

AGENDA
September 14, 2026

1. Call meeting to order.
2. Invocation * – Please stand- (The Invocation may include a prayer, a reflective moment of silence, or a short solemnizing message. The Invocation is the voluntary offering of a private citizen to and for the benefit of Council; and the views expressed in the Invocation have not been reviewed or approved by Council and do not necessarily represent the views of Council. No member of Council, no Village Employee, and no person in attendance is required to participate in the Invocation that is offered; and such decision will have no effect on any individual's right to participate in the business of the Council.)
3. Pledge of Allegiance – Please Stand
4. Roll Call of Members
5. Approval of Agenda
6. Approval of Minutes from the August 24, 2026 Regular Meeting
7. Public Questions and Statements (Note: Anyone wishing to speak must state their name and will be allowed 3 minutes on their subject)
8. Administrator's Report
9. Departmental Reports
 - a. Mayor – Toby Thomas
 - b. Police – Joe Hicks
 - c. Fire – John Chapin
 - d. Ambulance – Steve Roeder
 - e. Recreation – Joe Thomas
10. Ordinance 2026-17 An Ordinance Amending Section 1117.24 of the Codified Ordinances of the Village of New London Regarding Unlicensed and Inoperable Vehicles Stored in the Open. Second Reading.
11. Ordinance 2026-18 An Ordinance Amending Chapter 1104, Planning and Zoning Code, of the Codified Ordinances of the Village of New London by Adopting a New Section Governing Survey Requirements for Certain Zoning Applications. Second Reading.
12. Ordinance 2026-19 An Ordinance Adjusting the Current Pay Ranges and Pay Rates for Village Employees, and Declaring an Emergency. First Reading.
13. Ordinance 2026-20 An Ordinance Amending Ordinance No. 16-13, Setting the Rental Fees and Terms for Use of the Village Hall and Clarifying that Hileman Building Rental Fees are Governed by the Village Recreation Fee Schedule. First Reading.
14. Ordinance 2026-21 An Ordinance Authorizing the Village Administrator to Advertise for Bids for the Temporary Agricultural Use of Certain Village Property, and Declaring an Emergency. Emergency Reading.
15. Ordinance 2026-22 An Ordinance Amending the Village's Employee Handbook to Address Updates to the Reimbursement of Employee Expenses Policy, and Declaring an Emergency. First Reading.
16. Ordinance 2026-23 An Ordinance Amending Section 143.18 of the Village Codified Ordinances and the Village Employee Handbook Policy on Use of Credit Cards. First Reading.
17. Old Business
18. New Business
19. Approval of Bills to be paid
20. Adjourn
 - Any minister of a church or member of a religious order representing any religious organization with (501.(c)(3))" Status recognized by the Internal Revenue Service may volunteer to present the Invocation at a meeting by Council by contacting the Fiscal Officer. Volunteers will be accepted on a first come, first served, rotating basis; and, in the absence of such volunteers, the invocation may be delivered by the Mayor. In delivering the Invocation, a volunteer is free to follow the dictates of his own conscience without prior review by the Village, but is requested to maintain a spirit of respect for all; to not exploit the opportunity as an effort to convert others to a particular faith or disparage the faith or belief of others; and to not exceed three minutes.

ORDINANCE NO. 26 – 19

AN ORDINANCE ADJUSTING THE CURRENT PAY RANGES AND PAY RATES FOR VILLAGE EMPLOYEES, AND DECLARING AN EMERGENCY.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF NEW LONDON, HURON COUNTY, OHIO, AS FOLLOWS:

Section 1. That the Village's "Employee Handbook and Personnel Policies" Salary Schedule be, and hereby is, amended, effective from and after *the first full pay period* after the effective date of this Ordinance, to read as follows:

VILLAGE OF NEW LONDON SALARY SCHEDULE (Rates are hourly, except as noted)		
	FROM:	TO, NOT TO EXCEED:
VILLAGE ADMINISTRATOR	\$75,000 Annually	\$ 110,000 Annually
WATER/SEWER SUPT.	\$80,000 Annually	\$ 100,000 Annually
UTILITY FOREMAN	\$65,000 Annually	\$ 95,000 Annually
ASST. WATER/SEWER SUPT.	\$70,000 Annually	\$ 95,000 Annually
WATER & SEWER		
WATER/SEWER DEPARTMENT	\$20.00	\$ 35.00
WATER/SEWER LICENSE SCALE	\$20.00	\$ 35.00
DISTRIBUTION COLLECTION LICENSE	\$21.00	\$ 30.00
CLASS 1 LICENSE	\$21.00	\$ 30.00
CLASS 2 OR DOUBLE CLASS 1	\$22.00	\$ 31.00
CLASS 3 OR CLASS 2 AND CLASS 1 LICENSE	\$23.00	\$ 32.00
CLASS 3 AND CLASS 1 OR DOUBLE CLASS 2 LICENSE	\$24.00	\$ 33.00
CLASS 3 AND CLASS 2 LICENSE	\$25.00	\$ 34.00
DOUBLE CLASS 3 LICENSE	\$26.00	\$ 35.00
*STARTING RATE, BUT STILL FALLS WITHIN DEPT. RANGE FOR MAXIMUM A minimum raise of \$1.00 for every operator license A minimum raise of \$.50 for every distribution or collection license Backflow operator shall receive an additional \$1.00 per hour for running this program. A LICENSED EMPLOYEE WHO IS HIRED TO WORK PART-TIME IN A LICENSED CAPACITY WILL BE PAID IN ACCORDANCE WITH THE RATES APPLICABLE TO FULL-TIME LICENSED EMPLOYEES		

