

AGENDA
Jefferson Village Council
Order of Business

Date: Monday, December 19, 2022.

Regular Meeting 7:30 p.m.

Next Ordinance No. 22-(R/O) 3293

Meeting Called to Order by: Mayor Diehl

Pledge of Allegiance:

Moment of Silence

Opening Prayer:

Roll Call of Council: Damon, Dreier, Roderick, Sekanina, Szewczyk, Orvos

Corrections or Additions to the Agenda

Minutes: Addition/Correction

Motion to approve the Finance Committee Meeting Minutes of December 13, 2022.

Motion: _____ Second: _____ Roll: _____

Motion to accept the Jefferson Emergency Rescue District Meeting Minutes of December 14, 2022.

Motion: _____ Second: _____ Roll: _____

Visitor's Comments (five-minute limit per council rule #13)

DEPARTMENTS

Administrator Martuccio

Administrator Report

Clerk/Treasurer Fisher

Payroll Report/Special Pay Report

Chief Mackensen

No Report

Chief Lachey

No Report

COMMITTEE REPORTS

Building and Lands

Damon/Drier

No Report

Forestry

Roderick/Sekanina

No Report

Finance

Sekanina/Damon

Motion for the First Reading of Resolution No. 22-R-3293

An Ordinance setting forth the pay for Salaried, Hourly, and Part-Time Employees of the Village of Jefferson, Ohio

Motion: _____ Second: _____ Roll: _____

Recreation

Orvos/ Roderick

Motion to approve the Administrator's Recommendation to hire Lisa Dickson to the Part -Time Custodian's position at the Recreation Department at the rate of pay per the Wage Ordinance pending her physical and background check effective January 2, 2023.

Motion: _____ Second: _____ Roll: _____

Motion to approve the Administrator's Recommendation to hire Kimberly Widger to the Part -Time Front Desk Support position at the Recreation Department at the rate of pay per the Wage Ordinance pending her physical and background check effective January 2, 2023.

Motion: _____ Second: _____ Roll: _____

Safety
Szewczyk /Orvos

Motion to accept the resignation of Greg Korabek effective December 14, 2022, from his Full -Time Detective / Patrolman's Position and move him to the Part- Time Class B (Road Qualified) position per the wage Ordinance.

Motion: _____ Second: _____ Roll: _____

Motion to approve the Police Chief's Recommendation to hire Joseph Schor to the Full -Time Detective /Patrolman position at the Police Department at the rate of pay per the Wage Ordinance pending his physical and background check effective December 26, 2022.

Motion: _____ Second: _____ Roll: _____

Motion to approve the Police Chief's Recommendation to move Maria Sharp to the Part- Time Class B (Road Qualified) position per the wage Ordinance.

Motion: _____ Second: _____ Roll: _____

Utilities/Wastewater Treatment/
Service
Drier/Szewczyk

Motion to approve the Administrator's Recommendation to hire James Ewing to the Utility/Maintenance position at the Streets Department at the rate of pay per the Wage Ordinance pending her physical and background check effective January 2, 2023.

Motion: _____ Second: _____ Roll: _____

Mayor

No Report

OLD BUSINESS/
NEW BUSINESS

FYI: Andrews & Pontius LLC

Visitor's Comments (five-minute limit per council rule #13)

None

CORRESPONDENCE

None

MEETINGS

Adjourn:

Motion: _____ **Second:** _____ **Roll:** _____
Time: _____

Jefferson Village Finance Committee Meeting minutes December 13, 2022

Meeting called to order 6PM by Steven Sekanina, Finance committee chair. Also present Lon Damon, Finance committee Co-Chair.

See last page of this report for sign in sheet with the full list of attendees.

Agenda is to review all departments budget for 2023 with a review of 2022 budget compared to 2023 and highlight differences and review of wish list items. Departments were reviewed in order Recreation, Streets, Waste Water, Fire, Police, Administration

Recreation Department- Katie Sweeney. Highlights include:

New hardware and associated items for computers, Wi-Fi access and security.

Increase in 2023 budget to support FT Rec Director as apposed to PT Recreation Supervisor in 2022.

New card system access and security

New panic buttons for safety

Noted that playground upgrades are needed as is upgrades to memorial field .

Noted that Jefferson Elementary School provided over \$3K in donations for our senior programs.

Streets Department- Bill Hitchcock. Highlights include:

The part time summer help was eliminated this year.

Paving next year will include paving some of the roads that were chip and sealed this year to extend use.

Department will be looking for a good used smaller dump truck like a Ford F550 that has a dump bed and can also plow of our smaller roads

We will try to get another year out of the truck that Bill is driving which is a 2003 vintage model and is not in great shape.

Wish list for next year includes chip & seal of maintenance garage parking lot.

We will be finishing up the balance of Falcon Way in conjunction with Ohio Public Works 50/50 split.

Waste Water Treatment Plant Department- Gary Uicate. Highlights include:

The road into the plant will need improvement and we will need to sludge pads completed which we are required to do.

We talked about replacement of stairs for sampling which we do both upstream and downstream from the plant as the old stairs have settled and are in need of repair/replacement.

We discussed a trailer vac unit that would be a nice to have for cleaning out basins and a multitude of other things. New they are about \$90K. We have looked at a used one that would be much less but it may be more prudent for us to use an outside service to bring in as needed rather than buy our own.

We also discussed the additional load on the plant now that Lake City Plating has started.

Fire Department- Tom Lachey. Highlights include:

The IAM contract and replacement of the last two exterior exterior doors.

Possible repair or replacement of the ice machine and 8 Scott air bottles

Turn out gear and tires for one of our engines which are costly but are in need of replacement after 12 years of service. It was noted that lead times on things like large tires for fire engines remains very long. The same is true for other large vehicles like school buses.

MARCS repeaters which are needed on 3 of the main engines for maintaining communication on scene

We also talked about the township fire levy that passed and when funds from the levy would be available.

Police Department- Chris Mackenson . Highlights include:

The department will increase their ammunition spend to have more practice a the range.

Utilities at the department will be lower because the police department was being allocated a larger portion than they should compared to the kitchen used for the meals program where most the utility spend is at.

We are looking at repairing the roof with new paint on sealing product rather than a membrane. This will cost about half as much and will be able to be installed right over our existing membrane which is still in good shape.

The staffing at the department will remain the same with 5 full time officers plus Chief Mackenson

Our secretary position has shifted now that the officers are doing most of their own paperwork allowing our part time secretary who is also an officer focus on specialized case work that is needed 3-4 days per week.

New body CAMs and vehicle Cameras will be procured as our current hardware is outdated and will not be supported by the provider going forward.

Administration- Pat Martuccio / Roni Guerini. Highlights include:

Most categories remain very close to 2022 levels as the village has worked hard to make due with what we have and save costs whenever possible.

We will budget for a part time zoning inspector to assist the administrator with zoning issues in 2023

The 2023 budget includes a wage increase of 5% for all employees which will be included in the budget submitted for council approval.

Both Steven Sekanina and Lon Damon approved the 2023 budget including the wage increases and we will be bringing these to council for vote.

The meeting was adjourned at 9:07PM

Jefferson Village Finance Committee Meeting December 13, 2022 6PM

1. Katie Sweeney

2. Roni Guerini

3. Steven Sekanin

4. Lon Damon

5. Al Oulid

6. Bill Hitchcock

7. Patty Trushen

8. Tonye Lutz

9. Katy Dreier

10. KM Roderich

11. Gary Lucote

12. Dave Fay

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Tom Baker

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JERD Board Meeting

Agenda

December 14, 2022

5:30 pm

Roll Call: John Boczar, Brian Edelman, Steve Sekanina,

Attending:

- **Approve Minutes of November 8th 2022**
- **Approve November List of Bills**
- **Approve November Month End**
- **EMS Report**
- **Motion to approve Timothy Hall be removed from probation 1/10/2023**
- **Motion to approve the transfer of funds to purchased to cover the remainder of the year**
- **Motion to approve and sign 2023 contract with the Ashtabula County Sheriff's Office for dispatching service.**
- **Motion to approve The AccuMed Group EMS Fees**
- **Motion to approve patient write-off's**
- **Motion to approve budget for 2023**
- **On November 18th 2022 the board approved via text the transfer of funds as follows: \$560.00 to medical insurance from interest pays & \$20,000.00 from Salaries to OPERS by Steve Sekanina 2nd Brian Edelman Roll Call: All yea**
- **Other**

Received Certificate of Result of Election

Insurance stipend

Employee Representative vote

Cot/load system-preventative maintenance

Jefferson Emergency Rescue District

November 8, 2022

Regular Meeting

The regular meeting of the Board of Trustees was called to order at 5:30 pm by John Boczar.

Present were:

Board Members: John Boczar, Steve Sekanina, Brian Edelman

Attending: Jacob Rice, Kelly Farina

Motion to accept minutes from October 11th 2022 by Brian Edelman 2nd Steve Sekanina

Roll Call: All yea

Motion to approve October List of Bills by John Boczar 2nd Brian Edelman

Roll Call: All yea

Motion to approve October month end by John Boczar, 2nd Brian Edelman

Roll Call: All yea

Motion to approve EMS report for October: 110 runs, 76 transports by John Boczar 2nd Steve Sekanina

Roll Call: All Yea

Motion to approve Derek Nelson be taken off 6 month probation period by Brian Edelman 2nd Steve Sekanina

Roll Call: All yea

There has been a 7.8 increase in Medicare, so the District will see a difference on billing.

FEMA has been submitted and approved.

Chief Jacob Rice will not be attending the Leadership Conference now because of a scheduling conflict.

There will be an employee appreciation dinner on December 10th from 6:00-10:00 pm at the Jefferson Eagles.

Next meeting is December 14th 2022 @ 5:30 pm.

Meeting adjourned @ 6:01 pm by Brian Edelman 2nd John Boczar

Roll Call: All yea

Payment Listing
November 2022

UAN v2022.3

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
578-2022	11/15/2022	10/20/2022	EW	State Tax Ohio	\$1,362.88	C
579-2022	11/15/2022	10/20/2022	EW	Village of Jefferson	\$726.49	C
580-2022	11/15/2022	10/20/2022	EW	Ohio SD Income tax	\$104.71	C
583-2022	11/01/2022	10/20/2022	CH	Anthem BCBS	\$501.48	C
584-2022	11/01/2022	10/20/2022	CH	Anthem BCBS	\$6,205.33	C
585-2022	11/11/2022	10/26/2022	CH	Speedway	\$1,636.00	C
607-2022	11/04/2022	11/02/2022	EW	Ohio Deferred Comp	\$620.00	C
608-2022	11/09/2022	11/02/2022	EW	EFTPS	\$1,713.27	C
609-2022	11/03/2022	11/03/2022	CH	HOMETOWN AUTO PARTS, INC.	\$47.34	C
610-2022	11/03/2022	11/03/2022	CH	CHARTER COMMUNICATIONS	\$392.05	C
611-2022	11/03/2022	11/03/2022	CH	Village of Jefferson	\$78.07	C
612-2022	11/03/2022	11/03/2022	CH	De Lage Financial Services, Inc.	\$163.37	C
613-2022	11/03/2022	11/03/2022	CH	Verizon	\$294.17	C
614-2022	11/03/2022	11/03/2022	CH	THE ILLUMINATING COMPANY	\$149.59	C
615-2022	11/08/2022	11/08/2022	CH	CENTERRA CO-OP	\$21.18	C
637-2022	11/18/2022	11/18/2022	EW	Ohio Deferred Comp	\$570.00	C
641-2022	11/23/2022	11/18/2022	EW	EFTPS	\$2,040.66	C
642-2022	11/30/2022	11/18/2022	EW	Ohio Public Employees Retirement System	\$15,740.58	C
643-2022	11/18/2022	11/18/2022	CH	Dominion Energy Ohio	\$127.51	C
646-2022	11/18/2022	11/18/2022	CH	Aqua Ohio	\$134.34	C
646-2022	11/18/2022	12/02/2022	NEG ADJ	Aqua Ohio	-\$0.30	C
647-2022	11/18/2022	11/18/2022	CH	Blue Technologies	\$36.74	C
668-2022	11/29/2022	11/29/2022	CH	OHIO TREASURER OF STATE	\$390.00	C
670-2022	11/15/2022	12/02/2022	CH	Huntington National Bank	\$144.60	C
17292	11/04/2022	11/02/2022	WH	Andover Bank	\$699.56	C
17293	11/04/2022	11/02/2022	WH	OHIO CHILD SUPPORT PAYMENT CENTRA	\$322.18	C
17294	11/08/2022	11/08/2022	AW	Connie Fedor	\$37.50	C
17295	11/08/2022	11/08/2022	AW	Andover Bank	\$19,456.00	C
17296	11/18/2022	11/18/2022	WH	Andover Bank	\$699.56	C
17297	11/18/2022	11/18/2022	WH	OHIO CHILD SUPPORT PAYMENT CENTRA	\$322.18	C
17298	11/18/2022	11/18/2022	AW	GREAT LAKES PRINTING CO.	\$1,925.86	C
17299	11/18/2022	11/18/2022	AW	PennCare	\$28.41	C
17300	11/18/2022	11/18/2022	AW	Hudson Communications, LLC	\$742.90	C
17301	11/18/2022	11/18/2022	AW	Countryside Truck Service, Inc.	\$945.19	C
17302	11/18/2022	11/18/2022	AW	The AccuMed Group	\$1,434.00	C
17303	11/18/2022	11/18/2022	AW	Huntington National Bank	\$2,051.13	C

