

RECORD OF PROCEEDINGS
 Minutes of Village of South Amherst
 REGULAR MEETING
 May 11 2026

CALL TO ORDER

The council meeting was called to order by Mayor Scott Jones at 7:00 p.m.

LORD'S PRAYER AND PLEDGE OF ALLEGIANCE

ROLL CALL

Councilmember Michele Jeffers	P	Fiscal Officer Michelle Henke	EA
Councilmember Robb Koscho	P	Records Clerk Laurie Beran	P
Councilmember Mark Leshinski	P	Law Director Matthew Mishak	P
Councilmember Jeanne Maschari	P	Utility Admin. David Valentine	P
Councilmember Anthony Savage	P	Assistant F.O. Wendy Kolmorgen	P
Councilmember David Troike	EA	<i>(EA – excused absences)</i>	

Councilmember Maschari moved to excuse Councilmember Troike due to illness. Councilmember Jeffers seconded the motion.

Jeffers Koscho Leshinski Maschari Savage Troike **Absent** Motion carried.

APPROVAL OF AGENDA May 11, 2026 Amendment: Council printer.

Councilmember Koscho moved to approve the agenda as amended. Councilmember Leshinski seconded the motion.

Jeffers Koscho Leshinski Maschari Savage Troike **EX** Motion carried.

APPROVAL OF MINUTES April 27, 2026

Councilmember Savage moved to approve the minutes as presented. Councilmember Jeffers seconded the motion.

Jeffers Koscho Leshinski Maschari Savage Troike **EX** Motion carried.

VISITORS

Girl Scout Troop 50768 was represented by 7 members along with parents and siblings in order to present their Bronze & Silver Award project of a Care-To-Share Recreational Lending Library to be located at the South Amherst Community Park.

CED Penny Becker

FISCAL OFFICER

Payment Listing 4/24-5/7/2026

Presented to council.

Financial Reports

The following Financial Reports for May 2026 were presented to council: Revenue Summary, Fund Summary and Appropriation Summary.

March Mayor's Court Financial Report

Gross Receipts	Ohio Reparations	City of Oberlin	Total net Receipts to SA	Computer Fund Clerk	Computer Fund Court	General Fund
\$13,590.00	\$2,685.00	\$111.00	\$10,794.00	\$740.00	\$222.00	\$9,832.00

March Bank Reconciliation

Completed and ready for signatures.

RECORD OF PROCEEDINGS
Minutes of Village of South Amherst

Appropriation Ordinance #338
SAFD grant award of \$14, 672.00.

Council Printer

In order for the council printer to be “hard-wired” the cloud keys need to be updated, which is an additional cost.

Councilmember Maschari moved not to exceed \$1,500.00 for the complete council printer project. Councilmember Jeffers seconded the motion.

Jeffers Koscho Leshinski Maschari Savage Troike **EX** Motion carried.

RECORDS CLERK

April Construction Report

B/Z	ADDRESS	DESCRIPTION	B/Z	ADDRESS	DESCRIPTION
Z	102 Buckeye	Concrete	B	323 Annis	Re-roof
Z	316 Annis	Fence	B	343 Annis	Re-roof
B	219 Maple	Enclose carport	B	155 E Main	Re-roof
B	206 N Lake	Electrical	B	6211 Russia	Re-roof
B	110 W Main	HVAC	B	201 N Lake	Re-roof
B	399 Annis	Re-roof			

UTILITY ADMINISTRATOR

Water/Storm

April Consumption Report

Presented to council.

Clerk Rate of Compensation

Councilmember Maschari moved to table the Water Clerk rate of compensation until May 26, 2026 in order for a resolution to be drafted. Councilmember Jeffers seconded the motion.

Jeffers Koscho Leshinski Maschari Savage Troike **EX** Motion carried.

Park

Donation

The Village extends its sincere appreciation to Billy Allen. for donating approximately 500 pounds of recyclable cans, valued at \$463.00, to benefit the Park Capital Project Fund. We also thank Jed Willis. for sorting and transporting the materials for recycling.

DEPARTMENTS

Fire

April Calls

Fire	EMS	MVA	Mutual	Other
1	18	1	0	9

COMMITTEES

CED

Memorial Day Parade

This year will mark the 106th annual Memorial Day Parade. Parade participants may register by scanning the QR code that can be found on the website or on flyers around the village.

RECORD OF PROCEEDINGS
Minutes of Village of South Amherst

Safety

Fire Chief Job Description

Councilmember Koscho moved to approve the Fire Chief job description. Councilmember Savage seconded the motion.

Jeffers Koscho Leshinski Maschari Savage Troike **EX** Motion carried.

ORDINANCES

Ordinance No. 1855-26 (Final Reading) Create & Fix Rate of Compensation for Alternate Trainee Mayor's Court Clerk

Councilmember Jeffers moved to approve Ordinance No. 1855-26. Councilmember Savage seconded the motion.

Discussion: Councilmember Maschari noted that no dollar amount was listed for the rate of compensation, and it was explained that the rate is the current amount the clerk receives for their regular position.

Jeffers Koscho Leshinski Maschari Savage Troike **EX** Motion carried.

APPROPRIATIONS

Appropriation Ordinance No. 338

Councilmember Savage moved to approve Appropriation Ordinance No. 338 Councilmember Leshinski seconded the motion

Jeffers Koscho Leshinski Maschari Savage Troike **EX** Motion carried.

ADJOURNMENT 7:29 p.m.

Respectfully submitted,

Fiscal Officer Michelle Henke

Mayor Scott Jones

Payment Listing

5/11/2026 to 5/26/2026

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
387-2026	05/11/2026	05/11/2026	EW	AFLAC	\$56.76	O
388-2026	05/11/2026	05/11/2026	EW	EFTPS	\$4,763.95	O
389-2026	05/11/2026	05/11/2026	EW	Ohio Dept of Taxtion	\$928.05	O
390-2026	05/11/2026	05/11/2026	EW	Ohio Public Employees Deferred Comp	\$240.00	O
391-2026	05/11/2026	05/11/2026	EW	Ohio School District Income Tax	\$24.36	O
392-2026	05/11/2026	05/11/2026	EW	REGIONAL INCOME TAX AGENCY	\$436.81	O
393-2026	05/11/2026	05/11/2026	EW	Ohio Public Employees Retirement System	\$7,476.96	O
395-2026	05/22/2026	05/18/2026	EP	Laurie J Beran	\$899.49	O
396-2026	05/22/2026	05/18/2026	EP	Dennis M Hevener	\$1,041.90	O
397-2026	05/22/2026	05/18/2026	EP	Wendy Kolmorgen	\$659.01	O
398-2026	05/22/2026	05/18/2026	EP	Brittany M Ramirez	\$616.79	O
399-2026	05/22/2026	05/18/2026	EP	Alexandra Tuggle	\$178.53	O
400-2026	05/22/2026	05/18/2026	EP	David A Valentine Jr	\$1,798.02	O
402-2026	05/22/2026	05/19/2026	EP	Penny R K Becker	\$52.35	O
11022	05/11/2026	05/11/2026	WH	LORAIN DEPARTMENT OF TAXATION	\$67.08	O
11023	05/13/2026	05/13/2026	SW	Skipped Warrants 11023 to 11023 Series 2	\$0.00	V
11024	05/13/2026	05/13/2026	AW	Diggers of Ohio LLC	\$11,077.00	O
11025	05/13/2026	05/13/2026	AW	Avon Lake Regional Water	\$54.00	O
11026	05/13/2026	05/13/2026	AW	Piggy's	\$100.00	O
11027	05/13/2026	05/13/2026	AW	LifeCare Ambulance, Inc	\$732.00	O
11028	05/13/2026	05/13/2026	AW	Scruples Cleaning Service	\$200.00	O
11029	05/13/2026	05/13/2026	AW	Avanti One LLC	\$220.00	O
11030	05/13/2026	05/13/2026	AW	Medical Service Companies	\$30.00	O
11031	05/13/2026	05/13/2026	AW	Bonded Chemicals, Inc	\$1,746.00	O
11032	05/13/2026	05/13/2026	AW	Minuteman Press	\$144.07	O
11033	05/13/2026	05/13/2026	AW	Sunrise Cooperative	\$3,254.43	O
11034	05/18/2026	05/18/2026	AW	Thomas K Horseman	\$1,315.89	O
11035	05/18/2026	05/18/2026	AW	Treasurer State of Ohio	\$18.98	O
11036	05/22/2026	05/18/2026	PR	Natalie Iafolla	\$54.32	O
11037	05/22/2026	05/18/2026	PR	Rocco Iafolla	\$96.07	O
11038	05/21/2026	05/21/2026	AW	Diggers of Ohio LLC	\$1,750.00	O
11039	05/21/2026	05/21/2026	AW	Core & Main	\$642.81	O
11040	05/21/2026	05/21/2026	AW	Mariotti Printing Co	\$398.00	O
11041	05/21/2026	05/21/2026	AW	Michelle Henke	\$25.80	O
11042	05/21/2026	05/21/2026	AW	Shuttler's Apparel Inc	\$387.00	O
11043	05/21/2026	05/21/2026	AW	Don Moulds	\$180.00	O
11044	05/21/2026	05/21/2026	AW	K.E McCartney & Associates, Inc.	\$1,722.15	O
11045	05/21/2026	05/21/2026	AW	The Henry P Thompson Co	\$4,035.80	O
11046	05/21/2026	05/21/2026	AW	Data Mail, Inc	\$704.84	O
11047	05/21/2026	05/21/2026	AW	P & J Sanitation	\$190.00	O
11048	05/21/2026	05/21/2026	AW	Lorain County Clerk of Courts	\$100.00	O
Total Payments:					\$48,419.22	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$48,419.22	

Payment Listing

5/11/2026 to 5/26/2026

Type: AM - Accounting Manual Warrant, AW - Accounting Warrant, IM - Investment Manual Warrant, IW - Investment Warrant, PM - Payroll Manual Warrant, PR - Payroll Warrant, RW - Reduction of Receipt Warrant, SW - Skipped Warrant, WH - Withholding Warrant, WM - Withholding Manual, WS - Special Warrant, CH - Electronic Payment Advice, IL - Investment Loss, EP - Payroll EFT Voucher, CV - Payroll Conversion Voucher, SV - Payroll Special Voucher, EW - Withholding Voucher, POS ADJ - Positive Adjustment, NEG ADJ - Negative Adjustment, POS REAL - Positive Reallocation, NEG REAL - Negative Reallocation

Status: O - Outstanding, C - Cleared, V - Voided, B - Batch

* Asterisked amounts are not included in report totals. These transactions occurred outside the reported date range but are listed for reference.