STREET & SANITATION*		
STREET/SANITATION DEPT. UNSKILLED	\$15.00	\$24.00
STREET/SANITATION DEPT. SKILLED	\$17.00	\$27.00
PART TIME/SUMMER HELP	\$15.00	\$17.00
PART TIME/SUMMER HELP SKILLED	\$17.00	\$22.00
*IN ADDITION TO THE FOREGOING, ANY EMPLOYEE IN THE STREET & SANITATION DEPARTMENT WILL AUTOMATICALLY RECEIVE AN INCREASE OF \$1.00 PER HOUR FOR OBTAINING A CDL DRIVERS LICENSE		

PARKS & RECREATION		
RECREATION MANAGER	\$40,000 Annually	\$ 80,000 Annually
RESERVOIR CAMPGROUND MANAGER	\$15.00	\$ 24.00

SUMMER HELP	\$11.50	\$ 18.00
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CEMETERY			
CEMETERY SUPERINTENDENT	\$5,000	Annually	\$ 6,000 Annually
CEMETERY SEASONAL	\$12.50		\$15.00
Entry Level	\$12.50		\$13.00
1 st Season Returning	\$13.00		\$13.75
2 nd Season Returning	\$13.75		\$14.25
Lead/Experienced	\$14.25		\$15.00

OFFICE			
FISCAL OFFICER	\$55,640.00	Annually	\$ 75,000 Annually
TAX CLERK	\$18.00		\$ 30.00
UTILITY CLERK	\$18.00		\$ 30.00

POLICE		
POLICE CHIEF	\$30.00	\$45.00
LIEUTENANT*	\$27.00	\$42.00
POLICE SERGEANT*	\$25.00	\$40.00
CORPORAL*	\$23.00	\$38.00
PATROL OFFICERS*	\$21.00	\$36.00
PART TIME PATROL OFFICERS*	\$18.00	\$33.00

*IN ADDITION TO THE FOREGOING, BEGINNING ON THE EFFECTIVE DATE OF THIS ORDINANCE, **ALL RANKS DENOTED ABOVE, OTHER THAN THE POLICE CHIEF, PATROL OFFICERS** WORKING THE "THIRD SHIFT" (I.E. 11:00 P.M. – 7:00 A.M.) SHALL BE PAID AN ADDITIONAL ~~75¢~~ **\$1.00** PER HOUR FOR ALL TIME WORKED DURING THE THIRD SHIFT; AND **ALL RANKS DENOTED ABOVE, OTHER THAN THE POLICE CHIEF, PATROL OFFICERS** WORKING THE "SECOND SHIFT" (I.E., 3:00 P.M. – 11:00 P.M.) SHALL BE PAID AN ADDITIONAL ~~25¢~~ **50¢** PER HOUR FOR ALL TIME WORKED DURING THE SECOND SHIFT."

Section 2. That, effective from and after *the first full pay period* after the effective date of this Ordinance, the wage rates for the individuals set forth below shall be increased as follows:

Name	Current rate	Final pay rate
Gabe Heilman	\$30.50	\$31.41
Tim McCallister	\$20.00	\$22.00
Matt Hardy	\$26.00	\$26.78
David Patton	\$25.00	\$26.50
Clayton Englet	\$29.00	\$29.87
Chad Bilton	\$31.76	\$32.71
Wendy Kidd	\$29.77	\$30.00
Bryan Clime	\$25.00	\$26.50
Clint Cherry	\$19.54	\$20.12
Tim Brown	\$25.00	\$26.50
Tyler Webb	\$18.42	\$18.97
Lucinda Biddinger	\$20.00	\$21.00
Michelle Popa	\$24.00	\$25.20
Nancy Howell	\$58,240 Annually	\$61,152.00 Annually
Joe Thomas	\$74,880.00 Annually	\$78,624.00 Annually
Don Patton	\$93,600.00 Annually	\$98,280.00 Annually
Cole Riser	\$89,440.00 Annually	\$93,912.00 Annually

