

**March 8, 2021**

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

Moved by Wootton, second by Dickson that council dispense with the reading of the February 8, 2021 minutes and approve as distributed. Motion carried.

**EXECUTIVE SESSION:** Shegog motions, Kearns seconds, to move into executive session to discuss personnel issues. All vote in favor except Dickson. Motion carries.

Motion by Dickson, second by Wootton to adjourn executive session. Executive session adjourned at 7:47 PM.

## **REPORTS**

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

- 1) Reported that there were 174 calls for service.
- 2) Reported that there have been 406 calls for service year to date.
- 3) Reported that there were 31 traffic citations and 15 traffic warnings for the month.
- 4) Reported that there were 57 traffic citations and 46 traffic warnings year to date.
- 5) Reported that there were 4 misdemeanor arrests.
- 6) Thanked Dr. Rachel Elliott of the Animal Clinic of Cambridge for donating a year's worth of flea and heartworm medication to Norco.
- 7) Reported that the officers had crisis awareness training with Steve Click, a First Responder liaison to Ohio Mental Health and Addiction Services.

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

- 1) Reported that there were 53 total EMS runs for the month.
- 2) Reported that there were 9 fire runs.
- 3) Reported that there have been 149 runs combined year to date.
- 4) Reported that they will be applying for a \$20,000 grant from the Muskingum County Commissioners that will be used for turn out gear.
- 5) Dickson thanked Cole for his service as interim fire chief.
- 6) Cole thanked Council for his time serving as interim fire chief.

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

- 1) Reported that the application was submitted to the Straker Foundation for a grant for the New Concord Swimming Pool.
- 2) Reported that the first meeting has occurred regarding economic development as a part of the Prepared Communities program.
- 3) Reported that the Village is planning, along with the City of Cambridge, for a celebration in observance of what would have been John Glenn's 100<sup>th</sup> birthday.

- 4) Reported that she met with front office staff regarding Village Hall being open only by appointment, and that it is staff's preference to remain open only by appointment until the end of the March billing cycle.

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

- 1) Reported the fund status is \$798,009.
- 2) Reported that she submitted the annual financial report to the Auditor of the State prior to the March 1 deadline.
- 3) Reported expenditures related to maintenance and repair to various vehicles.
- 4) Reported that revenue is where it is expected to be, with 16% received.
- 5) Reported that Ordinance 2021-29 will allow for the establishment of permanent appropriations for the fiscal year, with a budget allowable up to 4.5 million. Stated that the budget will reflect lower amount than 4.5 million, but will allow for up to that amount if needed.

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

- Water Production for February – 6,516,570 gallons
- Wastewater Production for February – 12,155,900 gallons

- 1) Reported that the water/wastewater treatment plant operators worked to ensure proper functioning of equipment during extremely low temperatures and managing high I&I levels from melting snow and rainfall.
- 2) Reported that the operations department continued to manage snow and ice control and worked on patching potholes and conducting equipment/vehicle maintenance.
- 3) Reported that she answered questions regarding zoning regulations on residential lots.
- 4) Reported that the annual report is complete and has been distributed to staff and council members and is available on the Village website.
- 5) Reported that the Village should have a funding agreement from the State of Ohio on March 26<sup>th</sup> for the final amount of grant funding necessary for this project. Once that is received, the Village will advertise for bids. The anticipated schedule is to award a contract in May and begin construction at the end of May with substantial completion by Labor Day.
- 6) Reported that The Ohio EPA requires water systems to make regular updates to their asset management plans. Staff are working on this internally and also reaching out to RCAP to ensure the update is done properly. The Asset Management Plan assists the Village in the management of equipment, infrastructure, and capital improvements associated with the Water Utility. The Plan also calls for funding to be made available specifically for capital improvements or replacement of some of the assets. Currently the Village moves 4% of all water bill revenue to the water improvement fund to accomplish this recommendation.
- 7) Stated that water bills have been higher this billing cycle, likely due to people being at home more due to pandemic precautions, and encouraged residents to check if they have anything running or dripping that could be contributing to higher than normal bills.

**Finance Committee:** Committee Chair Steve Wootton stated that the finance committee met on February 22 and March 8.

- 1) Committee recommends passage of Ordinance 2021-29, establishing permanent appropriations for the Village for the fiscal year 2021.
- 2) Committee recommends passage of Resolution 2021-3-44, amending Resolution 2020-3-4 in order to fill a vacant Operator position.
- 3) Committee recommends passage of Resolution 2021-3-45, authorizing the Village Administrator to advertise and appoint a plant operator to fill a vacant position.
- 4) Committee recommends passage of Ordinance 2021-28, which allows for staff salary increases.

## OLD BUSINESS

## NEW BUSINESS

Moved by Wootton                                  Seconded by Shegog  
**Ordinance 2021-28**, an ordinance amending  
Ordinance 2020-11 to establish salary ranges and wages  
for employees and officers of the Village for the period  
4/1/2021 to 3-31-2022 and declaring an emergency.

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

## Motion Passes

Moved by Shegog    Seconded by Wootton  
That **Ordinance 2021-28** be approved as read.

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

## Motion Passes

Moved by Kearns    Seconded by Sabino  
**Ordinance 2021-29**, an ordinance establishing permanent appropriations for the Village of New Concord, Ohio during the fiscal year ending December 31, 2021 and declaring an emergency.

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

## Motion Passes

Moved by Sabino                      Seconded by Kearns  
That **Ordinance 2021-29** be approved as read.

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

## Motion Passes

Moved by Shegog

Seconded by Kearns

**Ordinance 2021-30**, an ordinance to authorize the Mayor to hire a full-time fire chief and to declare an emergency.

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

## Motion Passes

Moved by Kearns

Seconded by Shegog

That **Ordinance 2021-30** be approved as read.

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

## Motion Passes

Moved by Shegog

Seconded by Wootton

**Resolution 2021-3-44**, a resolution amending Resolution 2020-3-4 and to declare an emergency.

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

## Motion Passes

Moved by Wootton

Seconded by Shegog

That **Resolution 2021-3-44** be approved as read.

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

## Motion Passes

Moved by Sabino

Seconded by Dickson

**Resolution 2021-3-45**, a resolution authorizing the Village Administrator to advertise and appoint a plant operator within the established salary range and to declare an emergency.

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

## Motion Passes

Moved by Dickson

Seconded by Sabino

That **Resolution 2021-3-45** be approved as read.

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

## Motion Passes

**APPROVAL OF BILLS:** See list  
Moved by Dickson, seconded by Wootton 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 – Cancelled
- Village Council Meeting – Monday, April 12<sup>th</sup> – 6:30pm – Village Hall

### **MISCELLANEOUS:**

**ADJOURNMENTS:** Motion by Dickson, second by Sabino to adjourn meeting. Meeting adjourned at 8:24 PM.

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Mayor

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Fiscal Officer