

AGENDA
Jefferson Village Council
Order of Business

Date: Tuesday, February 21, 2023.

Regular Meeting 7:30 p.m.
Next Ordinance No. 23-(R/O) 3302

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 Council Meeting Minutes of
February 6, 2023.

Motion: _____ Second: _____ Roll: _____

Motion to approve the Finance Committee Meeting
Minutes of February 6, 2023.

Motion: _____ Second: _____ Roll: _____

Motion to approve the Finance Committee Meeting
Minutes of February 13, 2023.

Motion: _____ Second: _____ Roll: _____

Motion to approve the Safety Committee Meeting
Minutes of February 6, 2023.

Motion: _____ Second: _____ Roll: _____

Motion to approve the Safety Committee Meeting Minutes of February 15, 2023.

Motion: _____ Second: _____ Roll: _____

Motion to accept the Jefferson Emergency Rescue District Meeting Minutes of January 11, 2023.

Motion: _____ Second: _____ Roll: _____

Motion to accept the Jefferson Emergency Rescue District Meeting Minutes of February 7, 2022.

Motion: _____ Second: _____ Roll: _____

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

Amy Beebe: Asking to have outdoor seating in front of the Old Pizza Joes.

DEPARTMENTS

Administrator Martuccio

Administrator's Report

Clerk/Treasurer Fisher

Payroll Report/Special Pay Report

Motion to approve the attendance of Clerk-Treasurer Fisher to attend the Ohio Public Finance Officers Training 2023 Institute June 6 thru June 9, 2023, the cost to the Village for the training is \$329.00. The cost to the Village will be lodging, meals and mileage.

Motion: _____ Second: _____ Roll: _____

Motion to approve the attendance of Clerk-Treasurer Fisher to attend the Ohio Association of Public Treasurers Hot Topic Seminar April 28, 2023, the cost to the Village for the training is \$40.00. Cost to the Village will be lodging, meals and mileage. meals and mileage.

Motion: _____ Second: _____ Roll: _____

Chief Mackensen

No Report

Chief Lachey

No Report

COMMITTEE REPORTS

Building and Lands

Damon/Drier

No Report

Forestry

Orvos/Roderick

No Report

Finance

Sekanina/Damon

Motion for the Third Reading of Resolution No. 23-R-3295

A Resolution authorizing the Village Mayor to enter into a professional services and fee agreement with attorney Jason L. Fairchild and Andrews & Pontius LLC pursuant to Village of Jefferson Codified Ordinance sections 234.01 and 234.03

Motion: _____ Second: _____ Roll: _____

Motion to Adopt Resolution No. 23-R-__3295__

Motion: _____ Second: _____ Roll: _____

Motion for the Second Reading of Resolution No. 23-R-3296

A Resolution enacting and adopting amended and updated code of Ordinances of the Village of Jefferson, Ohio, published by American Legal Publishing Corporation, and copyrighted 2021.

Motion: _____ Second: _____ Roll: _____

Motion for the First Reading of Ordinance No. 23-O-3297

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

Motion: _____ Second: _____ Roll: _____

Motion for the First Reading of Ordinance No. 22-O- 3298

An Ordinance for the Appropriations for current expenses and other expenditures of the Village of Jefferson, Ohio during fiscal year ending December 31, 2023.

Motion: _____ Second: _____ Roll: _____

Motion for the First Reading of Resolution No. 23-R- 3299

A Resolution Authorizing the Transfer of Money from the 101 General Fund

Motion: _____ Second: _____ Roll: _____

Motion for the First Reading of Ordinance No. 23-O-3300

An Ordinance authorizing all actions necessary to accept Northeast Ohio Public Energy Council Energized Community Grants.

Motion: _____ Second: _____ Roll: _____

Recreation
Roderick/ Sekanina

Motion to approve the Surplus sale items that will be put in the Village sale.

