

RECORD OF RESOLUTION

Resolution No. 2025-R-12

Passed Oct 20, 2025
YEAR

VILLAGE COUNCIL OF NORTH FAIRFIELD, OHIO
RESOLUTION NO.: 2025-R-12

TEMPORARY INTERIM APPOINTMENT

DANIEL TRAXLER

VILLAGE ADMINISTRATOR
ORC 735.271

A RESOLUTION APPROVING THE MAYOR'S TEMPORARY INTERIM APPOINTMENT OF
VILLAGE ADMINISTRATOR AND DECLARING AN EMERGENCY

WHEREAS, the former village administrator TOM LETO resigned effective September 30, 2025; and

WHEREAS, Section 735.271 of the Ohio Revised Code reads as follows:

ORC Section 735.271 | Establishing position of village administrator.

The legislative authority of the village may establish the position of village administrator by ordinance. The village administrator established under this section shall have those powers provided by section 735.273 of the Revised Code. The village administrator shall be appointed by the mayor, but shall not take office unless his appointment has been approved by a majority vote of the members elected to the legislative authority of the village. The village administrator need not be an elector or reside in the village at the time of his appointment; however, he shall become a resident of the village within six months after his appointment by the mayor and confirmation by the legislative authority of the village, unless his residence outside the village is approved by ordinance. The village administrator shall not be an elected official of the village at the time of his appointment or during his tenure in office. The village administrator shall serve at the pleasure of the mayor and legislative authority of the village and may be removed without cause by the mayor with the consent of a majority of the members elected to the legislative authority of the village; or he may be removed without cause by the affirmative vote of three-fourths of the members elected to the legislative authority of the village, without the consent of the mayor. The legislative authority of the village may abolish the position of village administrator by ordinance.

WHEREAS, the appointment of Village Administrator is further provided by Section 31.101(A) of the North Fairfield Ohio Basic Code and reads:

North Fairfield Ohio Basic Code § 31.101 ADMINISTRATOR.

*(A) Appointment, powers, term and removal. The Legislative Authority may establish the position of Administrator by ordinance. The Administrator established under this section shall have those powers provided by division (B) of this section. The Administrator shall be appointed by the Mayor, but shall not take office unless his or her appointment has been approved by a majority vote of the members elected to the Legislative Authority. The Administrator need not be an elector or reside in the municipality at the time of his or her appointment; however, he or she shall become a resident of the municipality within six months after his or her appointment by the Mayor and confirmation by the Legislative Authority, unless his or her residence outside the municipality is approved by ordinance. The Administrator shall not be an elected official of the municipality at the time of his or her appointment or during his or her tenure in office. The Administrator shall serve at the pleasure of the Mayor and Legislative Authority and may be removed without cause by the Mayor with the consent of a majority of the members elected to the Legislative Authority, or he or she may be removed without cause by the affirmative vote of three-fourths of the members elected to the Legislative Authority, without the consent of the Mayor. The Legislative Authority may abolish the position of Administrator by ordinance.
(R.C. § 735.271)*

WHEREAS, the Fiscal Officer reports that meeting minutes indicate that the position of North Fairfield Village Administrator was created by Ordinance No.: 91-8 adopted December 9, 1991, however the original document was not properly archived in the Village Ordinance Book and is not able to be located. Ord No. 91-8 was amended and repealed by Ord No.: 97-8, adopted 9-8-97; and

See also MEMORANDUM OF UNDERSTANDING dated the 13th day of March 2000.

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WHEREAS, during the process of searching for and selecting the next permanent village administrator, the Mayor wishes to appoint a temporary interim village administrator; and

WHEREAS, the Village previously appointed a temporary interim village administrator by Motion of Council on October 6, 2025 who temporarily accepted the position as a curtesy to the Village. He would like to verbally resign and move forward with retirement; and

WHEREAS, the Mayor has selected his subsequent potential temporary interim appointment to serve as village administrator and now seeks the approval of council; and

THEREFORE, BE IT RESOLVED, BY THE COUNCIL OF THE VILLAGE OF NORTH FAIRFIELD, STATE OF OHIO: (ORC 731.18):

SECTION 1. APPROVAL OF TEMPORARY INTERIM APPOINTMENT. That Village Council hereby approves the mayor's temporary interim appointment of village administrator as follows:

DANIEL TRAXLER

SECTION 1A. APPRECIATION. *That the Village of North Fairfield would like to thank former Village Administrator TOM LETO for his years of service to the Village and wish him good health moving forward.*

SECTION 1B. ACCEPT RESIGNATION. *That the Mayor and Village Council accept the verbal resignation of the current temporary interim administrator HERSCHEL HONEYCUTT. The Village expresses its appreciation for his temporary service and wishes him the best in retirement.*

SECTION 2. EFFECTIVE. That this temporary interim appointment shall be effective: IMMEDIATELY

SECTION 3. TENURE. That the tenure of the temporary interim appointment of village administrator shall be temporary, lasting only until the next permanent village administrator is appointed by the Mayor and approved by Village Council as provided by Ohio Revised Code Section 735.271.