Brian Cucco*	\$79,040.00 Annually	\$84,572.80 Annually
<u>* plus \$ as compensation for the position of Cemetery Superintendent</u>		
John Chapin	\$8,240 Annually	\$8,487.20 Annually
Brittany Roeder	\$18.00	\$18.54
Frank Murr	\$15.45	\$15.45
Tom Albright	\$15.45	\$15.45
Andy O'Dell	\$15.45	\$15.45
Tom Howell	\$15.45	\$15.45
Tammy Montgomery	\$14.00	\$14.42
Shawn Pickworth	\$99,840.00 Annually	\$102,835.00 Annually
Chief J. Hicks	\$76,502.40 Annually	\$80,308.80 Annually
Sergeant L. Capiot	\$29.76	\$32.76
Sergeant Z. Ingraham	\$29.66	\$31.14
Officer T. Ingraham	\$23.69	\$24.40
Officer G. Broeckel	\$23.14	\$23.83
Officer D. Johnson	\$20.09	\$20.89
Officer H. Gregory	\$19.08	\$19.65
S.R.O. C. Cross	\$22.50	\$23.63
Summer Seasonal	\$11.85	\$11.85

Section 3. Supervisory Discretionary Raises. In addition to the wage adjustments authorized in Section 2 of this Ordinance, each department supervisor is hereby authorized, in the supervisor's discretion, to grant an individual wage increase to an employee under the supervisor's direct supervision in an amount not to exceed five percent (5%) of that employee's rate of pay in effect immediately before the increase. No wage increase granted under this Section shall cause an employee's rate of pay to exceed the maximum rate established for the employee's position or classification in the Salary Schedule adopted by Section 1 of this Ordinance. Any increase granted pursuant to this Section shall be documented in writing, submitted to the Fiscal Officer, and shall not become effective until the Fiscal Officer confirms that sufficient funds have been lawfully appropriated and are available for that purpose. A supervisor shall have no authority under this Section to increase the supervisor's own compensation.

Section 4. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, or safety, and for the welfare of the citizens of the Village, and for the further reason that it is necessary that this measure apply as soon as possible to assure that the new wage rates may be implemented at the earliest possible time, and that, provided it receives the majority vote of two-thirds or more of those elected to Council, this Ordinance shall therefore take effect and be in force immediately from and after its passage, and otherwise it shall take effect at the earliest period allowed by law.

PASSED:

ATTEST:

Fiscal Officer

Mayor

ORDINANCE NO. 2026 - 20

AN ORDINANCE AMENDING ORDINANCE NO. 16-13, SETTING THE RENTAL FEES AND TERMS FOR USE OF THE VILLAGE HALL AND CLARIFYING THAT HILEMAN BUILDING RENTAL FEES ARE GOVERNED BY THE VILLAGE RECREATION FEE SCHEDULE.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF NEW LONDON, HURON COUNTY, OHIO, AS FOLLOWS:

Section 1. That, hereafter, the Hileman Building and Village Hall may be rented for private use, when not otherwise needed for public business or activities, in accordance with the following rental fees and terms:

Hileman Building

Rental fees and related charges for the Hileman Building shall be as set forth in the Village's Recreation Fee Schedule, as adopted and amended by Ordinance No. 2025-25 and Ordinance No. 2026-05, and as may be further amended by Council from time to time.

Village Hall (Council Chambers)

Rental Fee: \$150.00

No security deposit required.

As a condition of rental, the renter shall provide the Village with a valid credit card authorization and maintain a valid credit card on file with the Village. The Village may charge the credit card for damages to Village property, extraordinary cleaning costs, or other charges authorized in the rental agreement.

Fees are subject to change on an annual basis.

Reservations

The full rental fee must be paid, the rental agreement signed, and any required credit card authorization forms completed before a reservation is confirmed. The first person to do so shall be entitled to the date.

Cancellations

If cancellation is received by the Village more than twenty-four (24) hours before the scheduled rental date and time, a full refund of the rental fee shall be issued.

If cancellation is received by the Village less than twenty-four (24) hours before the scheduled rental date and time, the renter shall receive a refund equal to seventy-five percent (75%) of the rental fee.

No refund shall be issued if the renter fails to appear for the scheduled rental without providing notice of cancellation.

Section 2. That this Ordinance shall take effect at the earliest period allowed by law.

PASSED: _____

MAYOR

ATTEST:

FISCAL OFFICER

AN ORDINANCE AUTHORIZING THE VILLAGE ADMINISTRATOR
TO ADVERTISE FOR BIDS FOR THE TEMPORARY AGRICULTURAL USE OF CERTAIN
VILLAGE PROPERTY, AND DECLARING AN EMERGENCY

WHEREAS, the Village owns approximately 33.6 acres of farmland located at and near the New London Reservoir Park, which is not presently needed for Village purposes (collectively, the "Property"); and

WHEREAS, the Property may be used for agricultural purposes which are not inconsistent with the Village Reservoir; and

WHEREAS, any temporary agricultural use of the Property shall be conducted in accordance with a license agreement to be executed between the Village and the successful bidder upon the awarding of the bid;

WHEREAS, the Village desires to advertise for competitive bids for a three (3) year temporary use of the Property for agricultural purposes.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF
NEW LONDON, HURON COUNTY, OHIO, AS FOLLOWS

Section 1. That the Village Administrator be, and hereby he is, authorized and directed to advertise for bids according to law for the temporary, lawful, agricultural use of certain lands owned by the Village but not presently needed for public purposes.

