

October 15, 2024

Mayor Jennifer Lyle called the meeting to order on Tuesday, October 15, 2024 with all members present with the exception of Wootton.

Moved by Shegog, second by Taylor, that council dispense with the reading of the September 9, 2024 minutes and approve as distributed. Motion carried.

Visitors: Denver Kosch, Lee Zoganes

Denver Kosch addressed council to request that the Kappa Sigma fraternity conduct a Fill the Boot campaign at the light at State Route 83 and Main Street to raise money for the Military Heroes campaign on Saturday, October 19.

REPORTS

Police Chief: Police Officer Jim Hunter gave the September monthly report.

- 1) Reported that there were 321 calls for service.
- 2) Reported that there have been 2827 calls for service year to date.
- 3) Reported that there were 29 traffic citations and 35 traffic warnings for the month.
- 4) Reported that there were 350 business checks and 1 parking citation.
- 5) Reported that there were 5 misdemeanor charges, 1 felony case and 1 warrant arrest.
- 6) Reported that all full time officers have completed the required state mandated CPT training.

Fire Chief: Fire Chief Shane Barkley gave the September monthly report.

- 1) Reported that there were 99 total EMS calls for the month.
- 2) Reported that there were 27 fire runs.
- 3) Reported there are 3 new volunteers and 1 new part-time employee in the department.
- 4) Reported that he has applied for a hardship request for a reimbursement grant for new equipment.

Fiscal Officer: Fiscal Officer Debbra Whitehair gave the September financial report.

- 1) Reported that the available primary checking balance is \$1,337,393.57.
- 2) Reported that revenue is at 84% and expenditures are at 73% of the year to date budget.
- 3) Reported that RITA has completed one extract of information to begin the process of using RITA for income tax collection and is on schedule to be switched over at the first of the year.

Village Administrator: Village Administrator Chris Huebner gave the September report.

1) **WWTP Tertiary Project:**

- Workman Industrial Services have completed this project. The project went smoothly with one change order costing \$8,180.11 for removing grout from the bottom of the filter chambers. The new filters have a 1-year manufacturer's warranty. Total cost of the project is \$891,673.11 paid to Workman's. \$29,000 was paid to CT Consultants for their inspection and engineering services.

2) **Water Plant generator:**

- Generator Systems conducted a second start up service to test the generator and the automatic transfer switch (ATS) is not working properly, the generator cannot operate at 100% load due to a low gas volume issue. Columbia Gas is going to install new gas regulator to fix this problem. The ATS part is scheduled to arrive by October 14. All parties have agreed to meet on the same day when we plan to complete the third start up. After this is completed the generator project will be finished and will provide backup power when needed. We also installed twillo software at a cost of \$350/year onto our SCADA system. We discontinued our landline phone connection, resulting in a \$3,850 cost savings per year.

3) **Friendship I & I Sewer Project:** We are asking for your support in an emergency resolution authorizing RCAP to enter into a cooperative agreement for the design of the I & I reduction project between the Village of New Concord and the Ohio Water Development Authority. RCACP will be nominating the project to apply for a loan from OWDA to finance the cost of sewer repairs for the Friendship Drive sewer line. Working with CT Consultants who is reviewing sewer line to provide us with a quote.

4) **2024 Street Paving:** Parnell & Associates completed paving parts of East Maple Ave. Plumb Alley Mill Street and Montgomery Blvd. They also filled in a low spot on Layton Ave. This completes the paving for 2024. Parnell & Associates did a great job.

5) **ODOT:** ODOT has plans to resurface US Routes 22 and 83 in the Village of New Concord during the year 2026. They typically resurface roads every 12 to 14 years based on the road condition. For ODOT to perform this work they will need to have the Village Council approve a preliminary legislation consent resolution. They will pay for all this work if we give consent. We ask for your support in approving this emergency resolution because they need it before October 24, 2024, to start their planning phase for this construction project.

6) **Verizon Water Tower Lease agreement:** We ask for your support on the 3rd and final reading for passage of resolution for the water tower lease agreement with Verizon.

Operations Department

- a) Painted engraved letters on the south and West Village Entrance signs. Light bulbs were also replaced.
- b) Completed painting curbs with some minor touch work to follow.
- c) Repaired a 2-inch water main leak on Fairfield Drive.
- d) Repaired a 6-inch water main leak on North Liberty Drive.
- e) Replaced defective fire hydrant behind LMIS, which in turn caused another leak to repair on the fire hydrant watch valve.
- f) Worked with Parnell with the 2nd round of paving.
- g) Fixed 3 Street lights replaced 1 bulb and 2 sensors.
- h) Worked with residents on collecting Lead and Copper sample bottles.

Assistant Village Administrator: Assistant Village Administrator Dalton Flinn gave the September report.

