

December 12, 2022

Mayor Jennifer Lyle called the meeting to order on Monday, December 12, 2022 with all members present.

Moved by Taylor, seconded by Whitehair that council dispense with the reading of the November 14, 2022 minutes and approve as distributed. Motion carried.

Recognized Water and Sewer Plant Supervisor Chris Huebner and Water and Sewer Plant Operator Jeff Wiler for 15 years of service to the Village. Recognized Fiscal Officer Lynn Marlatt for 22 years of service to the Village. Recognized Operations Supervisor Matt Wood and Operator Korey Crawford for 25 years of service to the Village. Also presented Police Chief Mindy Peck with an American Police Service Award.

REPORTS

Police Chief: Police Chief Mindy Peck gave the November monthly report.

- 1) Reported that there were 403 calls for service.
- 2) Reported that there have been 4391 calls for service year to date.
- 3) Reported that there were 20 traffic citations and 18 traffic warnings for the month.
- 4) Reported that there were 306 traffic citations and 323 traffic warnings year to date.
- 5) Reported that there were 250 business checks and 1 parking citation.
- 6) Reported that there were 11 misdemeanor cases, 1 felony case and 1 warrant arrest.
- 7) Thanked the street department for their help with the Christmas Parade.

Fire Chief: Fire Chief Matt Hamsher gave the November monthly report.

- 1) Reported that there were 81 total EMS runs for the month.
- 2) Reported that there were 22 fire runs.
- 3) Reported that there were 5 runs that they were unable to respond to due to staffing, with 1 of those incidents being within the contracted area.
- 4) Thanked the street department for installing the exterior doors on the lower station.

Mayor: Mayor Jennifer Lyle gave the November monthly report.

- 1) Reported that the Christmas parade was a success.
- 2) Reported that she is working on the Appalachian Community Grant.
- 3) Thanked council member Shegog for his help decorating Village Hall.

Fiscal Officer: Fiscal Officer Lynn Marlatt gave the November monthly report.

- 1) Reported that the fund report balance is \$1,064,691 as of November 30, 2022.

- 2) Reported the revenue fund status is 96% of projected total; summary is as follows: General Fund, 107% year to date; Fire Fund, 91% year to date with EMS runs at 95%; Water Fund, 103% year to date; Sewer Fund, 103% year to date.
- 3) Reported that the expenditure fund is 84% of projected expense; summary is as follows: General Fund, 87% year to date; Fire Fund, 84% year to date; Water Fund, 84% year to date; Sewer Fund, 82% year to date.
- 4) Reported that the American Rescue Plan Act Approved Expenditures is \$122,606 as of 11/30/2022, and is as follows: Fire Department Salaries, \$50,000; Fire Department Repairs and Maintenance, \$52,806 with \$50,864 to Heritage Fire Equipment, \$1,031 to 84 Lumber, and \$911 to Joe Buckey Tire; and Fire Department Capital Outlay, \$19,800 with \$17,921 to Phoenix Safety Outfitters and \$1,880 to American Light Company.
- 5) Reported that the NatureWorks Grant project for the New Concord Area Swimming Pool was closed out with \$4000 return advance to the general fund and a 75% total grant reimbursement received of \$62,400.
- 6) Reported that work will begin for the 2023 budget preparation, working with the Village Administrator, Mayor, and department heads to develop lists of budget requests.

Administrator: Village Administrator Rick Giroux gave the November monthly report.

- 1) The Municipal Bridge Inspection Program contract has been submitted.
- 2) Reservoir Inspection has been completed. Status report pending.
- 3) The OEPA Emergency Generator Grant has been submitted. January award date anticipated.
- 4) Zayo Fiber Optic Project engineering review in process for commencement in Spring 2023.
- 5) WWTP Tertiary Filter Replacement-WPCLF DEPA Construction Loan is in final OEPA review.
- 6) WWTP Tertiary Filter Replacement Governor's Office Grant officially submitted by OMEGA.
- 7) Submitted the OML Local Government Fund Survey for future capital projects funding.
- 8) ODPS requested ARPA Retention Grant amendments submitted.
- 9) OPWC funding request denied by BHRC for Clarifier 2 Project, but eligible for Small Govts application in January 2023.
- 10) Ohio OEPA Lead and Copper Rule Revisions (LCRR) and Lead and Copper Rule Improvements (LCRI) extension requested, until 2023 RCAP mapping program is completed.
- 11) All operations at the plant are nominal and in compliance.
- 12) Submitted Monthly Operating Reports and Operator coverage time reports to Ohio EPA.
- 13) Operators completing contact hours and renewing certifications
- 14) Winterizing buildings and equipment to ensure continuation of services.
- 15) Weekly testing completed.
- 16) Starting November algae sample schedule will be reduced to every two weeks instead of weekly.
- 17) All operations at the plant are nominal and in compliance