Section 2. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, or safety, and for the welfare of the citizens of the Village, and for the further reason that it is necessary to that this measure become effective immediately in order to ensure that the property can be utilized during the appropriate farming season, and that, provided it receives the majority vote of two-thirds or more of those elected to Council, this Ordinance shall therefore take effect and be in force immediately from and after its passage and approval by the Mayor, and otherwise it shall take effect at the earliest period allowed by law.

PASSED: _____

MAYOR

ATTEST:

FISCAL OFFICER

VILLAGE OF NEW LONDON
ORDINANCE NO. 2026 - 22

AN ORDINANCE AMENDING THE VILLAGE'S EMPLOYEE HANDBOOK TO ADDRESS UPDATES TO THE REIMBURSEMENT OF EMPLOYEE EXPENSES POLICY, AND DECLARING AN EMERGENCY.

WHEREAS, this Council has previously adopted a Village Employee Handbook setting forth the terms and conditions of various policies of Village employees, and has been amended from time to time; and

WHEREAS, this Council desires to amend the Employee Handbook to clarify the policy for reimbursement of Village employee expenses; and

WHEREAS, this Council finds and determines, after reviewing all pertinent information, that it is necessary and in the best interest of the Village to amend the Employee Handbook as set forth above.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF NEW LONDON, HURON COUNTY, OHIO:

Section 1. This Council hereby approves and adopts the amended version of the Employee Handbook, attached hereto as Exhibit A, to update and clarify the policy on reimbursement of employee expenses.

Section 2. That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements.

Section 3. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public health, safety, and welfare of the Village of New London, and for the further purpose of enabling prompt policy implementation among employees, and this Ordinance shall become immediately effective upon receiving the affirmative vote of two-thirds of all members elected to Council and approval of the Mayor, otherwise from and after the earliest period allowed by law.

PASSED: _____

MAYOR

ATTEST:

FISCAL OFFICER

EXHIBIT A

POLICY FOR REIMBURSEMENT OF EMPLOYEE EXPENSES

EXPENSE REIMBURSEMENT

~~Village employees and officials shall be reimbursed for expenses incurred while in the authorized service of the Village. These expenses include travel, lodging, meals, seminar's conference and registration fees. They do not include entertainment expenses. Previously authorized expenses shall be reimbursed in the following manner.~~

~~This policy outlines the procedures and requirements for reimbursement of expenses incurred by Village employees and officials while performing authorized duties. The policy applies to all expenses paid with personal funds and establishes clear guidelines for eligible and non-eligible reimbursements.~~

ELIGIBLE REIMBURSABLE EXPENSES

- ~~• Travel: Includes mileage, parking, and tolls for authorized business travel outside the Village.~~
- ~~• Lodging: Costs for overnight accommodations during official Village travel.~~
- ~~• Meals: Meal expenses incurred during travel that extends through normal meal periods.~~
- ~~• Seminar and Conference Fees: Registration costs for approved events.~~
- ~~• Airfare: Pre-approved air travel expenses for Village business.~~
- ~~• Uniforms: Purchases of required work-related clothing from authorized vendors.~~
- ~~• Other Approved Expenses: Additional costs, such as goods and supplies, supported by itemized receipts and prior approval.~~

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INELIGIBLE EXPENSES

- ~~• Entertainment costs~~
- ~~• Alcoholic beverages~~
- ~~• Tips~~
- ~~• Laundry and dry cleaning~~
- ~~• Room service charges~~
- ~~• Expenses for spouses or family members~~
- ~~• Any expense without an itemized receipt~~

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EXPENSE CATEGORIES AND REIMBURSEMENT GUIDELINES

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~~Mileage, Parking, and Tolls - Employees using personal vehicles for authorized Village business will be reimbursed at the current IRS-recognized rate per mile. This reimbursement covers all vehicle-related costs (gas, oil, depreciation, etc.). Only one reimbursement per vehicle per trip is permitted. Actual parking and toll expenses will be reimbursed with submitted receipts.~~

~~Meals & Lodging – Actual and necessary meal and lodging expenses incurred in connection with authorized travel shall be reimbursed upon submission of itemized receipts. Meal and lodging reimbursements shall not exceed the applicable U.S. General Services Administration (GSA) per diem rates for the travel location unless specifically approved by Council or the Mayor in advance. Alcoholic beverages and tips are not eligible. Receipts are required.~~

~~Registration Fees - Employees attending approved conferences, seminars, or meetings must submit registration materials to the Fiscal Officer for payment or reimbursement.~~

~~Airfare - Airfare is reimbursable only if advance written approval is obtained from the Village Administrator or Mayor. Receipts and documentation must be submitted with the expense report. Unapproved airfare expenses will not be reimbursed.~~

~~Uniforms and Work Clothing - Required uniforms or work-related clothing purchases are reimbursed if made through preapproved vendors and with prior authorization. Receipts must be provided and purchases must comply with Village standards.~~

Other Expenses - All other expenses, such as goods or supplies for Village use, must be authorized in advance and supported by itemized receipts. Submit receipts with the expense report to the Fiscal Officer for review and approval.

