

**COUNCIL CHAMBER**

**VILLAGE OF VALLEY VIEW, OHIO**

**RESOLUTION NO. 2025-6-2**

**INTRODUCED BY: MAYOR MATT MARCH**

**A RESOLUTION/ORDINANCE TO ADOPT THE SOLID WASTE MANAGEMENT  
PLAN FOR THE CUYAHOGA COUNTY SOLID WASTE MANAGEMENT DISTRICT**

**WHEREAS**, the Village of Valley View, Ohio (Village) is located within the jurisdiction of the Cuyahoga County Solid Waste Management District (District); and

**WHEREAS**, the Cuyahoga County Solid Waste Management District Policy Committee prepared and adopted a final draft of the Cuyahoga County Solid Waste Management Plan Update in accordance with *Ohio Revised Code Sections 3734.53 3734.54 and 3734.55*; and

**WHEREAS**, the District provided a copy of the Cuyahoga County Solid Waste Management Plan Update (2026-2040) for ratification to each of the legislative authorities of the District; and

**WHEREAS**, the Village must decide whether it approves of said Solid Waste Management Plan Update no later than August 10, 2025.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of  
The Village of Valley View, Ohio that:

**SECTION 1.** The Village approves the Cuyahoga County Solid Waste Management Plan Update.

The Clerk is hereby directed to send the District a copy of this resolution/ordinance to the attention of Elizabeth Biggins-Ramer, Executive Director, Cuyahoga County Solid Waste Management District, 4750 East 131 Street, Garfield Heights, OH 44105.

**SECTION 2.** That it is found and determined that all formal actions of this Council concerning and relating to the passage of this resolution were adopted in an open meeting of this council and of any of its committees that resulted in such formal actions were in meetings open to the public in compliance with all legal requirements including *Sections 121.22 of the Ohio Revised Code*.

**SECTION 3.** That this resolution shall take effect and be in force immediately from and after its passage and approval by the Mayor

**DATED THIS 3<sup>RD</sup> DAY OF JUNE, 2025.**

Matthew R. March

**MAYOR MATT MARCH**

**ATTEST:**

Mary Snyder

**MARY SNYDER CLERK-TREASURER**

---

**C O U N C I L C H A M B E R**  
**VILLAGE OF VALLEY VIEW, OHIO**

**ORDINANCE NO. 2025-6-3**

**INTRODUCED BY: MAYOR MATT MARCH**

**AN ORDINANCE CREATING A FULL-TIME POSITION FOR THE EXECUTIVE ASSISTANT /DIGITAL MEDIA MANAGER TO THE MAYOR AND ESTABLISHING THE COMPENSATION FOR THE POSITION IN THE VILLAGE OF VALLEY VIEW, OHIO, AND DECLARING AND EMERGENCY.**

**WHEREAS**, the Mayor has requested that Council create a full-time position for the executive assistant to the Mayor (presently a part-time position) who will also act as digital media manager and establish compensation for said position in the Village of Valley View, Ohio.

**NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF VALLEY VIEW, COUNTY OF CUYAHOGA AND STATE OF OHIO:**

**SECTION 1:** That the position of full-time Executive Assistant/Digital Media Manager to the Mayor is hereby created.

**SECTION 2:** That the compensation for the Executive Assistant/Digital Media Manager to the Mayor shall receive a salary of Twenty-Eight Dollars and 50/100 cents (\$28.50) per hour effective June 2, 2025 and shall remain in force until duly changed by Council. The Executive Assistant/Digital Media Manager to the Mayor shall receive all benefits available to all full-time employees.

**SECTION 3:**

- 1) **Appointment and Duties.** There is hereby created the position of Executive Assistant to the Mayor/Digital Media Manager who shall be appointed by and serve at the pleasure of the Mayor. The Executive Assistant/Digital Media positions primary responsibility shall be to maintain quality assurance within the Village's government by coordinating and organizing all communication between the Mayor's administration, the Village's residents and other elected officials. This individual shall advise and consult with directors, departments, divisions, boards and commissions regarding public relations aspects and will serve as a resource person for information on positive public presentation of Village programs and activities. The Executive Assistant/Digital Media Manager shall coordinate complaint resolution with members of Council. The Executive Assistant/Digital Media Manager shall be required to attend Planning Commission meetings and act as the Clerk of the Planning Commission.