Fund #	Fund Name	Starting Fund Balance	Month To Date Revenue	Year To Date Revenue	Month To Date Expenditures	Year To Date Expenditures	Ending Fund Balance	Current Reserve for Encumbrance	Unencumbered Fund Balance
1000	General	\$1,232,012.31	\$0.00	\$375,994.95	\$53,558.36	\$435,467.32	\$1,178,053.95	\$203,071.04	\$974,982.91
2011	Street Construction, Maint. and Repair	\$101,864.29	\$0.00	\$40,534.66	\$12,884.82	\$61,311.28	\$88,979.47	\$7,179.07	\$81,800.40
2021	State Highway	\$56,528.07	\$0.00	\$3,647.45	\$0.00	\$6,630.00	\$56,528.07	\$1,300.00	\$55,228.07
2031	Cemetery-Operating Funds	\$73,348.38	\$0.00	\$14,111.29	\$7,275.22	\$24,589.32	\$56,073.16	\$33,598.55	\$32,074.61
2032	Cemetery-Perpetual Funds	\$59,933.55	\$0.00	\$3,561.00	\$0.00	\$0.00	\$59,933.55	\$0.00	\$59,933.55
2041	Recreation	\$3,089.36	\$0.00	\$0.00	\$0.00	\$0.00	\$3,089.36	\$0.00	\$3,089.36
2091	Law Enforcement Trust	\$12,936.26	\$0.00	\$4,556.50	\$0.00	\$2,000.00	\$12,936.26	\$0.00	\$12,936.26
2092	Indigent Alcohol Fund	\$175.00	\$0.00	\$0.00	\$0.00	\$0.00	\$175.00	\$0.00	\$175.00
2152	American Rescue Plan	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2291	Underground Storage Tank	\$13,337.65	\$0.00	\$0.00	\$0.00	\$0.00	\$13,337.65	\$0.00	\$13,337.65
2901	Fire Levy	\$117,890.27	\$0.00	\$23,149.45	\$0.00	\$430.72	\$117,890.27	\$0.00	\$117,890.27
2902	Law Enforcement Technology	\$7,262.32	\$0.00	\$0.00	\$0.00	\$0.00	\$7,262.32	\$0.00	\$7,262.32
2903	Computer Fund Mayor's Court	\$3,911.14	\$0.00	\$634.00	\$46.67	\$414.27	\$3,864.47	\$317.13	\$3,547.34
2904	Computer Fund CLERK Mayor's Court	\$25,212.51	\$0.00	\$2,121.00	\$20.43	\$122.58	\$25,192.08	\$0.00	\$25,192.08
2905	Fire Donation Special Revenue Fund	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00	\$0.00
4901	Capital Projects	\$32,594.36	\$0.00	\$50,000.00	\$0.00	\$24,294.86	\$32,594.36	\$0.00	\$32,594.36
4903	Park Capital Projects	\$37,999.50	\$0.00	\$75,999.00	\$0.00	\$37,999.50	\$37,999.50	\$37,999.50	\$0.00
4907	FEMA Other Capital Projects	\$0.76	\$0.00	\$0.00	\$0.00	\$0.00	\$0.76	\$0.00	\$0.76
4951	Cemetery Endowment Permanent	\$5,867.24	\$0.00	\$0.00	\$0.00	\$0.00	\$5,867.24	\$0.00	\$5,867.24
5101	Water Operating	\$512,686.98	\$0.00	\$175,039.53	\$17,367.24	\$142,473.22	\$495,519.74	\$177,601.22	\$317,918.52
5102	Water Improvement	\$270,525.47	\$0.00	\$63,125.87	\$2,427.00	\$52,516.43	\$288,086.47	\$7,475.00	\$280,623.47
57B1	Water Security Deposits	\$21,750.00	\$0.00	\$1,400.00	\$0.00	\$200.00	\$21,750.00	\$4,585.50	\$17,164.40
5901	Storm Water Management	\$94,952.09	\$0.00	\$1,200.00	\$390.54	\$7,165.56	\$94,601.45	\$11,409.45	\$83,192.00
9101	Unclaimed Monies	\$6,799.60	\$45.00	\$45.00	\$0.00	\$0.00	\$6,844.60	\$0.00	\$6,844.60
9901	Prepaid Opening & Closing, Cemetery	\$28,031.50	\$0.00	\$0.00	\$0.00	\$0.00	\$28,031.50	\$0.00	\$28,031.50
9902	Mayor's Court	\$8,808.00	\$0.00	\$40,323.00	\$8,808.00	\$49,403.00	\$0.00	\$0.00	\$0.00
Report Total:		\$2,729,756.61	\$45.00	\$877,442.40	\$103,178.38	\$845,018.06	\$2,626,623.23	\$486,936.56	\$2,139,686.67

Last reconciled to bank: 03/31/2026 - Total other adjusting factors: \$0.00

Report reflects selected information.

SOUTH AMHERST VILLAGE, LORAIN COUNTY
Revenue Summary
 May 2026

5/21/2026 2:01:34 PM
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	Final Budget	Month To Date Revenue	Year To Date Revenue	Budget Variance Favorable (Unfavorable)	YTD % Received
1000 General					
Property and Other Local Taxes	\$515,856.66	\$0.00	\$220,132.63	(\$295,724.03)	42.673%
State Shared Taxes and Permits	\$77,000.00	\$0.00	\$24,547.95	(\$52,452.05)	31.880%
Special Assessments	\$0.00	\$0.00	\$306.00	\$306.00	0.000%
Intergovernmental	\$0.00	\$0.00	\$11,701.15	\$11,701.15	0.000%
Charges for Services	\$79,827.52	\$0.00	\$32,898.67	(\$46,928.85)	41.212%
Fines, Licenses and Permits	\$106,100.00	\$0.00	\$40,609.59	(\$65,490.41)	38.275%
Earnings on Investments	\$50,000.00	\$0.00	\$17,571.98	(\$32,428.02)	35.144%
Miscellaneous	\$5,200.00	\$0.00	\$28,226.68	\$23,026.68	542.821%
Other Financing Sources					
Advances - In	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Sale of Fixed Assets	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Total Other Financing Sources	\$0.00	\$0.00	\$0.00	\$0.00	
Total 1000 General	\$833,984.18	\$0.00	\$375,994.65	(\$457,989.53)	
2011 Street Construction, Maint. and Repair					
Property and Other Local Taxes	\$11,000.00	\$0.00	\$4,454.11	(\$6,545.89)	40.492%
State Shared Taxes and Permits	\$99,000.00	\$0.00	\$35,425.04	(\$63,574.96)	35.783%
Intergovernmental	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Earnings on Investments	\$3,500.00	\$0.00	\$655.51	(\$2,844.49)	18.729%
Miscellaneous	\$800.00	\$0.00	\$0.00	(\$800.00)	0.000%
Other Financing Sources					
Transfers - In	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Sale of Fixed Assets	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Total Other Financing Sources	\$0.00	\$0.00	\$0.00	\$0.00	
Total 2011 Street Construction, Maint. and Repair	\$114,300.00	\$0.00	\$40,534.66	(\$73,765.34)	
2021 State Highway					
Property and Other Local Taxes	\$940.00	\$0.00	\$361.15	(\$578.85)	38.420%
State Shared Taxes and Permits	\$7,800.00	\$0.00	\$2,872.30	(\$4,927.70)	36.824%
Earnings on Investments	\$1,000.00	\$0.00	\$414.00	(\$586.00)	41.400%

Report reflects selected information.

SOUTH AMHERST VILLAGE, LORAIN COUNTY
Revenue Summary
 May 2026

5/21/2026 2:01:34 PM
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	Final Budget	Month To Date Revenue	Year To Date Revenue	Budget Variance Favorable (Unfavorable)	YTD % Received
Total 2021 State Highway	\$9,740.00	\$0.00	\$3,647.45	(\$6,092.55)	
2031 Cemetary-Operating Funds					
Property and Other Local Taxes	\$9,000.00	\$0.00	\$5,452.29	(\$3,547.71)	60.581%
State Shared Taxes and Permits	\$1,400.00	\$0.00	\$0.00	(\$1,400.00)	0.000%
Intergovernmental	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Charges for Services	\$34,000.00	\$0.00	\$8,659.00	(\$25,341.00)	25.468%
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Other Financing Sources					
Transfers - In	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Advances - In	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Total Other Financing Sources	\$0.00	\$0.00	\$0.00	\$0.00	
Total 2031 Cemetary-Operating Funds	\$44,400.00	\$0.00	\$14,111.29	(\$30,288.71)	
2032 Cemetary-Perpetual Funds					
Charges for Services	\$13,000.00	\$0.00	\$3,561.00	(\$9,439.00)	27.392%
Other Financing Sources					
Transfers - In	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Total Other Financing Sources	\$0.00	\$0.00	\$0.00	\$0.00	
Total 2032 Cemetary-Perpetual Funds	\$13,000.00	\$0.00	\$3,561.00	(\$9,439.00)	
2041 Recreation					
Charges for Services	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Total 2041 Recreation	\$0.00	\$0.00	\$0.00	\$0.00	
2091 Law Enforcement Trust					
Intergovernmental	\$0.00	\$0.00	\$4,556.50	\$4,556.50	0.000%
Total 2091 Law Enforcement Trust	\$0.00	\$0.00	\$4,556.50	\$4,556.50	
2092 Indigent Alcohol Fund					
Intergovernmental	\$0.00	\$0.00	\$0.00	\$0.00	0.000%

Report reflects selected information.

SOUTH AMHERST VILLAGE, LORAIN COUNTY
Revenue Summary
 May 2026

5/21/2026 2:01:34 PM
 JAN v2026.2

	Final Budget	Month To Date Revenue	Year To Date Revenue	Budget Variance Favorable (Unfavorable)	YTD % Received
Total 2092 Indigent Alcohol Fund	\$0.00	\$0.00	\$0.00	\$0.00	
2152 American Rescue Plan					
Intergovernmental	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Earnings on Investments	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Total 2152 American Rescue Plan	\$0.00	\$0.00	\$0.00	\$0.00	
2291 Underground Storage Tank					
Earnings on Investments	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Total 2291 Underground Storage Tank	\$0.00	\$0.00	\$0.00	\$0.00	
2901 Fire Levy					
Property and Other Local Taxes	\$46,000.00	\$0.00	\$23,149.45	(\$22,850.55)	50.325%
Total 2901 Fire Levy	\$46,000.00	\$0.00	\$23,149.45	(\$22,850.55)	
2903 Computer Fund Mayor's Court					
Fines, Licenses and Permits	\$1,900.00	\$0.00	\$634.00	(\$1,266.00)	33.368%
Total 2903 Computer Fund Mayor's Court	\$1,900.00	\$0.00	\$634.00	(\$1,266.00)	
2904 Computer Fund CLERK Mayor's Court					
Fines, Licenses and Permits	\$6,000.00	\$0.00	\$2,121.00	(\$3,879.00)	35.350%
Total 2904 Computer Fund CLERK Mayor's Court	\$6,000.00	\$0.00	\$2,121.00	(\$3,879.00)	
2905 Fire Donation Special Revenue Fund					
Miscellaneous	\$2,000.00	\$0.00	\$2,000.00	\$0.00	100.000%
Total 2905 Fire Donation Special Revenue Fund	\$2,000.00	\$0.00	\$2,000.00	\$0.00	
4901 Capital Projects					
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Other Financing Sources					
Transfers - In	\$50,000.00	\$0.00	\$50,000.00	\$0.00	100.000%
Total Other Financing Sources	\$50,000.00	\$0.00	\$50,000.00	\$0.00	
Total 4901 Capital Projects	\$50,000.00	\$0.00	\$50,000.00	\$0.00	

Report reflects selected information.