TRAVEL AUTHORIZATION AND REPORTING PROCEDURES

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Advance approval is required for any overnight travel. Requests should be submitted to the Village Administrator or Mayor as far in advance as possible. Upon returning from travel, employees shall complete and submit an expense reimbursement report within two (2) working days, including all receipts and supporting documentation. Any travel advances must be properly accounted for with receipts or proof of payment. Additionally, any unspent advance funds must be returned to the Village along with the expense report.

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PAYMENT METHODS AND LIMITS

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Purchases for Village business made with a personal credit card or check, including sales tax, are eligible for reimbursement if supported by a receipt showing sales tax paid and the purchase was for a legitimate and authorized Village purpose.

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Reimbursement requests for individual purchases are limited to \$500. Purchases exceeding this amount must be made with a Village-issued credit card.

TAX-EXEMPT STATUS AND SALES TAX REIMBURSEMENT

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The Village's tax-exempt status shall be used only for purchases made directly by the Village through Village accounts, purchase orders, or Village-issued credit cards. Employees making purchases on behalf of the Village using personal funds, personal checks, or personal credit cards shall not use or present the Village's tax-exempt certificate in connection with such purchases and shall pay any applicable sales tax at the time of purchase. Sales tax paid by an employee on an otherwise reimbursable Village expense may be reimbursed upon submission of an itemized receipt and compliance with this Policy.

SPECIAL CONSIDERATIONS

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Requests for job-related travel from employees with disabilities will be considered to accommodate special needs.

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COMPLIANCE AND OVERSIGHT

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All reimbursement requests must comply with this policy. Proper documentation and prior approvals are required for eligible expenses. Non-compliant requests or expenses lacking receipts will not be reimbursed.

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- A. Mileage and parking: Employees shall be reimbursed for actual miles while on authorized business outside of the Village at the existing IRS-recognized rate per mile, when using their own personal vehicles. Such payment is considered to be total reimbursement for all vehicle-related expenses (i.e., gas, oil, depreciation, etc.). Mileage reimbursement is payable to only one (1) of two (2) or more employees traveling on the same trip, in the same automobile. Charges incurred for parking at the destination and other highway tolls are reimbursable at the actual amount. Receipts are required.
- B. Meals: expenses incurred up to a maximum of forty dollars (\$40.00) per day for meals while on official Village business will be reimbursed when travel extends through a normal meal period. (Receipts are required). Expense for alcoholic beverages and tips are not reimbursable. Normally, reimbursable expenses will not exceed \$9.00 for breakfast, \$12.00 for lunch or \$19.00 for dinner.
- C. Lodging: Expenses covering the cost of a motel or hotel room will be reimbursed when travel requires an overnight stay (receipts are required). The maximum amount that the Village will reimburse for lodging will be determined in advance of the Employee's travel and is normally set at \$175.00 per day, except that Council may approve a higher rate for a specific situation and except that, in the case of a seminar or other function which is being attended by the employee, the reimbursement will be at the actual rate charged for any hotel at which the event is actually being held or which hotel is specifically designated for participants of the event, even if the rates exceed \$175.00 per day.

D. ~~Registration fees: Employees authorized to attend conferences, meetings, and/or seminars requiring prepayment of fees shall submit registration materials to the Fiscal Officer for payment.~~

E. ~~Other expenses: any other expense, such as air fare, that an employee may incur while engaged in the authorized service of the Village must be approved in advance of the employee travel in order for the employee to be eligible for reimbursement.~~

~~Employees must request and receive advanced approval for any travel that will involve an overnight stay. Requests must be submitted to the Village Administrator or Mayor (as appropriate) for his or her approval. Such request should be submitted as much in advance as is practical.~~

~~Employees must complete an expense reimbursement report within two (2) working days of a return from an authorized travel. Said expense reimbursement report shall be submitted to the Fiscal Officer. Any funds advanced to an employee for travel or travel associated expense must be accounted for by the employee through the presentation of receipts or evidence acceptable to her of payment. Any expenses for which an employee seeks reimbursement must also be validated through the submission of a receipt or other acceptable evidence of payment. Any monies advanced by the Village that have not been expended by the employee shall be returned to the Village along with the expense reimbursement report.~~

~~The following items are not recognized a reimbursable and/or subject to cash advancement:~~

- ~~1. tips;~~
- ~~2. alcoholic beverages;~~
- ~~3. entertainment;~~
- ~~4. laundry and dry cleaning;~~
- ~~5. room service charges;~~
- ~~6. expenses of spouse and or family member traveling with employee;~~
- ~~7. Any allowable expense where no receipt is provided by the employee.~~

~~When considering any employee's request for job-related travel, the Village will consider the special needs of an employee with apparent disability.~~

POLICY FOR REIMBURSEMENT OF EMPLOYEE EXPENSES

This policy outlines the procedures and requirements for reimbursement of expenses incurred by Village employees and officials while performing authorized duties. The policy applies to all expenses paid with personal funds and establishes clear guidelines for eligible and non-eligible reimbursements.