SECTION 4. REMOVAL. That pursuant to Section 735.271 of the Ohio Revised Code, the temporary interim village administrator shall serve at the pleasure of the mayor and legislative authority of the village and may be removed without cause by the mayor with the consent of a majority of the members elected to the legislative authority of the village; or he may be removed without cause by the affirmative vote of three-fourths of the members elected to the legislative authority of the village, without the consent of the mayor.

~~SECTION 5. RESTORATION. If the interim appointee is already an employee of the village, and if the interim appointee is not selected for a permanent appointment, then the interim appointee shall be immediately restored to his prior position within the village with his previous compensation and together with all previously accumulated benefits.~~

SECTION 6. EXPIRATION OF TEMPORARY INTERIM APPOINTMENT. That this temporary interim appointment shall expire and terminate automatically upon Village Council's approval of the Mayor's permanent appointment of village administrator pursuant to ORC 735.271.

SECTION 7. CENTRAL PURCHASING AGENT. That pursuant to ORC 731.141, the Village Administrator appointed herein is further designated as Central Purchasing Agent for central purchasing for all offices, departments, divisions, boards, and commissions of the village, who shall make contracts, purchase supplies or

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materials, and provide labor for any work of the village.

SECTION 8. COMPENSATION. That the *temporary interim* village administrator shall be compensated as fixed by council pursuant to Section 731.13 of the Ohio Revised Code.

SECTION 9. BOND. That the *temporary interim* village administrator shall be bonded as required by law.

SECTION 10. DISPENSE WITH THREE READINGS. [ORC 731.17(A)(2)] That the legislative authority, upon a vote of at least three-fourths of its members, hereby dispenses with the rule requiring each ordinance or resolution shall be read on three different days.

SECTION 11. DECLARATION OF EMERGENCY FOR IMMEDIATE EFFECT. That by two-thirds vote of all the members elected to the legislative authority, this Ordinance/Resolution is hereby declared to be an emergency measure pursuant to RC 731.30, being necessary for the immediate preservation of the public peace, health, or safety of the municipal corporation and shall go into immediate effect for the following reason(s):

The Village has been without a permanent Village Administrator since September 30, 2025

SECTION 12. PUBLIC MEETING. That it is found and determined that all formal action of this public body concerning or relating to the passage of this Resolution/Ordinance were adopted in a public meeting open to the public at all times, and that all deliberations of the public body and any of its committees that resulted in such formal action, were in public meetings open to the public, in compliance with all legal requirements including all lawful ordinances and any applicable provisions of Section 121.22 of the Ohio Revised Code.

WHEREFORE, this legislation shall be in full force and effect from and after the earliest period allowed by law.

PASSED AND ADOPTED on this 20 day of October, 2025.

ATTESTATION (RC 731.20)

We hereby attest and affirm that the foregoing legislation received the necessary affirmative roll call votes required for passage by ORC 731.17.

[Signature]
MAYOR

[Signature]
FISCAL OFFICER

LEGISLATION READINGS ORC 731.17(A)

- (1) Each ordinance and resolution shall be read by title only, provided the legislative authority may require any reading to be in full by a majority vote of its members.
- (2) Each ordinance or resolution shall be read on three different days, provided the legislative authority may dispense with this rule by a vote of at least three-fourths of its members.

First Reading: 10/20/25 Second Reading: Dispensed Third Reading: Dispensed

ROLL CALL VOTE ORC 731.17(A)(3)

The vote on the passage was taken by yeas and nays and entered upon the journal. Each ordinance or resolution shall be passed, except as otherwise provided by law, by a vote of at least a majority of all the members of the legislative authority. Yeas, nays, abstentions, excused or absent votes were recorded as follows.

[Signature]
Adam Rouse

[Signature]
Sharleen Coy

[Signature]
Jeremy Antill

[Signature]
Cody Hacker

[Signature]
Trevor Arnold

[Signature]
Joshua Radcliffe

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PREPARED BY AND APPROVED AS TO FORM [See also ORC 731.21(B)]:


VILLAGE SOLICITOR, Steve Palmer

CERTIFICATE OF PUBLICATION ORC 731.21 and 731.22

Pursuant to ORC 731.21(A)(3), I hereby certify that a succinct summary of the above legislation was/will be published using the following method: **ON THE WEBSITE AND SOCIAL MEDIA ACCOUNT OF THE MUNICIPAL CORPORATION**

The succinct summary was reviewed by the village solicitor as required by ORC 731.21(B). Publication was/will be made at least once a week for two consecutive weeks as required by ORC 731.22.


FISCAL OFFICER