March 10, 2025

Mayor Jennifer Lyle called the meeting to order on Monday, March 10, 2025 with all members present.

Moved by Wootton, second by Killian, that council dispense with the reading of the February 10, 2025 minutes and approve as distributed. Motion carried.

Visitors: Julie McGee, Joseph Hunt, Steve Ball, Marsha Wagner, Cathy Seeley, Mary Beth Caudill, Tom Caudill, Ray Shesky, Jose W. Byers, Derek C. Talib, Teresa Bennett

The producers of I71 Movies spoke about their plan to work in the Village shooting a movie. Mary Beth Caudill gave a presentation about the work of NCAARD and it's programing. Shegog commented that NCAARD is very important to the Village and appreciated by the residents.

Marsha Wagner asked why the council voted a vote of no confidence in the mayor at the previous meeting and why the two members abstained? Wootton stated that he abstained as he felt it was a conflict of interest to vote as he would stand to become the mayor as the president of council if the mayor stepped down or was removed. Shegog stated that there is a lack of communication and trust with the mayor and it is an ongoing issue. Killian stated that he abstained because he is new to council and is hopeful that the council and the mayor will be able to make changes.

REPORTS

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

1) Reported that there were 254 calls for service.
2) Reported that there have been 530 calls for service year to date.
3) Reported that there were 13 traffic citations and 24 traffic warnings for the month.
4) Reported that there were 285 business checks and 6 parking citations.
5) Reported that there were 3 misdemeanor charges filed.

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

1) Reported that there were 75 total EMS calls for the month.
2) Reported that there were 26 fire runs.
3) Reported that there was coverage for 89% of shifts.
4) Reported that two volunteers were added, one person was able to become part-time from volunteer, and three people passed classes to become instructors.
5) Killian commented that the fire department responded well to a structure fire, and Taylor commented that the department handled the incident at the university well.

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

1) Reported that the available primary checking balance is $1,464,590.14.
2) Reported that she has been answering questions for residents about RITA.
3) Reported that the budget is completed and to be voted on as Ordinance 2025-3-2.

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

1) **i71 Movie Production Company-** On March 3, 2025 I informed the Council about a filming opportunity at Village Hall via email.

2) **Water Tap Fee:** We are currently in the process of updating the Ordinance to increase our water tap fees. The last update was in 2019, and with inflation, an increase in rates is warranted.

3) **ODOT Grant Applications**: The Mayor and I have teamed up with OMEGA and Verdantas Engineering Group to apply for two ODOT grants. OMEGA is pursuing a Feasibility Study grant for the Liberty Bridge replacement project, while Verdantas Engineering Group has applied for a Pedestrian Bike Trails grant. Both grants require no matching funds. We expect to receive the results for the Pedestrian Bike Trails grant by May 2025. Importantly, there are no charges incurred from OMEGA or Verdantas for their work on these grant applications.

4) **New Employee hired:** We have welcomed Cole Lively to our team in the water/wastewater department. With this addition, the Village now has all positions filled, and both the operations and water/wastewater departments are fully staffed.

Operations Department

a) Repaired 8" water main leak near Fabri Form/ Penda Form
b) Repaired 6" water main leak at 212 Westview Dr
c) Zemba's finished replacement of 2" water main under W Main St near New Concord Elementary
d) Replaced water hose on water salesman
e) Had Zemba's jet blocked up sewer line 3 times on W Maple.
f) 2 meetings with RCAP reps about asset management
g) Replaced 2- 1" water meters at Dollar General that froze due to lack of heat in building
h) Started filling in potholes. 5 tons of cold patch used.
i) Plowed and treated roads multiple times due to snow and icing
j) Steve and Hunter trained Ryan on water meter reading
k) Preformed minor repairs in house to dump trucks, plows, spreader boxes and pickups
l) Currently in contact with Balwin-Sours, Hanna Electric, and AEP about quotes and options for traffic controls during electrical outages
m) Replaced pump on boiler at Village Hall
n) Updated our GIS mapping and inputting all water breaks from the last 9 years
o) Started updating information on GIS to make sure all village water lines and sizes are correct on the app.
p) Both Water Treatment and Wastewater Treatment Plants achieved compliance for the month of February 2025. Monthly Operating Reports and Operator coverage time Reports will be submitted to Ohio EPA, there was one SSO event on the 16th

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

1) Water Treatment Plants

a) Hired new operator Cole Lively
b) Submitted annual water withdraw report to ODNR