Motion: _____ Second: _____ Roll: _____

Surplus Sale Items

Streets Department

8 benches
Road Maintainer
1984 Ingersoll Rand Air Compressor
2016 Durapatcher
Snowplow Wausau Brand
3 Car Tires
25 Gallon Grease Gun Barrel
Stainless Steel Slide
Wood Picnic Table
White Outdoor Tiller
Welder Tank Cart
16 – Foot Ladder Pick Scaffold

Police Department

HP Hewlett Packard Vectra VL400
Digital Watch Dog DW-VMAX8
Windows XP Professional Tower
HPS2031 Monitor
Royal ORCA 9512X
Lexmark Printer & Cartridge Program
Fusion Workforce 2650
Dell Monitor
3 Filing Cabinets

Recreation Department

2-tier desk
Desk
metal storage cabinet

Safety

Szewczyk /Orvos

No Report

**Utilities/Wastewater Treatment/
Service
Drier/Szewczyk**

**Motion for the First Reading of Resolution No. 23-
R- 3301**

A Resolution authorizing the Village Administrator to execute the work authorization with CT Consultants, inc. Concerning the Village of Jefferson WWTP Eq Design & Specifications Project.

Motion: _____ Second: _____ Roll: _____

Mayor

No Report

**OLD BUSINESS/
NEW BUSINESS**

FYI Andrews & Pontius LLC

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

MEETINGS

Adjourn:

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

**Unofficial Minutes of the Village of Jefferson. Minutes will be presented to
Council at the February 22, 2023, Council Meeting**

**VILLAGE OF JEFFERSON
COUNCIL MEETING**

February 6, 2023

Meeting called to order by Mayor Diehl.

Pledge of Allegiance:

Moment of Silence:

Opening Prayer: Curtis Cecil of the Jefferson Church of the Nazarene

Roll call of Council Damon, Dreier, Roderick, Sekanina, Szewczyk, Orvos.

Corrections or Additions to the Agenda:

None

Minutes: Approval/Addition/Correction

Motion by Councilperson Szewczyk to approve the Council Meeting
Minutes of October 3, 2022.

2nd

Roll: All yea, motion carried

Motion by Councilperson Szewczyk to approve the Council Meeting
Minutes of January 17, 2023.

2nd

Roll: All yea, motion carried

Motion by Councilperson Szewczyk to accept the Jefferson Cemetery Trustees
Meeting Minutes of December 19, 2022.

2nd

Roll: All yea, motion carried

Motion by Councilperson Szewczyk to accept the Jefferson Emergency Rescue District Meeting Minutes of December 19, 2022.

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

Visitor's Comments

None

Also present:

Stephanie Wessell of the Gazette, Chris Mackensen, Diane Mackensen, Chip Ashcraft, Jake Rice, Steven Febel, Kelly Butcher, Tom Lachey, Dave Locy, Jake Morgan, David Wassie, Greg Lachey and Curtis Cecil of the Jefferson Church of the Nazarene

Departments

Administrator's Report

Village Administrator's report for the period ending February 6, 2023.

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.
- Bill's pickup has been repaired. We are looking at options to purchase a new Ford F-550 or equivalent with a snow plow and a salt spreader. This vehicle would be used year around to plow parking lots & small roads in the winter and brush pickup & light hauling for the remaining months.

Recreation Department:

- Operating normally.
- This year GOBA (Great Ohio Bicycle Adventure) has selected our Village to be one of the host communities for their summer adventure program. This is the first time that GOBA will be coming to Ashtabula County. We are working with Jeff Stephens (GOBA staff) and Arlene Rice (Jefferson GOBA Volunteer) to coordinate all activities associated with this event. GOBA is expecting between 1,000 and 1,500 participants. More information will be available in the weeks to come as we finalize some details. The event will take place at the fairgrounds between June 16 and June 20 (see attached Host Community Agenda for preliminary information)

Wastewater Treatment Plant:

- Plant operations are running at fully acceptable levels.
- The Market Street and Sundry sewer lining project is still in progress.

