ordinances establishing regulations for the construction of buildings, the installation of plumbing, the installation of electric wiring,

or any similar construction code, or income tax code or regulations, or revision and recodification of ordinances without modification of substance, which code or recodification it is provided by the ordinance shall be published in printed form for distribution need not be published in a newspaper, either before or after final passage. At least three correct copies of the ordinance, in the form in which it has been passed on the first reading shall, however, be made available to public inspection in the office of the City Clerk and in lieu of publication of the ordinance, there shall be published a notice, describing the ordinance in brief and general terms and stating that the ordinance is available for public inspection at the office of the City Clerk, together with the time and place when and where it will be considered for final passage, and after final passage, a notice describing the ordinance in brief and general terms and stating that it is available for public inspection in the office of the City Clerk and will take effect thirty days after such publication unless submitted to referendum in which event it will not take effect unless approved as required by law.

#### **Section 21 — Emergency Ordinances**

When necessary, for the preservation of the public peace, health, welfare or safety, the Council, by an affirmative vote of three-fourths of the members elected thereto, may adopt an emergency ordinance which shall take effect upon passage. Such emergency ordinance shall set forth and define the specific facts necessitating the emergency. Such emergency ordinances shall require no public hearing and both the first and second readings may be passed at the same meeting. Such emergency ordinances shall be published as other ordinances after final passage.

#### **Section 22 — Resolutions**

Where action by council is not required to be by ordinance, council may act by resolution or motion. All resolutions shall require but one reading and no publication, and shall take effect immediately upon their adoption.

#### **Article IV — City Manager**

##### **Section 1 — Qualifications**

The City Manager shall be chosen by the Council solely on the basis of his executive and administrative qualifications as judged by the adequacy of his technical training and/or his successful



experience in public administration. At the time of his appointment, he need not be a resident of the City or State, but during his period of service in office, he shall reside in the City. His salary shall be fixed by Council.

Neither the Mayor nor any councilman may be appointed as City Manager until two years after the expiration of the term to which he was elected.

#### **Section 2 — Duties**

The City Manager shall be the administrative head of the City.

- a. He shall exercise control over all departments, and in accordance with the law shall appoint, supervise, suspend and remove all officers and employees of the City under his jurisdiction and control.
- b. He may act as the head of any department or office under his control.
- c. He shall see that the contracts and ordinances of the City and the laws of the State of Ohio are enforced.
- d. He shall make such recommendations to the Council concerning the affairs of the City as may seem to him desirable, keep Council advised of the financial condition and future needs of the City, prepare and submit an annual report, and such other reports as may be required by Council, issue all licenses and permits pursuant to ordinance, and perform all other duties prescribed for him in this Charter, or imposed upon him by any measure of Council.
- e. The City Manager, together with such subordinates as he shall designate, shall be entitled to sit with Council and all commissions of the City, and take part in any discussion, but shall have no vote.
- f. He may designate, by letter filed with the City Clerk, any qualified employee or officer of the City to perform his duties during his temporary absence or disability. In the event that such designation has not been made, the Council may, by resolution, make such designation.
- g. He shall prepare annual budget estimates, submit them to Council, and administer the appropriations adopted by Council.

- h. He shall act as purchasing agent for the City and shall sign all contracts, bonds and notes on behalf of the City.

#### **Article V — Departments**

##### **Section 1 — Department of Law**

There shall be a Department of Law, the head of which shall be the Director of Law, who shall be appointed by the City Manager, subject to the consent of Council.

The Director of Law shall be an attorney-at-law who shall have practiced in this State for at least five years.

The Director of Law shall be the chief legal advisor of all offices, departments and agencies and of all officers and employees in matters relating to their official powers and duties. He shall represent the City in all legal proceedings. It shall be his duty to perform all services incident to the Department of Law as may be required by statute, or by ordinance or resolution of the Council.

##### **Section 2 — Department of Finance**

There shall be a Department of Finance, the head of which shall be the Director of Finance, who shall be appointed by the City Manager, with the consent of Council.

The Director of Finance shall provide a bond with such surety and in such amount as the Council may require by ordinance; the premium for such bond shall be paid for by the city.

The Director of Finance shall be the chief fiscal officer and shall have charge of the administration of the financial affairs of the City and to that end he shall have authority and shall be required to keep the financial records of the city, exhibiting accurate statements of all moneys received and expended, of all property owned by the City, and of all taxes and assessments. He shall advise the City Manager concerning the financial condition of the City and shall examine all payrolls, bills and other claims against the city and shall issue no warrants unless he finds that the claim is in proper form, correctly computed, duly approved and that an appropriation has been made therefor. He shall collect all money due and payable to the City and shall be the custodian of all public money of the City and shall disburse the same as may be required by law or ordinance. He shall examine and audit the accounts of all other officers, employees, departments, boards and commissions,



and shall assist the City Manager in the preparation and submission of appropriation measures, estimates, budgets, and other financial matters. He shall perform all other duties now or hereafter imposed on City Auditors and Treasurers under the laws of the State of Ohio and shall perform such other duties, consistent with his office, as may be required by this Charter, by the statute, by ordinance or resolution of Council, or as directed by the City Manager.

The Director of Finance shall be qualified by training and experience to discharge the duties of the Department of Finance in a capable manner. The Director of Finance shall have knowledge of municipal accounting and taxation and shall have had experience in budgeting and financial control.