2) Wastewater Treatment Plant

a) Continuing to learn the operations of new filters. Landan Pollock created a helpful maintenance routine sheet.
b) Jeff Willer was able to successfully troubleshoot our raw pump problems
c) Waiting on a part to install muffin monster
d) We received our new NPDES permit that will be active for the next 5 years. This will add additional sampling.
e) Submitted annual sludge report to EPA. Pressed 72.3 tons for sludge and land applied

3) Zoning

a) Teddington Square has been through a planning commission meeting and two board of zoning appeals meetings. They were granted a variance for parking. Instead of having the required 15 spaces on site they will have 8 in their upper lot.
b) 80 Shadyside applied and was approved for home upgrades.
c) Scotts Diner applied for two new signs.
d) 63 East Main Street applied and was approved for new siding.
e) 160 North Liberty applied and was approved for a fence.
f) Code Enforcement monitoring 13 East Maple for junk in yard.
g) Resolved cases Talked with residents on Depot Street about trash in their yard and they promptly cleaned it up. Talked with Kevin Wagner at the college about trimming or removing bushes to improve visibility when leaving the Cambridge parking lot and pulling onto Comin Street.

Mayor: Mayor Jennifer Lyle gave the February report.

1) Reported that she has been working on a federal funding grant through the Rural and Tribal Assistance program to secure funding for the Bridging the Gap program to find a replacement for the Liberty bridge program.
2) Reported that she is working on an ODOT special solicitation program for concept and design of pedestrian trailways.
3) Reported that the Friends of New Concord will be holding a euchre tournament, the proceeds of which will be used for the purchase of hanging baskets for the Village.
4) Reported that Celebrate New Concord's season is set and they are currently fundraising.
5) Thanked Chris Huebner, Dalton Flinn, and Trent Johnson for their work at getting their departments to full staff.
6) Reported that the community planning stakeholder meetings went well and there will be a report generated and a survey going out to residents.

Policy Committee: Committee chair Levi Shegog reported that the committee met on March 4.

1) Committee reviewed final draft of rules of council and recommends that council approve revised rules of council

2) Discussed the extension of the marijuana moratorium within the village. As a group we landed on extending the moratorium for another six months while putting together a committee to focus on developing what this would look like in New Concord.

3) Committee reviewed the employee handbook. Committee will be meeting with AlignHR to review these updates.

Safety Committee: Committee Chair Jim Whitehair reported that the committee met on March 3.

1) Marsha Wagner addressed the committee regarding the need for night lighting in Stag Alley near Comin St due to safety concerns. Chief Peck and Jim will follow up with Debbie regarding process/cost for a potential streetlight in that area.

2) Regarding prior month's discussion of a battery backup system for traffic light at 83/40: received battery quote from Baldwin & Sours for $6,432. This does not include labor. Operations is unsure if the installation would be able to be completed in house. Chris indicated that another option, and likely better option, would be a transfer switch used in conjunction with a portable generator that would be able to run the lights during power outages. The switch would be installed at the current power base near the corner of Riesbecks lot. The quote for the switch was $1,265. AEP can install for $100. Additional switches are being looked at for the light at Liberty and for the water booster station. As of now, the village should have one generator available for such use. Additional portable generators may be needed depending on how many switches are installed. ODOT is unable to direct traffic if lights are set to flashing. The lights would have to be off for their assistance. Their response times vary depending on worker availability.

3) During the recent active shooter event at Muskingum University, Chief Barkley determined that the fire/EMS has no protective wear for such responses if providing aid. Chief Barkley will be looking at estimates for 6 plate carriers and 12 plate inserts. Both Chiefs agreed that this protective wear would be better than bullet proof vests. Safety Committee agreed that there is a need for the protective wear. Referred Chief Barkley to finance for funding options.

4) Also resulting from the recent active shooter incident, Chief Peck indicated that neither the Chief nor the Superintendent of East Muskingum Schools are currently notified as part of the Meta alert system used by the university. Chief Peck is reaching out to MU so that the village police dept can be made aware of any future issues via that alert service. Chief Peck did indicate that community members are able to sign up for various real-time notifications from the Muskingum County Sheriff via the Sheriff's website. There will be additional active shooter training through a joint effort of the Muskingum County Sheriff's Office and New Concord Village Police at the university sometime this summer.