Police:

Fire:

Other Items:

- Aqua's water main replacement project on South Chestnut is underway. Bentley Excavating is making good progress and will be done soon with the main line replacement. Once that part is done, they will be working on transferring all water services to the newly installed line.

- Aqua is aware of our paving project for E. Jefferson St. I have asked for any waterline work in the roadway to be completed before we pave.
- We are looking at options for selling our surplus vehicles. So far, we have sold the 2009 Ford Escape.
- We continue to ask all departments to be mindful of all non-essential expenses and we are trying to keep overtime to a minimum.

Clerk /Treasurer Fisher

Payroll Report/Special Pay Report

October Month End

End of Month Summary	October	
Total Cash on Hand	\$1,000.00	
Andover Bank CD	\$145,957.01	
Huntington Bank 2257	\$45,448.98	
Star Ohio 26065	\$62,646.19	
Payroll Checking	\$809.43	
Andover/ First Common Bank Checking	\$3,273,723.07	
Ending Balance	\$3,529,584.68	Up 32.6 %
YTD Revenue	\$5,207,687.86	
YTD Expenses	\$4,187,275.46	
Outstanding Encumbrance	\$534,866.28	
Recreation Revenue YTD	\$109,431.76	Up 31.0 %
Senior Revenue YTD	\$17,281.65	Up 23.3 %
Income Tax Revenue YTD	\$1,593,836.59	Up 15.0 %
Sewer Fee Collections YTD	\$684,524.94	Up 5.3 %

**Motion by Councilperson Sekanina accept the List of Checks
paid for October 2022 October 1, 2022 – October 31, 2022**

2nd

Roll: All yea, motion carried

November Month End

End of Month Summary	November	
Total Cash on Hand	\$1,000.00	
Andover Bank CD	\$145,957.01	
Huntington Bank 2257	\$45,448.98	
Star Ohio 26065	\$62,836.47	
Payroll Checking	\$331.54	
Andover/ First Common Bank Checking	\$3,395,309.80	
Ending Balance	\$3,650,883.80	Up 32.2%
YTD Revenue	\$5,685,969.55	
YTD Expenses	\$4,544,258.03	
Outstanding Encumbrance	\$470,884.67	
Recreation Revenue YTD	\$118,454.69	Up 29.6 %
Senior Revenue YTD	\$20,814.69	Up 25.5 %
Income Tax Revenue YTD	\$2,024,208.62	Up 9.2 %
Sewer Fee Collections YTD	\$868,345.47	Up 5.9 %

Motion by Councilperson Sekanina accept the **List of Checks**
paid for November 2022 November 1, 2022 – November 30, 2022

2nd

Roll: All yea, motion carried

December Month End

End of Month Summary	December	
Total Cash on Hand	\$1,000.00	
Andover Bank CD	\$145,957.01	
Huntington Bank 2257	\$45,448.98	
Star Ohio 26065	\$63,060.68	
Payroll Checking	\$235.54	
Andover/ First Common Bank Checking	\$3,065,160.37	
Ending Balance	\$3,320,862.58	Up 34.5 %
YTD Revenue	\$6,275,540.31	
YTD Expenses	\$5,463,850.01	
Outstanding Encumbrance	\$199,294.12	
Recreation Revenue YTD	\$128,126.82	Up 29.6 %
Senior Revenue YTD	\$26,302.96	UP 5.9 %
Income Tax Revenue YTD	\$2,169,230.15	Up 9.4 %
Sewer Fee Collections YTD	\$876,030.39	Up 5.5 %

Motion by Councilperson Sekanina accept the **List of Checks**
paid for December 2022 December 1, 2022 – December 31, 2022
2nd

Roll: All yea, motion carried

Chief Mackensen

Memo Read by the Chief:

Good evening, everyone. As most of you know I was appointed as Chief of Police in mid-September of last year. As expected with any change in leadership in a tight nit organization such as a police department, there is an anticipated period of adjustment that takes place. A change in leadership coming from outside the department brings a greater adjustment for staff not knowing me as you would working together for years. During the last 4 months, my staff and I have collaborated together to focus our efforts not only on the safety of our citizens and visitors but to continue working towards the vision I vowed to the Village of Jefferson residents and council when I was sworn in. Strengthening the efforts of community policing and Community Trust while striving to protect the integrity of the police department with Professional accountability, Consistency, Community collaboration, and Transparency.

