August 11, 2025

Mayor Jennifer Lyle called the meeting to order on Monday, August 11, 2025 with all members present except S. Taylor and Bennett.

Mayor Lyle asked for a motion to put the minutes of the July 28, 2025 meeting on the table. Shegog motioned, Y. Taylor seconded to put the minutes on the table.

Mayor Lyle asked that the minutes be amended to state that council members may be allowed to attend the steering committee meetings for the Community Planning Project but that it was also advised that council members attending the steering committee meetings would make the meetings public meetings. Y. Taylor motioned that minutes could read that council members attending the steering committee meetings would make the meetings public meetings. Motion carried. Mayor Lyle asked for a motion to then approve the amended minutes from the July 28, 2025 meeting. All vote in favor except Shegog. Shegog stated that he felt that the minutes were being amended to reflect the idea that council members were not to attend the steering committee meetings and that was not true.

Visitors: Trent Cubbison, Tom Caudill, Mary Beth Caudill, Tanner Caudill

Trent Cubbison, representing the John and Annie Glenn Museum, the New Concord Area Board of Trade, and the Friends of New Concord, presented council with a design for a sign to be placed off of the interstate on State Route 83 proclaiming that New Concord is the hometown of John Glenn with room for a person to take pictures with the sign. There was discussion of various locations. Cubbison stated that the deadline to erect the sign is January 2026, in order to dedicate it during the America 250 time. Mayor Lyle asked the council for a vote to approve the sign with the exact location to be determined. Council votes in favor.

REPORTS

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

1) Reported that there were 265 calls for service.
2) Reported that there have been 1980 calls for service year to date.
3) Reported that there were 7 traffic citations and 14 traffic warnings for the month.
4) Reported that there were 290 business checks and 2 parking citations.
5) Reported that there were 5 misdemeanor charges and 2 warrant arrests.
6) Shegog asked if council should be looking into the speed limit on State Route 83? Peck stated that the Village would need to conduct a traffic study. This is referred to the safety committee.

Fire Chief: Fire Lieutenant Chris Cocoa gave the July monthly report.

1) Reported that there were 77 total EMS calls for the month.
2) Reported that there were 23 fire runs.
3) Reported that there was coverage for 70.4% of shifts.
4) Reported that Department SOGs and SOPs are being redone and will be in effect with the new Village Handbook.

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

1) Reported that the available primary checking balance is $1,880,670.26.
2) Reported that department heads met with Chris Kirby to begin to discuss needs for next year's budget.

Village Administrator: Village Administrator Dalton Flinn gave the July report.

1) Reported that he passed his water supply class 3 exam
2) Worked with First Net to switch our devices from Verizon
3) Continuing to work with RCAP and OMEGA on several projects

Operations Department

1) Repaired water leak at pool
2) Continued flushing fire hydrants
3) Daily locating, mowing, weed eating, and watering flowers
4) Meeting with RCAP about assessment management
5) Meeting with Manik & Smith for lead and copper lines
6) Put in new reservoir sign
7) 2025 paving completed
8) Stormwater catch basin and drain installed on Speer Ally
9) Installed new A/C unit in Police department
10) Completed part of sewer lift station project, waiting for correct parts
11) Worked closely with Guernsey Muskingum Electric and Daniel Robison with new underground electric being installed in Barrington/Fairfield sub-division.
    a. (To make sure our underground utilities were located properly)
12) Called in once at midnight to cut tree limb that was across E Main Street.

Compliance & Operations

1) Both the Water and Wastewater Treatment Plants remained in full compliance with Ohio EPA regulations throughout July 2025. Both Monthly Operating Reports and Staffing Time reports were submitted on time.
2) Scheduled annual maintenance was completed for generators at the Wastewater Treatment Plant and Garland Booster Station. In addition to their core responsibilities, operators supported weekend flower watering, regular groundskeeping: mowing, trimming and pool chemical treatment.