Total Payments: \$61,864.51

Total Conversion Vouchers: \$0.00

Total Less Conversion Vouchers: \$61,864.51

* November gross wages:
\$37,092.65

Type: AM - Accounting Manual Warrant, AW - Accounting Warrant, IM - Investment Manual Warrant, IW - Investment Warrant, PM - Payroll Manual Warrant, PR - Payroll Warrant, RW - Reduction of Receipt Warrant, SW - Skipped Warrant, WH - Withholding Warrant, WM - Withholding Manual, WS - Special Warrant, CH - Electronic Payment Advice, IL - Investment Loss, EP - Payroll EFT Voucher, CV - Payroll Conversion Voucher, SV - Payroll Special Voucher, EW - Withholding Voucher, POS ADJ - Positive Adjustment, NEG ADJ - Negative Adjustment, POS REAL - Positive Reallocation, NEG REAL - Negative Reallocation

Status: O - Outstanding, C - Cleared, V - Voided, B - Batch

Bank Reconciliation

Reconciled Date 11/30/2022

UAN v2022.3

Posted 12/2/2022 11:29:36 AM

Prior UAN Balance:		\$384,182.26
Receipts:	+	\$62,687.37
Payments:	-	\$89,921.44
Adjustments:	+	\$0.30
Current UAN Balance as of 11/30/2022:		\$356,948.49
Other Adjusting Factors:	+	\$0.00
Adjusted UAN Balance as of 11/30/2022:		\$356,948.49
Entered Bank Balances as of 11/30/2022:		\$358,254.37
Deposits in Transit:	+	\$0.00
Outstanding Payments:	-	\$1,305.88
Outstanding Adjustments:	+	\$0.00
Other Adjusting Factors:	+	\$0.00
Adjusted Bank Balances as of 11/30/2022:		\$356,948.49

Balances Reconciled

Governing Board Signatures

There are no outstanding receipts as of 11/30/2022.

There are no outstanding adjustments as of 11/30/2022.

Outstanding Payments

UAN v2022.3

Reconciled Date 11/30/2022

Posted 12/2/2022 11:29:36 AM

Account	Type	Payment #	Post Date	Vendor / Payee	Amount
PRIMARY	Warrant	16933	10/09/2021	STEVEN HILL	\$26.67
PRIMARY	Warrant	17118	04/09/2022	Celia Broom	\$887.16
PRIMARY	Warrant	17239	08/04/2022	CHARTER COMMUNICATIONS	\$392.05
					<u>\$1,305.88</u>

Agency Activity Summary

UH - Jefferson Emergency Rescue

Agency: UH - Jefferson Emergency Rescue | Service Date: Last Month

Total Number of ePCRs: 111

Total Number of Incidents: 110

By Branch

100 Jefferson Emergency Rescue = 111

Billing Disposition

	#	%		#	%
Treated/Transported	68	61.3%	Dead Prior To Arrival	N/A	N/A
Treated / Transferred Care	N/A	N/A	Dead After Arrival	N/A	N/A
Treated/No Transport (AMA)	2	1.8%	Treat/Transported by Private Veh.	N/A	N/A
Treated / No Transport (Per Protocol)	N/A	N/A	Assist	21	18.9%
Transported / Refused Care	1	0.9%	Other	6	5.4%
No Transport / Refused Care	4	3.6%	No Patient Found	1	0.9%
Cancelled	8	7.2%			
Left Blank	N/A	N/A			

Unit Disposition

Description	#	%
Cancelled Prior to Arrival at Scene	6	5.4%
No Patient Contact	3	2.7%
No Patient Found	2	1.8%
Non-Patient Incident (Not Otherwise Listed)	23	20.7%
Patient Contact Made	77	69.4%
Left Blank	0	0.0%
Total	111	100.0%

Patient Evaluation/Care Disposition

Description	#	%
Not Applicable	32	28.8%
Patient Evaluated and Care Provided	71	64.0%
Patient Evaluated, No Care Required	1	0.9%
Patient Refused Evaluation/Care	5	4.5%
Patient Support Services Provided	2	1.8%
Left Blank	0	0.0%
Total	111	100.0%

Crew Disposition

Description	#	%
Back in Service, Care/Support Services Refused	5	4.5%
Back in Service, No Care/Support Services Required	33	29.7%
Initiated and Continued Primary Care	71	64.0%
Provided Care Supporting Primary EMS Crew	2	1.8%
Left Blank	0	0.0%
Total	111	100.0%

Transport Disposition

Description	#	%
No Transport	7	6.3%
Not Applicable	32	28.8%
Patient Refused Transport	2	1.8%
Transport by This EMS Unit (This Crew Only)	70	63.1%
Left Blank	0	0.0%
Total	111	100.0%

Run Type

	#	%		#	%
Emergency Runs	109	98.2%	Non-Emergency Runs	2	1.8%
Stand By	N/A	N/A	Stand By	1	0.9%

Mutual Aid	10	9.0%	Mutual Aid	N/A	N/A
Interfacility	N/A	N/A	Interfacility	N/A	N/A
Intercept	N/A	N/A	Intercept	N/A	N/A

Emergency Runs (Scheduled)	N/A	N/A	Non-Emergency Runs (Scheduled)	N/A	N/A
Stand By	N/A	N/A	Stand By	N/A	N/A
Mutual Aid	N/A	N/A	Mutual Aid	N/A	N/A
Interfacility	N/A	N/A	Interfacility	N/A	N/A
Intercept	N/A	N/A	Intercept	N/A	N/A

Emergency Type Left Blank: 0

Runs by Unit

Unit	Total Runs	Treat/ Transp	Treat/ Transfer	Treat/No Transp(AMA)	Treat/No Transp(PP)	Transp/ Ref_Care	Cancelled	Dead Prior Arr	Dead After Arr	T/T Priv Veh	No Trans/ Ref_Care	Assist	Other	No Pat. Found
JEF409	12	4	0	0	0	1	1	0	0	0	0	4	1	1
JEF419	3	0	0	0	0	0	0	0	0	0	0	1	2	0
JEF429	96	64	0	2	0	0	7	0	0	0	4	16	3	0
Total	111	68	0	2	0	1	8	0	0	0	4	21	6	1

Runs by Service Level

Dispatched Service Level	#	%	Recommended Service Level	#	%
BLS	65	58.6%	BLS	58	52.3%
ALS	46	41.4%	ALS1	53	47.7%
SCT	N/A	N/A	ALS2	N/A	N/A
			SCT	N/A	N/A
			Rotary Wing	N/A	N/A
			Fixed Wing	N/A	N/A

Runs by Insurance Type with Service Level (Multiple insurance types may have

been marked on a run)

Type	BLS	%	ALS1	%	ALS2	%	SCT	%Rotary Wing	%Fixed Wing	%	Total	%
None	58	52.3%	53	47.7%	N/A	N/A	N/A	N/A	N/A	N/A	111	100.0%

Runs by Primary PI

Description	#	%
Abdominal Pain	3	2.7%
Allergic Reaction	1	0.9%
Back Pain (No Trauma)	1	0.9%
Behavioral Disorder	2	1.8%
Cardiac Symptoms	5	4.5%
Chest Pain	5	4.5%
Diabetic Symptoms	1	0.9%
Dizziness	8	7.2%
Dyspnea-SOB	2	1.8%
Eye Symp.(no trauma)	1	0.9%
GI -Bleed	1	0.9%
Headache (no trauma)	1	0.9%
Hyperventilation	1	0.9%
MEDICAL DEVICE FAILURE	1	0.9%
MINOR / GENERAL INJURY	3	2.7%
Monitoring Required	3	2.7%
Nausea	4	3.6%
No Medical Problem	1	0.9%
Psychiatric Emerg.	3	2.7%
SUICIDE ATTEMPT	1	0.9%
Seizure	1	0.9%
Trauma Injury	6	5.4%
Unknown Medical	6	5.4%
Urinary Bleeding	1	0.9%
Vomiting	1	0.9%

Weakness	8	7.2%
Left Blank	40	36.0%
Total	111	100.0%

Runs by Dispatch (EMD) Code

<u>Description</u>	<u>#</u>	<u>%</u>
01A01 ABDOMINAL PAIN	16	14.4%
02C02 Allergic Reaction (Minor or Severe)	1	0.9%
04D02A ASSAULT	1	0.9%
05A01 BACK PAIN/NON-injury related	1	0.9%
06C01 Respiratory Distress	6	5.4%
10A02 CHEST PAIN	4	3.6%
13C03 DIABETIC ISSUE	1	0.9%
16A01 EYE PROB/ NON-INJURY	1	0.9%
17D04 FALL/ INJURY	6	5.4%
17D04J FALL/ NON-INJURY	4	3.6%
19C03 HEART PROB/ NOT CHEST PAIN	4	3.6%
21B03 LACERATION / HEMORRAGE	1	0.9%
25A01 BEHAVIORAL/ SUICIDAL	4	3.6%
25A01B BEHAVIORAL/ HOMICIDAL	1	0.9%
25A01V BEHAVIORAL/ PSYCHIATRIC -GENERAL	1	0.9%
26D01 SICK PERSON	16	14.4%
28C08G POSSIBLE STROKE	1	0.9%
29D01 MVC WITH INJURIES	4	3.6%
29D01A MVC UNKNOWN INJURIES	5	4.5%
32B02 UNK PROB/MEDICAL ALERT	13	11.7%
34 Lift Assist	15	13.5%
35 Standby Only	5	4.5%
<i>Left Blank</i>	0	0.0%
<i>Total</i>	111	100.0%

Transport From (Category)

	#	%
--Left Blank--	111	100.0%
Total	111	100.0%

Transport From (Facility)

	#	%
--Left Blank--	111	100.0%
Total	111	100.0%

Transport To (Destination Facility)

	#	%
Ashtabula County Med Center	45	40.5%
--Left Blank--	42	37.8%
UH - GENEVA MEDICAL CENTER	23	20.7%
UH - CONNEAUT MEDICAL CENTER	1	0.9%
Total	111	100.0%