In that short time, I identified several areas where the department could improve standards that worked toward our goals and strengthened our compliance with federal and state standards and guidelines. This Department has increased patrolling times in and around all three schools. I have met with school principals and been part of a lockdown drill with our safety service partners identifying areas for improvement such as communication with the school and law enforcement, traffic patterns for emergency vehicles, and crowd control during and after an incident. The Department has started updating patrol car graphics to incorporate the Jefferson High School colors and mascot. I have worked with the council to implement new online policies and procedures, not only to conform to new policy standards but to allow automatic monthly training for all officers on policies as well as updates due to supreme court rulings.

The department has terminated its dispatch contract with the Ashtabula City Police Department and entered into a contract with Ashtabula County Sheriff's office. This move has allowed for faster 911 response times, and seamless communications in real-time with sheriff deputies in our village enabling instant backup in the village if needed, all at a reduced cost to village residents. I have added GPS location in Village patrol cars for added safety. We have set up an anonymous tip line people can call or text that can be found on the village website for anyone with information that could help stop crime or provide leads to crimes being investigated. The council and I have worked together on plans to update worn-out, broken, and outdated body cameras as well as to equip patrol cars with in-car cameras all to work toward professional accountability and transparency within and outside the department.

The Police department has worked on strengthening our relationship with the fire department and emergency medical services in the village by working in partnership together on community safety, emergency response, and training. The implementation of new crime-tracking data has broadened the department's eligibility for grants that could help with community safety programs, drug enforcement, and awareness as well as police training and equipment to further reduce department spending. I have engaged in discussions with children services as well as the diversion center staff to identify programs available to better help the youth within our community.

Now I'd like to address the current status of the Police Department regarding resignations. On December 5th of last year, Officer Greg Korabek resigned from his full-time position with the Police Department to pursue another law enforcement position at a department with more opportunities for advancement. Greg Korabek is still commissioned by this department as a part-time occasional officer and has worked several times since his resignation to fill open shifts at this department and will continue to do so until I hear otherwise from him. More recently Deputy Chief

Aaron Dumperth and Sargent Branden Nelling resigned from their full-time positions with the department to pursue a new endeavor outside of law enforcement. Both officers asked that they be able to utilize their vacation time to pursue this endeavor together. During this same time, another officer was mandated to use two weeks of vacation due to having the maximum allowed earned vacation and personal time. This unavoidable occurrence created 80 hours of open shifts for the two weeks.

Keeping in mind the department's capabilities without sacrificing the safety of the village residents or employees due to fatigue, the officers and I were able to cover the majority of the hours except for two 8-hour blocks. Those two eight-hour periods were covered with a prearranged agreement between the village of Jefferson Police Department and the Ashtabula County Sheriff's Office under our mutual aid agreement. There was no cost incurred by the village for this coverage and a deputy was posted in and around the community at that time.

The Jefferson Police Department will continue working toward its goals of, strengthening community policing, and Trust through Community collaboration while striving to protect the integrity of the department with accountability and Transparency. In doing so as we strive to provide exemplary safety coverage to the village, I will not put my officer's safety at risk by overworking them or lowering my standards to find candidates to meet a temporary hiring crisis. We will always put the village's safety at the forefront as we move forward.