SOUTH AMHERST VILLAGE, LORAIN COUNTY
Revenue Summary
 May 2026

5/21/2026 2:01:34 PM
 UAN v2026.2

	Final Budget	Month To Date Revenue	Year To Date Revenue	Budget Variance Favorable (Unfavorable)	YTD % Received
4903 Park Capital Projects					
Intergovernmental	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Other Financing Sources					
Transfers - In	\$75,999.00	\$0.00	\$75,999.00	\$0.00	100.000%
Advances - In	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Total Other Financing Sources	\$75,999.00	\$0.00	\$75,999.00	\$0.00	
Total 4903 Park Capital Projects	\$75,999.00	\$0.00	\$75,999.00	\$0.00	
4907 FEMA Other Capital Projects					
Intergovernmental	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Other Financing Sources					
Transfers - In	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Total Other Financing Sources	\$0.00	\$0.00	\$0.00	\$0.00	
Total 4907 FEMA Other Capital Projects	\$0.00	\$0.00	\$0.00	\$0.00	
4951 Cemetery Endowment Permanent					
Earnings on Investments	\$100.00	\$0.00	\$0.00	(\$100.00)	0.000%
Total 4951 Cemetery Endowment Permanent	\$100.00	\$0.00	\$0.00	(\$100.00)	
5101 Water Operating					
Special Assessments	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Charges for Services	\$460,250.00	\$0.00	\$174,745.86	(\$285,504.14)	37.968%
Miscellaneous	\$0.00	\$0.00	\$293.67	\$293.67	0.000%
Other Financing Sources					
Transfers - In	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Sale of Fixed Assets	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Total Other Financing Sources	\$0.00	\$0.00	\$0.00	\$0.00	
Total 5101 Water Operating	\$460,250.00	\$0.00	\$175,039.53	(\$285,210.47)	
5102 Water Improvement					
Charges for Services	\$162,000.00	\$0.00	\$63,125.87	(\$98,874.13)	38.967%

Report reflects selected information.

SOUTH AMHERST VILLAGE, LORAIN COUNTY
Revenue Summary
 May 2026

5/21/2026 2:01:34 PM
 UAN v2026.2

	Final Budget	Month To Date Revenue	Year To Date Revenue	Budget Variance Favorable (Unfavorable)	YTD % Received
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
Other Financing Sources					
Transfers - In	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
Other Debt Proceeds	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
Total Other Financing Sources	\$0.00	\$0.00	\$0.00	\$0.00	
Total 5102 Water Improvement	\$162,000.00	\$0.00	\$63,125.87	(\$98,874.13)	
5781 Water Security Deposits					
Charges for Services	\$0.00	\$0.00	\$1,400.00	\$1,400.00	0.0000%
Total 5781 Water Security Deposits	\$0.00	\$0.00	\$1,400.00	\$1,400.00	
5901 Storm Water Management					
Special Assessments	\$36,000.00	\$0.00	\$0.00	(\$36,000.00)	0.0000%
Charges for Services	\$1,000.00	\$0.00	\$1,200.00	\$200.00	120.0000%
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
Other Financing Sources					
Transfers - In	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
Advances - In	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
Total Other Financing Sources	\$0.00	\$0.00	\$0.00	\$0.00	
Total 5901 Storm Water Management	\$37,000.00	\$0.00	\$1,200.00	(\$35,800.00)	
9101 Unclaimed Monies					
Miscellaneous	\$0.00	\$45.00	\$45.00	\$0.00	0.0000%
Total 9101 Unclaimed Monies	\$0.00	\$45.00	\$45.00	\$0.00	
9901 Prepaid Opening & Closing, Cemetery					
Charges for Services	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
Total 9901 Prepaid Opening & Closing, Cemetery	\$0.00	\$0.00	\$0.00	\$0.00	
9902 Mayor's Court					
Miscellaneous	\$0.00	\$0.00	\$40,323.00	\$0.00	0.0000%
Total 9902 Mayor's Court	\$0.00	\$0.00	\$40,323.00	\$0.00	

Report reflects selected information.

SOUTH AMHERST VILLAGE, LORAIN COUNTY
Revenue Summary
 May 2026

5/21/2026 2:01:34 PM
 UAN v2026.2

	Final Budget	Month To Date Revenue	Year To Date Revenue	Budget Variance Favorable (Unfavorable)	YTD % Received
Report Total:	\$1,856,673.18	\$45.00	\$877,442.40	(\$1,019,598.78)	

SOUTH AMHERST VILLAGE, LORAIN COUNTY
Appropriation Summary
May 2026

1000 - General	Reserved for Encumbrance 12/31 Less Adjustment	Final Appropriation	Total Appropriations	Month To Date Expenditures	Year to Date Expenditures	Current Reserve for Encumbrance	Unencumbered Balance	YTD % Expenditures
Security of Persons and Property								
Police Enforcement								
Personal Services	\$3,604.82	\$153,594.00	\$157,198.62	\$9,125.55	\$38,457.77	\$1,235.05	\$117,506.00	24.464%
Employee Fringe Benefits	\$199.45	\$29,095.00	\$29,294.45	\$1,793.46	\$8,039.17	\$613.00	\$20,631.28	27.453%
Contractual Services	\$337.91	\$19,850.00	\$20,187.91	\$235.40	\$11,044.75	\$2,585.23	\$6,587.93	54.710%
Supplies and Materials	\$407.79	\$7,700.00	\$8,107.79	\$478.68	\$1,660.65	\$2,913.62	\$3,833.52	20.482%
Capital Outlay	\$0.00	\$22,200.00	\$22,200.00	\$0.00	\$1,400.00	\$19,957.76	\$842.24	6.306%
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Total Police Enforcement	\$4,549.97	\$232,429.00	\$236,977.97	\$11,633.09	\$60,602.34	\$26,874.66	\$149,500.97	
Fire Fighting, Prevention and Inspection								
Personal Services	\$1,816.20	\$70,000.00	\$71,816.20	\$8,509.79	\$34,991.81	\$924.39	\$36,900.00	48.724%
Employee Fringe Benefits	\$0.00	\$34,815.00	\$34,815.00	\$948.79	\$10,939.60	\$0.00	\$23,875.40	31.422%
Contractual Services	\$880.42	\$57,400.00	\$58,280.42	\$2,373.72	\$31,174.01	\$5,568.02	\$20,538.39	53.490%
Supplies and Materials	\$0.00	\$42,000.00	\$42,000.00	\$174.07	\$15,540.45	\$8,934.24	\$17,525.31	37.001%
Capital Outlay	\$0.00	\$44,672.00	\$44,672.00	\$0.00	\$0.00	\$31,936.00	\$12,736.00	0.000%
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Total Fire Fighting, Prevention and Inspection	\$2,696.62	\$248,887.00	\$251,583.62	\$12,006.57	\$92,645.87	\$48,362.65	\$110,575.10	
Street Lighting								
Contractual Services	\$1,632.15	\$28,000.00	\$29,632.15	\$1,697.62	\$8,276.14	\$13,755.01	\$7,600.00	27.930%
Total Street Lighting	\$1,632.15	\$28,000.00	\$29,632.15	\$1,697.62	\$8,276.14	\$13,755.01	\$7,600.00	
Total Security of Persons and Property	\$8,877.74	\$509,316.00	\$518,193.74	\$25,337.08	\$161,524.35	\$88,993.32	\$267,675.07	
Leisure Time Activities								
Provide and Maintain Parks								
Personal Services	\$46.15	\$6,200.00	\$6,246.15	\$250.21	\$637.51	\$67.64	\$5,641.00	8.605%
Employee Fringe Benefits	\$0.00	\$956.00	\$956.00	\$26.11	\$65.45	\$0.00	\$892.55	6.832%
Contractual Services	\$0.00	\$7,000.00	\$7,000.00	\$435.00	\$1,241.67	\$4,490.00	\$1,268.33	17.738%
Supplies and Materials	\$0.00	\$4,800.00	\$4,800.00	\$0.00	\$37.58	\$251.61	\$4,510.81	0.783%
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Other	\$0.00	\$500.00	\$500.00	\$0.00	\$444.13	\$0.00	\$55.87	86.626%
Total Provide and Maintain Parks	\$46.15	\$19,456.00	\$19,504.15	\$713.32	\$2,326.34	\$4,809.25	\$12,368.56	
Other Leisure Time Activities								
Contractual Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Supplies and Materials	\$0.00	\$2,900.00	\$2,900.00	\$431.09	\$762.10	\$218.24	\$1,899.66	26.969%

Report reflects selected information. Page 1 of 12

Appropriation Summary
 May 2026

	Reserved for Encumbrance 12/31 Less Adjustment	Final Appropriation	Total Appropriations	Month To Date Expenditures	Year to Date Expenditures	Current Reserve for Encumbrance	Unencumbered Balance	YTD % Expenditures
Total Other Leisure Time Activities	\$0.00	\$2,900.00	\$2,900.00	\$431.09	\$782.10	\$218.24	\$1,899.96	
Total Leisure Time Activities	\$46.15	\$22,358.00	\$22,404.15	\$1,144.41	\$3,108.44	\$5,027.49	\$14,268.22	
Community Environment								
Community Planning and Zoning								
Personal Services	\$38.42	\$4,000.00	\$4,038.42	\$162.96	\$669.71	\$44.71	\$3,324.00	16.683%
Employee Fringe Benefits	\$0.00	\$620.00	\$620.00	\$16.07	\$95.15	\$0.00	\$524.85	15.347%
Contractual Services	\$0.00	\$1,300.00	\$1,300.00	\$10.48	\$301.15	\$0.00	\$998.85	23.165%
Total Community Planning and Zoning	\$38.42	\$5,920.00	\$5,958.42	\$189.51	\$1,066.01	\$44.71	\$4,847.70	
Other Community Environment								
Personal Services	\$0.00	\$1,700.00	\$1,700.00	\$0.00	\$0.00	\$0.00	\$1,700.00	0.000%
Employee Fringe Benefits	\$0.00	\$276.00	\$276.00	\$0.00	\$0.00	\$0.00	\$276.00	0.000%
Contractual Services	\$129.00	\$18,000.00	\$18,129.00	\$1,334.87	\$3,723.53	\$3,395.47	\$11,010.00	20.539%
Total Other Community Environment	\$129.00	\$19,976.00	\$20,105.00	\$1,334.87	\$3,723.53	\$3,395.47	\$12,986.00	
Total Community Environment	\$167.42	\$26,896.00	\$26,063.42	\$1,524.38	\$4,789.64	\$3,440.18	\$17,833.70	
General Government								
Mayor and Administrative Offices								
Personal Services	\$700.82	\$47,200.00	\$47,900.82	\$3,370.63	\$13,958.08	\$255.22	\$33,687.52	29.140%
Employee Fringe Benefits	\$0.00	\$18,780.00	\$18,780.00	\$418.23	\$5,215.61	\$0.00	\$13,564.39	27.772%
Contractual Services	\$282.25	\$111,800.00	\$112,082.25	\$2,545.59	\$41,447.32	\$26,271.25	\$44,343.68	36.988%
Supplies and Materials	\$17.08	\$5,100.00	\$5,117.08	\$663.20	\$1,307.08	\$871.34	\$2,938.66	25.543%
Other	\$0.00	\$2,000.00	\$2,000.00	\$0.00	\$1,941.78	\$0.00	\$58.22	97.069%
Total Mayor and Administrative Offices	\$980.15	\$184,880.00	\$185,860.15	\$6,997.64	\$63,869.67	\$27,397.51	\$94,592.47	
Mayor's Court								
Personal Services	\$238.90	\$16,400.00	\$16,638.90	\$888.66	\$4,968.60	\$110.53	\$11,599.77	29.861%
Employee Fringe Benefits	\$0.00	\$3,140.00	\$3,140.00	\$161.41	\$817.57	\$0.00	\$2,322.43	26.037%
Contractual Services	\$0.00	\$1,600.00	\$1,600.00	\$45.00	\$633.82	\$126.50	\$899.68	39.614%
Supplies and Materials	\$0.00	\$1,350.00	\$1,350.00	\$460.43	\$460.43	\$0.00	\$889.57	34.106%
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Total Mayor's Court	\$238.90	\$22,490.00	\$22,728.90	\$1,555.60	\$6,880.42	\$237.03	\$15,611.45	
Clerk - Treasurer								
Personal Services	\$1,645.97	\$90,250.00	\$91,895.97	\$6,528.22	\$31,691.77	\$1,307.23	\$58,696.97	34.704%
Employee Fringe Benefits	\$750.00	\$26,840.12	\$27,590.12	\$2,449.56	\$9,493.90	\$1,647.02	\$16,449.20	34.411%
Contractual Services	\$0.00	\$7,880.00	\$7,880.00	\$300.00	\$1,966.00	\$3,534.00	\$2,381.00	24.810%

Report reflects selected information.

