

**August 12, 2024**

Mayor Jennifer Lyle called the meeting to order on Monday, August 13, 2024 with all members present except Taylor.

Moved by Shegog, second by Wootton, that council dispense with the reading of the July 8, 2024, July 30, 2024, July 31, 2024, August 5, 2024 and August 7, 2024 minutes and approve as distributed. Motion carried.

Visitors: Marsha Wagner

Wagner stated that she is still concerned about the condition of Montgomery Blvd.

## **REPORTS**

**Fire Chief:** Fire Chief Shane Barkley gave the July monthly report.

- 1) Reported that there were 111 total EMS runs for the month.
- 2) Reported that there were 23 fire runs.
- 3) Reported that there were 4 missed calls for service due to crews being on another call.

**Fiscal Officer:** Fiscal Officer Debbra Whitehair gave the July financial report.

- 1) Reported that the available primary checking balance is \$1,304,642.40.
- 2) Reported that she has been working with Chris Kerby on appropriations for the remainder of the year and into 2025.
- 3) Jim Whitehair asked if she is feeling that the AlignHR company is a good fit for the Village? Debbie Whitehair replied that in some ways it is a good fit, but that she is uncomfortable with the expenses that could be ongoing in a contract situation. The Village employs too few people to justify expenses such as a secondary employee tracking record when she is already utilizing UAN for such needs. Council requested that updates and a timeline from AlignHR be sent.

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

1) **WWTP Tertiary Project:**

- Workman Industrial Services has completed all concrete floors and wall removal. They have installed two influent gate valves and filled old inlet holes with concrete. They are planning on installing the 2 new filters next week. The project is ARPA and ARC funded.

2) **Water Plant generator:**

- Surgent Construction installed the generator on the concrete pad on July 23, 2024. Hannah Electric has installed the wiring connecting the Generator over to the Automatic transfer switch. Startup date Service to test the generator will be scheduled soon and after this is completed the generator project will be finished.

**Ohio EPA H2O Equipment Grant:** The Operations Department has received the water distribution equipment.

- USA Bluebook staff will provide the new equipment training on August 20, 2024.
- 3) **Friendship I & I Sewer Project:** Chris Kerby has indicated the Village has too much debt, so he suggested we have a sewer rate study completed to determine if we need to raise our sewer rates to fix our sewer collection system. RCAP has agreed to perform a sewer rate study for free from an Ohio EPA grant they have available. Joy, Debbie and I have been providing RCAP with the information they have requested. This rate study will take approximately 4 to 6 months to complete. I will update you on their progress going forward. Received word that the Mayor Partnership program will be providing a \$28,000 grant for the sewer rate study.
  - 4) **2024 Street Paving:** Parnell & Associates successfully paved Hill Crest Drive, Muskie alley, McCall's Lane and various patches throughout the Village. Evaluating whether we can do any more paving this year.
  - 5) **John Glenn School Road possible paving:** The signed resolution and supporting paperwork have been turned over to the Muskingum County Engineers office to apply for an Ohio Public Works Commission grant to pave John Glenn School Road for 2025. We will learn if the paving grant is awarded after a December 18, 2024, meeting.
  - 6) **2 Job openings filled:** 2 new employees have started working for the Village. Landan Pollock started July 15<sup>th</sup> in the water & wastewater department. Bo Fawcett started July 22<sup>nd</sup> in the operations department. Please welcome them to our team when you have an opportunity to meet them.
  - 7) **Assistant Village Administrator:** Dalton Flinn started on July 22, 2024. He is enrolled in a Municipal Planning & Zoning Fundamentals online short course with Ohio State College of Engineering. Please welcome Dalton as new Assistant Village Administrator.
  - 8) **Tree Damage:** High winds on July 10<sup>th</sup>, 15<sup>th</sup>, and 16<sup>th</sup>, 2024 caused damage to trees on Main Street, First Alley and Harper Avenue. Property damage occurred at 106 E. Main Street, 154 W. Main Street and Harper Ave. Three trees were cut down due to the damage.
  - 9) **Tree Training:** Ann Bonner, Arborist with ODNR will be here on November 1, 2024, at 8:30 to provide free training on Young Tree Trimming to our staff and other municipalities. Registration forms will be available for anyone interested in attending.
  - 10) **AlignHR-** Provided training on Interviewing Do's and Don'ts to our Leadership Team on July 30, 2024.
  - 11) **Operations Department**
    - a) Painted pickleball courts and started painting cross walks.
    - b) Repaired a 6-inch water line break under a concrete driveway at 200 LakeSide Drive.
    - c) Finished flushing fire hydrants and annual water valve exercising program per Ohio EPA requirements.
    - d) Completed upgrades to water plant sewer lift station.
    - e) Cut up and assisted H & M Tree services with several trees and limbs that were damaged during the windstorms.
    - f) Training Bo Fawcett on Street department responsibilities.
  - 12) Asked for support for Resolution 2024-10-1, extending the cell tower agreement.

