

**February 8, 2021**

Mayor Jennifer Lyle called the meeting to order on Monday, February 8, 2021 with all members present.

Moved by Sabino, second by Shegog that council dispense with the reading of the January 11, 2021 minutes and approve as distributed. Motion carried.

Dr. Jack Butterfield of the Zanesville-Muskingum County Health Department addressed council concerning the recommendation by the Health Department that Village Hall remain closed to the public except in such instances as cannot be avoided, such as repairs. Dickson asked how the Village government is different than businesses in serving customers? Butterfield replied that most government business can be done with closed doors, with the understanding that this is temporary until such time as it is safe to reopen. Wootton asked if there is a sliding scale of risk, such as with the schools, where it would be safe to open in certain circumstances? Butterfield replied that the business done at Village Hall can be done without contact in most situations, which is different than what the school districts are able to do, and so it continues to be his recommendation to remain closed.

## **REPORTS**

**Police Chief:** Police Chief Mindy Peck gave the January monthly report.

- 1) Reported that there were 232 calls for service.
- 2) Reported that there have been 232 calls for service year to date.
- 3) Reported that there were 26 traffic citations and 31 traffic warnings for the month.
- 4) Reported that there were 26 traffic citations and 31 traffic warnings year to date.
- 5) Reported that there were 4 misdemeanor arrests, 1 felony case, 1 warrant arrest and 1 K9 assist.

**Fire Chief:** Assistant Fire Chief Troy Cole gave the January monthly report.

- 1) Reported that there were 74 total EMS runs for the month.
- 2) Reported that there have been 74 EMS runs year to date.
- 3) Reported that there were 16 fire runs.
- 4) Reported that there were 16 fire runs year to date.
- 5) Reported that there is one new volunteer in the fire department and one new part-time firefighter. Reported that the department still needs 4 part-time personnel.
- 6) Reported that the new gear washer is in service.
- 7) Reported that an issue with toning has been addressed with Guernsey County which will allow for better response time.

**Mayor:** Mayor Lyle gave her January report.

- 1) Reported that she has been working with the budget development and the fire chief search.
- 2) Reported that the Village of New Concord was selected to participate in the Prepared Communities Program. The Prepared Communities program will provide each participating community with free technical assistance from the professional team at

Bricker and Eckler LLP and OhioSE that will provide the framework for developing a workable plan for future economic development strategy.

- 3) Reported that the Village has been asked to apply for a grant for the pool from the J.W. and M.H. Straker Foundation.
- 4) Reported that she attended a meeting with the Office of Intergovernmental Affairs concerning direct fiscal aid to local governments.

**Fiscal Officer:** Fiscal Officer Lynn Marlatt gave the January monthly report.

- 1) Reported the fund status is \$827,937.
- 2) Reported that UAN has a new feature that generates direct communication through an email to Council if the entity's fiscal officer has not posted a bank reconciliation in UAN in approximately 60 days, giving Council assurance that the fiscal officer is performing the duties of reconciling the UAN accounting ledgers to the entity's banking account, as well as assurance that they are reviewing current and accurate information to properly monitor the budget and financial position. Whitehair asked if this will incur a cost? Marlatt stated that it will not be a cost outside of normal user fees. Wootton motioned to opt-in to this UAN feature, Whitehair seconded. Motion passed.
- 3) Marlatt stated that she is in favor of opening Village Hall, as it is a service to the public. Colley stated that she agrees. Council discussed the recommendations of the Health Department as well as service to the public. Lyle stated that she, Colley, and Marlatt, along with front office staff, will meet to discuss further. Cole offered to help with that meeting, stating that the fire department has had to adopt many precautions to work around COVID.

**Village Administrator:** Village Administrator Charlotte Colley gave the January monthly report.

- Water Production for January – 6,936,340 gallons
- Wastewater Production for January – 11,199,300 gallons

- 1) The water treatment plant crew and the operations department responded to a water break on January 23.
- 2) The operations department handled snow & ice control during the last weekend in January and into the beginning of February for a large storm.
- 3) In the zoning report, stated that she granted a permit for a storage building and handled an inquiry from a potential new business on signage requirements.
- 4) Reported that the budget is being finalized to be presented to the Finance Committee budget workshop on February 22.
- 5) Reported that she is working to compile the annual report sections from Department Heads, with plans to have the annual report complete by the March council meeting.
- 6) Reported that she is speaking with engineering firms about the Montgomery Boulevard Reconstruction Project and requesting quotes for design and cost estimate work, with information to be provided to the Infrastructure and Finance Committees prior to the April council meeting.

