

**April 9, 2024**

Mayor Jennifer Lyle called the meeting to order on Tuesday, April 9, 2024 with all members present except Wootton.

Moved by Whitehair, seconded by Shegog, that council dispense with the reading of the March 11, 2024 minutes and approve as distributed. Motion carried.

Visitors: Nick Fink, Dave Adams, Renee Coll, Bob Lamb

Fink addressed council to state that he had received a letter from the East Muskingum School District stating that the New Concord Elementary School may be sold if a grant is approved. He stated that he feels that the Village should look into securing the park next to the school as Village-owned green space.

## **REPORTS**

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

- 1) Reported that there were 333 calls for service.
- 2) Reported that there have been 965 calls for service year to date.
- 3) Reported that there were 27 traffic citations and 26 traffic warnings for the month.
- 4) Reported that there were 420 business checks.
- 5) Reported that there were 2 misdemeanor charges.
- 6) Reported that there will be a Drug Take Back event on April 27 from 10am to 2pm at Village Hall.
- 7) Reported that all officers will be attending the Mid-Ohio Advanced Emergency Vehicle Operations Training on April 23.
- 8) Reported that Officer Hunter is attending a Semi-Pistol Instructor Course at OPOTA.

**Fire Chief:** Mayor Lyle gave the March monthly report.

- 1) Reported that there were 61 total EMS runs for the month.
- 2) Reported that there were 12 fire runs.
- 3) Reported that runs are up 7%.
- 4) Reported that they were unable to respond to one call as they were on another call.
- 5) Reported that the Fireman's Festival will be held on Saturday, July 13<sup>th</sup>. Donations are being accepted at this time. Please see the Fire Department's Facebook page for more information.

**Visiting Clerk and Fiscal Officer:** Fiscal Officer Debra Whitehair gave the March financial report.

- 1) Reported that the available primary checking balance is \$1,577,602.59.
- 2) Reported that revenue is at 31% budgeted for the year and expenditures are at 19% budgeted for the year.
- 3) Reported that she and Joy have been working on information for the HR company in addition to working on taxes through the month of April.

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

- 1) **Water Plant Generator:** Signed contracts to purchase and install this summer a 150 KW Generac natural gas generator, working with Generator Systems and Surgent Construction. The \$50,000 EPA grant covers the generator's cost; installation costs will be borne by the water department.
- 2) **Generator annual maintenance agreements:** Existing Kohler generators at the wastewater plant and Garland booster station will be serviced by Buckeye Power, who will change the oil and provide general preventive maintenance.
- 3) **I&I remediation:** 10 letters were mailed to residents asking them to separate home downspouts from the sewer system and routing them out to the curb or into their yard. Working on sending out letters to residents to fix their cleanout drains. (ongoing project)
- 4) RCAP completed the first round of Lead Service Line grant pot holing work, they will continue with the 2<sup>nd</sup> grant work this summer. Submitted paperwork for reimbursement of \$12,500 from Ohio EPA.
- 5) Meeting with AlignHR- performed an onsite audit, they will provide us with post HR review development report in several weeks.
- 6) All plant operations in compliance for the month.
- 7) Made repair to the South Clarifier chain drive.
- 8) Dalton and I have updated and prepared paperwork for biennial Ohio EPA Public Water System inspection scheduled for April 10, 2024
- 9) Sent 6 HP Gorman Rupp pump to Mike Nichols for repair. Received the pump back and it is now operational.
- 10) All plant operations in compliance for the month.
- 11) Operators pulled the north return pump out of the return pit. The pump was sent to Flygt for repairs.
- 12) Dalton Flinn received his Class 3 wastewater treatment certificate in the mail. Dalton has completed all but one certification in the 2 years he has been with the Village. He is currently working towards a Class 3 water certificate
- 13) Restored residential yards from previous water breaks with topsoil, then seeded and strawed distributed areas.
- 14) Performed annual maintenance on mowing equipment and Street sweeper in preparation for spring.
- 15) Worked with ORWA to detect a small leak at Highland and Westview intersection. Dug up area to try and locate the leak and turned out no water was present in excavation area. ORWA will be back to detect leak again.
- 16) Per last council's meeting, led light bulbs were installed at the East entry sign. All entry signs have dusk to dawn sensors.
- 17) The Police Department evidence room fan has been installed and is now complete and operational.
- 18) Worked with RCAP on running their camera through sewer and storm water lines.
- 19) Design Review Board approved sign application at 19 Main Street and a Muskingum County Library vinyl siding replacement application at 77 West Main Street. The board also made recommendations for signage at 42 East Main Street. Discussed old business- regarding uncompleted zoning applications.
- 20) Approved a stair tread replacement application at 34 Main Street
- 21) Met with owners of the Pet Grooming room- they want to expand their business to include a kennel operation at 217 West Main Street. They requested a variance for an 8' fence. The Planning Commission acted as a zoning board of appeals because the zoning code only allows for a 6' fence. A request was made to have the owners meet

and speak with their nearby residents to make them aware of their plans and if they would approve their kennel operations. They will get back with us if they plan to proceed.

## **22) Code Enforcement**

March was a slow month.

- Resolved cases:
  - a. Junk/debris removed from Hartley properties.
  - b. 16 Temporary signs removed.
  - c. Spoke with resident about removing a junk vehicle- in progress.

- 23) During the month of May, Shane will be performing sidewalk assessments and will be notifying property owners of their deficient sidewalks and make them aware of the Village's Sidewalk replacement assistance program. He will then follow up with them in late August.
- 24) Kearns asked if there had been preparation of a backup source of electricity when the storm came through and Huebner stated that he had arranged for a generator in case of that emergency.