The Council, by a majority affirmative vote, may designate an officer or employee of the City who, during absence or disability of, or during a vacancy in the office of the Director of Finance, shall exercise the powers and discharge the duties and functions of the Director of Finance, under the title of Acting Director of Finance.

## **Article VI — Commissions and Boards**

### **Section 1 — Civil Service Commission**

The Civil Service Commission shall consist of three members, who shall be qualified electors of the City and shall be appointed for terms of six years each by a majority vote of the members elected to Council; provided that the first persons appointed by Council pursuant to this Section shall be appointed as follows: one member shall be appointed for a two year term, one member shall be appointed for a four year term, and one member shall be appointed for a six year term and thereafter each member shall be appointed for a six year term and shall continue in office until his successor is appointed. The commission members shall designate one of the three as chairman and one of the three as secretary. No member of the Civil Service Commission shall hold any other office or employment with the city and not more than two of such members shall be members of the same political party. Each member of the Civil Service Commission shall be paid one dollar (\$1.00) per year.

The civil service of the Municipality is hereby divided into unclassified and classified service. The unclassified service shall include:

Director of Law

Director of Finance

City Manager  
Fire Chief  
Civilian Defense Directors  
All elected officials and secretaries  
City Clerk and other employees of the Council  
Temporary employees and part time employees  
Volunteer members of the Fire Department  
Employees of Park and Recreation Board  
Members of Boards and Commission established by this charter or by ordinance of Council  
Employees of professional qualifications engaged as consultants

Unskilled Labor

Building Inspectors

Police Chief

The classified service shall comprise all positions not specifically included by this section in the unclassified service.

The Commission shall have all powers and duties granted and imposed by the general laws of the State of Ohio to civil service commissions, and shall be controlled by such statutes except where the same are in conflict with this Charter.

### **Section 2 — Planning, Zoning and Housing**

There shall be a City Planning Commission which shall consist of five voting members, who shall be appointed by the council, none of whom shall hold any other public office or position in the City. The City Manager and Mayor shall serve as non-voting members of the Commission. The Commission shall elect its chairman from among voting members.

The term of the appointive members shall be five years, except that, of the five members first appointed, one shall be appointed for a term of one year, one for two years, one for three years, one for four years and one for five years. Any vacancy during the unexpired term of an appointive member shall be filled by the Council for the remainder of the term.

The Commission shall have all powers and duties granted and imposed by the general laws of the State of Ohio to planning commissions and zoning boards, and shall be controlled by such statutes except where the same are in conflict with this Charter.

### **Section 3 — Park and Recreation Board**

The Park and Recreation Board shall consist of three members, appointed by the City Manager with the approval of council,



for a term of three years each; provided that the first persons appointed pursuant to this section shall be appointed as follows: one member shall be appointed for a one year term, one member shall be appointed for a two year term and one member shall be appointed for a three year term and thereafter each member shall be appointed for a three year term and shall continue in office until his successor is appointed.

The Park and Recreation Board shall provide for the development, maintenance, and operation of the parks, playgrounds, Community Center and recreational facilities and programs of the City.

#### **Article VII — Elections, General Provisions**

##### **Section 1 — Procedures For Nomination and Election**

Unless otherwise provided in this Charter and its amendments, elections in the City of Newton Falls shall continue to be conducted in accordance with the general laws of the State of Ohio as administered by the Trumbull County Board of Elections.

##### **Section 2 — Initiative and Referendum**

The rights of initiative and referendum upon ordinances and action taken by council as prescribed in the Constitution of the State of Ohio and as set forth in the general laws of the State of Ohio, are hereby reserved to the people and shall be carried out according to the Constitution and the laws of this State.

##### **Section 3 — Removal of Elective Officers**

Except as otherwise provided in this Charter, the removal of elective officers as prescribed in the Constitution of the State of Ohio and set forth in the general laws of the State of Ohio, is hereby reserved to the people and shall be carried out according to the Constitution and the laws of this State.

#### **Article VIII — Fiscal Year, Taxation, Purchases**

##### **Section 1 — Fiscal Year**

The fiscal year of the City shall begin with the first day of January and shall end with the next succeeding thirty-first day of December.

The first fiscal year, as established by this Charter, shall commence on the first day of January, 1968.

#### **Section 2 — Limitation On Tax Rate**

The powers of Council to levy taxes shall be subject to the limitations now or hereafter provided by the Constitution and the general laws of the State of Ohio and nothing contained in the Charter shall be construed as authorizing the levy of any taxes in excess of such limitations without a vote of the people.

#### **Section 3 — Contracts and Purchasing**

The Manager may, within the amounts and items appropriated by the Council, make purchases and enter into contracts in behalf of the City involving expenditures not in excess of One Thousand Dollars (\$1,000), without competitive bidding, except as may otherwise be provided by ordinance of the Council. No purchase or contract involving an expenditure of more than One Thousand Dollars (\$1,000), shall be made except with the lowest and best bidder as determined by Council after advertising for bids, in writing, for a period of at least two weeks in a newspaper of general circulation within the City; provided, however, that the Council may authorize a contract for personal services without advertising for bids, and Council may authorize a purchase or a contract involving an expenditure of more than One Thousand Dollars (\$1,000), without advertising for bids, if it determines and declares by an affirmative vote of all members that an emergency exists and sets forth the nature of the emergency in its resolution or ordinance.

