

**March 11, 2024**

Mayor Jennifer Lyle called the meeting to order on Monday, March 11, 2024 with all members present.

Moved by Shegog, seconded by Wootton, that council dispense with the reading of the February 12, 2024 minutes and approve as distributed. Motion carried.

Visitors: Erin Stevens, Redge Wilde

Erin Stevens explained that letters about the SOPEC agreement will be sent out, allowing residents to learn more about the aggregate program for electricity and to opt out if they desire. She stated that she is still waiting for the natural gas prices to be determined.

## **REPORTS**

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

- 1) Reported that there were 320 calls for service.
- 2) Reported that there have been 632 calls for service year to date.
- 3) Reported that there were 28 traffic citations and 24 traffic warnings for the month.
- 4) Reported that there were 358 business checks and 2 parking citations.
- 5) Reported that there were 7 misdemeanor charges and 3 felony charges.

**Fire Chief:** Fire Chief Matt Hamsher gave the February monthly report.

- 1) Reported that there were 75 total EMS runs for the month.
- 2) Reported that there were 28 fire runs.
- 3) Reported that there were 6 calls that they were unable to respond to with 4 turned down to because of how far outside of the mutual aid area they were and 2 turned down because they were on another call.
- 4) Reported that the department received a \$15,000 grant from the Department of Commerce for turnout gear.
- 5) Reminded residents that the burn ban is in effect until May 31, with no burning allowed between the hours of 6am and 6pm.
- 6) Asked for a motion for appointments to the Volunteer Firefighters Dependent Fund. Council approved the appointments of the following people to the Volunteer Firefighters Dependent Fund: Jennifer Lyle, Robert Dickson, Matt Hamsher, KJ Kearns and George Shegog.

**Visiting Clerk and Fiscal Officer:** Visiting Clerk Melanie Smith and Fiscal Officer Debra Whitehair gave the February financial report.

- 1) Reported that the available primary checking balance is \$1,095,788.25.
- 2) Reported that revenue is around 17% with property tax money expected to come in soon.
- 3) Reported that the finance committee viewed the bank reconciliation.

- 4) Reported that the Village is using the payroll system in UAN, for a savings of \$6000.
- 5) Whitehair reported that she is training and that Joy Johnson is going to be cross-trained as well so that there is redundancy and backup available.

**Village Administrator:** Village Administrator Chris Huebner gave the February report.

- 1) Wastewater Tertiary Filter project (2024 completion)
  - a. Paid \$124,547 using the \$250,000 ARC grant to Workman Industrial Services for a down payment towards the wastewater treatment plant filter equipment.
  - b. Communication with Department of Development covering the wastewater tertiary filter ARPA grant payment disbursement. \$621,790 will be paid out in three payments this summer.
- 2) Completed the 2024 appropriations and final Budget.
- 3) Meetings with Cable/Fiber vendors. Evaluating contracts for the best option.
- 4) I&I remediation project & Lead Service Line project (both ongoing)
  - a. Working on smoke testing reports. Assigning property owner names to identified addresses.
  - b. RCAP meeting covering more collection system camera inspections and Lead Service Line pot holing work this spring.
- 5) Back-up Generators (ongoing)
  - a. Learned only 1- Ohio EPA grant \$50,000 can be spent on 1 generator. This means we will have to spend \$50,000 for labor/materials for the water plant generator.
- 6) Water Plant Clarifier 2 rehab project (funding needed)
  - a. CT Consultants applied for Ohio Builds grant and ODWA loan applications for Water Plant Clarifier 2 rehabilitation project. Hoping to hear back by the end of the month if we will receive the grant or not.
- 7) Image Computer Solutions installed LAN connection for internet service in VH basement.
- 8) Seeking Councils approval for resolution for extending Cintas uniform contract for 2 more years with state bid pricing with a savings of \$5,000 per year. This will be for the water & wastewater department only.
- 9) All plant operations in compliance for the month.
- 10) All brush growth on the water plant reservoir banks have been trimmed down to control nuisance growth.
- 11) WTP still operates at maximum efficiency without feeding activated carbon-. Resulting in cost savings over time.
- 12) Dalton and Chris performed a PowerPoint presentation covering the Ohio EPA Drinking Water Contingency Plan Tabletop Exercise with Street and Water Department staff.
- 13) All plant operations in compliance for the month.
- 14) The Bar screen has been repaired and is functionally properly.
- 15) Dalton Flinn passed his Class 3 wastewater treatment exam and has been approved by Ohio EPA for his certification. He also completed his bachelor's degree in Technical and Applied Studies from Ohio University.
- 16) Read water meters. Steve Ball is now fully trained to read meters.
- 17) Salted roads during 2 minor snow events.
- 18) Cut and trimmed landscaping at all 3 Village entrance signs and Village Hall Park.
- 19) Cleared the walking path around the upper reservoir. There are 2 bridges that need minor repairs that will be completed soon.
- 20) Marked up blueprints identifying water & sewer lines for the Horizon fiber optic project running up 83 South to Sunflower Drive.