Salaries - 2 more paws

\$40,000

Gross

JEFFERSON EMERGENCY RESCUE, ASHTABULA COUNTY
 Appropriation Status
 By Fund
 As Of 12/15/2022
 12/9/2022 11:14:01 AM
 UAN v2022.3

Fund: General
 Pooled Balance: \$327,989.20
 Non-Pooled Balance: \$0.00
 Total Cash Balance: \$327,989.20

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
1000-230-100-0000	D Salaries	\$970.63	\$0.00	\$480,580.00	\$1,705.52	\$431,827.72	\$48,017.39	89.674%
1000-230-211-0000	D Ohio Public Employees Retirement System	\$2,596.94	\$0.00	\$106,000.00	\$2,812.28	\$91,208.50	\$14,576.16	83.988%
1000-230-213-0000	D Medicare	\$0.00	\$0.00	\$10,000.00	\$0.00	\$6,272.23	\$3,727.77	62.722%
1000-230-221-0000	Medical/Hospitalization	\$0.00	\$0.00	\$70,080.00	\$16.04	\$70,043.96	\$0.00	99.977%
1000-230-300-0000	Purchased Services	\$0.00	\$0.00	\$166,037.78	\$523.31	\$165,514.47	\$0.00	99.685%
1000-230-300-0000	Supplies and Materials	\$0.00	\$0.00	\$10,500.00	\$42.25	\$10,457.75	\$0.00	99.598%
1000-230-500-0000	Other	\$0.00	\$0.00	\$10,000.00	\$736.50	\$9,263.50	\$0.00	92.635%
1000-230-700-0000	Capital Outlay	\$0.00	\$0.00	\$23,000.00	\$0.00	\$23,000.00	\$0.00	100.000%
1000-820-820-0000	Principal Payments - Notes	\$0.00	\$0.00	\$38,000.00	\$0.00	\$38,000.00	\$0.00	100.000%
1000-830-830-0000	Interest Payments	\$0.00	\$0.00	\$3,440.00	\$237.12	\$3,202.88	\$0.00	93.107%
General Fund Total:		\$3,567.57	\$0.00	\$915,617.78	\$6,073.02	\$846,791.01	\$66,321.32	92.124%
Report Total:		\$3,567.57	\$0.00	\$915,617.78	\$6,073.02	\$846,791.01	\$66,321.32	92.124%

Dec remaining bills € 6,500 -



**William R. Niemi
Sheriff**

Ashtabula County Sheriff's Office

25 W. JEFFERSON ST.
JEFFERSON, OHIO 44047
ashtabulacountysheriff.org

Non Emergency
Emergency
County 911 FAX
Civil Division FAX

(440) 576-0055
911
(440) 576-5915
(440) 576-3573

October 25, 2022

Jefferson Emergency Rescue
P. O. Box 294
Jefferson OH 44047

RE: 2023 Dispatch Contracts

Enclosed is annual contract for dispatching services for the calendar year 2023. To continue services with the County, please review the attached contract and return to the Ashtabula County Sheriff's Office by January 18, 2023.

Sincerely,

A handwritten signature in black ink, appearing to read "William R. Niemi".

William R. Niemi
Sheriff

COPY

FIRE AND EMERGENCY MEDICAL DISPATCHING SERVICE AGREEMENT

This Agreement is by and between the **Board of Commissioners of Ashtabula County** and the **Ashtabula County Sheriff** (hereinafter collectively "Provider"), 25 W. Jefferson Street, Jefferson, Ohio 44047, and the **Jefferson Emergency Rescue Department, P. O. Box 294, Jefferson OH 44047**, an Ohio municipal corporation/township (hereinafter "User").

WHEREAS, the parties are entering into this Agreement pursuant to Sections 307.15, 331.29, and 737.04 of the Ohio Revised Code; and

WHEREAS, Provider is a provider of dispatching services and User is in need of such services and desires to contract with Provider to use the dispatching services offered by Provider; and

WHEREAS, Provider and User desire to enter into an agreement which incorporates their respective rights and responsibilities associated with this arrangement as part of this Agreement.

NOW, THEREFORE, in view of the foregoing and in consideration of the premises and of the mutual promises and undertakings hereinafter set forth, and for other good and valuable considerations, the parties hereto agree to as follows:

SECTION 1: DEFINITIONS

Section 1.01. "Dispatching Services" shall mean the process by which reports of emergencies and requests for assistance in emergency situations that reasonably are expected to require the services of a fire department, or services of a fire department emergency medical service (EMS) of the type customarily rendered by trained Emergency Medical Technicians and/or Paramedics, are received from the public or from law enforcement or other public agencies via telephone or radio, and are transmitted to the appropriate personnel so that the same personnel can properly respond to such report or request, with the following conditions:

- A. "Dispatching Services" shall relate only to reports and requests for assistance which are directed to the User performed in accordance with the Ashtabula County Sheriff's Office policy and Standard Operating Practices regarding dispatch operations services.
- B. "Dispatching Services" shall include transfer and dispatch 9-1-1 calls directed to User, but shall exclude any association with or responsibility for, other types of emergency calls, such as reports of criminal activity or requests for police assistance, which do not involve any emergency customarily or typically handled by a fire department or EMS personnel.

Section 1.02 "Emergency Calls" shall be defined to include those calls directed to User which contain reports of fires, explosions, hazardous materials discharges, and other incidents customarily involving a need for fire department assistance; reports of accidents, injuries, sudden illness, and other conditions customarily involving a need for EMS assistance; and direct requests for fire department assistance. Any calls not included in the foregoing definition shall not be considered to be "emergency calls" as used in this agreement.

Section 1.03. "Fire Department" shall mean the public fire department or fire company operated under the direction of, or pursuant to contract with the User.

Section 1.04. "Emergency Medical Service" or "EMS" shall refer to the emergency medical response team or teams, including but not limited to ambulance squads and personnel, which provide medical services to the public response to emergency calls made to the User.

Section 1.05. "Dispatch Center" shall be a building or portion of a building specifically configured for the primary purpose of providing emergency communications services to one or more public safety agencies, and including all areas necessary for operation and the installation of necessary equipment.

Section 1.06. "Dispatching Equipment" shall include all telephone lines, switching equipment, radio units, interface units, signaling units, pagers and recording equipment reasonably required in order to provide prompt and efficient dispatching services.

SECTION 2: SERVICES TO BE PROVIDED

Section 2.01. During the term of this agreement, Provider shall provide all necessary trained personnel in order to supply prompt and efficient dispatching services as defined herein with respect to emergency calls directed to User on a continuous 24-hour per day/7 day per week basis.

Section 2.02. Provider shall ensure that the Ashtabula County Sheriff's Office provides said services at the dispatch center operated by the Ashtabula County Sheriff.

SECTION 3: RESPONSIBILITY FOR EQUIPMENT

Section 3.01. Provider shall ensure that the Ashtabula County Sheriff's Office provides an appropriate dispatch center for the dispatching services governed by this agreement to be performed by Ashtabula County Sheriff personnel, and shall provide any and all necessary heating, lighting, electricity, desks, tables, chairs etc.

Section 3.02. Provider shall ensure that the Ashtabula County Sheriff's Office further utilizes and provides such basic telephone and radio equipment as it usually and customarily utilized in its own dispatching activities and shall utilize such existing equipment in providing the dispatching services defined in this agreement.

Section 3.03. Provider shall ensure that the Ashtabula County Sheriff's Office provides any and all additional dispatching equipment as defined herein which is necessary in order for the Ashtabula County Sheriff's Office to provide User with prompt and efficient dispatching services, as well as any equipment necessary to meet any additional or unusual requirements of User with respect to dispatching services.

Section 3.04. The Fire Chief/Administrator of User and the Ashtabula County Sheriff shall meet and agree upon such additional dispatching equipment as shall be provided by User pursuant of this agreement.

Section 3.05. Provider shall not be responsible for any interruptions in service caused by, or any claim for damage alleged to be caused by, a malfunction of any equipment which is not under its direct and immediate control (e.g. telephone lines, etc.)

SECTION 4: ADDITIONAL SPECIFICATIONS

Section 4.01. Provider warrants that it is an experienced provider of emergency dispatch services.

Section 4.02. Provider shall ensure that a backup emergency power generator on the Provider's dispatch premises exists and is fully operational during the term of this agreement.

Section 4.03. Individual dispatchers shall have a minimum of 40 hours in-house training, shall have taken and passed the APCO Basic Telecommunications Course, and shall have been 911 trained and certified.

Section 4.04. Provider shall be qualified and capable of receiving all information available from the Ashtabula County 911 system.

Section 4.05. Costs associated with installing any necessary equipment owned by User shall be the responsibility of the User.

Section 4.06. Costs associated with installation of radio telephone lines shall be the responsibility of the provider.

Section 4.07. The dispatch center shall record all pertinent radio and incoming emergency telephone calls.

Section 4.08. User shall provide Provider with the following records and information:

- A. Personnel roster and duty schedule;
- B. Emergency business listings; AND
- C. Information on new roads, mobile home parks, businesses, utilities personnel, etc.

Section 4.09. User shall be responsible for compiling its own statistics relating to the dispatch calls, and shall provide Provider in writing the procedures Provider is to follow when User's department does not have a unit on patrol, i.e., who is on call and how to notify said personnel.

SECTION 5: TERM OF AGREEMENT

Section 5.01. The term of this Agreement will begin on **January 1, 2023** and terminate on **December 31, 2023**, unless terminated earlier in accordance with the termination provisions set forth in this Agreement.

Section 5.02. If either party wishes to negotiate an additional successor agreement to be effective after the expiration of this Agreement, such party shall provide the other party written notice of its intention to negotiate, which notice shall be provided not less than sixty (60) days prior to the expiration of this Agreement.

Section 5.03. Either party may terminate the Agreement upon providing sixty (60) days prior written notice to the other party.

SECTION 6: PAYMENT

Section 6.01. In compensation for services to be rendered under this Agreement, User shall pay the Ashtabula County Sheriff's Office in semi-annual installments on **March 30, 2023**, and on **September 30, 2023** the total sum of **\$22,883.32** in accordance with the Ashtabula County Funding Template.

SECTION 7: NOTICES

Section 7.01. All notices requests and approvals shall be made in writing and shall be deemed to have been properly provided if and when personally delivered or sent, postage prepaid, by certified mail:

TO: BOARD OF ASHTABULA COUNTY COMMISSIONERS
25 W. Jefferson Street
Jefferson, OH 44047

TO: ASHTABULA COUNTY SHERIFF
25 W. Jefferson Street
Jefferson, OH 44047

TO: Jefferson Emergency Rescue Department
P. O. Box 294
Jefferson OH 44047

SECTION 8: APPLICABLE LAW

Section 8.01. The laws of the State of Ohio shall govern all matters relating to the validity, performance, interpretation, and construction of this Agreement, or the breach thereof.

SECTION 9: OTHER PROVISIONS

Section 9.01. Amendment. No change, amendment or modification of any provision of this Agreement shall be valid unless set forth in a written instrument and signed by the Parties.

Section 9.02. Dispute Resolution. The Parties shall employ their best efforts to resolve any disputes or disagreements regarding the subject matter of this Agreement. The Parties shall consult and negotiate with each other in good faith and recognizing their mutual interests, attempt to reach a just and equitable solution satisfactory to both Parties. Engaging in such negotiations to resolve such disputes or disagreements does not preclude either Party from taking any action available under applicable law to protect its rights.

Section 9.03. No Third Party Beneficiaries/Assignment. Nothing express or implied in this Agreement is intended or shall be deemed to confer upon any person other than the Parties and their respective successors or assigns, any rights, remedies, obligations or liabilities. *Neither Party may*

assign or delegate its rights or obligations pursuant to this Agreement without the prior written consent of the other.