**Infrastructure Committee:** Committee chair Robert Dickson reported that the infrastructure committee met on January 25.

- 1) Committee discussed repair project on Montgomery Boulevard. Colley is currently getting quotes for reconstruction to the brick road. Wootton asked if there is significant cost difference for brick as opposed to asphalt? Colley stated yes, because of the labor involved in laying the bricks.
- 2) Committee discussed Servline water leak protection program and HomeServe water/sewer service line warranty program but decided that the decision to purchase warranties should be left to the individual homeowners.

**Safety Committee:** Committee chair KJ Kearns stated that the safety committee met on February 1.

- 1) Committee discussed the job search for the Fire Chief. Applications have been submitted and they are preparing for interviews.

**Finance Committee:** Committee Chair Steve Wootton stated that the finance committee met on February 8.

- 1) Committee recommends passage of Resolution 2021-2-41, which authorizes the Village Fiscal Officer to issue a then and now certificate to pay an invoice outstanding from 2020.
- 2) Committee recommends passage of Resolution 2021-2-42, which is a housekeeping resolution transferring various sums of money to the correct accounts.
- 3) Committee recommends passage of Resolution 2021-2-3, which will authorize the Mayor to enter into a contract with a qualified contractor to conduct a pool assessment. Dickson asked how long the assessment would be good for? Lyle stated that it is hard to say as the conditions of the pool continue to change. Wootton stated that the grant could repay the cost of the assessment. Dickson asked how the assessment would be repaid if the Village does not get the grant? Marlatt stated that it would come from the General Fund. Lyle stated that having the assessment would also help with the budget for the pool going forward.

## OLD BUSINESS

### NEW BUSINESS

Moved by Wootton                      Seconded by Kearns  
**Resolution 2021-2-41**, a resolution authorizing  
the Village Fiscal Officer to issue a then and now  
certificate to pay invoices outstanding from 2020 and  
declaring an emergency

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Wootton      yea	Shegog      yea
Whitehair    yea	Kearns      yea
Dickson      yea	Sabino      yea

Motion Passes

Moved by Kearns                      Seconded by Wootton  
That **Resolution 2021-2-41** be approved as read.

Wootton	yea	Shegog	yea
Whitehair	yea	Kearns	yea
Dickson	yea	Sabino	yea

Motion Passes

Moved by Dickson

Seconded by Sabino

**Resolution 2021-2-42**, a resolution transferring various sums of money in the year 2021 budget from various funds listed herein to various account codes listed and to declare an emergency.

Wootton	yea	Shegog	yea
Whitehair	yea	Kearns	yea
Dickson	yea	Sabino	yea

Motion Passes

Moved by Sabino

Seconded by Dickson

That **Resolution 2021-2-42** be approved as read.

Wootton	yea	Shegog	yea
Whitehair	yea	Kearns	yea
Dickson	yea	Sabino	yea

Motion Passes

Moved by Shegog

Seconded by Kearns

**Resolution 2021-2-43**, a resolution authorizing the Mayor to enter into a contract with Aquatic Council, LLC and to declare an emergency.

Wootton	yea	Shegog	yea
Whitehair	yea	Kearns	yea
Dickson	no	Sabino	yea

Motion Passes

Moved by Kearns

Seconded by Sabino

That **Resolution 2021-2-43** be approved as read.

Wootton	yea	Shegog	yea
Whitehair	yea	Kearns	yea
Dickson	no	Sabino	yea

Motion Passes

**APPROVAL OF BILLS:** See list

Moved by Dickson, seconded by Whitehair that the bills be approved for payment. All voted yea. Motion carried. Bills list on file in the Clerk's office.

**ANNOUNCEMENTS:**

- Planning Commission Meeting – Thursday, February 25<sup>th</sup>- Cancelled
- Village Council Meeting – Monday, March 8<sup>th</sup> – 6:30pm – Village Hall

**MISCELLANEOUS:**

**ADJOURNMENTS:** Motion by Dickson, second by Wootton to adjourn meeting. Meeting adjourned at 8:10 PM.

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Mayor

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Fiscal Officer