SOUTH AMHERST VILLAGE, LORAIN COUNTY
Appropriation Summary
 May 2026

	Reserved for Encumbrance 12/31 Less Adjustment	Final Appropriation	Total Appropriations	Month To Date Expenditures	Year to Date Expenditures	Current Reserve for Encumbrance	Unencumbered Balance	YTD % Expenditures
Supplies and Materials	\$0.00	\$400.00	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00	0.000%
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Total Clerk - Treasurer	\$2,306.97	\$125,370.12	\$127,666.09	\$9,278.16	\$43,340.67	\$6,488.25	\$77,937.17	
Auditor of State Fees								
Contractual Services	\$210.00	\$210.00	\$420.00	\$0.00	\$210.00	\$0.00	\$210.00	50.000%
Total Auditor of State Fees	\$210.00	\$210.00	\$420.00	\$0.00	\$210.00	\$0.00	\$210.00	
Solicitor								
Personal Services	\$325.07	\$22,358.81	\$22,683.86	\$1,863.22	\$7,699.91	\$78.04	\$14,905.93	33.944%
Employee Fringe Benefits	\$0.00	\$4,085.00	\$4,085.00	\$245.62	\$1,221.05	\$0.00	\$2,863.95	29.891%
Contractual Services	\$0.00	\$14,000.00	\$14,000.00	\$12.03	\$522.18	\$1,000.00	\$12,477.82	3.730%
Supplies and Materials	\$0.00	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.000%
Other	\$0.00	\$2,800.00	\$2,800.00	\$0.00	\$2,590.00	\$0.00	\$220.00	92.143%
Total Solicitor	\$325.07	\$44,243.81	\$44,568.86	\$2,120.87	\$12,023.14	\$1,078.04	\$31,467.70	
Income Tax Administration								
Contractual Services	\$0.00	\$18,800.00	\$18,800.00	\$0.00	\$5,225.89	\$1,360.92	\$12,213.19	27.797%
Supplies and Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Total Income Tax Administration	\$0.00	\$18,800.00	\$18,800.00	\$0.00	\$5,225.89	\$1,360.92	\$12,213.19	
Tax Refunds								
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Total Tax Refunds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Other General Government								
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Total Other General Government	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total General Government	\$4,150.09	\$395,993.93	\$400,144.02	\$19,952.49	\$131,549.99	\$36,562.05	\$232,031.96	
Capital Outlay								
Capital Outlay	\$8,075.00	\$51,001.00	\$99,077.00	\$6,000.00	\$8,495.00	\$69,048.00	\$21,533.00	8.575%
Total Capital Outlay	\$8,075.00	\$51,001.00	\$99,077.00	\$6,000.00	\$8,495.00	\$69,048.00	\$21,533.00	
Total Capital Outlay	\$8,075.00	\$51,001.00	\$99,077.00	\$6,000.00	\$8,495.00	\$69,048.00	\$21,533.00	
Debt Service								
Debt Service	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Debt Service	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%

Report reflects selected information.

Appropriation Summary

	Reserved for Encumbrance 12/31 Less Adjustment	Final Appropriation	Total Appropriations	Month To Date Expenditures	Year to Date Expenditures	Current Reserve for Encumbrance	Unencumbered Balance	YTD % Expenditures
Total Debt Service	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total Debt Service	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Other Financing Uses								
Transfers - Out	\$0.00	\$125,999.00	\$125,999.00	\$0.00	\$125,999.00	\$0.00	\$0.00	100.000%
Advances - Out	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Total Other Financing Uses	\$0.00	\$125,999.00	\$125,999.00	\$0.00	\$125,999.00	\$0.00	\$0.00	
Total 1000 - General	\$21,317.40	\$1,170,563.93	\$1,191,881.33	\$53,988.36	\$435,467.32	\$703,071.04	\$553,342.97	
2011 - Street Construction, Maint. and Repair								
Transportation								
Street Maintenance and Repair								
Personal Services	\$632.19	\$76,000.00	\$76,632.19	\$4,368.76	\$26,524.77	\$1,170.67	\$46,136.75	38.428%
Employee Fringe Benefits	\$0.00	\$23,460.12	\$23,460.12	\$681.52	\$6,766.31	\$1,352.76	\$15,341.03	28.842%
Contractual Services	\$113.40	\$22,600.00	\$22,713.40	\$105.05	\$7,386.12	\$1,655.69	\$13,631.59	32.519%
Supplies and Materials	\$207.64	\$30,600.00	\$30,807.64	\$6,625.54	\$11,366.39	\$2,959.93	\$15,881.32	38.842%
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Other	\$0.00	\$200.00	\$200.00	\$0.00	\$148.04	\$0.00	\$51.96	74.020%
Total Street Maintenance and Repair	\$1,153.23	\$152,860.12	\$154,013.35	\$11,760.89	\$56,791.63	\$7,179.07	\$91,042.65	
Total Transportation Capital Outlay	\$1,153.23	\$152,860.12	\$154,013.35	\$11,760.89	\$56,791.63	\$7,179.07	\$91,042.65	
Capital Outlay								
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Total Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total Capital Outlay Debt Service	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Debt Service								
Debt Service	\$0.00	\$13,247.16	\$13,247.16	\$1,103.93	\$5,519.65	\$0.00	\$7,727.51	41.667%
Total Debt Service	\$0.00	\$13,247.16	\$13,247.16	\$1,103.93	\$5,519.65	\$0.00	\$7,727.51	
Total Debt Service	\$0.00	\$13,247.16	\$13,247.16	\$1,103.93	\$5,519.65	\$0.00	\$7,727.51	
Total 2011 - Street Construction, Maint. and Repair	\$1,153.23	\$166,107.28	\$167,260.51	\$12,864.82	\$61,311.28	\$7,179.07	\$96,770.16	

Report reflects selected information.

Appropriation Summary
 May 2026

	Reserved for Encumbrance 12/31 Less Adjustment	Final Appropriation	Total Appropriations	Month To Date Expenditures	Year to Date Expenditures	Current Reserve for Encumbrance	Unencumbered Balance	YTD % Expenditures
2021 - State Highway								
Transportation								
Street Maintenance and Repair								
Contractual Services	\$0.00	\$8,210.00	\$8,210.00	\$0.00	\$4,850.00	\$1,300.00	\$2,060.00	59.074%
Supplies and Materials	\$0.00	\$1,790.00	\$1,790.00	\$0.00	\$1,780.00	\$0.00	\$10.00	99.441%
Total Street Maintenance and Repair	\$0.00	\$10,000.00	\$10,000.00	\$0.00	\$6,630.00	\$1,300.00	\$2,070.00	
Total Transportation	\$0.00	\$10,000.00	\$10,000.00	\$0.00	\$6,630.00	\$1,300.00	\$2,070.00	
Total 2021 - State Highway	\$0.00	\$10,000.00	\$10,000.00	\$0.00	\$6,630.00	\$1,300.00	\$2,070.00	
2031 - Cemetery-Operating Funds								
Public Health Services								
Cemetery								
Personal Services	\$78.00	\$19,000.00	\$19,078.00	\$498.26	\$3,314.50	\$61.40	\$15,662.10	17.373%
Employee Fringe Benefits	\$0.00	\$3,390.00	\$3,390.00	\$76.18	\$482.13	\$0.00	\$2,907.87	14.222%
Contractual Services	\$762.25	\$60,000.00	\$60,762.25	\$5,675.78	\$19,660.92	\$33,894.25	\$7,177.08	32.407%
Supplies and Materials	\$0.00	\$3,300.00	\$3,300.00	\$25.00	\$508.29	\$22.50	\$2,668.81	18.433%
Other	\$0.00	\$500.00	\$500.00	\$0.00	\$453.46	\$0.00	\$65.52	98.696%
Total Cemetery	\$840.25	\$86,190.00	\$87,030.25	\$7,275.22	\$24,589.32	\$33,998.55	\$28,442.38	
Total Public Health Services	\$840.25	\$86,190.00	\$87,030.25	\$7,275.22	\$24,589.32	\$33,998.55	\$28,442.38	
Capital Outlay								
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Total Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total 2031 - Cemetery-Operating Funds	\$840.25	\$86,190.00	\$87,030.25	\$7,275.22	\$24,589.32	\$33,998.55	\$28,442.38	
2032 - Cemetery-Perpetual Funds								
Public Health Services								
Cemetery								
Contractual Services	\$0.00	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0.000%
Total Cemetery	\$0.00	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	
Total Public Health Services	\$0.00	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	

Report reflects selected information.

Appropriation Summary

	Reserved for Encumbrance 12/31 Less Adjustment	Final Appropriation	Total Appropriations	Month To Date Expenditures	Year to Date Expenditures	Current Reserve for Encumbrance	Unencumbered Balance	YTD % Expenditures
Total 2032 - Cemetery-Perpetual Funds	\$0.00	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	
2041 - Recreation								
Leisure Time Activities								
Recreation								
Personal Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
Employee Fringe Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
Contractual Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
Supplies and Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
Total Recreation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total Leisure Time Activities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total 2041 - Recreation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
2051 - Law Enforcement Trust								
Security of Persons and Property								
Police Enforcement								
Contractual Services	\$0.00	\$2,000.00	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	100.0000%
Total Police Enforcement	\$0.00	\$2,000.00	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	
Total Security of Persons and Property	\$0.00	\$2,000.00	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	
Total 2051 - Law Enforcement Trust	\$0.00	\$2,000.00	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	
2152 - American Rescue Plan								
Capital Outlay								
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
Total Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total 2152 - American Rescue Plan	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
2901 - Fire Levy								
Capital Outlay								

Report reflects selected information.