Section 9.04. Waiver. Waiver by either party of any breach of any provision of this Agreement, whether by conduct or otherwise, in any one or more instances, shall not be interpreted as a further or continuing waiver of such provision or as a waiver of any other provision of this Agreement. The failure of either party at any time to require performance of any provision of this Agreement shall in no manner affect that party's right to enforce the same at a later time.

Section 9.05. Severability. Should any portion of this Agreement be deemed unenforceable by any administrative or judicial officer or tribunal of competent jurisdiction, the balance of this Agreement shall remain in full force and effect unless revised or terminated pursuant to the requirements of this Agreement.

Section 9.06. Liability. Provider and its employees, agents, or servants shall not be liable in damages to any other party, including but not limited to User, for any inadequacy of services or equipment, or any other occurrences arising out of such use of Provider's equipment and personnel. Each party agrees to be responsible for any and all damages caused by their own respective negligence, inadequacy of service, or equipment.

Section 9.07. No Effect. This Agreement shall have no effect on any Memorandum of Understanding entered into between the parties involving the single county-wide Computer Aided Dispatch system (CAD) in Ashtabula County used and operated by the Ashtabula County Sheriff's Department.

SECTION 10: SIGNATURES AND RATIFICATION

Section 10.01. The persons executing this document on behalf of the Provider and User declare and covenant that they have actual authority to do so; that such action has been authorized by ordinance/resolution of the appropriate governmental authorities of Ashtabula County Sheriff and User, and that no further legislative action or ratification is necessary in order to make this document a binding obligation of the parties involved.

IN WITNESS WHEREOF, the Parties hereto have hereby executed this Agreement as of the dates set forth below.

**BOARD OF COMMISSIONERS OF
ASHTABULA COUNTY**

By: _____
J.P. Ducro IV, President
County Commissioner

Date: _____

By: _____
Casey Kozlowski, Vice-President
County Commissioner

Date: _____

By: _____
Kathryn Whittington
County Commissioner

Date: _____

ASHTABULA COUNTY SHERIFF

By: _____
Sheriff

Date: _____

APPROVED AS TO LEGAL FORM:

Ashtabula County Prosecutor

Date: _____

Jefferson Emergency Rescue Department

By: _____

Date: _____

By: _____

Date: _____



P.O. Box 2122
Riverview, MI 48193
Phone: 800.926.6985

EMS Fee Authorization Form

Customer Name: Jefferson Emergency Rescue District

Effective Date: _____

Authorized Signature: _____
(Signature) (Date Form Signed)

(Print Name)

If 'fee change' column is left blank, it will be implied there is no change to be made to that fee.

Service Type	Suggested Fees	Current Fees	Fee Change
ALS Emergency	\$700.00 - \$850.00	\$750.00	
ALS II Emergency	\$1,000.00 - \$1,200.00	\$800.00	
ALS Non-Emergency	\$450.00 - \$500.00	\$750.00	
BLS Emergency	\$600.00 - \$700.00	\$650.00	
BLS Non-Emergency	\$400.00 - \$450.00	\$650.00	
Treat/No Transport	No Suggestions	\$0.00	
Mileage	\$15.00 - \$18.00	\$12.00	
Non-Sufficient Funds	No Suggestions	\$35.00	

Current Special Instructions:

Pronouncements bill Insurance Only.
Treat no transport, no billing at this time.

New Special Instructions: If this area is left blank, it will be implied there is no new instructions

**You may fax this form to 734.479.6319 Attn: Client Services Dept. or email to
clientservices@theaccumedgroup.com**

The AccuMed Group Sign off & Date: _____

10.26.12



Jefferson Emergency Rescue

Post Office Box 294 • Jefferson, Ohio 44047-0294
(440) 576-4367 • (440) 576-5675 Fax

GENERAL FUND

BUDGET 2023

SALARIES	\$	520,000.00
MEDICARE	\$	10,000.00
PERS	\$	112,000.00
INSURANCE	\$	90,000.00
PURCHASED SERVICES	\$	239,000.00
SUPPLIES & MATERIALS	\$	15,000.00
OTHER	\$	5,000.00
CAPITAL OUTLAY	\$	20,000.00
PRINCIPAL PAYMENT	\$	52,500.00
INTEREST PAYMENT	\$	7,000.00
	\$	1,070,500.00

AS OF DECEMBER 7, 2022

ROLL CALL: JOHN BOCZAR

STEVE SEKANINA

BRIAN EDELMAN

DATE

Certificate of Result of Election
On Tax Levy in Excess of the Ten Mill Limitation
 R.C. 3501.11, 3505.33, 5705.19 - 5705.25

The State of Ohio, Ashtabula County, ss.

To ¹ Board of Trustees

We, the undersigned, Ashtabula County Board of Elections, do hereby certify that the
General Election held in the Jefferson Emergency Rescue District on the
(Name of Subdivision)
8 day of November, 2022 on the question of levying a tax, in excess of the ten mill limitation,
(Day) (Month) (Year)
 for the benefit of the subdivision for the purpose of
Ambulance services, emergency medical services, or both

Tax being:²

Replacement

at the rate not exceeding 3.5 mills for each one dollar of valuation, which amounts to \$0.35
 for each one hundred dollars of valuation, for 5 years, commencing in 2023
(Number of years the levy is to run, "life of indebtedness", or continuing period of time)
 resulted as follows:

Total number of votes cast:

One thousand nine hundred (1,900)
(Write number of votes in words) (In figures)

For the tax levy:

One thousand three hundred eighty nine (1,389)
(Write number of votes in words) (In figures)

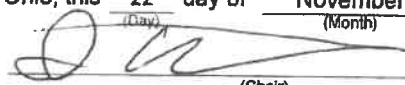
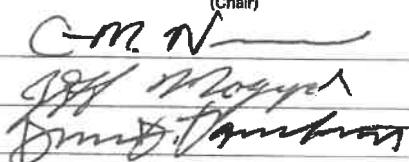
Against the tax levy:

Five hundred eleven (511)
(Write number of votes in words) (In figures)

as the same appears by the abstract of votes duly certified and signed by us and deposited in our office.

IN WITNESS WHEREOF, we have hereunto subscribed our names officially at

Jefferson, Ohio, this 22 day of November, 2022.
(Day) (Month) (Year)


(Chair)


Attest:


 Director

Board of Elections

Ashtabula

County, Ohio.

¹ Appropriate subdivision. A copy must be sent to the Ohio Department of Taxation, Tax Equalization Division; county auditor; and Secretary of State. To be submitted only by the most populous county board of elections if multi-county issue.

² Here insert one of the following:

- "...an additional tax of _____ mills;
- "...a renewal of tax of _____ mills"
- "...a renewal of a tax of _____ mills and an increase of _____ mills to constitute a tax of _____ mills"
- "...a renewal of a part of a _____ mill existing levy, being a reduction of _____ mills to constitute a tax of _____ mills"
- "...a replacement of _____ mills and an increase of _____ mills to constitute a tax of _____ mills"
- "...a replacement of part of an existing levy, being a reduction of _____ mills to constitute a tax of _____ mills"
- "...a replacement of a tax of _____ mills"

Memo

To: Mayor Diehl Members of Council
 CF: Fire Chief Lachey Police Chief Mackensen
 From: Pasquale Martuccio, Village Administrator
 Subject: Administrator's Report
 Date: December 19, 2022

Village Administrator's report for the period ending December 19, 2022.

Projects update:

Project		Status	Vendor	Grant/Loan	Total Cost
ACTIVE PROJECTS	Project #				
WWTP Renovations	OPWC – R37	Submitted to DOD/EPA Resubmitting to OPWC – R37	CT Consulting	Engineering grant \$90,000	\$1,250,000
Market street & surroundings – Sewer lining	OPWC – R35	In progress	CT Consulting	\$198,000 Grant \$132,000 Loan	\$550,000
Falcon Way Reconstruction	OPWC – R36	Submitted to OPWC – R37 Completed curve correction	CT Consulting	\$180,000 Grant \$50,000 Loan	\$460,000
E. Jefferson St - Reconstruction	OPWC – R36	Moved to spring 2023	Smolen Eng.	49,950 Grant 49,950 Loan	\$199,900
Repair two steel culverts on Popular Street	OPWC Round 32 - ODOT	In progress	Smolen Eng. Working on drawings	100% Grant	TBD Over \$298,454
Sewer cleaning /TV/Lining West Side Town	OPWC round 34	Completed – Have small area to finish up	CT Consulting	\$198,000 Grant \$132,000 Loan	\$550,000

Street Dept.

- Operating normal tasks.
- All equipment is ready for snow plowing roads and sidewalks.
- Bill Hitchcock and I interviewed and selected James Ewing for the full time Utility/Maintenance position. He should be able to start January 2nd following Council approval and passing background check and physical.

Recreation Department:

- Operating normally.
- Katie Sweeney and I interviewed and selected Lisa Dickson for the part time Custodian position. She should be able to start January 2nd following Council approval and passing background check and physical.
- Katie Sweeney and I also interviewed and selected Kimberly Widger for the part time Front Desk Support position. She should be able to start January 2nd following Council approval and passing background check and physical.

Wastewater Treatment Plant:

- Plant operations are running at fully acceptable levels.
- The Market Street and Sundry sewer lining project is in progress. Some residents have reported minor issues with their sewer drains during the cleaning phase. All issues have been addressed and the plan is to get this project wrapped up by the end of the year.

Police:**Fire:****Other Items:**

- Aqua's water main replacement project on South Chestnut is underway. Bentley Excavating has started work on the south end of town and will be advancing north in the weeks to come.
- ODOT is working on getting the twin culvert project done on N Poplar St.. After the culverts are repaired, they plan on raising the roadway and installing new guardrails. This part of the project will probably start in the spring of 2023.
- We continue to ask all departments to be mindful of all non-essential expenses and we are trying to keep overtime to a minimum.

Properties with Code violations:

Address	Violation Type	Status	Comments

Village Of Jefferson

Net Allocation Report

Period Number: 25

Check Date: 12/16/2022

Payroll Period: 2022/12/16 BIWEEKLY PAYROLL
12/16/2022

Period Dates: 11/28/2022 to 12/11/2022

Check Number	Job Number	Employee Name	Net Allocation	Gross	Net
Direct Deposit (ACH file)					
0000003924	ADMF030	GUERINI, RONI S.	Direct Deposit [***815]	\$688.87	\$545.00
0000003925	ADMF030	GUERINI, RONI S.	Direct Deposit [***134]	\$967.13	\$765.14
0000003926	ADMF070	MARTUCCIO, PASQUALE	Direct Deposit [***545]	\$2,880.69	\$1,698.58
0000003927	CLEF010	FISHER, PATRICIA A.	Direct Deposit [***001]	\$646.71	\$322.12
0000003928	CLEF010	FISHER, PATRICIA A.	Direct Deposit [***001]	\$100.38	\$50.00
0000003929	CLEF010	FISHER, PATRICIA A.	Direct Deposit [***699]	\$50.19	\$25.00
0000003930	CLEF010	FISHER, PATRICIA A.	Direct Deposit [***372]	\$1,204.60	\$600.00
0000003931	CLEF010	FISHER, PATRICIA A.	Direct Deposit [***218]	\$100.38	\$50.00
0000003932	INCF080	BERKOWITZ, AMANDA L.	Direct Deposit [***193]	\$1,471.20	\$1,252.26
0000003933	POLF180	DUMPERTH, AARON S.	Direct Deposit [***881]	\$2,084.38	\$1,592.34
0000003934	POLF600	KORABEK, GREGORY A.	Direct Deposit [***722]	\$2,093.00	\$1,387.87
0000003935	POLF360	LACHEY, GREGORY F.	Direct Deposit [***638]	\$2,458.14	\$1,890.01
0000003936	POLF880	MACKENSEN, CHRISTOPHER WILLIAM	Direct Deposit [***940]	\$2,212.00	\$1,794.11
0000003937	POLFS450	NELLING, BRANDON	Direct Deposit [***589]	\$2,052.75	\$1,574.50
0000003938	POLF060	NELSON, GARY W.	Direct Deposit [***118]	\$2,502.50	\$1,908.50
0000003939	POLF998	ATKINSON, NORMAN J.	Direct Deposit [***067]	\$31.80	\$30.70
0000003940	POLP240	CASTO, NICOLE R.	Direct Deposit [***511]	\$31.80	\$30.70
0000003941	POLP661	SHARP, MARIA S.	Direct Deposit [***596]	\$862.60	\$737.24
0000003942	REC570	SWEENEY, KATIE L.	Direct Deposit [***850]	\$1,706.60	\$1,427.35
0000003943	RECP460	ATKINS, MICHELLE E.	Direct Deposit [***891]	\$869.95	\$790.69
0000003944	RECP550	CROSS, KATELYN LOUISE	Direct Deposit [***500]	\$690.34	\$605.52
0000003945	RECP560	MORGAN, ALICIA ANN	Direct Deposit [***381]	\$899.04	\$796.83
0000003946	RECP440	STRASSER, TAMMY A.	Direct Deposit [***621]	\$480.50	\$429.05
0000003947	STRF320	BONCIMINO, ELLIOTT T.	Direct Deposit [***654]	\$1,958.63	\$1,751.74
0000003948	STRF290	BURR, BLAZE P.	Direct Deposit [***247]	\$1,717.34	\$1,351.72
0000003949	STRF100	BUZZARD JR, JOHN I.	Direct Deposit [***780]	\$1,681.60	\$880.54
0000003950	STRF110	HITCHCOCK, WILLIAM D.	Direct Deposit [***457]	\$1,996.80	\$1,669.27
0000003951	STRF240	NORRIS, JON W.	Direct Deposit [***294]	\$1,580.80	\$1,269.13
0000003952	STRF310	WATERS, ZACHARY MICHAEL	Direct Deposit [***543]	\$192.59	\$150.00
0000003953	STRF310	WATERS, ZACHARY MICHAEL	Direct Deposit [***169]	\$1,393.68	\$1,085.46
0000003954	STRF310	WATERS, ZACHARY MICHAEL	Direct Deposit [***802]	\$320.99	\$250.00
0000003955	WASF010	LICATE, GARY H.	Direct Deposit [***280]	\$360.94	\$300.00
0000003956	WASF010	LICATE, GARY H.	Direct Deposit [***746]	\$1,720.66	\$1,430.17
0000003957	WASP096	MAYLISH, TYLER J.	Direct Deposit [***751]	\$216.12	\$175.00
0000003958	WASP096	MAYLISH, TYLER J.	Direct Deposit [***209]	\$1,532.09	\$1,240.56
0000003959	WASF100	PACHECO SANTOS , FELIPE JR	Direct Deposit [***277]	\$1,697.22	\$1,386.31
Direct Deposit (ACH file) Total:				\$43,455.01	\$33,243.41
Grand Total:				\$43,455.01	\$33,243.41

Village Of Jefferson

Net Allocation Report

Period Number: 12

Check Date: 12/16/2022

Payroll Period: 2022/12/16 MONTHLY PAYROLL 12/16
/2022

Period Dates: 12/01/2022 to 12/31/2022

Check Number	Job Number	Employee Name	Net Allocation	Gross	Net
Direct Deposit (ACH file)					
0000003960	COUM110	DAMON, LON A.	Direct Deposit [***620]	\$300.00	\$289.65
0000003961	MAYM130	DIEHL, BRIAN P.	Direct Deposit [***601]	\$500.00	\$483.83
0000003962	COUM160	DREIER, KATY	Direct Deposit [***189]	\$300.00	\$13.04
0000003963	COUM190	ORVOS, KEVIN DUANE	Direct Deposit [***999]	\$300.00	\$289.65
0000003964	COUM210	RODERICK, KAREN M.	Direct Deposit [***033]	\$300.00	\$289.92
0000003965	COUM200	SEKANINA, STEVEN MICHAEL	Direct Deposit [***177]	\$300.00	\$289.65
0000003966	COUM180	SZEWCZYK, JOHN H. JR	Direct Deposit [***742]	\$300.00	\$289.65
0000003967	FIRH490	BLON, TIMOTHY W.	Direct Deposit [***155]	\$548.91	\$476.64
0000003968	FIRH370	EDISON, JOSEPH W.	Direct Deposit [***495]	\$287.19	\$250.29
0000003969	FIRH430	FARINA, DAVID P.	Direct Deposit [***098]	\$287.19	\$260.29
0000003970	FIRH330	RICE, JACOB M.	Direct Deposit [***970]	\$287.19	\$254.47
0000003971	FIRS080	LACHEY, THOMAS	Direct Deposit [***162]	\$924.48	\$672.49
0000003972	FIRS050	LOCY SR, DAVID B.	Direct Deposit [***951]	\$548.91	\$429.85
Direct Deposit (ACH file) Total:				\$5,183.87	\$4,289.42
Grand Total:				\$5,183.87	\$4,289.42

Village Of Jefferson

Special Pay Analysis

Payroll Period: 2022/12/16 BIWEEKLY PAYROLL
12/16/2022

Emp Number	Name	Pay Code	Hours	Amount
STRF320	BONCIMINO, ELLIOTT T.	O- OVERTIME	5	\$158.52
STRF320	BONCIMINO, ELLIOTT T.	O- OVERTIME	2	\$63.41
STRF320	BONCIMINO, ELLIOTT T.	O- OVERTIME	3	\$95.10
POLF600	KORABEK, GREGORY A.	O- OVERTIME	4	\$136.50
POLF360	LACHEY, GREGORY F.	O- OVERTIME	15	\$501.64
WASF096	MAYLISH, TYLER J.	O- OVERTIME	1	\$29.01
POLF450	NELLING, BRANDON	O- OVERTIME	1	\$35.19
POLF060	NELSON, GARY W.	O- OVERTIME	16	\$546.00
WASF100	PACHECO SANTOS , FELIPE JR	O- OVERTIME	4	\$115.62
RECF570	SWEENEY, KATIE L.	O- OVERTIME	9	\$255.99
STRF310	WATERS, ZACHARY MICHAEL	O- OVERTIME	6	\$163.23
STRF310	WATERS, ZACHARY MICHAEL	O- OVERTIME	2	\$65.29
STRF310	WATERS, ZACHARY MICHAEL	O- OVERTIME	3	\$97.94
Grand Total:			71	\$2,263.44

ORDINANCE NO. 2022-O-_____

AN ORDINANCE SETTING FORTH THE PAY FOR SALARIED, HOURLY, AND PART-TIME EMPLOYEES OF THE VILLAGE OF JEFFERSON, OHIO

WHEREAS the Council of the Village of Jefferson has determined that it is necessary and proper to change the pay for salaried, hourly, and part-time employees of the Village of Jefferson, for the positions and for the rates more specifically set forth hereafter.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF JEFFERSON, STATE OF OHIO, AND COUNTY OF ASHTABULA, THAT:

Section 1: The employment positions and rates of pay for those positions are established as follows:

Administration

Administrator	\$ 78,642.81
Admin Assistant	\$ 21.74/hr.
Part Time Administrative Support	\$ 19.31/hr.

Police Department

Police Chief	\$ 62,572.39
Deputy Chief	\$ 56,903.68
Lieutenant	\$ 24.81/hr.
Sergeant	\$ 24.63/hr.
Detective/Patrolman	\$ 23.89/hr.
Part Time Class A (Reg. Schedule)	\$ 20.54/hr.
Part Time Class B (Road Qualified)	\$ 20.54/hr.
Part Time Class C (Non Road Qualified)	\$ 16.70/hr.
Part Time Police Secretary	\$ 19.31/hr.
Volunteer Auxiliary	
Part Time School Resource Officer	

Wastewater Treatment Plant

Operator Class III (Foreman)	\$ 27.32/hr.
Operator Class III	\$ 24.11/hr.
Operator Class II	\$ 23.34/hr.
Operator Class I	\$ 22.56/hr.
Laborer/Driver-Waste Water	\$ 20.76/hr.
Part-Time Temp Labor	\$ 16.45/hr.

Street Department

Working Foreman	\$ 26.21/hr.
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Equipment Operator	\$ 22.07/hr.
Part Time Equipment Operator	\$ 22.07/hr.
Driver / Laborer - Streets	\$ 20.75/hr.
Utility / Maintenance	\$ 18.55/hr.
Part-Time Labor	\$ 16.45/hr.

Recreation /Community Center

Recreation / Parks Supervisor	\$ 20.00/hr.
Part-Time Front Desk Support	\$ 13.70/hr.
Part Time Clerical / Administrative Support	\$ 15.87/hr.
Part Time Senior Coordinator	\$ 16.98/hr.
Van Driver	\$ 15.87/hr.
Part Time Custodian	\$ 14.32/hr.
Part-Time Temporary Employee	\$ 13.05/hr.

Fire Department

Chief	\$ 11,648.36
1st Assistant	\$ 6,916.19
2nd Assistant	\$ 6,916.19
Captain	\$ 3,618.51
Lieutenant	\$ 3,089.89
Fire Inspector (Max. 50 inspections per year)	\$ 100.00
Fire Runs	\$ 18.99/hr.
Fire Training	\$ 13.16/hr.

Tax Administrator

Income Tax Clerk	\$ 19.31/hr.
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Section 2: Each newly hired full-time hourly employee hired will start at \$1.00 per hour below the listed full pay rate. After a newly hired full-time hourly employee successfully completes his or her six-month probationary period, he or she will receive a \$.50 per hour raise in accordance with Chapter 254 of the Codified Ordinances of the Village of Jefferson. At the completion of one year, the employee will then be placed at the full pay rate listed above for their classification in accordance with Chapter 254 of the Codified Ordinances of the Village of Jefferson.

Section 3: Each newly hired salary employee hired will start at \$2,080 below current full rate for the year's salary. After a newly hired salary employee successfully completes his or her six-month probationary period, he or she will receive a \$1,040 raise in accordance with Chapter 254 of the Codified Ordinances of the Village of Jefferson. At the completion of one full year, the

employee will be placed at the full salary pay rate listed above for their classification in accordance with Chapter 254 of the Codified Ordinances of the Village of Jefferson. Each newly hired part time/temporary employee will start at \$.50 cents per hr. below current full pay rate or minimum wage, whichever is greater. After completion of their six-month probationary period, they will be placed at the full pay rate per hr. for their classification.

Section 4: Each newly hired part-time or temporary employee will start at \$.50 cents per hour below the listed full pay rate or minimum wage, whichever is greater. After a newly hired part-time or temporary employee successfully completes his or her six month probationary period, he or she will be placed at the full pay rate listed above for their classification in accordance with Chapter 254 of the Codified Ordinances of the Village of Jefferson.

Section 5: Each full time, part-time, or temporary employee being promoted to another position in the Village will start at \$.50 cents per hour below the listed full pay rate or minimum wage, whichever is greater. After a full-time, part-time, or temporary employee successfully completes his or her six-month probationary period, they will be placed at the full pay rate listed above for their classification in accordance with Chapter 254 of the Codified Ordinances of the Village of Jefferson.

Section 6: Non-supervisory employees who act in a supervisory capacity, as determined by the Village Administrator, shall be paid \$1.00 per hour in addition to their current wage scale.

Section 7: In addition to the employee's regular salary, the Village will pay an amount equal to ten percent (10%) of the employee's regular salary to the appropriate retirement system (Ohio Public Employees Retirement System or Ohio Police and Fire Pension Fund), as the employee contribution to same. An employee shall not have the option to take cash in lieu of this contribution. This obligation to pay ten percent (10%) of the employee's regular salary to the appropriate retirement system shall not apply to volunteer firemen unless the volunteer firemen qualify to participate in the Ohio Police and Fire Pension Fund.