#### **Article IX — Succession In Government**

##### **Section 1 — Rights Of Officers and Employees**

Nothing in this Charter, except as specifically provided, shall affect or impair the rights or privileges of officers or employees of the City or of any office, department or agency existing at the time when this Charter shall take effect, or any provision of law in force at the time when this Charter shall take effect and not inconsistent with the provisions of this Charter, in relation to the personnel, appointment, ranks, grades, tenure of office, promotion, removal, pension, and retirement rights, civil rights or any other rights or privileges of officers or employees of the City or any office, department or agency thereof.

##### **Section 2 — Continuance of Present Officers**

All persons holding administrative office at the time this Charter takes effect shall continue in office and in the performance

of their duties until provision shall have been made in accordance therewith for the performance of such duties or the discontinuance of such office. The powers conferred and the duties imposed upon any office, department or agency of the City by the laws of the State shall, if such office, department or agency, be abolished by this Charter, or under its authority, be thereafter exercised and discharged by the office, department or agency designated by the Council unless otherwise provided herein.

#### **Section 3 — Status Of Officers and Employees Holding Positions When the Charter Takes Effect**

Any person holding an office or position in the classified service of the City when this Charter takes effect who shall have served in such position for a period of at least six months shall be retained without preliminary or working tests and shall thereafter be subject in all respects to the provisions of this Charter. Other persons in the City service at the time this Charter takes effect shall be regarded as holding their positions under provisional appointments.

#### **Section 4 — Transfer of Records and Property**

All records, property and equipment whatsoever of any office, department or agency or part thereof, all the powers and duties of which are assigned to any other office, department or agency by this Charter, shall be transferred and delivered to the office, department or agency to which such powers and duties are so assigned. If part of the powers and duties of any office, department or agency or part thereof are by this Charter assigned to another office, department or agency, all records, property and equipment relating exclusively thereto shall be transferred and delivered to the office, department or agency to which such powers and duties are so assigned.

#### **Section 5 — Continuity of Offices. Departments or Agencies**

Any office, department or agency provided for in this Charter, with a name or with powers and duties the same or substantially the same as those of an office, department or agency heretofore existing shall be deemed to be a continuation of such office, department or agency and shall exercise its powers and duties in continuation of their exercise by the office, department or agency by which the same were heretofore exercised and shall have power to continue any business, proceeding or other matter within the scope

of its regular powers and duties commenced by an office, department or agency by which such powers and duties were heretofore exercised. Any provision in any law, rule, regulation, contract, grant or other document relating to such a formerly existing office, department or agency, shall, so far as not inconsistent with the provisions of this Charter, apply to such office, department or agency provided for by this Charter.

#### **Section 6 — Continuance Of Contracts and Public Improvements**

All contracts entered into by the City, or for its benefit, prior to the taking effect of this Charter, shall continue in full force and effect. Public improvements for which legislative steps have been taken under laws existing at the time this Charter takes effect may be carried to completion as nearly as practicable in accordance with the provisions of such existing laws.

#### **Section 7 — Pending Actions and Proceedings**

No action or proceeding, civil or criminal, pending at the time when this Charter shall take effect, brought by or against the City or any office, department or agency or officer thereof, shall be affected or abated by the adoption of this Charter or by anything therein contained; but all such actions or proceedings may be continued notwithstanding that functions, powers and duties of any office, department or agency or officer party thereto may by or under this Charter be assigned or transferred to another office, department or agency or officer, but in that event the same may be prosecuted or defended by the head of the office, department or agency to which such functions, powers and duties have been assigned or transferred by or under this Charter.

#### **Section 8 — When Provisions Take Effect**

For the purpose of nominating and electing the Mayor and members of Council and all purposes in connection therewith, this Charter shall be in effect from and after January 1, 1967. For the purposes of selecting and appointing the City Manager by the councilmen to be elected at the general election to be held in November 1967, this Charter shall be effective immediately upon their election. For all other purposes it shall take effect on the first day of January, 1968.

#### **Section 9 — General Laws, Ordinances, etc. Shall Prevail**

Insofar as they are not inconsistent with or contradictory to



the provisions of this Charter, or to the provisions of any lawfully enacted ordinance, the general laws of this State shall be the law for the City of Newton Falls. All existing ordinances, resolutions, regulations, contracts and commitments of the City of Newton Falls not inconsistent with or contradictory to the provisions of this Charter, shall remain in full force and effect until changed by proper authority of the City of Newton Falls.

#### **Section 10 — Administrative Functions Not Assigned**

The City Manager shall have power to perform any and all administrative functions not herein otherwise assigned until changed by ordinance.

#### **Section 11 — Discontinuance of Offices**

Any elective office not specifically provided for by this charter shall be abolished upon the effective date of this charter.

#### **Article X — Amendments to Charter**

##### **Section 1 —**

The Council may, by affirmative vote of four-fifths or more of its members, submit to the electors any proposed amendment or amendments to this Charter; or upon petition signed by not less than ten percent of the electors of the City setting forth any proposed amendment or amendments to the Charter, the Council shall forthwith submit such proposed amendment or amendments to the electors in accordance, in each instance, with the provisions of the Constitution.