- 2) The Executive Assistant/Digital Media Manager shall dedicate 12-15 hours per week to assisting the Fire Chief and Building Commissioner with administrative responsibilities as well as serving as Ready Notify Administrator, overseeing emergency communication systems.
- 3) The Executive Assistant/Digital Media Coordinator shall also be in charge of social media and digital communications including but not limited to developing and implementing a daily social media content calendar, creating graphics on Facebook and Instagram, communicating important Village updates and emergency information.
- 4) The Executive Assistant/Digital Media Manager shall be proficient in Microsoft Office Suite (Word, Excel, Outlook and PowerPoint)

**SECTION 4:** That all prior Ordinances setting the compensation for the Executive Assistant to the Mayor are void.

**SECTION 5:** That it is found and determined that all formal actions of the Council of the Village of Valley View concerning and relating to the adoption of this Ordinance were adopted in an open meeting of such body, and that all deliberations of the Council of the Village and any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

**SECTION 6:** That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health and welfare of the inhabitants of the Village of Valley View, therefore, this Ordinance shall be in effect from and after the earliest period allowed by law.

DATED THIS 3rd DAY OF June, 2025.

Matt March  
MAYOR MATT MARCH

ATTEST:

Mary Snyder  
MARY SNYDER, CLERK-TREASURER

**COUNCIL CHAMBER**

**VILLAGE OF VALLEY VIEW**

**ORDINANCE NO. 2025-6-4**

**INTRODUCED BY: MAYOR MATT MARCH**

**AN ORDINANCE GIVING APPROVAL AND GRANTING CONSENT TO THE DIRECTOR OF THE OHIO DEPARTMENT OF TRANSPORTATION AUTHORITY TO, APPLY, MAINTAIN AND REPAIR STANDARD LONGITUDINAL PAVEMENT MARKINGS AND ERECT REGULATORY AND WARNING SIGNS ON STATE HIGHWAYS INSIDE VILLAGE CORPORATE LIMITS, AND**

**GIVING CONSENT OF THE VILLAGE FOR THE OHIO DEPARTMENT OF TRANSPORTATION TO REMOVE SNOW AND ICE AND USE SNOW AND ICE CONTROL MATERIAL ON STATE HIGHWAYS INSIDE THE VILLAGE CORPORATE LIMITS, AND**

**GIVING CONSENT OF THE VILLAGE FOR THE OHIO DEPARTMENT OF TRANSPORTATION TO PERFORM MAINTENANCE AND/OR REPAIR ON STATE HIGHWAYS INSIDE THE VILLAGE CORPORATION.**

**WHEREAS**, the Director of Transportation, under Section 5521.01 of the Revised Code of Ohio, is authorized upon request and approval of the legislative authority of the Village to maintain, repair and apply standard longitudinal pavement marking lines and to erect regulatory and warning signs, as defined in the manual adopted under section 4511.09 of the Revised code on any section of a State Highways within the corporate limits of a village; and

**WHEREAS**, the Director of Transportation, under Section 5501.41 of the Revised Code of Ohio, may, upon consent of the legislative authority of the Village, remove snow and ice and use snow and ice control material on State Highways within the corporate limits of a Village pursuant to a written agreement to be entered into between the Village and the Department of Transportation of the State of Ohio; and,

**WHEREAS**, the Director of Transportation, under Section 5511.01 of the Revised Code of Ohio, may, upon the consent of the legislative authority of the Village, perform maintenance and/or repair on the State Highways within the corporate limits of the Village pursuant to a written agreement to be entered into between the Village and the Department of Transportation of the State of Ohio; and

**WHEREAS**, State Highway Nos. 17 & 21 lie within the Village of Valley View, Cuyahoga County; and

**WHEREAS**, the work proposed to be authorized under this ordinance shall be restricted to the application, maintenance and repair of standard longitudinal pavement markings and the erecting of regulatory and warning signs, and may include if an Agreement is entered into, the removal of snow and ice and the use of snow and ice control material on State Highways within the corporate limits of Village but shall not include the removal of snow and ice and the use of snow and ice control material on driveways, parking areas, and intersecting roads and streets, and, may include if an Agreement is entered into, the maintenance and/or repair of the State Highways within the corporate limits of the Village; and

**NOW, THEREFORE, BE IT ORDAINED**, by the Council of the Village of Valley View, State of Ohio as follows:

**SECTION I:** It is hereby declared to be in the public interest that the consent of said Village be, and such consent is hereby given to the Department of Transportation of the State of Ohio for said Department to apply standard longitudinal pavement markings, and to erect regulatory and warning signs on said State Highways in accordance with the standard practices of the Ohio Department of Transportation.

**SECTION II:** It is hereby declared to be in the public interest that the consent of said Village be, and such consent is hereby given to the Department of Transportation of the State of Ohio, if an agreement is entered into, for said Department to remove snow and ice and use snow and ice control material on any State Highways listed in the agreement in accordance with the standard practices of the Ohio Department of Transportation.