Section 8: Employees assigned by their supervisor to work in a position with a higher pay grade shall receive pay at the higher rate for the time worked in said position.

Section 9: This Ordinance shall replace any previous version of this legislation and supersedes any current legislation that may be in conflict with this legislation.

Section 10: That this Ordinance shall take effect on January 9th, 2023 and be in full force as allowed by law.

Passed by Council on the _____ day of _____ 2023.

_____ Yeas _____ Nays

Effective Date: _____

AUTHENTICATION:

Patricia A. Fisher
Clerk/Treasurer of Council

Brian Diehl
Mayor

Date

Date

APPROVED AS TO LEGAL FORM:

Jason L. Fairchild, Esq.
Village Solicitor

Memo

To: Members of Council
CC: Mayor Diehl
From: Pasquale Martuccio, Village Administrator
Subject: New hire, Part-Time Front Custodian – Rec.
Date: December 15, 2022

Members of Council,

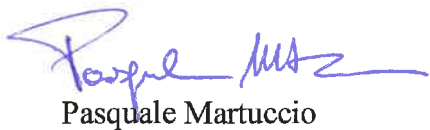
Katie Sweeney and I interviewed Lisa Dickson and offered her the position of Part-Time Custodian – Rec.

With Council's confirmation and her successfully passing our employment physical and background check, she can start on Monday, January 2nd, 2023.

This is a Part-Time position. Probationary period runs January 2nd, 2023 thru July 2nd, 2023 and the pay rate will be \$ 13.14 per hour.

After successfully completing probation, pay rate will be \$ 13.64 after 6 months from the date of hire.

Effective date will be , January 2nd, 2023 pending confirmation of Council and passing the employment physical and background check.



Pasquale Martuccio

Village Administrator

2pm 12/13/22

Village of Jefferson, Ohio
EMPLOYMENT APPLICATION

Please return to:
Village of Jefferson
27 E Jefferson St.
Jefferson, OH 44047
ATTN: Employment Application

Instructions: It is important that you fill out all sections of this application completely and to the best of your ability. Your application will be used as part of the certification process and therefore should represent your best effort. Incomplete applications will NOT be considered.

Name Dickson Lisa R
Last First Middle
Present Address 130 Willis Ave Jefferson Ohio 44047
Street Village State Zip Code
Telephone (H) _____ (W) _____ Social Security No. _____

What position are you applying for? House Keeping (SSN is not required)

Are you currently employed by the Village of Jefferson? Yes _____ No X

If yes, which Department? _____

Have you previously worked for the Village of Jefferson? Yes _____ No X If yes, when? _____

Name, relationship and position held by any of your relatives now employed by the Village N/A

May we contact your present employer? Yes X No _____ Lowest acceptable salary \$ \$12/13

EDUCATION

Name the last elementary or high school attended Jefferson High School

Address _____

Circle Highest Grade Completed 1 2 3 4 5 6 7 8 9 10 11 12

Are you a high school graduate? Yes X No _____

Do you possess a high school equivalency certificate (GED)? Yes _____ No _____

COLLEGE OR OTHER TRAINING AFTER HIGH SCHOOL

Name and Address of College or Trade School Attended	Attendance		Major Specialty	Type of Diploma, Degree License or Certificate earned
	From	To		

SPECIAL SKILLS AND TRAINING

Please list the kinds of office equipment or construction equipment you can operate _____

Number of words per minute: Typing _____

If required for the position for which you are applying, please answer the following:

Do you have a valid Ohio Driver's license? Yes ☒ No ☐

PERSONAL REFERENCES - DO NOT LIST RELATIVES

Name and Occupation	Address	Phone
1. Chris Wilkes		(440) 742-2597
2. Alicia Morgan		(440) 855-2500
3. Eric Drda		(440) 813-1037

FOR POLICE AND FIRE APPLICANTS ONLY

Date of birth _____ Age _____ Height _____ Weight _____

EMPLOYMENT HISTORY

Include military history, part-time, temporary, and seasonal employment

If you need additional space, please use the space for additional or explanatory information below or attach additional pages as requested.

List present or last employer first

1. Employer	Something Something Plants	Your Job Title
Address	997 N. Market	Describe Your Work
	Jefferson OH 44047	
Supervisor	Maris Humbert	
Supervisor's Title		
Telephone	(440) 990-0914	
Employed From		
Employed To		
Starting Salary	Per	
Ending Salary	Per	Reason For Leaving
Account for time between jobs		

2. Employer		Your Job Title
Address		Describe Your Work
Supervisor		
Supervisor's Title		
Telephone		
Employed From		
Employed To		
Starting Salary	Per	
Ending Salary	Per	Reason For Leaving
Account for time between jobs		

3. Employer		Your Job Title
Address		Describe Your Work
Supervisor		
Supervisor's Title		
Telephone		
Employed From		
Employed To		
Starting Salary	Per	
Ending Salary	Per	Reason For Leaving
Account for time between jobs		

Have you ever been convicted of a felony or a misdemeanor in which a fine in excess of \$50 was imposed within the last 10 years? Yes ☐ No ☒ (This question will not necessarily exclude you from employment, but will be used to weigh the relationship between the offense(s) and the position applied for.) Include convictions of a general court-martial while in the military service.

Use this space for additional or explanatory information or other information you consider relevant for consideration of your application for employment.

The information supplied by me in this application is complete and true to the best of my knowledge and belief. I understand that my misstatement of material facts will cause forfeiture of all my rights to any employment or result in dismissal from employment, if hired, in the service of the Village of Jefferson.

I authorize the release of any job-related information that the Village of Jefferson may request from the above sources including the physician's records which may exist now or in the future. Yes / No

I understand that I am required to pass a physical examination to establish my ability to perform certain jobs.
I understand that my fingerprints and police record will be checked.

Date Signed 12/12/22 Signature *Shirley Duck*

THE VILLAGE OF JEFFERSON IS AN EQUAL OPPORTUNITY EMPLOYER

Your application will be considered solely on merit.

Memo

To: Members of Council
CC: Mayor Diehl
From: Pasquale Martuccio, Village Administrator
Subject: New hire, Part-Time Front Desk Support – Rec.
Date: December 15, 2022

Members of Council,

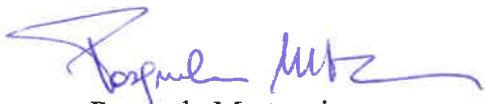
Katie Sweeney and I interviewed Kimberly Widger and offered her the position of Part-Time Front Desk Support – Rec.

With Council's confirmation and her successfully passing our employment physical and background check, she can start on Monday, January 2nd, 2023.

This is a Part-Time position. Probationary period runs January 2nd, 2023 thru July 2nd, 2023 and the pay rate will be \$ 12.55 per hour.

After successfully completing probation, pay rate will be \$ 13.05 after 6 months from the date of hire.

Effective date will be , January 2nd, 2023 pending confirmation of Council and passing the employment physical and background check.



Pasquale Martuccio

Village Administrator

Int.
11:30 - 12/6/22

Village of Jefferson, Ohio
EMPLOYMENT APPLICATION

Please return to:
Village of Jefferson
27 E Jefferson St.
Jefferson, OH 44047
ATTN: Employment Application

Instructions: It is important that you fill out all sections of this application completely and to the best of your ability. Your application will be used as part of the certification process and therefore should represent your best effort. Incomplete applications will NOT be considered.

Name Widger Kimberly Ann
Last First Middle

Present Address 821 Allen Ave Ashtabula Oh 44004
Street Village State Zip Code

Telephone (H) 111-111-1111 (W) _____ Social Security No. _____

What position are you applying for? Part-Time Front Desk Staff (SSN is not required)

Are you currently employed by the Village of Jefferson? Yes _____ No X

If yes, which Department? _____

Have you previously worked for the Village of Jefferson? Yes _____ No X If yes, when? _____

Name, relationship and position held by any of your relatives now employed by the Village Alicia Morgan;
Sister-in-Law; Part-Time Front Desk Staff

May we contact your present employer? Yes _____ No _____ Lowest acceptable salary \$ 13.00

EDUCATION

Name the last elementary or high school attended Edgewood Senior High School

Address 2428 Blake Rd Ashtabula Oh 44004

Circle Highest Grade Completed 1 2 3 4 5 6 7 8 9 10 11 12

Are you a high school graduate? Yes X No _____

Do you possess a high school equivalency certificate (GED)? Yes _____ No _____

COLLEGE OR OTHER TRAINING AFTER HIGH SCHOOL

Name and Address of College or Trade School Attended	Attendance		Major Specialty	Type of Diploma, Degree License or Certificate earned
	From	To		
<u>Kent State Ashtabula</u> <u>3300 Lake Rd W Ash oh</u>	<u>Fall 2011</u>	<u>Spring 2014</u>	<u>Human Services Technology</u>	<u>Associates</u>
<u>Kent State Ashtabula</u> <u>3300 Lake Rd W Ash oh</u>	<u>Spring 2014</u>	<u>Spring 2016</u>	<u>Non-Profit Human Services</u>	<u>Bachelors</u>

SPECIAL SKILLS AND TRAINING

Please list the kinds of office equipment or construction equipment you can operate computer, phone/cell, printer/copier/fax machine, mail machine, laminator
 Number of words per minute: Typing Unknown

If required for the position for which you are applying, please answer the following:

Do you have a valid Ohio Driver's license? Yes X No

PERSONAL REFERENCES - DO NOT LIST RELATIVES

Name and Occupation	Address	Phone
1. <u>Carla Broughton; Supported Employment Specialist; 5205 Creek Rd And.</u>	<u>(440) 812-5261</u>	
2. <u>Shelby Arnett; Medical Assistant; 3315 North Ridge Rd E Ash</u>	<u>(440) 261-0464</u>	
3. <u>JoAnn Sandella; ACCA Home Visitor; 4200 St Rd Ash oh 44004</u>	<u>(440) 344-1677</u>	

FOR POLICE AND FIRE APPLICANTS ONLY

Date of birth Age Height Weight

EMPLOYMENT HISTORY

Include military history, part-time, temporary, and seasonal employment

If you need additional space, please use the space for additional or explanatory information below or attach additional pages as requested.

List present or last employer first

1. Employer <u>Ashtabula Community Action Agency</u>	Your Job Title <u>Home Visitor</u>
Address <u>4200 St Rd</u>	Describe Your Work
<u>Ashtabula Oh 44004</u>	<u>Scheduling visit - person/virtual</u>
Supervisor <u>Allyson Abrozzino</u>	<u>Prenatal and Child Development</u>
Supervisor's Title <u>Home Visiting Supervisor</u>	<u>Screenings</u>
Telephone <u>(440) 998-7515</u>	<u>Documentation</u>
Employed From <u>Feb 2017</u>	<u>computer entering</u>
Employed To <u>Aug 2021</u>	<u>filing</u>
Starting Salary <u>\$12.00</u> Per <u>hr</u>	<u>Printing and Faxing</u>
Ending Salary <u>\$14.00</u> Per <u>hr</u>	Reason For Leaving <u>To care for my young</u>
	<u>Children</u>
Account for time between jobs	

2. Employer	Dollar Tree	Your Job Title	Cashier
Address	2102 Metcalf Dr Unit 4 Ashtabula Oh 44004	Describe Your Work	
Supervisor	Tara Vandevender		
Supervisor's Title	Store Manager		
Telephone	(440) 261-6025		
Employed From	Aug 2016		
Employed To	Feb 2017		
Starting Salary	\$ 8.00 Per hr		
Ending Salary	\$ 8.00 Per hr		
		Reason For Leaving	Received the Home Visiting Position
Account for time between jobs			

3. Employer	Your Job Title
Address	Describe Your Work
Supervisor	
Supervisor's Title	
Telephone	
Employed From	
Employed To	
Starting Salary	Per
Ending Salary	Per
	Reason For Leaving
Account for time between jobs	

Have you ever been convicted of a felony or a misdemeanor in which a fine in excess of \$50 was imposed within the last 10 years? Yes ☐ No ☒ (This question will not necessarily exclude you from employment, but will be used to weigh the relationship between the offense(s) and the position applied for.) Include convictions of a general court-martial while in the military service.