If any such proposed amendment or amendments shall be approved by a majority of the electors voting thereon, it or they shall become a part of this Charter; except that if two or more inconsistent proposed amendments on the same subject shall be submitted at the same election, only the one of such amendments receiving the largest affirmative vote, not less than a majority, shall become a part of this Charter.

#### **Article XI — Charter Review**

##### **Section 1 —**

At the first regular Council meeting in March, 1978, and similarly each ten years thereafter, the Council shall appoint a commission of seven qualified electors, whom shall hold no other office or appointment in the City at the time of their appointment, to

serve as a Charter Review Commission. The appointed members shall elect their own chairman. Within three (3) calendar months of the date of their appointment said Commission shall recommend to the Council such alterations, revisions, and amendments, if any, to this Charter as in the judgment of a majority of said commission are desirable. The Council shall forthwith submit to the electors any such proposed alterations, revisions, or amendments to be voted on at the next general election. Each said Commission shall cease to function on the day of the next general election following its appointment.

#### **Article XII — Effect of Partial Invalidity**

##### **Section 1 —**

In the event of a determination that any part of this Charter is invalid such determination shall not invalidate or impair the force or effect of any other part hereof except to the extent that such other part is wholly dependent for its operation upon the part declared invalid.

To The Council of The City of Newton Falls, Ohio

##### **CERTIFICATE**

We, the undersigned, the regularly elected and qualified members of the Charter Commission of the City of Newton Falls, Ohio, elected November 2, 1965, having framed this charter hereby approve the foregoing charter and have fixed Tuesday, September 20, 1966, as the day of a special election on the adoption of said charter by the electors of the City of Newton Falls, Ohio.

Howard Mouery, Chairman  
Arthur Allen, Vice Chairman  
George S. McCague, Sec.-Treas.

George Bagnall	John Davis	Martin Politsky
Victor Beltram	Charles Dovalosky	Frank Ticknor
Howard Biggare	Robert Gourley	Dora Dean Walters
Ernest Clabaugh	Maurice LeLaidier	Glenn Worley







VILLAGE OF NEWTON FALLS, OHIO  
ORDINANCE NO.: 2026-01  
SPONSOR: Councilpersons Axiotis, Kropp

**AN ORDINANCE AMENDING SECTION 121.03(i) OF THE CODIFIED ORDINANCES OF  
THE VILLAGE OF NEWTON FALLS PERTAINING TO SPONSORING LEGISLATION AND  
COUNCIL MEETING AGENDAS**

WHEREAS, Council desires to clarify and formalize procedures related to the sponsorship of legislation, submission deadlines, and preparation of Council meeting agendas; and

WHEREAS, Section 121.03(i) of the Codified Ordinances of the Village of Newton Falls governs rules of conduct and procedure regarding sponsoring legislation; and

WHEREAS, Council finds it necessary to amend said section to ensure consistency, transparency, and orderly legislative process in compliance with Ohio law;

NOW, THEREFORE, the Council of the Village of Newton Falls, State of Ohio, hereby ordains:

SECTION 1. That Section 121.03(i), titled “*Sponsoring Legislation*,” of the Codified Ordinances of the Village of Newton Falls is hereby amended in its entirety to read as set forth in Exhibit “A”, attached hereto and incorporated herein by reference.

SECTION 2. That all formal actions of this Council concerning and relating to the adoption of this Ordinance were taken in an open meeting of this Council, and that all deliberations of this Council or any of its committees that resulted in such formal action were conducted in meetings open to the public in compliance with Section 121.22 of the Ohio Revised Code.

SECTION 3. That this Ordinance shall take effect and be in force at the earliest date permitted by law.

PASSED IN COUNCIL THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2026.

\_\_\_\_\_  
David Hanson, Mayor

ATTEST:

\_\_\_\_\_  
Michael Acomb, Clerk of Council

APPROVED AS TO LEGAL FORM:

\_\_\_\_\_  
Jeff Limbian, Law Director

**121.03 RULES OF CONDUCT AND PROCEDURE.**

(i) Sponsoring Legislation.

(1) Normally, the Council member sponsoring a particular piece of legislation will be afforded the first opportunities to discuss it after the required motion bringing it to the floor has been made and seconded. All proposed legislation must be presented to the City Clerk by not later than 3:00 p.m. on the Monday prior to the Wednesday immediately preceding the Council meeting at which the legislation is to be presented. Members of Council shall receive a draft of the prepared agenda and such documentation on the Wednesday immediately preceding each Council meeting. For additions to the prepared agenda see Codified Ordinance Section 121.02. The final prepared agenda and such documentation will be made available to the public in accordance with Section 121.02.

(2) Any addition to the prepared agenda governing the meeting shall be approved by a majority vote of Council members present, before it can be added to the agenda.

(3) All Ordinances, Resolutions and Motions proposed by the City Council shall be in written form.

(4) All written submissions shall name the presenting party as "Sponsor" of the legislation and shall be so identified by the Clerk of Council on the agenda.

(5) ~~The naming of a Sponsor does not restrict the addition of Co-Sponsors at any time before passage of the legislation. All written submissions shall be compliant with Charter Article III. Section 10. Procedure of Council.~~

(6) All written submissions without inherent time documentation shall be marked with time of submission by the Clerk of Council.

(7) All submitted legislation shall be placed on the agenda in the chronological order received.