- 18) Tropical Storm Nicole 2.66-inch rain fell on New Concord area on November 11, 2022 causing three manholes to over flow within our collection system. WWTP flow for the day was 1,400,000 gallons and caused our effluent suspended solids climb to 17 mg/L.
- 19) Sanitary Sewer Overflow report was submitted to Ohio EPA.
- 20) Operating belt press and producing biosolids for land application.
- 21) Winterizing buildings and equipment to ensure continuation of services.
- 22) Daily and weekly analysis of wastewater samples taken; all reports submitted
- 23) Installed Christmas lights downtown and public facilities.
- 24) Smoke testing completed
- 25) Leaf program extended to December 16
- 26) Water samples
- 27) EPA reports submitted
- 28) Camera sewer lines with RCAP
- 29) Fix lights in village hall
- 30) Water distribution licenses renewed
- 31) Installed replacement water meters
- 32) Mow trim Liberty and maple ln
- 33) Locates completed
- 34) Fix valve box on Westview
- 35) 8" water break on Glenn Alley repaired
- 36) Installed new pump on boiler in Village Hall
- 37) Approve six RoW permits for Columbia Gas residential work.
- 38) Approved permit for house extension
- 39) Responded to 9 zoning inquiries
- 40) Two property litter cases – in progress

Policy Committee: Committee chair Levi Shegog reported that the committee met on December 6.

- 1) Committee recommended passage Resolution 2022-12-107, authorizing the Mayor to prepare, submit and enter into a joint application to the Appalachian Community Grant Program.
- 2) Discussed using a shared drive for internal documents that multiple staff need access to.

Finance Committee: Committee chair Steve Wootton reported that the committee met on December 12.

- 1) Committee recommended passage of Resolution 2022-12-108, authorizing the increase in rates for emergency medical services and rescue services.
- 2) Committee recommended passage of Ordinance 2022-71, Resolution 2022-12-109, and Resolution 2022-12-110, which are routine financial housekeeping legislation. Committee also recommends moving \$1400 from the K9 fund to the general fund to cover expense of repairing the K9 car.
- 3) Committee recommended passage of Resolution 2022-12-111, allowing for liquidation of the police department cars.
- 4) Committee recommended passage of Ordinance 2022-72, allowing temporary appropriations.
- 5) Committee received information on the 2023 water/sewer billing rate increase.

OLD BUSINESS

NEW BUSINESS

Moved by Kearns

Seconded by Taylor

Ordinance 2022-71, an ordinance amending Ordinance 2022 – 57 in order to increase appropriated funds for the Village of New Concord, Ohio during the fiscal year ending December 31, 2022 and declaring an emergency

Wootton	yea
Whitehair	yea
Dickson	yea

Shegog	yea
Kearns	yea
Taylor	yea

Motion Passes

Moved by Taylor

Seconded by Kearns

That **Ordinance 2022-71** be approved as read.

Wootton	yea
Whitehair	yea
Dickson	yea

Shegog	yea
Kearns	yea
Taylor	yea

Motion Passes

Wootton made a motion to transfer \$1400 from the K9 Fund to the general fund to cover the expense of repairs to the K9 car. Taylor seconded the motion. Voice vote motion passed with Shegog voting no.

Moved by Wootton

Seconded by Kearns

Ordinance 2022-72, an ordinance establishing temporary appropriations for the Village of New Concord, Ohio during the fiscal year ending December 31, 2023 and declaring an emergency

Wootton	yea
Whitehair	yea
Dickson	yea

Shegog	yea
Kearns	yea
Taylor	yea

Motion Passes

Moved by Kearns

Seconded by Wootton

That **Ordinance 2022-72** be approved as read.

Wootton	yea
Whitehair	yea
Dickson	yea

Shegog	yea
Kearns	yea
Taylor	yea

Motion Passes

Motion Passes

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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 – Thursday, December 15th – 7pm – Village Hall – Canceled
- Village Hall Closed – Monday, December 26th – Christmas
- Village Hall Closed – Monday, January 2nd – New Year's
- Village Council Meeting – Monday, January 9th – 6:30pm – Village Hall

MISCELLANEOUS:

Police Chief Mindy Peck thanked council member Steve Wootton for his help with the Christmas parade. Wootton thanked the street department for clean up after the parade.

ADJOURNMENTS: Motion by Dickson, second by Taylor to adjourn meeting. Meeting adjourned at 7:06 PM.

Mayor

Fiscal Officer