Staff Update

1) Cole Lively concluded his service with us on July 30, 2025. We welcomed Alex Smith to the team on August 4, 2025. If you have a chance to meet Alex, please welcome him as he joins the New Concord crew.

Water

1) Lead Service Line: Inspections Ohio EPA approved the potholing contract with Mannik & Smith Group. Kendrick Excavation will begin curb valve potholing on Main Street starting August 18, with an estimated two-week timeline.
2) Garfield Booster Station: Awaiting delivery of parts for the auxiliary electric transfer switch.
3) Microcystins Testing: No detections have been reported so far this summer.
4) WTP Lift Station Project: Installation is ongoing; final part delivery is pending.

5) Water Meter Pits: Handles were added to meter pit lids, and finish water meter repairs were completed.

Wastewater

1) Creekbank Slip Repair Project: documentation was submitted to the mayor. A Technical Assistance Grant application was filed through the Mayors Partnership for Progress, with positive initial feedback. Additional funding opportunities are being explored.
2) Clarifier Improvements: Plastic components were installed on both clarifier center well rings to enhance foam and grease capture, resulting in cleaner effluent.
3) Valve Replacement: Two faulty scum trough valves were replaced using repurposed gate valves from a faulty backflow device. The installation was completed safely and efficiently.
4) Biosolids Processing: A total of 54 tons of biosolids were processed during the month.
5) Flow Management: The East Oxidation Ditch was filled to handle increased flow and organic load from the return of schools and Muskingum University.

Zoning report June 2025

1) Permits were granted for,
    - One fence
    - One retaining wall
    - One roof/siding replacement
    - One building demolition

Code Enforcement Report June

1) New Cases
    a. Two new junk vehicle cases
    b. One new pool fence case
    c. Two new improper downspout discharge cases

2) Resolved Cases
    a. Five resolved trimming cases
    b. One resolved grass case
    c. One resolved pool fence case

3) 2 temporary signs removed

4) Whitehair stated that Kimble is inconsistent in the pickup of both trash and recycling as discussions may be beginning with the renewal of the contract.

5) Flinn stated that the tree commission met and decided to proceed with the tree grant for cutting down 31 pear trees, which will cost 2$22,500. The grant will be an ask of $35,850, which would also allow for the purchase of equipment for tree trimming and removal.

Mayor: Mayor Jennifer Lyle gave the July report.

1) Mayor asked for passage of Ordinance 2025-8-3, which will create a new part-time position in the Village for a Communications and Community Relations Coordinator. This job is being created to help with communications with the Village and entities within the Village and as support for the office staff.
2) Mayor stated that MPP has a new round of technical assistance (TA) funding for its member municipalities. This funding does not flow through a municipality, but instead is between the project vendor and MPP. Because of this, there is no additional administrative or financial burden to the municipality. MPP has advised the Village of approval for the initial request, which was for engineering for the wastewater treatment plant ground slip.TA requests will be submitted for several additional needed infrastructure projects and will advise of any that are approved to proceed.

Policy Committee: Committee chair Levi Shegog reported that the committee met on August 5.

1) Committee discussed the creation of the Communications and Community Relations Coordinator. Committee asked if there was any issue with the creation of this job and the overlap of the NCAARD director position, in particular to do with OPERS. It was requested that the fiscal officer look into the structure of the OPERS payments.

Safety Committee: Committee chair Jim Whitehair stated that the safety committee did not meet prior to the meeting but that the safety committee will be meeting to discuss both the speed limit on State Route 83 South and the fire district.

OLD BUSINESS

NEW BUSINESS

Moved by Dickson Seconded by Taylor, Y.
Ordinance 2025-8-1, 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 2025 and declaring an emergency

Dickson	yea	Shegog	yea
Whitehair	yea	Taylor, S.	absent
Taylor, Y.	yea	Bennett	absent

Motion Passes

Moved by Taylor, Y. Seconded by Dickson.
That **Ordinance 2025-8-1** be approved as read.