1) **Water Treatment Plants**

- a) All plant operations in compliance for the month. Monthly Operating reports and Operator coverage times reports were submitted to Ohio EPA. We have had several interviews for the open position but no hires yet.
- b) The New Concord area received approximately 1.2 inches of rain which helped us take a break from using water from the upper reservoir. The current level is 26', our records indicate we have approximately 36 million gallons of water left in the upper reservoir.
- c) Adjusted the timer on the water salesman calibrating it to measure more accurately.
- d) Replaced gas valves on the new generator. Repaired a gas leak inside the water plant.
- e) Treated the lower reservoir with copper sulfate after an algae detection in the raw water. No detection of algae after treatment.
- f) Reported that there were no issues with lead after recent tests.

2) **Wastewater Treatment Plant**

- a) Renewed 5-year Wastewater NPDES Permit.
- b) The new Filters are now operational. We have made several small adjustments, and they are operating well.
- c) To conserve water, we have permitted outside contractors to pump our wastewater effluent instead of them purchasing water from our water salesman.

3) **Zoning**

- a) 205 Westview was approved for roof mounted solar panels
- b) 107 Cherry has been approved for new shingles
- c) New zoning permit forms are finished

Code Enforcement: Code Enforcement officer Shane Barkley gave the September 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.

2) **New Cases**

- a) 24-37- 16 Garfield Ave Tall Grass. Owner Resolved.
- b) 24-38- 5 Comin Street for tall grass. No response from the property owner as both letters were returned. Village contractor mowed.
- c) 24-39- 168 Montgomery Shrubbery impeding sidewalk traffic- Owner resolved.
- d) 24-41 54 Paden Rd Shrubbery overhanging the roadway.

e) **Resolved Cases**

- a) 24-37- 16 Garfield Ave Tall Grass. Owner Resolved.
- b) 24-38- 5 Comin Street for tall grass. No response from the property owner as both letters were returned. Village contractor mowed.
- c) 24-39- 168 Montgomery Shrubbery impeding sidewalk traffic- Owner resolved.
- d) 24-41 54 Paden Rd Shrubbery overhanging the roadway.

- 3) 8 temporary signs were removed

Mayor: Mayor Jennifer Lyle remarks for September.

- 1) Reported that Kristi Johnson has submitted her resignation effective October 31, 2024. Thanked Johnson for her service to the village and stated that the Village will be accepting applicants for the vacated council seat.
- 2) Reported that the 3rd graders visited Village Hall.
- 3) Reported that she and Chief Peck have been meeting with the Board of Trade in planning for the Christmas parade.
- 4) Reported that Celebrate New Concord is beginning to plan their 2025 season.
- 5) Reported that the Friends of New Concord will be helping to repair bridges at the reservoir. The Boy Scouts will also be helping with this project.
- 6) Reported that she has been working with the administrator and the fiscal officer on the employee handbook update.
- 7) Reported that she submitted the paperwork for funding from the USDA for the fire engine.
- 8) Whitehair asked if she had any information about the SOPEC grant for EV chargers that was announced in the media? Lyle stated that Erin Stevens of SOPEC will be at the next council meeting to discuss that, along with information about the gas rates for the Village.

Infrastructure Committee: Committee chair Robert Dickson reported that the committee met on September 23.

- 1) Committee discussed tree maintenance with Ann Bonner.

Policy Committee: Committee chair Levi Shegog reported that the committee met on October 8.

- 1) Committee met with representatives of AlignHR.
- 2) Committee reviewed a new zoning form, this was approved for use.
- 3) Committee discussed the purchasing policy. This was to be reviewed by the administration and brought back to policy.

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

- 1) Committee went over the September financial statements.
- 2) Committee recommended passage of Ordinance 2024-12-1, which is routine housekeeping legislation.
- 3) Committee recommended passage of first reading of Ordinance 2024-9-4, allowing the Village to enter into the Right-of-Way contract.
- 4) Committee recommended passage of Resolution 2024-10-2, allowing the Village to enter into a cooperative agreement with RCAP for the I&I reduction project.
- 5) Committee recommended passage of Resolution 2024-10-3, entering into an agreement with ODOT for roadwork.

Committee of the Whole: Stan Taylor reported that the committee of the whole met on September 23.

- 1) Committee discussed an inventory of assets.
- 2) Committee discussed a capital replacement plan.

- Muskingum University Homecoming Weekend – October 18th to 20th
- Committee of the Whole Meeting – Monday, October 28th - 6:30pm – Village Hall
- New Concord Area Board of Trade Trail of Treats – Thursday, October 31st – 5-6pm – Maple Avenue behind Village Hall
- Trick or Treat – Thursday, October 31st – 6-7pm
- Young Tree Pruning Workshop – Friday, November 1st – 8:30am – Village Hall
- Village Council Meeting – Monday, November 18th – 6:30pm - Village Hall

ADJOURNMENTS: Motion by Dickson, second by Taylor to adjourn meeting. Meeting adjourned at 8:14 PM.

Mayor

Fiscal Officer