**SECTION III:** It is hereby declared to be in the public interest that the consent of said Village be, and such consent is hereby given to the Department of Transportation of the State of Ohio, if an agreement is entered into, for said Department to perform certain maintenance and/or repair on any State Highways listed in the agreement in accordance with the standard practices of the Ohio Department of Transportation.

**SECTION IV:** That the Village Mayor is authorized to enter into any agreement with ODOT for the removal of snow and ice and the use of snow and ice control material on said State Highways within the corporate limits of the Village and any agreement with ODOT for certain maintenance and/or repair of the State Highways within the corporate limits of the Village.

**SECTION V:** That the Clerk is hereby directed to furnish the Director of Transportation and the of Cuyahoga County Executive, with a certified copy of this Ordinance immediately upon execution.

**SECTION VI:** That this Ordinance shall take effect and be in force at the earliest time allowed by law.

Passed: June 3rd, 2025

Attest: Mary Snyder Clerk Matthew R. March Mayor

CERTIFICATE OF COPY

Village of Valley View

County of Cuyahoga Ohio

SS:

I, Mary Snyder, as Clerk of the Village of Valley View, Ohio, do hereby certify that the foregoing is a true and correct copy of the Ordinance adopted by the council of said Village on the 3rd day of June, 2025; that the publication of such Ordinance has been made and certified of record according to law; that no proceedings looking to a referendum upon such Ordinance have been taken; and that such Ordinance and the certificate of publication thereof are of record in Ordinance Record No. 2025-10-4, Page 1-2.

I have hereunto subscribed my name and affixed my official seal this 3rd day of June, 2025.

(SEAL) Mary Snyder Clerk  
Village of Valley View,  
Ohio

ACCEPTED AND APPROVED by the Ohio Department of Transportation  
\_\_\_\_\_, Director of Transportation

Date:

**C O U N C I L C H A M B E R**  
**VILLAGE OF VALLEY VIEW, OHIO**

**ORDINANCE NO. 2025-6-5**

**INTRODUCED BY: MAYOR MATT MARCH**

**AN ORDINANCE ADOPTING A NEW SECTION 7.17 OF THE VILLAGE OF VALLEY VIEW PERSONNEL POLICY AND PROCEDURE MANUAL ENTITLED VILLAGE SICK LEAVE DONATION POLICY AND DECLARING AN EMERGENCY.**

**WHEREAS**, the Mayor has received requests from employees to consider creating a sick time bank wherein employees may participate in donating sick time to those fellow employees for their use in the event of a major medical emergency.

**WHEREAS**, The Mayor would like to see this policy implemented to allow for such participation.

**NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF VALLEY VIEW, COUNTY OF CUYAHOGA AND STATE OF OHIO:**


**SECTION 1:** That Section 7.17 entitled Village Sick Leave Donation Policy is hereby adopted as set forth in Exhibit "A" attached hereto and incorporated herein as if fully rewritten.

**SECTION 2:** That it is found and determined that all formal actions of the Council of the Village of Valley View concerning and relating to the adoption of this Ordinance were adopted in an open meeting of such body, and that all deliberations of the Council of the Village and any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

**SECTION 3:** That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health and welfare of the inhabitants of the Village of Valley View, therefore, this Ordinance shall be in effect from and after the earliest period allowed by law.