ELIGIBLE REIMBURSABLE EXPENSES

- Travel: Includes mileage, parking, and tolls for authorized business travel outside the Village.
- Lodging: Costs for overnight accommodations during official Village travel.
- Meals: Meal expenses incurred during travel that extends through normal meal periods.
- Seminar and Conference Fees: Registration costs for approved events.
- Airfare: Pre-approved air travel expenses for Village business.
- Uniforms: Purchases of required work-related clothing from authorized vendors.
- Other Approved Expenses: Additional costs, such as goods and supplies, supported by itemized receipts and prior approval.

INELIGIBLE EXPENSES

- Entertainment costs
- Alcoholic beverages
- Tips
- Laundry and dry cleaning
- Room service charges
- Expenses for spouses or family members
- Any expense without an itemized receipt

EXPENSE CATEGORIES AND REIMBURSEMENT GUIDELINES

Mileage, Parking, and Tolls - Employees using personal vehicles for authorized Village business will be reimbursed at the current IRS-recognized rate per mile. This reimbursement covers all vehicle-related costs (gas, oil, depreciation, etc.). Only one reimbursement per vehicle per trip is permitted. Actual parking and toll expenses will be reimbursed with submitted receipts.

Meals & Lodging – Actual and necessary meal and lodging expenses incurred in connection with authorized travel shall be reimbursed upon submission of itemized receipts. Meal and lodging reimbursements shall not exceed the applicable U.S. General Services Administration (GSA) per diem rates for the travel location unless specifically approved by Council or the Mayor in advance. Alcoholic beverages and tips are not eligible. Receipts are required.

Registration Fees - Employees attending approved conferences, seminars, or meetings must submit registration materials to the Fiscal Officer for payment or reimbursement.

Airfare - Airfare is reimbursable only if advance written approval is obtained from the Village Administrator or Mayor. Receipts and documentation must be submitted with the expense report. Unapproved airfare expenses will not be reimbursed.

Uniforms and Work Clothing - Required uniforms or work-related clothing purchases are reimbursed if made through preapproved vendors and with prior authorization. Receipts must be provided and purchases must comply with Village standards.

Other Expenses - All other expenses, such as goods or supplies for Village use, must be authorized in advance and supported by itemized receipts. Submit receipts with the expense report to the Fiscal Officer for review and approval.

TRAVEL AUTHORIZATION AND REPORTING PROCEDURES

Advance approval is required for any overnight travel. Requests should be submitted to the Village Administrator or Mayor as far in advance as possible. Upon returning from travel, employees shall complete and submit an expense reimbursement report within two (2) working days, including all receipts and supporting documentation. Any travel advances must be properly accounted for with receipts or proof of payment. Additionally, any unspent advance funds must be returned to the Village along with the expense report.

PAYMENT METHODS AND LIMITS

Purchases for Village business made with a personal credit card or check, including sales tax, are eligible for reimbursement if supported by a receipt showing sales tax paid and the purchase was for a legitimate Village purpose.

Reimbursement requests for individual purchases are limited to \$500. Purchases exceeding this amount must be made with a Village-issued credit card.

SPECIAL CONSIDERATIONS

Requests for job-related travel from employees with disabilities will be considered to accommodate special needs.

COMPLIANCE AND OVERSIGHT

All reimbursement requests must comply with this policy. Proper documentation and prior approvals are required for eligible expenses. Non-compliant requests or expenses lacking receipts will not be reimbursed.

ORDINANCE NO. 2026 - 23

AN ORDINANCE AMENDING SECTION 143.18 OF THE VILLAGE CODIFIED ORDINANCES
AND THE VILLAGE EMPLOYEE HANDBOOK POLICY ON USE OF CREDIT CARDS.

WHEREAS, Ohio Revised Code Section 9.21 establishes the requirements governing credit card policies for political subdivision;

WHEREAS, the Ohio Legislature has issued new requirements for municipalities in the use of credit cards;

WHEREAS, this Council desires to amend Section 143.18 of the Village Codified Ordinances as set forth in Exhibit A and to amend the Employee Handbook Credit Card Policy as set forth in Exhibit B to comply with such changes;

WHEREAS, this Council finds and determines, after reviewing all pertinent information, that it is necessary and in the best interest of the Village to amend Section 143.18 and the Employee Handbook as set forth above.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF NEW LONDON, HURON COUNTY, OHIO, AS FOLLOWS

Section 1. This Council hereby approves and amends Section 143.18 of the Village Codified Ordinances as set forth in Exhibit A, attached hereto and incorporated herein.

Section 2. This Council hereby approves and adopts the amended version of the Employee Handbook Credit Card Policy as set forth in Exhibit B, attached hereto and incorporated herein.

Section 3. That any and all ordinances or resolutions previously adopted by this Council that are inconsistent with or in conflict with the provisions of this Ordinance are hereby repealed, rescinded, and shall be of no further force or effect.