VILLAGE OF NEWTON FALLS, OHIO  
ORDINANCE NO.: 2026-03  
SPONSOR: Councilpersons Kropp, Axiotis

**AN ORDINANCE AUTHORIZING CERTAIN AMENDMENTS TO THE  
APPROPRIATIONS FOR THE FISCAL YEAR ENDING DECEMBER 31, 2026 AND  
AUTHORIZING THE FINANCE DIRECTOR TO AMEND AND FILE A CERTIFICATE  
OF RESOURCES WITH THE COUNTY AUDITOR**

WHEREAS, as a result of certain occurrences, information, and expenditures, amendments to the Year 2026 Appropriations and transfers of items already appropriated for the Year 2026 are desired and required; and

WHEREAS, this Ordinance incorporates funding sources and/or expenditures that originated after the most recent Certificate of Resources was issued; and

WHEREAS, the appropriation amendments authorizes the Certificate of Resources to be filed with the Trumbull County Auditor.

NOW, THEREFORE, the Council of the Village of Newton Falls, State of Ohio, hereby ordains:

SECTION 1. That the Exhibit attached hereto hereby amends the current appropriations for fiscal year 2026. Any funds not listed in this exhibit shall remain intact as previously listed and appropriated.

SECTION 2. That the Village Finance Director is hereby authorized to draw warrants on the Village Treasury for payment of the foregoing appropriations upon receiving proper certification and vouchers thereof, and no salaries or wages shall be paid except to persons employed by authority of and in accordance with law or ordinance.

SECTION 3. That all formal actions of this Council concerning and relating to the adoption of this Ordinance were taken in an open meeting of this Council, and all deliberations of this Council or any of its committees that resulted in such formal action were taken in meetings open to the public and/or in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 4. That this Ordinance shall be effective as of the earliest date permitted by law.



ORDINANCE NO. 2026-03  
PAGE TWO

PASSED IN COUNCIL THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2026.

\_\_\_\_\_  
David Hanson, Mayor

Attest:

\_\_\_\_\_  
Michael Acomb, Clerk of Council

Approved as to Legal Form.

\_\_\_\_\_  
Jeff Limbian, Law Director

**Exhibit A: 2026  
Appropriation Amendment  
#1**

		<b>2026 Current Appropriations</b>	<b>2026 Proposed Appropriations</b>	<b>Difference</b>
<b>100</b>	<b>Law</b>			
	Other Operations	80,000.00	(63,026.00)	16,974.00
	Total	80,000.00	(63,026.00)	16,974.00
<b>100</b>	<b>Law</b>			
	Personnel Services	90,000.00	63,026.00	153,026.00
	Total	90,000.00	63,026.00	153,026.00

VILLAGE OF NEWTON FALLS, OHIO

ORDINANCE NO.: 2026-04

SPONSOR: Councilpersons Rufener, Axiotis

**AN ORDINANCE AUTHORIZING THE CITY MANAGER TO ENTER INTO AN  
AGREEMENT WITH SOFTWARE SOLUTIONS FOR VIP PAYROLL  
SOFTWARE**

WHEREAS, the City of Newton Falls Finance Department needs a more cost-effective way to process the Village employees' payroll; and

WHEREAS, the Finance Director and the City Manager have received and reviewed proposals for the VIP Software and have determined that Software Solutions has provided a more cost-effective way to process payroll services; and

WHEREAS, pursuant to Ohio Revised Code Section 9.17, formal advertisement and bidding are not required as the purchase is less than \$75,000; and

WHEREAS, the Village Council desires to authorize the City Manager to enter into an agreement with Software Solutions in the amount of \$26,000 to complete the purchase, installation, and training of the VIP Software; and

WHEREAS, Council has approved these expenditures in the Village's 2026 Budget.

NOW, THEREFORE, the Council of the Village of Newton Falls, State of Ohio, hereby ordains:

SECTION 1. That Council hereby and herein authorizes the City Manager to enter into an agreement with Software Solutions in the amount of \$26,000.00 to complete the VIP Payroll conversion.

SECTION 2. That all formal action of this Council concerning and relating to the adoption of this Ordinance was taken in an open meeting of this Council, and all deliberations of this Council or any of its committees that resulted in such formal action were taken in meetings open to the public and/or in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 3. That this Ordinance shall be effective as of the earliest date permitted by law.

ORDINANCE NO. 2026-04  
PAGE TWO

PASSED IN COUNCIL THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2026.

\_\_\_\_\_  
David Hanson, Mayor

ATTEST:

\_\_\_\_\_  
Michael Acomb, Clerk of Council

APPROVED AS TO LEGAL FORM:

\_\_\_\_\_  
Jeff Limbian, Law Director



## Newton Falls - VIP Payroll

## Quote

### Prepared For:

**Newton Falls, City of**

Pam Hileman  
612 W. Broad Street  
Newton Falls, OH 44444

P: (330) 872-0806

E: [Asstfinancedir@newtonfallsoh.gov](mailto:Asstfinancedir@newtonfallsoh.gov)

### Prepared by:

**Software Solutions**

Brandon Easterling  
8534 Yankee Street, Suite 2B  
Dayton, OH 45458

P: 800.686.9578

E: [beasterling@mysoftwaresolutions.com](mailto:beasterling@mysoftwaresolutions.com)