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

- 1) Reported that Trent Johnson has accepted the role of Operations Manager.
- 2) Asked that council approve Ordinance 2024-4-4, which will increase the stipends for the interim roles of Village Administrator and Plant Operator for an additional 90 days while those roles are becoming better defined through the human resources process.
- 3) Asked that council approve Resolution 2024-4-4, which will allow the Village to accept planning and design costs up to \$20,000 from the Mayor's Partnership for Progress for areas of need in Village Hall. The areas would be security improvements to the front office and municipal facilities in need of major renovations or relocation.
- 4) Reported that the OPWC grant for small governments to be used for paving was denied. A budget for paving will be discussed at the infrastructure meeting.

**Finance Committee:** Committee member Stan Taylor reported that the committee met on April 8.

- 1) Recommended passage of Ordinance 2024-4-1, Ordinance 2024-4-2, Ordinance 2024-4-3, Resolution 2024-4-1, Resolution 2024-4-2 and Resolution 2024-4-3, which are all routine financial housekeeping legislation.
- 2) Recommended passage of Ordinance 2024-4-4, which continues the stipends for the interim positions of Village Administrator and Plant Supervisor.
- 3) Reported that the committee heard a presentation about joining the Regional Income Tax Agency (RITA) for income taxes.

**OLD BUSINESS**

**NEW BUSINESS**

Moved by Taylor  
 Seconded by Shegog  
**Ordinance 2024-4-1**, 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	absent	Shegog	yea
Whitehair	yea	Kearns	yea
Dickson	yea	Taylor	yea

Motion Passes

Moved by Shegog  
 Seconded by Taylor  
 That **Ordinance 2024-4-1** be approved as read.

Wootton	absent	Shegog	yea
Whitehair	yea	Kearns	yea
Dickson	yea	Taylor	yea

Motion Passes

Moved by Shegog  
 Seconded by Kearns  
**Ordinance 2024-4-2**, 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	absent	Shegog	yea
Whitehair	yea	Kearns	yea
Dickson	yea	Taylor	yea

Motion Passes

Moved by Kearns  
 Seconded by Shegog  
 That **Ordinance 2024-4-2** be approved as read.

Wootton	absent	Shegog	yea
Whitehair	yea	Kearns	yea
Dickson	yea	Taylor	yea

Motion Passes

Moved by Shegog  
 Seconded by Dickson  
**Ordinance 2024-4-3**, an ordinance providing for amending and revising the appropriations of expenditures for the Village of New Concord for the calendar year 2024 and declaring an emergency.

Wootton	absent	Shegog	yea
Whitehair	yea	Kearns	yea
Dickson	yea	Taylor	yea

Motion Passes



Wootton	absent	Shegog	yea
Whitehair	yea	Kearns	yea
Dickson	yea	Taylor	yea

Motion Passes

Moved by Kearns                                  Seconded by Shegog  
That **Resolution 2024-4-2** be approved as read.

Wootton	absent	Shegog	yea
Whitehair	yea	Kearns	yea
Dickson	yea	Taylor	yea

Motion Passes

Moved by Shegog                                  Seconded by Kearns  
**Resolution 2024-4-3**, a resolution transferring funds from water operating fund to the water generator fund in the year 2024 budget as listed herein and declaring an emergency.

Wootton	absent	Shegog	yea
Whitehair	yea	Kearns	yea
Dickson	yea	Taylor	yea

Motion Passes

Moved by Kearns                                  Seconded by Shegog  
That **Resolution 2024-4-3** be approved as read.

Wootton	absent	Shegog	yea
Whitehair	yea	Kearns	yea
Dickson	yea	Taylor	yea

Motion Passes

Moved by Shegog                                  Seconded by Dickson  
**Resolution 2024-4-4**, a resolution authorizing the Mayor to accept a funding award for a Municipal Facilities Planning and Design Program from the Mayors’ Partnership for Progress via its fiscal agent Ohio University Voinovich School of Leadership and Public Service and declaring an emergency

Wootton	absent	Shegog	yea
Whitehair	yea	Kearns	yea
Dickson	yea	Taylor	yea

Motion Passes

Taylor stated that he was disappointed that our local architect was unable to be used for this project. Lyle stated that the architect had to be one from the list that was provided by the Mayor’s Partnership for Progress.

	Moved by Dickson		Seconded by Shegog
That <b>Resolution 2024-4-4</b> be approved as read.			
Wootton	absent	Shegog	yea
Whitehair	yea	Kearns	yea
Dickson	yea	Taylor	yea
Motion Passes			

Whitehair stated that he would like to discuss having bi-weekly meetings to avoid emergency legislation. It was decided that this will be discussed in a policy committee meeting.

**ANNOUNCEMENTS:**

- Let's Pick It Up New Concord – April 22-30, 2024
- Drug Take Back – Saturday, April 27<sup>th</sup> – 10am to 2pm
- Village Council Meeting – Monday, May 13<sup>th</sup> - 6:30pm – Village Hall

**EXECUTIVE SESSION:** Related to property.

Moved by Kearns, second by Taylor that council move to executive session.

Wootton	absent	Shegog	yea
Whitehair	yea	Kearns	yea
Dickson	yea	Taylor	yea
Motion Passes			

**ADJOURNMENTS:** Motion by Whitehair, second by Taylor to adjourn executive session. Executive session adjourned at 8:48 PM. Motion by Dickson, second by Whitehair to adjourn meeting. Meeting adjourned at 8:49 PM.

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Mayor

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Fiscal Officer