SOUTH AMHERST VILLAGE, LORAIN COUNTY
Appropriation Summary
 May 2026

	Reserved for Encumbrance 12/31 Less Adjustment	Final Appropriation	Total Appropriations	Month To Date Expenditures	Year to Date Expenditures	Current Reserve for Encumbrance	Unencumbered Balance	YTD % Expenditures
Capital Outlay								
Contractual Services	\$0.00	\$900.00	\$900.00	\$0.00	\$430.72	\$0.00	\$469.28	47.658%
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Total Capital Outlay	\$0.00	\$900.00	\$900.00	\$0.00	\$430.72	\$0.00	\$469.28	
Total Capital Outlay	\$0.00	\$900.00	\$900.00	\$0.00	\$430.72	\$0.00	\$469.28	
Debt Service								
Debt Service	\$0.00	\$35,936.90	\$35,936.90	\$0.00	\$0.00	\$0.00	\$35,936.90	0.000%
Total Debt Service	\$0.00	\$35,936.90	\$35,936.90	\$0.00	\$0.00	\$0.00	\$35,936.90	
Total Debt Service	\$0.00	\$35,936.90	\$35,936.90	\$0.00	\$0.00	\$0.00	\$35,936.90	
Total 2801 - Fire Levy	\$0.00	\$36,836.90	\$36,836.90	\$0.00	\$430.72	\$0.00	\$36,406.18	
2902 - Law Enforcement Technology								
Security of Persons and Property								
Police Enforcement								
Supplies and Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Capital Outlay	\$0.00	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0.000%
Total Police Enforcement	\$0.00	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	
Total Security of Persons and Property	\$0.00	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	
Total 2902 - Law Enforcement Technology	\$0.00	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	
2903 - Computer Fund Mayor's Court								
General Government								
Mayor's Court								
Contractual Services	\$0.00	\$2,100.00	\$2,100.00	\$46.67	\$414.27	\$317.13	\$1,368.60	19.727%
Total Mayor's Court	\$0.00	\$2,100.00	\$2,100.00	\$46.67	\$414.27	\$317.13	\$1,368.60	
Total General Government	\$0.00	\$2,100.00	\$2,100.00	\$46.67	\$414.27	\$317.13	\$1,368.60	
Total 2903 - Computer Fund Mayor's Court	\$0.00	\$2,100.00	\$2,100.00	\$46.67	\$414.27	\$317.13	\$1,368.60	
2904 - Computer Fund CLERK Mayor's Court								
General Government								
Mayor's Court								

Report reflects selected information.

Appropriation Summary

May 2026

	Reserved for Encumbrance 12/31 Less Adjustment	Final Appropriation	Total Appropriations	Month To Date Expenditures	Year to Date Expenditures	Current Reserve for Encumbrance	Unencumbered Balance	YTD % Expenditures
Contractual Services	\$0.00	\$1,800.00	\$1,800.00	\$20.43	\$122.58	\$0.00	\$1,677.42	6.810%
Supplies and Materials	\$0.00	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0.000%
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Total Mayor's Court	\$0.00	\$3,300.00	\$3,300.00	\$20.43	\$122.58	\$0.00	\$3,177.42	
Total General Government	\$0.00	\$3,300.00	\$3,300.00	\$20.43	\$122.58	\$0.00	\$3,177.42	
Total 2004 - Computer Fund CLERK/ Mayor's Court	\$0.00	\$3,300.00	\$3,300.00	\$20.43	\$122.58	\$0.00	\$3,177.42	
2905 - Fire Donation Special Revenue Fund								
Security of Persons and Property	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Fire Fighting, Prevention and Inspection	\$0.00	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	0.000%
Supplies and Materials	\$0.00	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total Fire Fighting, Prevention and Inspection	\$0.00	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	
Total Security of Persons and Property	\$0.00	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	
Total 2905 - Fire Donation Special Revenue Fund	\$0.00	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	
4901 - Capital Projects								
Transportation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Street Construction and Reconstruction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Contractual Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total Street Construction and Reconstruction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Street Maintenance and Repair	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Contractual Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total Street Maintenance and Repair	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total Transportation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Contractual Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Total Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Debt Service	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

Report reflects selected information.

Appropriation Summary

	Reserved for Encumbrance 12/31 Less Adjustment	Final Appropriation	Total Appropriations	Month To Date Expenditures	Year to Date Expenditures	Current Reserve for Encumbrance	Unencumbered Balance	YTD % Expenditures
Debt Service								
Debt Service	\$0.00	\$48,589.72	\$48,589.72	\$0.00	\$24,294.86	\$0.00	\$24,294.86	50.000%
Total Debt Service	\$0.00	\$48,589.72	\$48,589.72	\$0.00	\$24,294.86	\$0.00	\$24,294.86	
Total Debt Service	\$0.00	\$48,589.72	\$48,589.72	\$0.00	\$24,294.86	\$0.00	\$24,294.86	
Total 4901 - Capital Projects	\$0.00	\$48,589.72	\$48,589.72	\$0.00	\$24,294.86	\$0.00	\$24,294.86	
4903 - Park Capital Projects								
Capital Outlay								
Capital Outlay	\$0.00	\$75,999.00	\$75,999.00	\$0.00	\$37,999.50	\$37,999.50	\$0.00	50.000%
Total Capital Outlay	\$0.00	\$75,999.00	\$75,999.00	\$0.00	\$37,999.50	\$37,999.50	\$0.00	
Total Capital Outlay	\$0.00	\$75,999.00	\$75,999.00	\$0.00	\$37,999.50	\$37,999.50	\$0.00	
Other Financing Uses								
Advances - Out	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Total Other Financing Uses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total 4903 - Park Capital Projects	\$0.00	\$75,999.00	\$75,999.00	\$0.00	\$37,999.50	\$37,999.50	\$0.00	
4907 - FEMA Other Capital Projects								
Capital Outlay								
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Total Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total 4907 - FEMA Other Capital Projects	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
5101 - Water Operating								
Basic Utility Services								
Administration - Water								
Personal Services	\$1,004.21	\$90,000.00	\$91,004.21	\$4,297.99	\$23,171.25	\$1,099.18	\$66,733.76	25.462%
Employee Fringe Benefits	\$750.00	\$26,145.12	\$26,895.12	\$1,437.89	\$7,775.76	\$2,145.23	\$16,973.13	28.911%
Total Administration - Water	\$1,754.21	\$116,145.12	\$117,899.33	\$5,735.87	\$30,947.01	\$3,244.41	\$83,706.91	
Supply / Purchase - Water								

Report reflects selected information.

SOUTH AMHERST VILLAGE, LORAIN COUNTY
Appropriation Summary
 May 2026

	Reserved for Encumbrance 12031 Less Adjustment	Final Appropriation	Total Appropriations	Month To Date Expenditures	Year to Date Expenditures	Current Reserve for Encumbrance	Unencumbered Balance	YTD % Expenditures
Contractual Services	\$11,118.00	\$210,000.00	\$221,118.00	\$0.00	\$54,520.85	\$154,597.15	\$12,000.00	24.657%
Total Supply / Purchase - Water Other Water	\$11,118.00	\$210,000.00	\$221,118.00	\$0.00	\$54,520.85	\$154,597.15	\$12,000.00	
Employee Fringe Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Contractual Services	\$906.78	\$98,100.00	\$99,006.78	\$8,931.41	\$50,090.50	\$17,912.79	\$31,003.49	50.593%
Supplies and Materials	\$242.77	\$10,000.00	\$10,242.77	\$2,539.96	\$6,514.06	\$1,845.87	\$1,482.04	67.510%
Other	\$0.00	\$300.00	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	0.000%
Total Other Water	\$1,149.55	\$108,400.00	\$109,549.55	\$11,571.37	\$57,005.36	\$19,758.66	\$32,785.53	
Total Basic Utility Services Capital Outlay	\$14,021.76	\$434,545.12	\$448,566.88	\$17,367.24	\$142,473.22	\$177,601.22	\$128,452.44	
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Total Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total 5101 - Water Operating	\$14,021.76	\$434,545.12	\$448,566.88	\$17,367.24	\$142,473.22	\$177,601.22	\$128,452.44	
5102 - Water Improvement								
Basic Utility Services Other Water	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Supplies and Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total Other Water	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total Basic Utility Services Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Contractual Services	\$0.00	\$60,000.00	\$60,000.00	\$2,427.00	\$21,165.50	\$7,475.00	\$31,358.40	36.278%
Capital Outlay	\$0.00	\$60,000.00	\$60,000.00	\$2,427.00	\$21,165.50	\$7,475.00	\$31,358.40	
Total Capital Outlay	\$0.00	\$60,000.00	\$60,000.00	\$2,427.00	\$21,165.50	\$7,475.00	\$31,358.40	
Total Capital Outlay Debt Service	\$0.00	\$60,000.00	\$60,000.00	\$2,427.00	\$21,165.50	\$7,475.00	\$31,358.40	
Debt Service	\$0.00	\$62,722.76	\$62,722.76	\$0.00	\$31,349.83	\$0.00	\$31,372.93	49.982%
Debt Service	\$0.00	\$62,722.76	\$62,722.76	\$0.00	\$31,349.83	\$0.00	\$31,372.93	
Total Debt Service	\$0.00	\$62,722.76	\$62,722.76	\$0.00	\$31,349.83	\$0.00	\$31,372.93	

Report reflects selected information.

SOUTH AMHERST VILLAGE, LORAIN COUNTY
Appropriation Summary
 May 2026

	Reserved for Encumbrance 12/31 Less Adjustment	Final Appropriation	Total Appropriations	Month To Date Expenditures	Year to Date Expenditures	Current Reserve for Encumbrance	Unencumbered Balance	YTD % Expenditures
Total Debt Service	\$0.00	\$82,722.76	\$82,722.76	\$0.00	\$31,349.83	\$0.00	\$31,372.93	
Total 5102 - Water Improvement	\$0.00	\$122,722.76	\$122,722.76	\$2,427.00	\$52,516.43	\$7,475.00	\$62,731.33	
5781 - Water Security Deposits								
Basic Utility Services	\$0.00	\$5,000.00	\$5,000.00	\$0.00	\$200.00	\$4,585.60	\$214.40	4.000%
Other Water	\$0.00	\$5,000.00	\$5,000.00	\$0.00	\$200.00	\$4,585.60	\$214.40	
Total Other Water	\$0.00	\$5,000.00	\$5,000.00	\$0.00	\$200.00	\$4,585.60	\$214.40	
Total Basic Utility Services	\$0.00	\$5,000.00	\$5,000.00	\$0.00	\$200.00	\$4,585.60	\$214.40	
Total 5781 - Water Security Deposits	\$0.00	\$5,000.00	\$5,000.00	\$0.00	\$200.00	\$4,585.60	\$214.40	
5901 - Storm Water Management								
Basic Utility Services	\$47.04	\$8,047.04	\$8,047.04	\$370.54	\$1,321.09	\$109.45	\$6,161.50	16.417%
Administration - Storm Sewers and Drains	\$0.00	\$1,250.00	\$1,250.00	\$20.10	\$141.47	\$0.00	\$1,108.53	11.318%
Employee Fringe Benefits	\$0.00	\$28,400.00	\$28,400.00	\$0.00	\$5,703.00	\$11,300.00	\$11,397.00	20.081%
Contractual Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Supplies and Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Total Administration - Storm Sewers and Drains	\$47.04	\$37,697.04	\$37,697.04	\$390.64	\$7,165.56	\$11,409.45	\$19,122.03	
Total Basic Utility Services	\$47.04	\$37,650.00	\$37,697.04	\$390.64	\$7,165.56	\$11,409.45	\$19,122.03	
Total 5901 - Storm Water Management	\$47.04	\$37,650.00	\$37,697.04	\$390.64	\$7,165.56	\$11,409.45	\$19,122.03	
9101 - Unclaimed Monies								
Fiduciary Distributions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
Distributions of Unclaimed Monies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total Distributions of Unclaimed Monies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total Fiduciary Distributions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total 9101 - Unclaimed Monies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
9901 - Prepaid Opening & Closing, Cemetery								

Report reflects selected information.