**DATED THIS** 3rd **DAY OF** June, 2025.

  
\_\_\_\_\_  
**MAYOR MATT MARCH**

**ATTEST:**   
\_\_\_\_\_  
**MARY SNYDER, CLERK-TREASURER**



## **VILLAGE SICK LEAVE DONATION POLICY**

- A. All full-time employees of the Village of Valley View may participate in the Village Sick Time Bank, comprised of donated sick time from Village employees for their use in the event of a major medical emergency, necessitating additional time off in excess of their available sick/ personal/ vacation time.
- B. The purpose of a sick leave donation policy is to aid employees experiencing major medical conditions (or that of immediate or household family members) who have exhausted all of their own paid leave by providing them donated paid leave to cover continued, approved work absences. This is a benefit and not an entitlement.
- C. Only full-time employees with more than one year of service who have exhausted all forms of paid leave (e.g., sick, vacation, personal, compensatory, etc.) and have a major medical emergency are eligible to receive donated leave. Employees who are serving a period of disciplinary suspension are not eligible to receive donated sick leave. Donated leave may only be received up to and including the date of termination of employment, but not thereafter.
- D. The policy also allows employees to donate accumulated leave to a Village Sick Time Bank to be used by co-workers who meet the eligibility requirements as set forth below. The donation is to the Village Sick Time Bank and not to any specific individual. Donors are required to have a minimum of one (1) year service to donate leave to the Village Sick Time Bank. Donors are required to maintain a sick leave balance of eighty (80) hours after any donation to the bank is made. Employees gifting sick time to the sick time bank can deposit a minimum of 4 hours, up to 40 hours, in any calendar year. The employee shall provide a signed copy of the donation form provided by the Village to the Clerk Treasurer. Donations to the Sick Time Bank are voluntary and once the donation is made it is irrevocable.
- E. An employee seeking to receive sick leave from the Village Sick Time Bank must provide documentation to the Village Clerk of the employee's major medical emergency, or that of the employee's immediate or household family member. If the employee has a supplemental entitlement program, such as a disability plan, the employee should provide details on the plan payout terms. If the Employee does not have a supplemental entitlement program, he must certify that in writing. Under no circumstances will an employee receive donated leave at a rate in excess of the number of hours the employee is normally scheduled to work each pay period or in an amount that, combined with any entitlement program, exceeds the amount of pay an employee would receive normally receive in a pay period.
- F. A committee comprised of the Mayor, Clerk-Treasurer and relevant Department Head will review the employee's request and eligibility to receive donated leave from the bank. If the request is approved, the employee will be notified of both the start date and the

duration of approved donated leave. If denied, the employee will be notified of the reason for the denial. All determinations of the committee are final.

- G. The maximum amount of donated leave a full-time employee may receive in a consecutive twelve-month period is four hundred and eighty (480) hours. An employee receiving sick leave from the bank will not have the full amount of sick leave dumped into their sick leave account, but instead will have the necessary sick leave credited to their leave balance at the end of each pay period, on an as needed basis, until the employee returns to work. An employee receiving donated leave who returns to work prior to using all of the donated leave hours for which the employee was approved is not entitled to keep any of those donated hours or receive any compensation for those hours. Such unused hours remain in the leave bank.
- H. An employee receiving donated leave may also be concurrently on FMLA leave time. Employees cannot borrow against future sick time to donate. Employees who are currently on an approved leave of absence cannot donate sick time. An employee who receives donated leave from the Village Sick Time Bank will accrue leave while using donated leave in accordance with the Village's policies.
- I. The donation of sick time is on an hourly basis, without regard to the dollar value of the donated or used leave.
- J. This policy is not intended to supplant or replace entitlement programs such as workers' compensation, disability benefit plans, or retirement benefit plans.

**C O U N C I L   C H A M B E R**  
**V I L L A G E   O F   V A L L E Y   V I E W ,   O H I O**

**RESOLUTION NO. 2025-6-6**

**INTRODUCED BY: MAYOR MATT MARCH**

**A RESOLUTION AUTHORIZING THE MAYOR TO PREPARE AND SUBMIT  
AN APPLICATION AND EXECUTE NECESSARY DOCUMENTS FOR A  
GRANT FUNDED BY THE CUYAHOGA COUNTY HEALTHY URBAN TREE  
CANOPY (HUTC) GRANT PROGRAM FOR THE INSTALLATION OF  
TREES ALONG HUB PARKWAY AND DECLARING AN EMERGENCY.**

**WHEREAS**, the Village of Valley View is planning to install trees along Hub Parkway which is an eligible project for a grant; and

**WHEREAS**, the grant is funded by the Cuyahoga County Healthy Urban Tree Canopy Grant Program and it appears that a total of \$950,000 is allocated to the 2025 Program year.

**WHEREAS**, the Village of Valley View also agrees to commit the necessary funds to make up the difference in cost between the project and the grant.

**NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE  
VILLAGE OF VALLEY VIEW, COUNTY OF CUYAHOGA AND STATE OF  
OHIO AS FOLLOWS:**

**SECTION 1.** The Mayor is hereby authorized to apply for a grant to install trees along Hub Parkway and execute all documents necessary to complete said process.

**SECTION 2.** The Village of Valley View agrees to fund any difference between the project cost and the grant.

**SECTION 3.** That it is found and determined that all formal actions of the Council of the Village of Valley View concerning and relating to the adoption of this Resolution were adopted in an open meeting of such body, and that all deliberations of the Council of the Village and any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

**SECTION 4.** That this Resolution shall take effect and be in force immediately from and after its passage.

DATED THIS 3rd DAY OF June, 2025.

Matthew R. March  
MAYOR MATT MARCH

ATTEST:

Mary Snyder  
MARY SNYDER, Clerk-Treasurer