5) Chief Barkley indicated that those fire department colleagues who signed up for the Truck Company Operations Training did complete the training. Chief Barkley has 2 individuals who would like to attend the Fire I class but will first need funds made available, which can then be reimbursed once training is completed. This is an urgent request as one individual is planning to attend training at the end of March. Referred Chief Barkley to finance committee.

Finance Committee: Committee chair Steve Wootton reported that the committee met on March 7.

1) Committee reviewed the income and expenditures reports.
2) Committee went over the proposed budget for 2025. Chris Kirby gave information for the various proposed expenditures. The proposed pay increase was 3% across the board for full-time employees. Committee discussed additional increases for non-exempt full-time employees since new salaries had been set for most exempt employees last year.
3) Dalton shared a CRA application that was submitted regarding Teddington Square. Committee will be sharing with full council when the application is ready.
4) Chief Barkley requested a transfer from the general fund to pay for training for 2 new fire fighters. The fees would be repaid by the state fire marshal upon completion of the class. It was suggested that he use funds within his budget if possible then return it when the repayment came in.
5) Debbie Whitehair presented a replacement for office printer. The new equipment contract will be lower than our current contract for the printer so committee recommended that she proceed.

OLD BUSINESS

Wootton made a motion to waive the final reading of Ordinance 2025-4-1. Killian seconded the motion.

Wootton	yea	Shegog	yea
Whitehair	yea	Taylor	yea
Dickson	yea	Killian	yea

Motion Passes

Moved by Shegog Seconded by Dickson
Ordinance 2025-4-1, a resolution authorizing the fiscal officer to advertise and accept bids for the New Concord Fire Department 1997 S&S Freightliner Tanker Truck 901, final reading.

Wootton	yea	Shegog	yea
Whitehair	yea	Taylor	yea
Dickson	yea	Killian	yea

Motion Passes

NEW BUSINESS

Mayor Lyle asked for a motion to accept the rules of council. Shegog made the motion, Dickson seconded, motion carried.

Moved by Shegog Seconded by Wootton
Ordinance 2025-3-1, an ordinance imposing an immediate moratorium on the issuance and processing of permits allowing

retail dispensaries, cultivators, or processors of adult use cannabis both medicinal and recreational within the Village of New Concord, Ohio and declaring an emergency.

Wootton	yea	Shegog	yea
Whitehair	yea	Taylor	yea
Dickson	yea	Killian	yea

Motion Passes

Moved by Wootton Seconded by Shegog
That **Ordinance 2025-3-1** be approved as read.

Wootton	yea	Shegog	yea
Whitehair	yea	Taylor	yea
Dickson	yea	Killian	yea

Motion Passes

Moved by Shegog Seconded by Wootton
Ordinance 2025-3-2, 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, 2025 and declaring an emergency (RCS 5705.38)

Wootton	yea	Shegog	yea
Whitehair	yea	Taylor	yea
Dickson	yea	Killian	yea

Motion Passes

Moved by Wootton Seconded by Shegog
That **Ordinance 2025-3-2** be approved as read.

Wootton	yea	Shegog	yea
Whitehair	yea	Taylor	yea
Dickson	yea	Killian	yea

Motion Passes

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

Wootton	yea	Shegog	yea
Whitehair	yea	Taylor	yea
Dickson	yea	Killian	yea

Motion Passes

EXECUTIVE SESSION: To discuss personnel.

ADJOURNMENTS: Motion by Wootton, second by Dickson to adjourn executive session. Executive session adjourned at 8:30 PM.

Wootton made a motion to amend Ordinance 2025-5-3 to reflect a raise of fifty cents per hour more for the police and fire chief salaries. Shegog seconded the motion.

Wootton	yea	Shegog	yea
Whitehair	yea	Taylor	yea
Dickson	yea	Killian	yea

Motion Passes

Moved by Shegog Seconded by Wootton
Ordinance 2025-3-3, an ordinance amending Ordinance 2024-9-4 establishing wages for employees and officers of the Village for the period 4-1-2025 to 3-31-2026 and declaring an emergency.

Wootton	yea	Shegog	yea
Whitehair	yea	Taylor	yea
Dickson	yea	Killian	yea

Motion Passes

Moved by Wootton Seconded by Shegog
That **Ordinance 2025-3-3** be approved as read.

Wootton	yea	Shegog	yea
Whitehair	yea	Taylor	yea
Dickson	yea	Killian	yea

Motion Passes

ADJOURNMENTS: Motion by Dickson, second by Wootton to adjourn meeting. Meeting adjourned at 8:32 PM.

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Mayor Fiscal Officer