Appropriation Summary
 May 2026

	Reserved for Encumbrance 12/31 Less Adjustment	Final Appropriation	Total Appropriations	Month To Date Expenditures	Year to Date Expenditures	Current Reserve for Encumbrance	Unencumbered Balance	YTD % Expenditures
Fiduciary Distributions								
Distributions to Other Funds (Primary Govt)								
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
Total Distributions to Other Funds (Primary Govt)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Other Distributions								
Contractual Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0000%
Total Other Distributions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total Fiduciary Distributions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total 9901 - Prepaid Opening & Closing, Cemetery	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
9902 - Mayor's Court								
Fiduciary Distributions								
Distributions to Other Governments								
Other	\$0.00	\$0.00	\$0.00	\$1,755.00	\$9,992.00	\$0.00	\$0.00	0.0000%
Total Distributions to Other Governments	\$0.00	\$0.00	\$0.00	\$1,755.00	\$9,992.00	\$0.00	\$0.00	
Distributions to Other Funds (Primary Govt)								
Other	\$0.00	\$0.00	\$0.00	\$7,053.00	\$39,411.00	\$0.00	\$0.00	0.0000%
Total Distributions to Other Funds (Primary Govt)	\$0.00	\$0.00	\$0.00	\$7,053.00	\$39,411.00	\$0.00	\$0.00	
Total Fiduciary Distributions	\$0.00	\$0.00	\$0.00	\$8,808.00	\$49,403.00	\$0.00	\$0.00	
Total 9902 - Mayor's Court	\$0.00	\$0.00	\$0.00	\$8,808.00	\$49,403.00	\$0.00	\$0.00	
Report Totals:	\$37,379.68	\$2,207,604.71	\$2,244,984.39	\$103,178.38	\$845,018.06	\$486,936.56	\$952,432.77	

Report reflects selected information.



**RITA NON-FILER /SUBPOENA
PROGRAM AUTHORIZATION**

Option 1 – Letters ONLY

I would like non-filing delinquency letters sent. I do not want to issue subpoenas.

For the municipality of: _____

Authorized signature: _____

Option 2 – Letters and Administrative Subpoenas

I would like non-filing delinquency letters sent and to have administrative subpoenas for records issued to the non-responders.

For the municipality of: _____

Authorized signature: _____

*If you are selecting **Option 2 – Letters and Administrative Subpoenas**, please be sure to complete the second page of this document (Authorization to deduct the costs from your monthly distribution).

In order to participate in the 2026/2027 subpoena program your completed authorization must be received **by June 1, 2026**. Your prompt response is important.

Return your response to:

Email: compliance@ritaohio.com

It's time to shred
all those papers, files and receipts



SOUTH AMHERST COMMUNITY SHREDDING EVENT

The Village is pleased to partner with the **Lorain County Solid Waste Management District** to offer a **Paper Shredding Day** for residents. This is a great opportunity to safely and securely dispose of sensitive documents.

Accepted Items:

Please bring paper documents such as financial records, medical records, old bills, receipts, and other confidential papers.

Preparation Guidelines:

- Remove all binder clips, rubber bands, and spiral bindings
- Paper clips and staples are typically acceptable, but removing them when possible is appreciated
- No plastic folders, binders, or non-paper materials

Saturday,
August 22
9a.m. – noon
or until the
truck is full.

Enter the Town Hall
parking lot from the
S. Lake St. entrance,
exit to W. Main St.

**RECORD OF ORDINANCE
VILLAGE OF SOUTH AMHERST**

Ordinance No. 1857-26

Passed: _____

AN ORDINANCE DESIGNATING THE COUNCIL PRESIDENT PRO TEMPORE OF COUNCIL TO PERFORM THE DUTIES OF THE VILLAGE FISCAL OFFICER AS CLERK OF COUNCIL DURING THE FISCAL OFFICER'S ABSENCE, RATIFYING AND CONFIRMING PRIOR ACTIONS TAKEN IN RELIANCE ON SUCH DESIGNATION RETROACTIVE TO MAY 11, 2026, AND DECLARING AN EMERGENCY.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF SOUTH AMHERST, LORAIN COUNTY, STATE OF OHIO THAT:

WHEREAS, the Village of South Amherst, Ohio (the "Village") is a statutory, non-charter village operating under the general provisions of Title 7 of the Ohio Revised Code; and

WHEREAS, R.C. 731.20 requires that every ordinance, resolution, appropriation, and bylaw of the Village be authenticated by the signature of the presiding officer and the clerk of the legislative authority; and

WHEREAS, R.C. 733.27(A) provides, in pertinent part, that "[i]n case of the absence of the clerk, such legislative authority shall appoint one of its members to perform the clerk's duties"; and

WHEREAS, Village Codified Ordinance 133.01(b) provides that a village fiscal officer "shall have those powers, duties, and functions of Village Clerks and Village Treasurers," thereby placing the village fiscal officer within the scope of R.C. 733.27(A) with respect to the duties of clerk of council; and

WHEREAS, R.C. 731.45 authorizes the legislative authority of a village to determine its own rules and order of business; and

WHEREAS, Council finds that a standing designation of an acting clerk of council, to assume the authentication duties of the Village Fiscal Officer whenever the Fiscal Officer is absent from a meeting at which an ordinance, resolution, appropriation, or bylaw is to be authenticated, will promote the orderly and timely transaction of Village business, eliminate ambiguity, and minimize the risk of procedural challenge to duly enacted legislation; and

WHEREAS, on and after May 11, 2026, one or more ordinances, resolutions, appropriations, or bylaws of the Village may have been authenticated during the Fiscal Officer's absence without a member of Council having been formally appointed under R.C. 733.27(A) to perform that duty; and

WHEREAS, Council finds it necessary and proper to ratify, confirm, and re-adopt all such prior actions to remove any doubt as to their validity; and

WHEREAS, Council further finds that this Ordinance is necessary for the immediate preservation of the public peace, health, and safety of the Village, in that uncertain authentication of previously enacted legislation could disrupt Village operations, impair contracts and obligations entered into in reliance on such legislation, and frustrate the orderly conduct of public business.

NOW, THEREFORE, BE IT ORDAINED by the Council of the Village of South Amherst, Lorain County, State of Ohio, that:

SECTION 1. DESIGNATION OF ACTING CLERK OF COUNCIL.

Pursuant to R.C. 733.27(A) and R.C. 731.45, the President Pro Tempore of Council is hereby designated, on a standing basis, to perform the duties of clerk of council whenever the Village Fiscal Officer, including any Village Clerk-Treasurer or Village Clerk then holding that statutory position, is absent from a meeting of Council. The duties so designated include, without limitation, the authentication of ordinances, resolutions, and bylaws by signature as required by R.C. 731.20.

SECTION 2. SCOPE AND LIMITATIONS OF DESIGNATION.

The designation made in Section 1 is limited to the duties of the Village Fiscal Officer in the Fiscal Officer's capacity as clerk of council under Village Codified Ordinance 133.01(b), R.C. 733.27 and R.C. 731.20, including attendance at Council meetings, keeping the record of proceedings, and authenticating duly passed ordinances, resolutions, and bylaws. The designation does not transfer to the President Pro Tempore any financial, treasury, disbursement, depository, investment, payroll, certification of funds, or other statutory duty of the Fiscal Officer arising under R.C. 733.262, R.C. 733.44, R.C. 5705.41, or any other provision of the Revised Code. No compensation, bond, or oath in addition to that already in place for the President Pro Tempore as a member of Council is required for the performance of the limited duties designated by this Ordinance.

SECTION 3. FALLBACK APPOINTMENT.

If both the Fiscal Officer and the President Pro Tempore are absent from a meeting of Council at which an ordinance, resolution, or bylaw is to be authenticated, Council shall, by motion entered upon the journal at that meeting, appoint another member of Council to perform the clerk's duties for that meeting pursuant to R.C. 733.27(A).

SECTION 4. RATIFICATION AND CONFIRMATION OF PRIOR ACTIONS.

All ordinances, resolutions, and bylaws of the Village that were duly passed by Council on or after May 11, 2026, and that were thereafter authenticated by a signature other than that of the Fiscal Officer or of a member of Council formally appointed under R.C. 733.27(A), are hereby ratified, confirmed, and re-adopted as valid and binding acts of Council, retroactive to their respective dates of passage. To the fullest extent permitted by law, this Ordinance shall be deemed to confer upon each such prior ordinance, resolution, and bylaw the same force and effect as if the authentication had been performed in strict compliance with R.C. 731.20 and R.C. 733.27(A) at the time of passage.

SECTION 5. LIMITATIONS ON RATIFICATION.

Section 4 of this Ordinance is intended to operate as a curative measure with respect to the authentication of prior legislation only. Nothing in Section 4 shall be construed to (a) revive any vested right of any person that was extinguished prior to the effective date of this Ordinance, (b) impose any criminal penalty or new substantive obligation on conduct occurring prior to the

effective date of this Ordinance, or (c) validate any prior act that was substantively beyond the authority of Council to enact at the time of its original passage.

SECTION 6. COMPLIANCE WITH OPEN MEETINGS ACT.

Council finds and determines that all formal actions of Council concerning and relating to the passage of this Ordinance, and all deliberations of Council and of any committees of Council that resulted in such formal action, were taken in meetings open to the public in compliance with all legal requirements, including R.C. 121.22.

SECTION 7. SEVERABILITY.

If any section, provision, sentence, or clause of this Ordinance is held to be invalid or unenforceable by a court of competent jurisdiction, the invalidity or unenforceability shall not affect the remaining sections, provisions, sentences, or clauses of this Ordinance, which shall remain in full force and effect.

SECTION 8. EMERGENCY DECLARATION; EFFECTIVE DATE.

This Ordinance is hereby declared to be an emergency measure necessary to ensure the continuous and uninterrupted operation of Village administration and the timely execution of official documents, thereby preserving the public peace, health, and safety of the Village. This Ordinance shall take effect and be in force immediately upon its passage and approval.

Adopted the 26th day of May 2026

Vote: Aye _____ Nay _____

Scott Jones, Mayor

ATTEST: _____
Fiscal Officer / Council President Pro Tempore

I, Jeanne Maschari, Council President Pro Tempore of the Village of South Amherst, certifies that the forgoing Ordinance No. **1857-26** is taken and copied from the record of proceedings of the Village Council of the Village of South Amherst, Lorain County, Ohio and that it has been compared by me with the ordinance on the record and is a true and accurate copy. Further, I certify that the adoption of such ordinance occurred in and open meeting held in compliance with O.R.C. 121.22

Fiscal Officer / Council President Pro Tempore

APPROVED AS TO FORM:

Matthew A. Mishak, Law Director
SA/1857-26 FO - CL PPT

**RECORD OF ORDINANCE
VILLAGE OF SOUTH AMHERST**

Ordinance No. 1858-26

Passed:

**AN ORDINANCE CREATING THE POSITION OF PUBLIC WORKS
OFFICE ADMINISTRATOR AND FIXING THE RATE OF COMPENSATION
AND DECLARING AN EMERGENCY**

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE
OF SOUTH AMHERST, LORAIN COUNTY, STATE OF OHIO THAT:**

SECTION 1: The Council of the Village of South Amherst hereby creates the following position for the Village of South Amherst:

- (a.) Alternate Trainee Mayor's Court Clerk\$18.00
- (b.) Per duties outlined in Exhibit A.
- (c.) Position effective as of May 10, 2026.