**Assistant Village Administrator:** Assistant Village Administrator Dalton Flinn gave the July report

1) **Water & Wastewater Treatment Plants**

- a) All plant operations in compliance for the month. Monthly Operating reports and Operator coverage times reports were submitted to Ohio EPA.
- b) Operations department assisted with the installation of new piping and a new pump in the water plant sewer lift station.
- c) Hardwired and fixed Filter Turbidity equipment telemetry communication issue at the water plant.
- d) Used Zemba's Vac Loader to clean out wastewater plant east oxidation ditch.
- e) Training Landan Pollock on water and wastewater responsibilities and standard operating procedures and water lab certification sampling procedures.
- f) Working on a new valve installation project on the wastewater plant east oxidation ditch drain.

2) **Zoning**

- a) Approved Matt Haines glass replacement application at the old subway restaurant location.
- b) The Genesis Pharmacy sign was painted black.

**Code Enforcement:** Code Enforcement officer Shane Barkley gave the July report

1) **Monitoring the following properties/cases**

23-12- (157 N. Liberty) Still working with Mrs. Houser to get the property maintenance issues resolved. She is currently still in a nursing home for rehab.

24-17- 12960 Longview Lane – I've been monitoring a rubbish pile in the front yard I believe is from some remodeling.

24-31- 735 Friendship Dr- Pool Fencing

24-35- 167 Montgomery Blvd – Monitoring. Spoke with owner and they are working to put up a deck with fencing.

2) **New Cases**

24-36 – 158 Montgomery BLVD- junk vehicle and noxious weeds.

3) **Resolved Cases \***

\*24-29 - 21 E. Maple- Pool Fencing

\*24-30 - 1025 Friendship Dr – Tall Grass

\*24-32 - 216 W. Main St – Tall Grass

\*22-33 - 212 W. Main St – Tall Grass

\*22-34 - 210 W. Main St – Tall Grass

12 temporary signs were removed

**Mayor:** Mayor Jennifer Lyle remarks for July.

- 1) Reported that she delivered the tax levy legislation to the Board of Elections, where it was accepted. It has now been sent to the Secretary of State's office for approval for the November ballot.

- 2) Reported that she has been working on updates to the zoning code and on legislation concerning marijuana that will be taken to the policy committee.
- 3) Reported that she attended a Mayor's Meeting at the Muskingum County Commissioners office.
- 4) Reported that she met with representatives from the Department of Development, as well as representatives from OMEGA, along with Steve Wootton and Chris Huebner.
- 5) Reported that she has been in contact with a company that will be performing a fiber optics project on South Friendship.
- 6) Reported that the pickleball court has been installed.

**Finance Committee:** Committee chair Steve Wootton reported that the committee met on August 8.

- 1) Committee went over the July financial statements.
- 2) Committee participated in a mid-year appropriations budget workshop with Chris Kerby. Committee discussed the use of purchase orders and appropriations needed to pay bills, as well as appropriations needed to provide raises to employees. Committee will also be working with departments to create an asset management program.

## OLD BUSINESS

Mayor Lyle brought Ordinance 2024-9-1 to the floor for a second reading. Wootton made a motion to waive the second reading, Whitehair seconded the motion.

Wootton	yea	Shegog	yea
Whitehair	yea	Johnson	yea
Dickson	yea	Taylor	absent

Motion Passes

Moved by Wootton Seconded by Shegog  
**Ordinance 2024-9-1**, an ordinance authorizing and directing the mayor to execute a contract with a Regional Council of Governments for the purpose of administration and collection of municipal income tax in the Village of New Concord, Ohio.

Wootton	yea	Shegog	yea
Whitehair	yea	Johnson	yea
Dickson	yea	Taylor	absent

Motion Passes

## NEW BUSINESS

Mayor Lyle stated that there was damage to a property at 106 East Main Street from a tree that fell that was in the tree lawn. She proposed that council agree to pay the deductible for the home owner's insurance and develop a policy for covering these types of property damage. Moved by Johnson, seconded by Dickson to approve paying the deductible. All vote in favor.