Section 4. That this Ordinance is hereby declared to bear emergency measure necessary for the immediate preservation of the public health, safety, and welfare of the citizens of the Village and for the further reason that it is necessary to implement the credit card changes in a timely manner and in accordance with the Ohio Auditor of State Guidelines, and that, provided it receives the majority vote of two-thirds or more of those elected to Council, this Ordinance shall therefore take effect and be in force immediately from and after its passage and approval by the Mayor, and otherwise it shall take effect at the earliest period allowed by law.

PASSED: _____

Mayor

ATTEST:

Fiscal Officer

Exhibit A

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143.18 CREDIT CARDS.

(a) The Policy of the Village is that credit cards may be provided to selected employees to facilitate the efficient work or necessary work-related purchases of its employees. As used in this Policy, "credit card account" means any bank-issued credit card account, store-issued credit card account, financial institution-issued credit card account, financial depository-issued credit card account, affinity credit card account, or any other card account allowing the holder to purchase goods or services on credit or to transact with the account, and any debit or gift card account related to the receipt of grant moneys; however, "credit card account" does not include a procurement card account, gasoline or telephone credit card account, or any other card account where merchant category codes are in place as a system of control for use of the card account.

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(b) No debit card accounts will be established in the name of the Village, except for law enforcement purposes.

(c) Village credit cards to be utilized in accordance with the following rules:

(1) Credit cards shall be issued in name of the Village of New London only.

(2) The maximum credit limit on any Village of New London credit card shall be: \$25,000.00.

(3) Credit cards may be assigned to a Village department or to an individual employee. Credit cards may only be used by officers, employees, or positions authorized by this section and by any written authorization maintained by the Fiscal Officer. Authorized positions include: Credit cards may only be issued to persons in one of the following positions:

a. Fiscal Officer

b. Village Administrator

c. Water/Wastewater Superintendent

d. Utilities Foreman

e. Parks Supervisor

f. Tax Clerk

g. Police Chief

h. Other officers or employees individuals/positions designated in writing by the Mayor and/or Village Administrator, with notice to Council.

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The names and job titles of all authorized users shall be maintained by the Fiscal Officer. Where a credit card is assigned to a department, only employees authorized by the Fiscal Officer and listed on the Village's authorized user roster may use such card.

(4) Credit cards will be issued, or reissued, only through the office of the Fiscal Officer, ~~who will assign the same to a specific individual.~~ Credit cards may be assigned to a Village

department or a specific individual. The employee accepting possession of the credit card shall sign a receipt and shall be responsible for the appropriate use, security, and return of the credit card. The person receiving the same will sign a receipt and will be held personally responsible for the appropriate use and return of the credit card. Per State law, this includes that the specific individual signing for the card will be personally responsible to reimburse the Village for any expenses charged for which an itemized receipt is not submitted. Prior to receiving, being assigned, or being authorized to use a Village credit card, each authorized user shall execute a written acknowledgment confirming that he or she has read the associated Employee Handbook policy and this Section, understands its requirements, and agrees to comply with all Village credit card procedures.

(5) Credit cards are acquired to facilitate Village business only, and are never to be used to make personal purchases, except for Village business-related travel expenses, authorized under Village policy which are in accordance with Village policies. Credit cards may be used only for legitimate and necessary governmental expenditures and authorized travel-related expenses incurred in connection with Village business. It is expected that purchases will be limited to products that are immediately necessary in connection with performance of Village business and which are not already available through normal Village purchasing procedures. Unauthorized use of a Village credit card may constitute misuse of public funds, may result in disciplinary action as provided in the Village's personnel policies, may require reimbursement to the Village, and may be referred to law enforcement when appropriate. The use of a Village credit card for a personal purchase, other than approved travel expenses, or in a manner contrary to this Policy, may be considered a criminal offense and shall also constitute grounds for disciplinary action, up to and including dismissal. No tips or sales taxes are to be charged to a Village credit card. Violations of this Section may also result in disciplinary action as provided in the Village Employee Handbook

(6) Unless a purchase has been pre-approved by the Village Administrator or Fiscal Officer, or is part of a Village business-related travel activity approved pursuant to Village policy, no single transaction shall exceed Five Hundred Dollars (\$500.00) unless pre-approved. Unless a purchase has been pre-approved by the Village Manager or Finance Director-Treasurer, or is part of a Village business-related travel activity that has been approved under the Village's current travel policy, no more than \$100.00 in retail charges may be placed on a Village credit card in any monthly billing cycle by any employee.

(7) The itemized customer receipt and any supporting documentation for each charge shall be submitted to the Fiscal Officer within three (3) business days of the employee's return to work from making the purchase. The Fiscal Officer shall maintain records sufficient to establish a complete audit trail for all Village credit card transactions. The itemized customer receipt for each charge shall be submitted to the Fiscal Officer within three (3) business days of the employee's return to work from making the purchase. Cash withdrawals from a Village credit card account are prohibited except in the case of an extreme emergency and only with the prior approval of the Village Administrator or Fiscal Officer. Documentation explaining the emergency and use of the withdrawn funds shall be submitted to the Fiscal Officer immediately upon return to work.

(8) In the event that an employee receives notice of any reward, rebate, discount, credit, voucher, points, cash-back benefit, or other incentive arising from the use of a Village credit card, such benefit shall immediately be reported and forwarded to the Fiscal Officer.