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, including Section 121.22 of the Ohio Revised Code.

SECTION 3: This Ordinance is declared to be an emergency measure necessary for the efficient and orderly operation of the Village of South Amherst and services to the Village, and the immediate preservation of the public health, safety and welfare of the Village, wherefore, this Ordinance shall be in full force and effect from and immediately after its passage and approval.

Adopted the day of May 2026

Vote: Aye _____ Nay _____

Scott Jones, Mayor

ATTEST: _____
Fiscal Officer/Council President Pro Tempore

I, Michelle Henke, the Fiscal Officer of the Village of South Amherst, certifies that the forgoing Ordinance No. 1855-26 is taken and copied from the record of proceedings of the Village Council of the Village of South Amherst, Lorain County, Ohio and that it has been compared by me with the ordinance on the record and is a true and accurate copy. Further, I certify that the adoption of such ordinance occurred in and open meeting held in compliance with O.R.C. 121.22

Fiscal Officer/Council President Pro Tempore

APPROVED AS TO FORM:

Matthew A. Mishak, Law Director
SA/1858-26 Create & Rate of Comp PW Office Admin



Village of South Amherst

Job Description Public Works Department

103 W Main St. South Amherst OH, 44001

Job Title

Public Works Office Administrator

Department

Public Works Department

General description

Perform administrative duties in support of the daily operations and business activities of the Village Public Works Department, including financial management and statutory clerk responsibilities. Assists in the preparation of departmental budgets and the implementation of water-related ordinances and resolutions. Prepares and manages correspondence on behalf of the Public Works Department and carries out assignments as directed by the Village Administrator. Responsible for processing security deposit refunds and account overpayment refunds. Receives and processes payments for water accounts and ensures the timely deposit of funds collected from all Village departments.

Supervision received

Works under the general supervision of the Village Administrator

Responsibilities and activities as assigned

The listed examples may not include all duties performed by the person in this position. Duties may vary from time to time and are at the discretion of the Village Administrator or Mayor. All requirements are subject to possible modification to reasonably accommodate an individual with a disability.

Reception and customer service

- Provides effective and efficient customer service to residents, vendors, and other constituents of the Village of South Amherst.
- Receives requests, complaints, and inquiries from the public and routes them to the appropriate personnel for processing; handles matters directly when required.
- Answers telephone calls and provides information and assistance to the public by responding to questions, researching records, and directing individuals to the appropriate department or staff member.
- Establishes new water accounts and transfers pertinent information from existing accounts to the appropriate address. Provides new water account customers with applicable ordinances and information regarding payment locations and procedures.

Accounting/finance

- Operates a cash drawer to process customer payments, make change on accounts, and maintain accurate cash handling procedures; balances and replenishes funds as required.
- Reconciles revenues with the Village Fiscal Officer to ensure all accounts and financial records remain accurate and balanced.
- Collects and processes payments received at the counter, through the mail, and from Piggy's; posts payments to customer accounts and prepares daily journals for recordkeeping and account balancing purposes.
- Receives and processes new security deposits, posting payments to customer accounts and maintaining accurate records of deposits and refunds when applicable. Works with the Fiscal Officer to reconcile reserve amounts with financial statements.
- Assesses and processes applicable fees in accordance with Village policies and procedures.
- Processes payments for water tap-ins, storm tap-ins, zoning permits, other permits, Mayor's Court fines, and cemetery services, ensuring all required paperwork and documentation are completed accurately and maintained properly.

Administrative duties

- Reviews and questions inaccurate meter readings and follows up as necessary to ensure billing accuracy.
- Prepares monthly billing for all water accounts in a timely and accurate manner.
- Maintains confidentiality of sensitive information to preserve public trust and comply with applicable policies.
- Attends special meetings, conferences, trainings, and other events as required.
- Composes correspondence, reports, letters, past due notices, and other official documents.
- Conducts research and prepares supporting materials to assist the Village Administrator in making informed decisions and carries out assignments as directed.
- Communicates with the Law Director regarding bankruptcies, ordinance changes, and operational issues with potential legal implications under the direction of the Village Administrator.
- Prepares and distributes work orders to the appropriate personnel.
- Prepares shut-off notices, coordinates payment arrangements with customers, and issues work orders for water shut-offs when necessary.
- Collaborates with software vendors to improve and implement software system enhancements.
- Maintains accurate files and account records documenting customer and departmental activity.
- Orders office and departmental supplies as needed with approval from the Village Administrator and maintains inventory records.
- Maintains records of property ownership and tenant/property owner changes.
- Assists auditors by generating reports and providing financial data and documentation required for audits.
- Receives and processes zoning, water tap-in, and storm tap-in applications and uploads required documentation into the GIS system.
- Attends Mayor's Court training and assists with court-related duties as required.
- Creates educational and informational materials for public distribution.
- Schedules meetings, appointments, and training events for the Village Administrator and Clerk.
- Works directly with the Ohio Environmental Protection Agency to prepare and submit required reports and documentation.
- Creates and maintains Excel spreadsheets, Word documents, and other materials to support Village operations.
- Completes daily chlorine testing as needed in accordance with operational requirements.
- Coordinates and documents all backflow testing activities and uploads results into the Silversmith Data system.

- Prepares ordinance violation letters for distribution at the direction of the Village Administrator.

Knowledge, skills, and abilities

- Considerable knowledge of financial management practices, including the collection and processing of accounts.
- Demonstrated ability to work independently, prioritize tasks, conduct research, and resolve problems effectively.
- Considerable ability to accurately handle, account for, and reconcile monies received.
- Ability to perform mathematical calculations and maintain accurate, complete, and organized records and files.
- Ability to communicate effectively both orally and in writing and interact professionally with employees, Village officials, residents, and the public.
- Ability to represent the Village in a professional, courteous, and efficient manner.
- Skilled in the operation of standard office equipment and automated utility billing and water system software with speed and accuracy.
- Ability to compose correspondence, reports, notices, and other written materials in a clear and professional manner.
- Ability to lift, move, and carry up to 30 pounds as required in the performance of duties.

Position requirements

Education: High school diploma or GED. Background in using Microsoft Office products.

Experience: Customer service, accounting, account payables, record keeping.

Office equipment

Experience in the operations of fax, copy machines, computer, printer, telephone, postage machine, and calculator

Vacation requirements

When taking scheduled vacation or leave time, ensures all appropriate documentation, communication, and task coordination are completed in advance to maintain continuity of operations and ensure responsibilities are covered during absence.

Signature

Date

Witness

Date

**RECORD OF ORDINANCE
VILLAGE OF SOUTH AMHERST**

Ordinance No. 1859-26

Passed: _____

**AN ORDINANCE ESTABLISHING RECORDS MANAGEMENT
POLICIES FOR THE VILLAGE OF SOUTH AMHERST**

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE
OF SOUTH AMHERST, LORAIN COUNTY, STATE OF OHIO THAT:**

SECTION 1. Codification

That the Codified Ordinances of the Village of South Amherst are hereby amended by enacting a new Chapter 106 titled:

“CHAPTER 106: OFFICIAL RECORDS AND PUBLIC RECORDS MANAGEMENT”

SECTION 2. Enactment of Chapter 106

The following sections are hereby adopted:

CHAPTER 106

Official Records and Public Records Management

106.01 Purpose

106.02 Compliance with State Law and Policies

106.03 Records Custodian

106.04 Maintenance of Records

106.05 Official Record of Proceedings

106.06 Public Records Access

106.07 Records Retention

106.08 Disposal of Records

**106.09 Confidential Records and
Redactions**

106.10 Electronic Records

106.11 Administrative Authority

106.01 Purpose

This chapter establishes policies governing the management of village records, including their creation, maintenance, retention, access, and disposal, in compliance with applicable Ohio law.

106.02 Compliance with State Law and Policies

All official records of the Village shall be managed in accordance with:

- (a) The Ohio Public Records Act (R.C. 149.43) and other applicable provisions of the Ohio Revised Code;
- (b) The most recent version of the Village’s adopted Public Records Policy.
- (c) The most recent state-approved records retention schedule applicable to the Village, as approved by the Ohio History Connection and the Auditor of State.

106.03 Records Custodian

- (A) The Fiscal Officer is hereby designated as the primary custodian of Village records.
- (B) Department heads are responsible for records generated within their respective offices, subject to oversight by the Fiscal Officer or their designee.

106.04 Official Record of Proceedings

(A) The official record of proceedings of the Village legislative authority, boards, commissions, and other public bodies of the Village shall be the written minutes of such meetings.

(B) Such minutes shall:

1. Be prepared in writing;
2. Be approved by the public body to which they pertain; and
3. Be maintained by the Fiscal Officer or their designee as part of the Village's official records.

(C) Audio or video recordings of meetings, if made, are:

1. Considered supplemental records only; and
2. Do not constitute the official record of proceedings unless specifically adopted by ordinance.

106.05 Maintenance of Records

(A) All records shall be:

Accurately created, maintained, and preserved in a manner that protects them from damage, loss, or unauthorized access.

(B) Records may be maintained in paper or electronic format, provided they remain accessible and retrievable.

106.06 Public Records Access

(A) Public records shall be made available for inspection and copying in accordance with state law and the Village's Public Records Policy. Requests shall be handled promptly and within a reasonable period of time, and any fees for copies shall not exceed the actual cost of reproduction as established by policy.

106.07 Records Commission

(A) The Village shall maintain a Records Commission as required by law. The Records Commission shall perform all duties as prescribed by law, including the review and approval of records retention schedules and authorization of records disposal.

106.08 Records Retention

(A) The Village adopts by reference its current records retention schedule, as approved by the State of Ohio.

(B) No records shall be destroyed or otherwise disposed of except in accordance with that schedule.

106.09 Disposal of Records

(A) Records eligible for disposal shall be destroyed only:

In accordance with the approved retention schedule; and with proper documentation maintained by the Fiscal Officer or their designee.

(B) Records containing confidential information shall be destroyed in a secure manner.

106.10 Confidential Records and Redaction

(A) Records exempt from disclosure under Ohio law shall not be released except as authorized.

(B) When only a portion of a record is exempt, the Village shall redact the exempt portion and release the remainder.

106.11 Electronic Records

Electronic communications, including email and digital files documenting official business, are public records and shall be retained and managed in accordance with applicable law, policy, and retention schedules.

106.12 Administrative Authority

The Village Fiscal Officer or designee is authorized to:

- (A) Implement procedures necessary to carry out this chapter;
- (B) Maintain records retention documentation;
- (C) Ensure compliance with applicable laws and policies.

SECTION 3. Council declares that actions taken under this ordinance are administrative in nature and necessary for the proper management of Village operations.