- 21) Filled potholes using 8 tons of cold patch. On average, 12 tons of cold patch are used each year.
- 22) Approved 2 applications- fence project at 215 West Main Street and roof replacement project at 145 Fairfield Drive.
- 23) 2 Residents had questions regarding Noise and Food truck ordinances.
- 24) Two residential inquiries regarding possible rental properties.
- 25) Code Enforcement-4 new cases for the month. No major issues were found other than minor property violations. 6 junk vehicles removed from 13 E. Maple Street property. Removed 1 vehicle and rubbish at 5 Comin Street property. Received a complaint and resolved the issue about an old mattress and some junk at 23 E. Main Street property.
- 26) Design Review Board- New Business sign inquiry at 19 E Main Street. Approved the application for exterior work at 68 Main Street property.

**Mayor:** Mayor Jennifer Lyle gave the February monthly report.

- 1) Reported that the Celebrate New Concord committee has booked all of the bands for the coming season.
- 2) Reported that she and Huebner have applied for a grant for a 9 week training in securing federal funding projects.
- 3) Reported that she will be serving on a panel of local mayors for a leadership program.
- 4) Reported that she has been accepted to the Ohio Economic Development program.

**Finance Committee:** Committee chair Steve Wootton reported that the committee met March 7 for a budget workshop.

- 1) Recommended passage of Ordinance 2024-3-1, which creates the budget for the 2024 fiscal year.
- 2) Recommended passage of Ordinance 2024-3-3, creating salaries for the 2024 fiscal year.
- 3) Recommended passage of Ordinance 2024-3-2, which is routine financial housekeeping legislation.

## OLD BUSINESS

## NEW BUSINESS

Moved by Wootton

Seconded by Whitehair

**Ordinance 2024-3-1**, an ordinance to make annual appropriations for the current expenses and other expenditures of the Village of New Concord, State of Ohio during the fiscal year ending December 31, 2024, (revised code section 5705.38) and declaring an emergency.

Wootton	yea
Whitehair	yea
Dickson	yea

Shegog	yea
Kearns	yea
Taylor	yea

Motion Passes

Shegog asked what the \$20,000 was in the pool budget? Melanie Smith determined that this was money expected in revenue for the pool from passes, daily gate, and pool parties.

Moved by Whitehair		Seconded by Taylor	
That <b>Ordinance 2024-3-1</b> be approved as read.			
Wootton	yea	Shegog	yea
Whitehair	yea	Kearns	yea
Dickson	yea	Taylor	yea
Motion Passes			

Moved by Shegog		Seconded by Taylor	
<b>Ordinance 2024-3-2</b> , an ordinance providing for amending and revising specific line-items in the appropriations of expenditures for the Village of New Concord for the calendar year 2024 and declaring an emergency.			
Wootton	yea	Shegog	yea
Whitehair	yea	Kearns	yea
Dickson	yea	Taylor	yea
Motion Passes			

Moved by Taylor		Seconded by Shegog	
That <b>Ordinance 2024-3-2</b> be approved as read.			
Wootton	yea	Shegog	yea
Whitehair	yea	Kearns	yea
Dickson	yea	Taylor	yea
Motion Passes			

Moved by Taylor		Seconded by Dickson	
<b>Ordinance 2024-3-3</b> , an ordinance amending Ordinance 2023-93 to establish wages for employees and officers of the Village for the period 4-1-2024 to 3-31-2025 and declaring an emergency.			
Wootton	yea	Shegog	yea
Whitehair	yea	Kearns	yea
Dickson	yea	Taylor	yea
Motion Passes			

Moved by Dickson		Seconded by Taylor	
That <b>Ordinance 2024-3-3</b> be approved as read.			
Wootton	yea	Shegog	yea
Whitehair	yea	Kearns	yea
Dickson	yea	Taylor	yea
Motion Passes			

Moved by Dickson		Seconded by Taylor	
<b>Ordinance 2024-3-4</b> , an ordinance authorizing the Mayor to appoint a full-time fiscal officer and declaring an emergency			



Moved by Taylor

Seconded by Kearns

**Resolution 2024-3-1**, a resolution authorizing the Interim Village Administrator to participate in the DAS contract between Cintas Corporation and the State of Ohio, and declaring an emergency.

Wootton      yea  
Whitehair    yea  
Dickson       yea

Shegog       yea  
Kearns       yea  
Taylor        yea

Motion Passes

Moved by Kearns

Seconded by Taylor

That **Resolution 2024-3-1** be approved as read.

Wootton      yea  
Whitehair    yea  
Dickson       yea

Shegog       yea  
Kearns       yea  
Taylor        yea

Motion Passes

#### ANNOUNCEMENTS:

- New Concord Community Euchre Tournament - Friday, March 15<sup>th</sup> – 140 S Friendship – 5:30 to 9:30pm
- Annual Board of Trade Banquet – Thursday, April 4<sup>th</sup> – 5:15pm – East Muskingum Middle School
- Village Council Meeting – Monday, April 8<sup>th</sup> - 6:30pm – Village Hall

**ADJOURNMENTS:** Motion by Dickson, second by Wootton to adjourn meeting. Meeting adjourned at 8:17 PM.

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Mayor

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Fiscal Officer