All rewards, rebates, points, discounts, credits, vouchers, and similar benefits accrued through the use of Village credit cards are the sole property of the Village and shall not be retained or redeemed for personal use by any employee.

Such benefits may be used only for lawful Village purposes as determined by the Village Administrator and Fiscal Officer. The Fiscal Officer shall annually report to Council regarding

(9) An employee who has possession of a Village credit card is expected to maintain it either on his person or in a secure environment where it is not readily at risk for theft. An employee who has possession of a Village credit card is prohibited from loaning it to a non-employee or an unauthorized employee. If it should be lost or stolen, the same is to be immediately reported to the Fiscal Officer, who will immediately take appropriate action to report and/or cancel the same. The Fiscal Officer shall administer the issuance, reissuance, cancellation, and replacement of Village credit cards and shall maintain records regarding lost, stolen, canceled, and reissued cards.

(10) On request of the Fiscal Officer or ~~Manager~~Village Administrator, and upon termination of employment, a person in possession of a Village credit card shall immediately surrender it to the Fiscal Officer or Manager.

(11) The Fiscal Officer, shall, at least quarterly, report to the Council the number of cards and accounts issued, the number of active cards and accounts issued, the cards' and accounts' expiration dates, and the cards' and accounts' credit limits. (Ord. 2018-37, Passed 1-14-19.)

(12) The Village Administrator and Fiscal Officer shall conduct periodic reviews of Village credit card activity and may provide training to authorized users concerning proper credit card procedures, documentation requirements, audit compliance, and misuse prevention.

EXHIBIT B

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VILLAGE CREDIT CARDS.

The Policy of the Village is that Village credit cards may be provided to selected employees to facilitate the efficient work or necessary work-related purchases of its employees; and such credit cards are to be utilized in accordance with the following rules:

A. Credit cards will be acquired only through the Office of the Fiscal Officer, who will assign the same to a specific department or individual. The person receiving the same will sign a receipt and will be held responsible for the appropriate use and return of the credit card and they are as follows:

1. Fiscal Officer
2. Village Administrator
3. Water/Wastewater Superintendent
4. Utilities Foreman
5. Parks Supervisor
6. Tax Clerk
7. Police Chief

The names and job titles of officers or employees authorized to use credit cards are listed with the Fiscal Officer.

- B. An employee who has possession of a Village credit card is expected to maintain it either on his person or in a secure environment where it is not readily at risk for theft.
- C. An employee who has possession of a Village credit card is prohibited from loaning it to a non-employee or an unauthorized employee. If it should be lost or stolen the same is to be immediately reported to the Village. On request of the Fiscal Officer or Administrator, and upon termination of employment, a person in possession of a Village credit card shall immediately surrender it to the Fiscal Officer or Administrator.
- D. Cash withdrawals are not to be permitted except in an extreme emergency and will only be allowed by permission of the Village Administrator or Fiscal Clerk.
- E. The disciplinary action or range of disciplinary actions which may be taken in the instances in which the credit card is utilized for other than a proper public expenditure/purpose or in violation of the entity's policies and procedures are listed in the GROUP II and GROUP III OFFENSES.
- F. Credit cards are acquired to facilitate Village Business only, and are never to be used to make personal purchases, except for Village business-related travel expenses which are in accordance with Village policies. It is expected that purchases will be limited to products that are immediately necessary in connection with performance of Village business and which are not already available through normal Village purchasing procedures. The use of a Village credit card for personal purchase, other than approved travel expenses, will be considered a criminal theft offense and shall also constitute grounds for disciplinary action.
- G. Unless a purchase has been pre-approved by the Administrator or Fiscal Officer, or is part of a Village business-related travel activity that has been approved under the Village's current travel policy, no more than \$500.00 in retail charges may be placed on a Village credit card in any individual transaction by any employee. The customer receipt for each charge shall be submitted to the Fiscal Officer within three (3) business days of the employee's return to work from making the purchase. In the event that, for any reason, an employee should receive notice of an award, discount, credit or voucher that arises from the use of a Village credit card, this shall be immediately forwarded to the Fiscal Officer.
- H. A thorough listing of the documents which are to be secured, and maintained so as to create and to preserve an appropriate audit trail, and a statement signed by the potential card user acknowledging that he/she has read the credit card policy, understands it and agrees to abide by it.

I. Any rewards, rebates, points, or other benefits accrued through the use of Village credit cards shall be the property of the Village. Employees are not permitted to retain or redeem such rewards for personal use. All credit card rewards will be managed by the Fiscal Officer and may be utilized solely for Village purposes, including, but not limited to, funding Village functions, employee recognition events, or other activities that benefit Village operations. The allocation and use of these rewards shall be at the discretion of Village administration and in accordance with established Village policies and State law.

J. To ensure compliance with the credit card guidelines set forth herein, the administration will conduct regular audits and reviews of credit card activity and reward usage, and will provide training as necessary to all authorized employees regarding proper procedures and responsibilities.

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