### Date Issued:

**01.07.2026**

### Expires:

**01.31.2026**

Software & Implementation	Price	Qty	Ext. Price
<b>VIP Payroll</b>			
<b>VIP Payroll Suite License</b>	\$11,000.00	1	\$11,000.00
<b>VIP Payroll Configuration &amp; Implementation Services</b> Data conversion includes current year, plus up to 2 years of history from Paychex. Includes implementation, training, and project management.	\$10,500.00	1	\$10,500.00
<b>Post Live Training</b>	\$1,500.00	1	\$1,500.00
<b>VIP Payroll Subtotal</b>			<b>\$23,000.00</b>
<b>VIP EMPLOYEE PORTAL</b>			
<b>VIP Employee Portal Configuration &amp; Implementation Services</b> Employee Self Service - Paystubs, W2's, Announcements Time-Off Requests Time Entry	\$3,000.00	1	\$3,000.00
<b>Subtotal VIP Employee Portal</b>			<b>\$3,000.00</b>
Subtotal:			<b>\$26,000.00</b>

Quote Summary	Amount
Software & Implementation	\$26,000.00
Total:	<b>\$26,000.00</b>



## Additional Terms

### Payment Terms:

10% down is required at time of the signing (non-refundable).  
60% due when sandbox is delivered.  
30% due on Go Live scheduled date.

### Annual Fees:

The purchase of VIP Payroll & Employee Portal will add \$15,200 annually to the existing Software Assurance fees and begin when provided access to the VIP Sandbox.

### VIP Payroll:

The VIP software utilizes blank stock printing for W2s and 1099s and emailing paystubs are included with the application.

### Data Conversion & Implementation:

Data must be provided to Software Solutions in an acceptable format and must conform to the Visual Intelligence Portfolio Generic Import Definitions document, available at the city's request. The scope of conversion is defined below. Additional years of conversion can be added for \$1,500 per year per module. As part of this process the city is agreeing to give Software Solutions permissions to obtain your legacy data, put it on Software Solutions Inc. network, transform it into the VIP format, and return this data back to customer for the sandbox and the live conversion.

The **live database** will include the following data:

- Payroll – current year plus 2 years of historical data from Paychex

### Special Conversion Notes:

- We will require reports from the legacy system in order to validate the conversion.
- The conversion will consist of a test conversion and a live conversion.
- All data must be provided to Software Solutions by the city/ vendor in a format that conforms to our Visual Intelligence Portfolio Generic Import Definitions documentation.
- Data conversion services per application must be completed from a single source. As proposed, multiple data sources can not be combined into a single database.
- The conversion team will verify that the current year information matches the legacy reports provided for the original live conversion.

To proceed with this order, please return signed quote with purchase order number to [beasterling@mysoftwaresolutions.com](mailto:beasterling@mysoftwaresolutions.com)

## Acceptance

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Purchase Date: \_\_\_\_\_

Purchase Order Number: \_\_\_\_\_



## Benefits of Adopting the In-House VIP Payroll System for the City of Newton Falls

### Key benefits include:

- **Full Blown Integration:** Payroll will be fully integrated with the accounting system, automatically updating as payroll is processed. This reduces the risk of manual entry errors and strengthens security from both a bank reconciliation and audit perspective.
- **Ohio Based Company:** Being an Ohio based company, the system is built to handle the complex Ohio Payroll functions such as OPERS, pension reporting, deductions, accrual tables, etc.
- **SSI only works with local governments:** Most third-party payroll systems were originally built for private-sector businesses and later adapted for the public sector. Public-sector payroll is far more complex, which often leads to issues with Ohio-specific requirements such as OPERS reporting, pension tracking, accrual balances, and deductions.
- **No more manual tracking/ creating pension reports:** The system will produce and create pension reports for you. Due to SSI only working with local government this is a feature already baked into the system.
- **More Robust Workflow:** Instead of only a one step approval workflow for time entry and time off request, the city can have as many steps within as many different workflows as they chose.
- **Digital Time Management:** Time-off requests and scheduling are handled digitally, with approval workflows for both time entry and leave requests.
- **Employee Self-Service:** Staff have 24/7 access to paystubs, W-2s, and accrual balances.
- **Audit Support:** State auditors can be granted secure read-only access to reports with a built-in audit file to provide primary Payroll information at the click of a button

VILLAGE OF NEWTON FALLS, OHIO  
RESOLUTION NO. 01-2026  
SPONSOR: Councilpersons Kropp, Axiotis, Stimpert

**A RESOLUTION ADOPTING THE JOB DESCRIPTION FOR THE POSITION OF  
ASSISTANT LAW DIRECTOR FOR THE VILLAGE OF NEWTON FALLS**

WHEREAS, the Village of Newton Falls Council has the authority to establish administrative policies and standards necessary for efficient municipal operations; and

WHEREAS, the Village has determined that it is in the best interest of the Village to formally adopt a written job description for the position of Assistant Law Director to ensure clarity of duties, responsibilities, minimum qualifications, and reporting relationships; and

WHEREAS, Council desires to adopt the job description attached hereto and incorporated herein as Exhibit "A", titled "Assistant Law Director – Job Description";

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE VILLAGE OF NEWTON FALLS, OHIO:

SECTION 1. The Job Description for the position of Assistant Law Director, attached hereto as Exhibit "A" and incorporated herein by reference, is hereby adopted and approved as the official job description for that position.