Use this space for additional or explanatory information or other information you consider relevant for consideration of your application for employment.

The information supplied by me in this application is complete and true to the best of my knowledge and belief. I understand that my misstatement of material facts will cause forfeiture of all my rights to any employment or result in dismissal from employment, if hired, in the service of the Village of Jefferson.

I authorize the release of any job-related information that the Village of Jefferson my request from the above sources including the physician's records which may exist now or in the future. Yes X No _____

I understand that I am required to pass a physical examination to establish my ability to perform certain jobs.
I understand that my fingerprints and police record will be checked.

Date Signed Nov 20, 2022 Signature Kimberly Widger

THE VILLAGE OF JEFFERSON IS AN EQUAL OPPORTUNITY EMPLOYER

Your application will be considered solely on merit.

321 Allen Ave
Ashtabula, Ohio 44004
(440) 261-8768
kimberly.a.widger@gmail.com

Kimberly Widger

SKILLS

From my experience as a Home Visitor I learned how to adapt to many changes experienced due to the ever changing family needs and program requirements. Due to the many program requirements I was able to use my skills of time management, prioritizing tasks, record keeping, and filing of paperwork.

EXPERIENCE

Ashtabula Community Action Agency, 4200 State Rd, Ashtabula Ohio **– Help Me Grow Home Visitor**

February 2017 - August 2021

- Called and texted with families to schedule in person visits, virtual visits by phone or video, and drop off of needed items.
- Planned and prepared curriculum information and activities to discuss with the families.
- Discussed prenatal and child development from birth to three years of age.
- Discussed and completed Ages and Stages Questionnaire and Ages and Stages Social and Emotional Questionnaire with families.
- Discussed family concerns or crises and helped connect them to community resources for the needed help.
- Completed detailed documentation of visits whether they were canceled, attempted contacts, or completed visit. Each completed case note contained CHEERS which is a visual representation of the visit and information, concerns, and any completed screenings.
- Kept detailed documentation of planning, preparation, supply gathering, screenings, time, and mileage for each visit.

Dollar Tree, 2102 Metcalf Dr Unit 4, Ashtabula Ohio – Cashier

July 2016 - February 2017

- Initially hired to complete the store set up for the new location. Showed up on time and completed given tasks and was offered a permanent position.
- Completed cashier task sheets that were given at the beginning of shift. Completed opening or closing tasks required when working those shifts.
- Completed stocking and rotation of products on shelves.
- Helped unload trucks and place boxes in back where stock items were stored.

EDUCATION

Kent State University, 3300 Lake Rd W, Ashtabula Ohio – *Bachelor's in Non-profit Human Services*

May 2016,

Continued to build upon my Associates Degree through online courses and in person classes. I continued my involvement with KSUA Student Ambassadors and helped with the campus events.

Kent State University, 3300 Lake Rd W, Ashtabula Ohio – *Associates in Human Services*

May 2014,

Completed the general and required courses in person and online for the degree. While being enrolled as a full time student with good grades I was offered the opportunity to become a Student Ambassador for KSUA. As a Student Ambassador I completed campus tours and helped with student and public events on campus.

Edgewood Senior High School, Ashtabula Ohio – High School Diploma

2011

Jefferson Village Police

Serving Since 1902



Chris Mackensen

Chief of Police

104 East Jefferson St.
Jefferson, Ohio 44047
Telephone (440) 576-0010
Fax (440) 576-0714

Email: chris.mackensen@jeffersonpolice.us

December 15th, 2022

Ref: Full-Time to Part-time Officer Appointment

Mayor Brian Diehl,
Safety Committee,
And Council

On 12/05/2022 I received a letter of resignation from Officer Greg Korabek effective 12/14/2022 as a full-time Officer. Officer Korabek at that time asked that he be able to stay on as an occasional part-time officer. I advised Officer Korabek at that time I agreed with his request as he has been a valued member of the department for some time.

I, as Chief, have no reservations about recommending Officer Korabek to an occasional part-time officer effective 12/15/2022 with the Jefferson Police Department.

Very Respectfully,

A handwritten signature in blue ink that reads "Christopher Mackensen".

Christopher Mackensen
Chief of Police

Jefferson Village Police Department

MEMO

Date: 12/05/2022

To: Chief C. Mackensen

From: Ptl. G. Korabek

Ref: Letter of Resignation (Intent)

Dear Chief,

Per our discussion, I am submitting this letter of resignation *with intent*. It is my intention to fully resign from my current position as a (Full-Time) Jefferson Patrolman, effectively on 12/14/2022

I have received an offer and accepted a full-time position with the Conneaut City Police Department. With your permission, I would like to remain on your Department as a *Part-Time* Patrolman. This will enable me to cover open shifts, sick days, vacations, special events, etc.

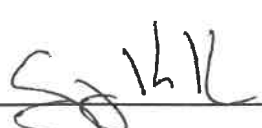
I am thankful for the opportunities and experience I have gained while employed for the Village of Jefferson. I am also very grateful to the Citizens I serve, and the employees I work with.

Any questions, please contact at any time.

Thank you very much for your understanding in this matter.

Respectfully submitted,

X


Ptl. Greg Korabek



Jefferson Village Police

Serving Since 1902



Chris Mackensen
Chief of Police

104 East Jefferson St.
Jefferson, Ohio 44047
Telephone (440) 576-0010
Fax (440) 576-0714

Email: chris.mackensen@jeffersonpolice.us

December 15th, 2022

Ref: Full-Time Officer Appointment

Mayor Brian Diehl,
Safety Committee,
And Council

On 12/09/2022 Mayor Brian Diehl, Deputy Chief Dumperth, and I held interviews for a new full-time officer to fill the open slot due to Officer Greg Korabek.

After the interviews, we deliberated and have chosen Officer Joseph Schor as the best candidate. Officer Schor has 18 years of full-time experience with the Conneaut Police Department and holds a number of certifications the Jefferson Police Department needs due to the loss of Officer Korabek. Officer Schor is certified for evidence room management, a job Officer Korabek was performing full-time. Officer Schor is also certified as a field training officer (FTO) and can help our current FTO with ongoing training needs.

I, as Chief, have no reservations about recommending Officer Schor full-time Police Officer with the Jefferson Police Department. If approved would start his training on 12/26/2022.

Very Respectfully,

A handwritten signature in blue ink that reads "Christopher Mackensen".

Christopher Mackensen
Chief of Police
Jefferson Village Police Department

COPY

Village of Jefferson, Ohio
EMPLOYMENT APPLICATION

Please return to:
Village of Jefferson
27 E Jefferson St.
Jefferson, OH 44047
ATTN: Employment Application

Instructions: It is important that you fill out all sections of this application completely and to the best of your ability. Your application will be used as part of the certification process and therefore should represent your best effort. Incomplete applications will NOT be considered.

Name Schor Joseph Gene
Last First Middle

Present Address [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]
Street Village State Zip Code

Telephone (H) _____ (W) [REDACTED] Social Security No. _____

What position are you applying for? Patrolman (SSN is not required)

Are you currently employed by the Village of Jefferson? Yes _____ No ☒

If yes, which Department? _____

Have you previously worked for the Village of Jefferson? Yes _____ No ☒ If yes, when? _____

Name, relationship and position held by any of your relatives now employed by the Village _____

May we contact your present employer? Yes ☒ No _____ Lowest acceptable salary \$ 23.00

EDUCATION

Name the last elementary or high school attended Conneaut High School

Address 381 Mill St. Conneaut Ohio 44030

Circle Highest Grade Completed 1 2 3 4 5 6 7 8 9 10 11 12

Are you a high school graduate? Yes ☒ No _____

Do you possess a high school equivalency certificate (GED)? Yes _____ No _____

COLLEGE OR OTHER TRAINING AFTER HIGH SCHOOL

Name and Address of College or Trade School Attended	Attendance		Major Specialty	Type of Diploma, Degree License or Certificate earned
	From	To		
Kent State University 3300 Lake Rd. W Ashtabula OH 44004	August 2002	May 2004	Criminal Justice	

SPECIAL SKILLS AND TRAINING

Please list the kinds of office equipment or construction equipment you can operate Multiple
computer programs, copy & Fax machine, laminator, Desk top & lap top computers
 Number of words per minute: Typing 46

If required for the position for which you are applying, please answer the following:

Do you have a valid Ohio Driver's license? Yes ☒ No ☐

PERSONAL REFERENCES - DO NOT LIST RELATIVES

Name and Occupation	Address	Phone
1. <u>Nicholas A. Zaracci Judge.</u>	<u>290 Main St. Conneaut OH</u>	
2. <u>Thomas Harris Judge.</u>	<u>25 West Jefferson St. Jefferson OH</u>	
3. <u>Philip Miller Priest</u>	<u>744 Mill St. Conneaut OH</u>	

FOR POLICE AND FIRE APPLICANTS ONLY

Date of birth Age 32 Height 5' 11" Weight 220

EMPLOYMENT HISTORY

Include military history, part-time, temporary, and seasonal employment

If you need additional space, please use the space for additional or explanatory information below or attach additional pages as requested.

List present or last employer first

1. Employer <u>Conneaut Police Dept.</u>	Your Job Title <u>Patrolman</u>
Address <u>294 Main St.</u>	Describe Your Work <u>I am responsible for</u>
<u>Conneaut Ohio 44030</u>	<u>responding to calls, patrolling districts, and</u>
Supervisor <u>Curtis Distel</u>	<u>conducting investigations. In absence of</u>
Supervisor's Title <u>Patrol Sergeant</u>	<u>my Sergeant I am the officer in charge</u>
Telephone <u>(440) 593-7440</u>	<u>of my platoon. I am a certified field</u>
Employed From <u>10/11/05</u>	<u>training officer. I am also in charge of</u>
Employed To <u>current</u>	<u>public outreach programs. I am also</u>
Starting Salary <u>20.00</u> Per <u>Hour</u>	<u>certified in evidence room management.</u>
Ending Salary <u>22.49</u> Per <u>Hour</u>	Reason For Leaving <u>New opportunities</u>
	<u>and possible advancement.</u>
Account for time between jobs	

2. Employer <u>Beet & Beer Restaurant</u>		Your Job Title <u>Busser, waiter, cook</u>
Address <u>57 E. Underridge Rd.</u>		Describe Your Work
<u>Conneaut OH 44030</u>		<u>Clear tables, wash dishes, wait on customers, cook specific meals in a timely manner, food preparation.</u>
Supervisor <u>Tammy & Mike Mondy</u>		
Supervisor's Title <u>Managers</u>		
Telephone <u>(440) 593-3667</u>		
Employed From <u>2000</u>		
Employed To <u>2004</u>		<u>(This business no longer exists)</u>
Starting Salary \$ <u>5.00</u>	Per <u>Hour</u>	
Ending Salary \$ <u>8.50</u>	Per <u>Hour</u>	Reason For Leaving <u>Started the Police Academy</u>
Account for time between jobs		

3. Employer		Your Job Title
Address		Describe Your Work
Supervisor		
Supervisor's Title		
Telephone		
Employed From		
Employed To		
Starting Salary	Per	
Ending Salary	Per	Reason For Leaving
Account for time between jobs		

Have you ever been convicted of a felony or a misdemeanor in which a fine in excess of \$50 was imposed within the last 10 years? Yes ☐ No ☒ (This question will not necessarily exclude you from employment, but will be used to weigh the relationship between the offense(s) and the position applied for.) Include convictions of a general court-martial while in the military service.