SECTION 4. If any provision of this ordinance is held invalid, such invalidity shall not affect the remaining provisions.

SECTION 5: 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, including Section 121.22 of the Ohio Revised Code.

First Reading: May 26, 2026
Adopted the day of 2026

Second Reading:
Vote: Aye _____ Nay _____

Scott Jones, Mayor

ATTEST: _____
Fiscal Officer

I, Michelle Henke, the Fiscal Officer of the Village of South Amherst, certifies that the forgoing Ordinance No. **1858-26** is taken and copied from the record of proceedings of the Village Council of the Village of South Amherst, Lorain County, Ohio and that it has been compared by me with the ordinance on the record and is a true and accurate copy. Further, I certify that the adoption of such ordinance occurred in and open meeting held in compliance with O.R.C. 121.22

Fiscal Officer

APPROVED AS TO FORM:

Matthew A. Mishak, Law Director
SA/1858-26 Est Records Management Policies



Village of South Amherst
Building & Zoning Department
103 W Main St. South Amherst, OH 44001
(440) 986-1061
recordsclerk@southamherst.org

NEW BUSINESS
\$75.00 ZONING / CONDITIONAL USE PERMIT APPLICATION
(Sections 0000000001133.07 & 1165.02)

BUSINESS INFORMATION

Business Name: _____
Business Address: _____
Phone Number: _____ Email: _____
Website Link: _____

APPLICANT STATUS (check one):

Property Owner Lessee Authorized Agent

Applicant Name: _____
Applicant Address: _____
Phone Number: _____ Email: _____

Property Owner Name: _____
Property Owner Address: _____
Phone Number: _____ Email: _____
Property Owner Signature: _____ Date: _____
(Required if applicant is not the owner)

PROPERTY INFORMATION

Property Address / Location: _____
Parcel Number(s): _____
Zoning District: _____
Total Size of Property (acres or sq. ft.): _____
Current Use of Property: _____
Proposed Conditional Use: _____

REQUIRED SUBMITTALS

(Attach all applicable documents)

- Completed application form
- Legal Description** of the property ***
- Site Plan / Plot Plan / Development Plan**, drawn to scale, showing: ***
 - Abutting streets
 - Location and dimensions of all **existing and proposed structures**
 - Types of buildings and proposed uses
 - Acreage or area involved
 - Parking and loading areas

- Proposed landscaping and planting
- Existing site conditions
- Location of all structures within fifty (50) feet** of the property ***
- Location and depth (if known) of existing utility lines** on the property or adjacent streets ***
- Property boundary locations** ***
- Access, utility, and storm drainage easements, if any** ***

ADJACENT PROPERTY OWNERS ***

Attach a **separate list** including the **names and mailing addresses of all adjacent property owners.**

- Adjacent property owner list attached

ADDITIONAL INFORMATION (If Required by Planning Commission) ***

The Planning Commission may require submission of the following. Check all that apply:

- Traffic Impact Analysis
- Drainage Impact Analysis
- Evidence of Financial Capability
- Detailed architectural plans
- Engineering plans
- Construction plans
- Other: _____

FEES & CONSULTANT REVIEW

- Application fee paid (amount established by Village Council)

Fee Amount Paid: \$ _____

Date Paid: _____

*** Required if new construction

FOR OFFICE USE ONLY

FEES & CONSULTANT REVIEW

- Application fee paid (amount established by Village Council)

Fee Amount Paid: \$ _____ **Date Paid:** _____

- Additional consultant fees paid by applicant if applicable

Fee Amount Paid: \$ _____ **Date Paid:** _____

APPROVALS AS REQUIRED

Site Plan: Planning: _____ Council: _____
Conditional Use: Planning: _____ Council: _____ Type: _____
Variance: Planning: _____ Council: _____ Type: _____

This certifies that the issuance of this Zoning permit is in compliance with the Zoning Code as set forth in the Codified Ordinances of the Village of South Amherst.

David Valentine, Zoning Administrator



Village of South Amherst
 Building & Zoning Department
 103 W Main St. South Amherst, OH 44001
 (440) 986-1061 recordsclerk@southamherst.org

Temp OCC	\$175.00	_____
OCC Fee	\$ 65.00	_____
Reinspect.	\$150.00	_____
Replace	\$215.00	_____

COMMERCIAL/INDUSTRIAL APPLICATION FOR OCCUPANCY

BUSINESS INFORMATION

Business Name: _____
Business Address: _____
Phone Number: _____ **Email:** _____
Federal ID #: _____

Business Owner's Name: _____
Business Owner's Address: _____
Phone Number: _____ **Email:** _____

Property Owner Name: _____
Property Owner Address: _____
Phone Number: _____ **Email:** _____
Federal ID #: _____
Contact Name: _____
Phone Number: _____

Inspection Date: _____
 OBC Use Group _____ Occupancy Load _____
 Construction Type _____ Floor Live Load _____
Comments: _____

Approved: _____ Denied: _____

Building Official: _____

The Building Inspector shall upon application by the owner/tenant, make or cause to be made a final inspection of all buildings or structures hereafter erected, constructed, equipped, altered, repaired, added to or reoccupies. No building shall be offered for rent, sale, or occupied in whole or part, which does not fully comply with the provisions of OBC Section 111.

Inspection Date: _____

Fire Suppression	Y	N	N/A	Smoke Detectors	Y	N	N/A
Alarm Systems	Y	N	N/A	Emergency Signage	Y	N	N/A
Emergency Lighting	Y	N	N/A	Fire Extinguishers	Y	N	N/A
Egress – Front	Y	N	N/A	Egress – Back	Y	N	N/A

Approved: _____ Denied: _____

Comments: _____

Fire Safety Inspector: _____



Village of South Amherst
103 W Main St. South Amherst, OH 44001
(440) 986-1061
recordsclerk@southamherst.org

South Amherst Police Department
Chief of Police Michael Frazier
440-986-8118

South Amherst Fire Department
Fire Chief Aaron Grimm
440-986-5901

Please provide our safety departments with the following information so we may serve you efficiently in the event of an emergency.

Business Name: _____
Business Address: _____
Phone Number: _____ **Email:** _____
Hours of Operation: _____
Name of Alarm Company: _____
Alarm Company Phone Number: _____

Keyholders – please list in order who you wish to be called in the event of an emergency.

1. _____ **Phone:** _____
2. _____ **Phone:** _____
3. _____ **Phone:** _____
4. _____ **Phone:** _____

Please complete the form and email to recordsclerk@southamherst.org or drop off at the Village Hall. If there are questions, please contact the appropriate Safety Department. For general questions, please contact the Records Clerk by calling 440-986-1061 or email.



Access ritaohio.com to register electronically using MyAccount. Login to MyAccount to Add a Municipality or Add Subcontractor. These features allow you to report a new location or new subcontractor project electronically.

_____ Municipality

Business Type

- Corporation
- S-Corp
- LLC
- Partnership
- Non-Profit
- Estate & Trust
- Sole Proprietor / LLC

Reason for Registration

- Courtesy withholding for an employee's resident municipality
- Doing business within the municipality this year (temporary)
 - Approx. # of days _____ Start Date _____
- Business with a fixed location
 - Date business began at this location _____

Company Information (List physical address of work performed within this municipality)

Name: _____	Federal ID #: _____
Address: _____	SSN : _____ <small>(required if sole proprietor)</small>
City/State/Zip: _____	
Mailing Address (for withholding tax forms / if different from above)	Mailing Address (for net profit tax forms / if different from above)
_____	_____
_____	_____

***Please note that your Federal Identification Number will serve as your RITA account number.**

Filing Status:

- Calendar year
- Fiscal year / month ending _____

Do you have any employees? Yes No

Number of employees at RITA location _____

My withholding is filed under a 3rd party account (PEO or common paymaster) Yes No
If yes, list Federal ID # _____

Monthly gross payroll at RITA location \$ _____

I am a small employer (under \$500,000 in gross revenue during previous year) Yes No

Contractors

I am a contractor Yes No

Will you be using sub-contractors? Yes No
If yes, complete page 2.

Total contract amount of the project \$ _____

The Information Hereby Submitted is True and Correct.

Print Name _____	Title _____	Phone Number _____ / /
Signature _____	Date _____	

Please complete and sign this Registration Form and return within 10 business days. Please be advised that failure to timely register with RITA may result in delays in the processing of any required income tax filings or may result in future penalty and interest charges, if applicable. If you have any questions please contact the Registration Department at the number below.

Mail to: RITA
ATTN: BUSINESS REGISTRATION
P.O. BOX 477900
BROADVIEW HEIGHTS, OH 44147-7900

ritaohio.com

Call: 800.860.7482, ext. 5008
TDD: 440.526.5332
Fax: 440.922.3536

Sub-contractor Name / Address	_____	\$
	Contact Name _____	Contract Amount _____
	Phone Number _____	Estimated Start Date _____
	EIN or Social Security # _____	Trade _____
Sub-contractor Name / Address	_____	\$
	Contact Name _____	Contract Amount _____
	Phone Number _____	Estimated Start Date _____
	EIN or Social Security # _____	Trade _____
Sub-contractor Name / Address	_____	\$
	Contact Name _____	Contract Amount _____
	Phone Number _____	Estimated Start Date _____
	EIN or Social Security # _____	Trade _____
Sub-contractor Name / Address	_____	\$
	Contact Name _____	Contract Amount _____
	Phone Number _____	Estimated Start Date _____
	EIN or Social Security # _____	Trade _____
Sub-contractor Name / Address	_____	\$
	Contact Name _____	Contract Amount _____
	Phone Number _____	Estimated Start Date _____
	EIN or Social Security # _____	Trade _____
Sub-contractor Name / Address	_____	\$
	Contact Name _____	Contract Amount _____
	Phone Number _____	Estimated Start Date _____
	EIN or Social Security # _____	Trade _____
*If more space is needed, you may attach a separate schedule that includes ALL of the required information listed above.		



Village of South Amherst
Building & Zoning Department
103 W Main St. South Amherst, OH 44001
(440) 986-1061
recordsclerk@southamherst.org

NEW BUSINESS
\$75.00 ZONING / CONDITIONAL USE PERMIT APPLICATION
(Sections 000000001133.07 & 1165.02)

BUSINESS INFORMATION

Business Name: _____
Business Address: _____
Phone Number: _____ **Email:** _____
Website Link: _____

APPLICANT STATUS (check one):

Property Owner Lessee Authorized Agent

Applicant Name: _____
Applicant Address: _____
Phone Number: _____ **Email:** _____

Property Owner Name: _____
Property Owner Address: _____
Phone Number: _____ **Email:** _____
Property Owner Signature: _____ **Date:** _____

(Required if applicant is not the owner)

PROPERTY INFORMATION

Property Address / Location: _____
Parcel Number(s): _____
Zoning District: _____
Total Size of Property (acres or sq. ft.): _____
Current Use of Property: _____
Proposed Conditional Use:

REQUIRED SUBMITTALS

(Attach all applicable documents)

- Completed application form
- Legal Description** of the property ***
- Site Plan / Plot Plan / Development Plan**, drawn to scale, showing: ***
 - Abutting streets
 - Location and dimensions of all **existing and proposed structures**
 - Types of buildings and proposed uses
 - Acreage or area involved
 - Parking and loading areas