SECTION 2. That all formal actions of this Council concerning and relating to the adoption of this Resolution were taken in an open meeting of this Council, and all deliberations of this Council or any of its committees that resulted in such formal action were taken in meetings open to the public and/or in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 3. That this Resolution shall take effect immediately upon adoption in accordance with Article III, Section 22 of the Charter of Newton Falls.

PASSED IN COUNCIL THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2026.

\_\_\_\_\_  
David Hanson, Mayor

Attest:

\_\_\_\_\_  
Michael Acomb, Clerk of Council

Approved as to Legal Form.

\_\_\_\_\_  
Jeff Limbian, Law Director



Village of Newton Falls  
Job Description

**ASSISTANT LAW DIRECTOR**

**NATURE OF WORK:**

Under the general administrative direction of the Law Director, the Assistant Law Director provides professional legal services to the Village. The position involves conducting legal research; preparing, reviewing, and approving legal documents; and rendering written and oral legal opinions on a wide range of municipal matters. The Assistant Law Director may prosecute misdemeanor offenses and ordinance violations in the absence of the Law Director, represent the Village in civil litigation and administrative proceedings, and perform the duties of the Law Director during his or her absence, as authorized.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The Assistant Law Director provides legal counsel and representation to the Village, its officials, boards, commissions, and departments. Duties may include, but are not limited to:

- Providing legal advice on municipal operations, governance, and policy matters
- Conducting legal research and preparing written legal opinions
- Drafting, reviewing, and approving contracts, agreements, resolutions, ordinances, and other legal instruments
- Assisting with labor and employment matters, including interpretation of applicable federal and state employment laws
- Assisting with responses to public records requests and compliance with open meetings requirements
- Representing the Village in administrative hearings and in civil litigation before municipal, state, and federal courts
- Assisting with administrative appeals and regulatory matters
- Participating in the development, review, and implementation of Village policies and procedures
- Performing limited prosecution or criminal-related duties, when assigned, though such matters are not the primary focus of the position
- Performing other duties as assigned

This list of duties and responsibilities is not intended to be all-inclusive but is illustrative of the position's scope.

**PREFERRED KNOWLEDGE AND EXPERIENCE**

Strong working knowledge of employment laws, including the Americans with Disabilities Act (ADA), Family and Medical Leave Act (FMLA), and Title VII of the Civil Rights Act

Experience with land use and zoning matters, including administrative procedures and code enforcement, is desirable.

**SUPERVISORY RESPONSIBILITIES**

Assists the Law Director with supervision of Law Department support staff, as assigned.

**TYPICAL QUALIFICATIONS**

**Knowledge of:**

- Ohio municipal law, including Home Rule authority
- Tort liability and immunity under Ohio Revised Code Chapter 2744
- Ohio Sunshine Laws, including open meetings and public records requirements
- Court procedures, including pleading standards, discovery practice, evidentiary rules, and rules of court
- Ethics laws and the Ohio Rules of Professional Conduct

- Legal research methods and tools, including Microsoft Office and legal research databases (e.g., Westlaw or equivalent)

Ability to:

- Analyze complex legal issues and provide sound, practical legal advice
- Communicate clearly and effectively, both orally and in writing
- Represent the Village in administrative and judicial proceedings at the trial and appellate levels
- Prepare pleadings, motions, briefs, and other legal documents
- Draft contracts, deeds, mortgages, and legislation, including ordinances and resolutions
- Work independently while adhering to departmental policies and expectations
- Establish and maintain effective working relationships with Village officials, employees, external agencies, and legal counsel
- Exercise sound judgment, discretion, and professionalism in all matters

**EDUCATION AND/OR EXPERIENCE**

Juris Doctor (J.D.) degree from an accredited law school. A minimum of three (3) years of experience in a municipal law department, other public-sector legal setting, or representing public entities is required.

**CERTIFICATION/ LICENSURE**

Active license to practice law in the State of Ohio in good standing. Admission to practice before the United States District Court for the Northern District of Ohio may be required.

**SUPPLEMENTAL INFORMATION**

The work environment and physical demands described below are representative of those that must be met to perform the essential functions of this position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Limited remote work may be permitted with prior approval; however, this position requires regular and substantial in-person presence at the Village's administrative offices.

**OTHER JOB DEMANDS**

Physical - Sedentary work, involving exertion of up to 10 pounds of force occasionally and/or negligible force frequently or constantly. The position primarily involves sitting, with the ability to move within and between buildings.

Possession of a valid driver's license.

**WORK ENVIRONMENT**

Work is primarily performed in an office or similar indoor setting and does not typically involve exposure to adverse environmental conditions.