Use this space for additional or explanatory information or other information you consider relevant for consideration of your application for employment.

The information supplied by me in this application is complete and true to the best of my knowledge and belief. I understand that my misstatement of material facts will cause forfeiture of all my rights to any employment or result in dismissal from employment, if hired, in the service of the Village of Jefferson.

I authorize the release of any job-related information that the Village of Jefferson may request from the above sources including the physician's records which may exist now or in the future. Yes ☒ No ☐

I understand that I am required to pass a physical examination to establish my ability to perform certain jobs.
I understand that my fingerprints and police record will be checked.

Date Signed

11/5/22

Signature



THE VILLAGE OF JEFFERSON IS AN EQUAL OPPORTUNITY EMPLOYER

Your application will be considered solely on merit.

Jefferson Village Police

Serving Since 1902



Chris Mackensen
Chief of Police

104 East Jefferson St.
Jefferson, Ohio 44047
Telephone (440) 576-0010
Fax (440) 576-0714

Email: chris.mackensen@jeffersonpolice.us

December 15th, 2022

Ref: Parttime / Secretary Officer Maria Sharp

Mayor Brian Diehl,
Safety Committee,
And Council

Officer Maria Sharp has been acting as a secretary before my hire as well as worked in a patrol officer role on many occasions. I, as Chief of Police, have observed Maria during the course of the last few months. The following is my recommendation and evaluation of Officer Sharp.

I have evaluated Officer Maria Sharp for several months. Officer Sharp has demonstrated a workable knowledge of the County's Court system, our policies, procedures, ordinances, and laws applicable to the Jefferson Village Police Department and the State of Ohio. Officer Sharp displayed a positive and knowledgeable interaction with the Public in all aspects observed. Officer Sharp has exceptional communication skills, displayed empathy, compassion, integrity, transparency, eagerness to learn, and accepted constructive criticism throughout my evaluation. Officer Sharp came to this department with nearly only part-time experience from the Ashtabula City Police Department and Ashtabula County Sheriff's office. I find the Village of Jefferson very fortunate to have hired such an eagerness-to-learn Officer, in addition to bringing a good attitude Officer Sharp has shown a great interest in helping the youth of today. Officer Sharp's interest in specialized investigations for Child Abuse and Child exploitation cases has made her a great addition to my Police Department. I project that Officer Sharp will thrive with the Jefferson Village Police Department.

I, as Chief, have no reservations about recommending Officer Sharp to the sole status of occasional part-time Police Officer for the Jefferson Police Department, effective immediately. I further ask the council to publicly acknowledge Officer Sharps's dedication to the youth of today.

Very Respectfully,

A handwritten signature in blue ink that reads "Christopher Mackensen".

Christopher Mackensen
Chief of Police
Jefferson Village Police Department

Memo

To: Members of Council
CC: Mayor Diehl
From: Pasquale Martuccio, Village Administrator
Subject: New hire, Utility/Maintenance – Streets
Date: December 15, 2022

Members of Council,

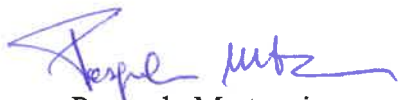
Bill Hitchcock and I interviewed James Ewing and offered him the position of Utility/Maintenance – Streets.

With Council's confirmation and him successfully passing our employment physical and background check, he can start on Monday, January 2nd, 2023.

This is a Full-Time position. Probationary period runs January 2nd, 2023 thru July 2nd, 2023 and the pay rate will be \$ 16.67 per hour.

After successfully completing probation, pay rate will be \$ 17.17 after 6 months and \$ 17.67 after 1 year from the date of hire.

Effective date will be January 2nd, 2023 pending confirmation of Council and passing the employment physical and background check.



Pasquale Martuccio

Village Administrator

Village of Jefferson, Ohio

EMPLOYMENT APPLICATION

Please return to:
Village of Jefferson
27 E Jefferson St.
Jefferson, OH 44047
ATTN: Employment Application

Instructions: It is important that you fill out all sections of this application completely and to the best of your ability. Your application will be used as part of the certification process and therefore should represent your best effort. Incomplete applications will NOT be considered.

Name Ewing James A.
Last First Middle
Present Address 2880 east union road OH 44047
Street Village State Zip Code
Telephone (H) _____ (W) [REDACTED] Social Security No. _____

What position are you applying for? any (SSN is not required)

Are you currently employed by the Village of Jefferson? Yes _____ No 1

If yes, which Department? _____

Have you previously worked for the Village of Jefferson? Yes _____ No 1 If yes, when? _____

Name, relationship and position held by any of your relatives now employed by the Village _____

May we contact your present employer? Yes _____ No _____ Lowest acceptable salary \$ starting

EDUCATION

Name the last elementary or high school attended Jefferson

Address _____

Circle Highest Grade Completed 1 2 3 4 5 6 7 8 9 10 11 (12)

Are you a high school graduate? Yes 1 No _____

Do you possess a high school equivalency certificate (GED)? Yes _____ No _____

COLLEGE OR OTHER TRAINING AFTER HIGH SCHOOL

Name and Address of College or Trade School Attended	Attendance		Major Specialty	Type of Diploma, Degree License or Certificate earned
	From	To		
<u>VO-EB</u>	<u>06</u>	<u>08</u>	<u>power tech</u>	

SPECIAL SKILLS AND TRAINING

Please list the kinds of office equipment or construction equipment you can operate computer, printers
truck, dozer, grader, back hoe, skid loader, manure forklift

Number of words per minute: Typing _____

If required for the position for which you are applying, please answer the following:

Do you have a valid Ohio Driver's license? Yes No

PERSONAL REFERENCES - DO NOT LIST RELATIVES

Name and Occupation	Address	Phone
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

FOR POLICE AND FIRE APPLICANTS ONLY

Date of birth _____ Age _____ Height _____ Weight _____

EMPLOYMENT HISTORY

Include military history, part-time, temporary, and seasonal employment

If you need additional space, please use the space for additional or explanatory information below or attach additional pages as requested.

List present or last employer first

1. Employer <u>Lenox Townships</u>	Your Job Title <u>Laborer</u>
Address _____	Describe Your Work <u>mow, weed, slash,</u>
Supervisor <u>Gary</u>	<u>trim your own trails,</u>
Supervisor's Title _____	<u>work on equipment, flag</u>
Telephone _____	
Employed From <u>2009</u>	
Employed To <u>2011</u>	
Starting Salary _____ Per	
Ending Salary _____ Per	Reason For Leaving <u>seasonal</u>
Account for time between jobs	

2. Employer <i>self employed</i>	Your Job Title
Address	Describe Your Work <i>Trucking + landscaping</i>
Supervisor	
Supervisor's Title	
Telephone	
Employed From <i>2011</i>	
Employed To <i>present</i>	
Starting Salary Per	
Ending Salary Per	Reason For Leaving
Account for time between jobs	

3. Employer	Your Job Title
Address	Describe Your Work
Supervisor	
Supervisor's Title	
Telephone	
Employed From	
Employed To	
Starting Salary Per	
Ending Salary Per	Reason For Leaving
Account for time between jobs	

Have you ever been convicted of a felony or a misdemeanor in which a fine in excess of \$50 was imposed within the last 10 years? Yes ☐ No ☒ (This question will not necessarily exclude you from employment, but will be used to weigh the relationship between the offense(s) and the position applied for.) Include convictions of a general court-martial while in the military service.

Use this space for additional or explanatory information or other information you consider relevant for consideration of your application for employment.

operating equipment, welding, mixing, touchers
& preventative maintenance, trouble shooting

Willing to learn, easy to work with, hard worker.

Deals well with conflict. Good fit, live close. Cares about the community. Self motivated - Not afraid to work. Like to work outside. Financial Independent, very responsible.

The information supplied by me in this application is complete and true to the best of my knowledge and belief. I understand that my misstatement of material facts will cause forfeiture of all my rights to any employment or result in dismissal from employment, if hired, in the service of the Village of Jefferson.

I authorize the release of any job-related information that the Village of Jefferson my request from the above sources including the physician's records which may exist now or in the future. Yes ☒ No ☐

I understand that I am required to pass a physical examination to establish my ability to perform certain jobs.
I understand that my fingerprints and police record will be checked.

Date Signed 11-27-22

Signature James A. Cruz

THE VILLAGE OF JEFFERSON IS AN EQUAL OPPORTUNITY EMPLOYER

Your application will be considered solely on merit.



ANDREWS & PONTIUS LLC

ATTORNEYS AT LAW

4810 STATE ROAD
P.O. BOX 10
ASHTABULA, OHIO 44005-0010

DAVID E. PONTIUS
JEFFREY A. FORD
PHILIP E. CORDOVA
JASON L. FAIRCHILD
JOSEPH J. LOFTUS
Mark W. Andrews- Inactive
Duane J. Dubsy - Inactive

David E. Pontius – 440.261-9666
Sue Baldwin – 440.261.9676
dpontius@andrewspontius.com

Village of Jefferson
27 E. Jefferson Street
Jefferson OH 44047

Page: 1
December 01, 2022
Account No: 20668-0000M
Statement No: 87128

Statement For Services Rendered By Andrews & Pontius LLC
Andrews & Pontius LLC Tax Id No.: 34-1890032

Fees

			Hours
11/01/2022	JLF	Receipt and review of proposed police dispatcher agreement from Chief Mackensen; drafted e-mail to Chief Mackensen; updated file.	0.60
	JLF	Receipt and review of e-mail from Ms. Fisher regarding surplus vehicles; phone call to Ms. Fisher regarding same; drafted resolution declaring the 2004 BMW and 2009 Ford Escape surplus; drafted e-mail to Ms. Fisher; updated file.	1.00
11/02/2022	JLF	Receipt and review of e-mail from Chief Mackensen; phone call to Chief; updated file.	0.30
11/08/2022	JLF	Time to Jefferson for council meeting; updated file.	0.60
11/10/2022	JLF	Phone conference from Eastern County Court regarding Tax Case No. 13CRB 136 (James Welch); drafted e-mail to Clerk/Treasurer regarding same; updated file.	0.40
11/14/2022	JLF	Receipt and review of documents regarding Case No. 13CRB136 (James Welch); updated file.	0.30
	JLF	Receipt and review of e-mail from council woman Roderick regarding LLC and residential property; reviewed ordinances; drafted reply to council woman Roderick regarding same; updated file.	1.00
11/21/2022	JLF	Time to attend meeting regarding Lexipol and JPD policies and procedures; updated file.	0.80

			Hours	
	JLF	Time to Jefferson for Building and Lands Committee meeting and Council meeting; updated file.	1.70	
11/22/2022	JLF	Receipt and review of e-mail from Ms. Berkowiz regarding Tax Case No. 13CRB 136E; updated file.	0.30	
11/29/2022	JLF	Researched issue regarding overtime compensation for executive positions in Police Department; updated file.	2.70	
11/30/2022	JLF	Phone conference with Ms. Fisher regarding overtime issue; prepared memo to file regarding same; updated file.	0.80	
		For Current Services Rendered	10.50	1,680.00
Recapitulation				
	<u>Timekeeper</u>		<u>Hours</u>	
	Jason L. Fairchild		10.50	
	Total Current Work			1,680.00
	Previous Balance			\$1,168.00
<u>Payments</u>				
11/27/2022		Payment received, Thank You.		-1,168.00
	Balance Due			<u>\$1,680.00</u>

For your convenience we accept Mastercard, Visa and Discover

A finance charge of 1.5% per month will be added to any statement 60 days or more past due.