

Village of Crooksville, Ohio
ORDINANCE NO. 2752

ORDINANCE AMENDING ORDINANCE NUMBERS 2466, 2540, 2627, 2694, 2701, 2735 and 2747, AND AMENDING AND REPLACING EXHIBIT A, PAGE 39, AND ADDING THE POSITIONS OF AND ESTABLISHING PAY RANGES AND HOURS FOR PAID PART TIME FIRE CHIEF AND PAID ASSISTANT CHIEF FOR THE VILLAGE OF CROOKSVILLE EMPLOYEE POLICIES AND PROCEDURES MANUAL AND ESTABLISHING THE FUNDS FROM WHICH SAID POSITIONS SHALL BE PAID, AND DELCARING AN EMERGENCY

Whereas, the Village of Crooksville has heretofore adopted an Ordinance providing a manual for employee policies and procedures, to wit Ordinance No. 2466, adopted September 16, 2013, and an Ordinance amending and replacing Exhibit A to that manual, to wit Ordinance No. 2540, adopted September 8, 2015, and an Ordinance adding the position of Assistant Police Chief, adding certain job descriptions and again replacing Exhibit A to that manual, to wit Ordinance No. 2627, adopted September 17, 2018, and an Ordinance adding education, training and policy requirements mandated by ORC 109.43 and 149.43(E)(1) and again replacing Exhibit A to that manual, to wit Ordinance No. 2694, adopted April 5, 2021, an Ordinance again replacing Exhibit A and also replacing Exhibit C, to include the pay for and position of Full Time Fire Chief, to wit Ordinance No. 2701, adopted September 7, 2021; an Ordinance again replacing Exhibit A to that manual, to wit Ordinance No. 2724, adopted February 21, 2023; and an Ordinance amending vacation earned and again replacing Exhibit A to that manual, to wit Ordinance No. 2735, adopted April 1, 2024; and an Ordinance again replacing Exhibit A to that manual, to wit Ordinance No 2747, adopted July 7, 2025; and

Whereas, the Village Council desires now to add the paid position of Part Time Fire Chief to the positions currently available within the Village of Crooksville Fire/EMS Department, and to set the pay, hours and funds from which the salary shall be paid; and

Whereas, the Village Council further desires to add a job description applicable to the paid position of Assistant Chief for the Fire/EMS Department within the Village of Crooksville, and to set the pay, hours and funds from which the salary shall be paid; and

Whereas, the Village Council further desires to amend Exhibit A of the Village of Crooksville Employee Policies and Procedures Manual adopted by Ordinance No. 2466 and thereafter amended by Ordinance No. 2540, and thereafter amended by Ordinance No. 2627, and thereafter amended by Ordinance No. 2694, and thereafter amended by and again replacing Exhibit A to that manual, to wit Ordinance No. 2724, adopted February 21, 2023, and thereafter amended by and again replacing Exhibit A to that manual, to wit Ordinance No. 2747, adopted July 7, 2025, only to the extent necessary to ADD the employee positions and wage ranges for the positions of Part Time Fire Chief and Part Time Assistant Chief to the employee positions and wage ranges as the same are amended and appear on Exhibit A – 2025 – Revised 12/15/2025, attached hereto and incorporated herein by reference.

NOW THEREFORE BE IT, AND IT IS HEREBY ORDAINED by the Village of Crooksville, Perry County, State of Ohio, that:

1. Ordinance 2466 and Ordinance 2540 and Ordinance 2627 and Ordinance 2694 and Ordinance 2701 and Ordinance 2724 and Ordinance 2735 and Ordinance 2747 are hereby amended ONLY to the following extent:
 - a. Exhibit C-1 (pages 45-67) of the Village of Crooksville Employee Policies and Procedures Manual, titled Job Descriptions for All Village of Crooksville Employees is hereby amended to ADD the positions of Part Time Fire Chief and Assistant Chief to available paid positions within the Village of Crooksville Police Department, and to ADD Exhibit C – 2025, Crooksville Fire Department – Fire Chief – Exempt Regular Part-Time Position, and Crooksville Fire Department – Assistant Chief – Exempt Regular Part-Time Position, with Job Descriptions for each (page 67-9), a copy of which is attached hereto and incorporated herein by reference; and
 - b. Exhibit A (page 39), as amended to Exhibit A – 2015 (page 39-2015) of the Village of Crooksville Employee Policies and Procedures Manual, titled “Village of Crooksville Pay Ranges,” and thereafter amended and superseded with Exhibit A – 2018 (page 39-2018), and thereafter amended and superseded with Exhibit A – 2021 (page 39-2021) and thereafter amended and superseded with Exhibit A–2021-2 (page 39 A-2021-2) and thereafter amended and superseded with Exhibit A – 2023 (page 39 A-2023), and thereafter amended and superseded with Exhibit A – 2024 (page 39 A-2024), and thereafter amended and superseded with Exhibit A – 2025 (page 39 A-2025), is hereby amended to ADD the employee positions and wage ranges for the positions of Part Time Fire Chief and Part Time Assistant Chief to the employee positions and wage ranges as set forth in Exhibit A – 2025 – Revised 12/15/2025 (page 39 A-2025 – Revised 12/15/2025) attached hereto and incorporated as if fully rewritten herein.
2. A person who qualifies for and is hired for the position of Crooksville Fire Department – Fire Chief – Exempt Regular Part-Time Position shall be paid within an annual salary range of \$20,000-\$26,000, via bi-weekly payroll, shall fulfill the duties within the applicable job description and such other duties as may be assigned, and shall work a minimum of 24-32 hours per week.
3. A person who qualifies for and is hired for the position of Crooksville Fire Department – Assistant Chief – Exempt Regular Part-Time Position shall be paid within an annual salary range of \$10,000-15,000, via bi-weekly payroll, shall fulfill the duties within the applicable job description and such other duties as may be assigned, and shall work a minimum of 24-32 hours per week.
4. The funds for payment of the salaries of the Crooksville Fire Department – Fire Chief – Exempt Regular Part-Time Position and Crooksville Fire Department – Assistant Chief – Exempt

Regular Part-Time Position shall be paid as follows: 50% from the Fire Department Fund and 50% from the EMS Fund.

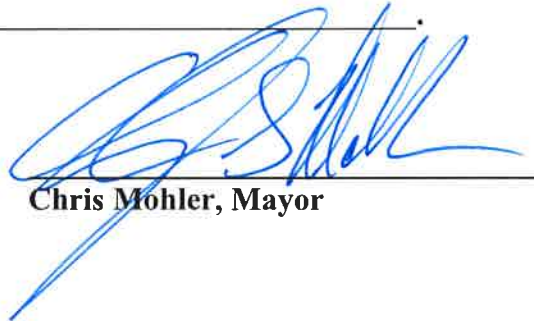
5. This amending ordinance shall affect only the exhibits and pages as noted, and shall not affect any other portion of Ordinance No. 2466 or other amending Ordinances thereto as a whole.
6. This Ordinance shall go into effect 30 days after its passage, as provided by law.
7. Emergency Clause: This ordinance is hereby declared an emergency measure necessary for the immediate preservation of the peace, health, safety and welfare of the Village of Crooksville and the members thereof, and to ensure that the Village's Fire and EMS Departments and Services receive efficient and timely supervision, operation, management and maintenance which are necessary to the public health and safety of the Village and surrounding communities served by said Departments. Therefore, this Ordinance shall go into immediate effect upon its passage.

1st Reading: Waived on at least 3/4 Vote

2nd Reading: Waived on at least 3/4 Vote

3rd Reading: Passed on at least 2/3 Vote, December 15, 2025

Passed: December 15, 2025



Chris Mohler, Mayor

ATTESTED:

Courtney Edwards
Courtney Edwards, Fiscal Officer

Posting Certification

This ordinance was posted at the five prescribed locations within the Village of Crooksville, Ohio, on the 16th day of December, 2025.

Courtney Edwards
Courtney Edwards, Fiscal Officer