Dickson	yea	Shegog	yea
Whitehair	yea	Taylor, S.	absent
Taylor, Y.	yea	Bennett	absent

Motion Passes

Moved by Shegog Seconded by Whitehair

Ordinance 2025-8-2, 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 2025 and declaring an emergency

Dickson	yea	Shegog	yea
Whitehair	yea	Taylor, S.	absent
Taylor, Y.	yea	Bennett	absent

Motion Passes

Moved by Whitehair Seconded by Shegog

That **Ordinance 2025-8-2** be approved as read.

Dickson	yea	Shegog	yea
Whitehair	yea	Taylor, S.	absent
Taylor, Y.	yea	Bennett	absent

Motion Passes

Moved by Shegog Seconded by Whitehair

Ordinance 2025-8-3, an ordinance authorizing the Village Administrator to create the position of Community Projects and Events Coordinator and declaring an emergency

Dickson	yea	Shegog	yea
Whitehair	yea	Taylor, S.	absent
Taylor, Y.	yea	Bennett	absent

Motion Passes

Whitehair moved to amend the title to Communications and Community Relations Coordinator, Shegog seconded, all vote in favor.

Moved by Whitehair Seconded by Shegog

That **Ordinance 2025-8-3** be approved as read.

Dickson	yea	Shegog	yea
Whitehair	yea	Taylor, S.	absent
Taylor, Y.	yea	Bennett	absent

Motion Passes

Moved by Taylor, Y. Seconded by Dickson

Resolution 2025-8-1, a resolution authorizing the mayor to enter into participation and service agreements for technical assistance projects as described herein and declaring an emergency

Dickson	yea	Shegog	yea
Whitehair	yea	Taylor, S.	absent
Taylor, Y.	yea	Bennett	absent

Motion Passes

Dickson stated that it is understood that the council will be informed of any projects being submitted for service agreements for technical assistance projects. Whitehair stated that he is voting with the understanding that any funding for grants would come before the council.

Moved by Dickson Seconded by Taylor, Y.

That **Resolution 2025-8-1** be approved as read.

Dickson	yea	Shegog	no
Whitehair	yea	Taylor, S.	absent
Taylor, Y.	yea	Bennett	absent

Motion Passes

ANNOUNCEMENTS:

- Celebrate New Concord – Sheryl Wise & Company – Tuesday, August 12th – 7pm – Village Park
- Final Regular Swim Day for New Concord Area Pool – Tuesday, August 19th
- Dog Days at New Concord Area Pool – Sunday, August 24th – 1-3pm
- Celebrate New Concord – Tony Hagood – Tuesday, August 26th – 7pm – Village Park

COUNCIL MEETING SCHEDULE:

- Infrastructure Committee Meeting – Monday, August 25th – 5:30pm – Village Hall – Only Held if Items are on the Agenda
- Village Council Meeting – Monday, August 25th – 6: 30pm – Village Hall
- Safety Committee Meeting – Tuesday, September 2nd – 5:30pm – Village Hall – Only Held if Items are on the Agenda
- Policy Committee Meeting – Tuesday, September 2nd – 3pm – Village Hall – Only Held if Items are on the Agenda
- Finance Committee Meeting – Date and Time to be Announced – Village Hall
- Village Council Meeting – Monday, September 8th – 6:30pm – Village Hall

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

Dickson	yea	Shegog	yea
Whitehair	yea	Taylor, S.	absent
Taylor, Y.	yea	Bennett	absent

Motion Passes

EXECUTIVE SESSION: To discuss the employment of a public employee.

ADJOURNMENTS: Motion by Shegog, second by Dickson to adjourn executive session. Executive session adjourned at 8:05 PM. Motion by Shegog, second by Dickson to adjourn meeting. Meeting adjourned at 8:06 PM.

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Mayor Fiscal Officer