VILLAGE OF NEWTON FALLS, OHIO  
RESOLUTION NO. 02-2026  
SPONSOR: Councilpersons Kropp, Axiotis

**A RESOLUTION ESTABLISHING STANDARDS FOR VILLAGE COUNCIL ACCESS  
TO MUNICIPAL FACILITIES, RESOURCES, RECORDS, AND STAFF**

WHEREAS, the Village Council of the Village of Newton Falls is the duly elected legislative body of the municipality, charged with legislative, fiscal, oversight, and policy-making responsibilities pursuant to the Village Charter and applicable provisions of the Ohio Revised Code; and

WHEREAS, Village Council members serve as elected officers of the Village and are obligated to discharge their duties in an informed, professional, and diligent manner on behalf of the public; and

WHEREAS, the effective performance of legislative, fiscal, and oversight responsibilities requires reasonable access to municipal facilities, resources, records, information, and appropriate personnel; and

WHEREAS, the absence of clearly articulated standards governing such access may result in inconsistency, misunderstanding, or unintended encroachment upon administrative functions; and

WHEREAS, Village Council seeks to clarify expectations, preserve appropriate separation between legislative and administrative roles, protect municipal staff, and promote professional and orderly governance.

NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF THE VILLAGE OF NEWTON FALLS, OHIO, THAT:

SECTION 1. PURPOSE AND INTENT This Resolution establishes reasonable, uniform standards governing Village Council members' access to municipal facilities, resources, records, information, and staff in order to support informed legislative decision-making, fiscal oversight, policy development, and constituent representation. Nothing herein is intended to expand, diminish, or alter the statutory or charter-based authority of Village Council, the Village Manager, or municipal staff.

SECTION 2. SCOPE OF MUNICIPAL RESOURCES Access under this Resolution applies solely to existing municipal resources customarily available for governmental operations. Nothing in this Resolution shall be construed to require the creation of new positions, facilities, equipment, services, or budgetary expenditures.

### SECTION 3. PHYSICAL ACCESS TO MUNICIPAL FACILITIES

A. Municipal Center Access. Village Council members shall have reasonable access to Municipal Center during normal posted business hours for purposes related to official municipal duties. Such access may be limited only for documented security, safety, or operational necessity.

B. Meeting and Workspaces. Village Council members shall have reasonable, non-exclusive access to Council Chambers and designated municipal meeting rooms for official business, subject to scheduling protocols and availability.

### SECTION 4. INFORMATION TECHNOLOGY AND COMMUNICATIONS ACCESS

A. Municipal Email. Village Council members shall be provided access to an official municipal email account for the conduct of Village business, subject to applicable records retention and public records requirements.

B. Internet Access. Council members shall have access to on-site internet services within the Municipal Center consistent with general municipal access standards.

C. Legislative Materials. Council members shall have timely access to agendas, meeting packets, ordinances, resolutions, reports, and supporting documentation necessary for legislative review and deliberation.

### SECTION 5. OFFICE EQUIPMENT AND CONSUMABLE RESOURCES

A. Printing, Copying, and Scanning. Village Council members may make reasonable use of existing municipal printers, copiers, and scanning equipment for official legislative purposes.

B. Basic Office Supplies. Council members shall have reasonable access to paper, envelopes, and standard office supplies necessary to perform official duties. Use of such resources shall be professional and limited to official municipal business.

### SECTION 6. RECORDS AND INFORMATION ACCESS

A. Public Records. Village Council members shall have reasonable and timely access to public records relevant to legislative, fiscal, or oversight responsibilities.

B. Confidential or Non-Public Records. Access to non-public or confidential records shall be provided only where legally permitted, relevant to official duties, and subject to all applicable confidentiality, ethics, and executive-session requirements.



SECTION 7. STAFF ACCESS AND INTERACTION (TIME, PLACE, AND MANNER)

A. Charter-Designated Council Staff. Village Council members may reasonably access those municipal officers or employees identified by the Village Charter as providing direct support to Village Council, for purposes related to legislative, fiscal, or oversight duties, during normal business hours.

B. Access to Other Municipal Staff and Department Heads. Nothing in this Resolution shall be construed to prohibit reasonable access to non-charter staff members or department heads when necessary for information gathering, clarification, or fulfillment of official Council duties, provided such access is exercised in a professional manner and consistent with time, place, and manner considerations.

C. Non-Direction Clause. Nothing in this Resolution authorizes Village Council members to supervise staff, issue operational directives, interfere with administrative functions, or bypass the Village Manager's supervisory authority. Access to information alone shall not constitute direction, supervision, or interference with administration.

SECTION 8. PROFESSIONAL CONDUCT AND STAFF PROTECTIONS

A. Council Conduct. Village Council members shall conduct themselves professionally and respectfully in all interactions with municipal staff and shall comply with all applicable ethics, public records, and open meetings laws.

B. Staff Protection. No municipal employee shall be disciplined, retaliated against, or otherwise adversely affected for providing access or information to Village Council members consistent with this Resolution.

SECTION 9. UNIFORM APPLICATION The standards established by this Resolution shall apply equally to all Village Council members and shall not be conditioned upon seniority, committee assignment, political alignment, or personal relationship.

SECTION 10. EXPRESS PROHIBITIONS Municipal facilities, resources, records, and services governed by this Resolution shall not be used for:

1. Political or campaign activities;
2. Personal or private business;
3. Excessive or non-legislative purposes; or
4. Unauthorized after-hours access.

RESOLUTION NO. 02-2026

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SECTION 11. EFFECTIVE DATE This Resolution shall take effect immediately upon adoption.

PASSED IN COUNCIL THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2026.

\_\_\_\_\_  
David Hanson, Mayor

Attest:

\_\_\_\_\_  
Michael Acomb, Clerk of Council

Approved as to Legal Form.

\_\_\_\_\_  
Jeff Limbian, Law Director