Chief Lachey

No Report

COMMITTEE REPORTS

Building and Lands

No Report

Forestry

No report

Finance

Motion by Councilperson Sekanina for the Second Reading of Resolution No. 22-R- 3295 _
2nd

Roll: All yea, motion carried

Motion for the Second Reading of Resolution No. 22-R-3295

A Resolution authorizing the Village Mayor to enter into a professional service. and fee agreement with attorney Jason L. Fairchild and Andrews & Pontius LLC pursuant to Village of Jefferson Codified Ordinance sections 234.01 and 234.03.

Motion by Councilperson Sekanina for the First Reading of Resolution No. 22-R- 3296 _
2nd

Roll: All yea, motion carried

Motion for the First Reading of Resolution No. 23-R-3296

A Resolution enacting and adopting amended and updated code of Ordinances of the Village of Jefferson, Ohio, published by American Legal Publishing corporation, and copyrighted 2023.

Recreation

Motion by Councilperson Roderick to accept the Civic Groups for 2023 as of February 6, 2023.
2nd

Roll: All yea, motion carried

2023 CIVIC GROUP

Ashtabula County Auditor's Office
Ashtabula County Bar Association*
Ashtabula County Beekeepers Assoc.*
Ashtabula County Board of Realtors*
Ashtabula County Medical Center
Ashtabula County Recorder
Covered Bridge Festival*
FOP
Girl Scout Troop #80005
Helping Hands Farm Animal Rescue*

Jefferson Chamber of Commerce
Jefferson Community Development Corporation*
Jefferson Historical Society*
Jefferson Youth Football League*
Leadership Ashtabula County Inc.
OSU Extension Ashtabula
Pymatuning Area Chamber of Commerce
Rotary Club of Jefferson

Safety

Motion by Councilperson Szewczyk to accept the sick time balance for Joseph Schor in the amount of 991.67 hours from the City of Conneaut.

2nd

Roll: All yea, motion carried

Motion by Councilperson Szewczyk to accept the resignation of Aaron Dumperth as Deputy Chief of Police from the Jefferson Police Department Effective February 3, 2023.

2nd

Roll: All yea, motion carried

Motion by Councilperson Szewczyk to accept the resignation of Brandon Nelling as Sergeant from the Jefferson Police Department Effective February 6, 2023.

2nd

Roll: All yea, motion carried

Motion by Councilperson Szewczyk to approve the Mayors Recommendation to hire Ryan A. Maki 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 February 6, 2023.

2nd

Roll: All yea, motion carried

Motion by Councilperson Szewczyk to accept the Mayor's recommendation to hire. William David Dye to the fulltime Detective/Patrolman position. at the rate pay per the Wage Ordinance upon his completion of his background check and physical with the Ohio Police & Fire effective February 14, 2023.

2nd

Roll: All yea, motion carried

Motion by Councilperson Szewczyk to go into executive session at 7:50 p.m. to consider the appointment of a part-time officer with action to be taken afterwards.

2nd

Roll: All yea, motion carried

Motion by Councilperson Szewczyk to approve Aaron Dumperth to the Part- Time Class B (Road Qualified) position per the wage Ordinance.

2nd

Roll: Damon yea, Dreier yea, Roderick yea, Sekanina yea, Szewczyk nay, Orvos. nay, motion carried.

Motion by Councilperson Damon to go out of executive session at 8:29 p.m.

Motion by Councilperson Szewczyk to go back into regular session at 8:30 p.m.

Councilperson Szewczyk set up a Safety Committee Meeting for Wednesday February 15, 2023, at 5:00 p.m.

Discussion: Police Procedures

Utilities/Wastewater Treatment/ Service

No Report

Mayor

No Report

OLD BUSINESS/NEW BUSINESS

No Report

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

None

CORRESPONDENCE

None

MEETINGS

None

ADJOURN

Motion by Councilperson Szewczyk, to adjourn the Council Meeting.
2nd

Roll: All yea, motion carried.

Meeting adjourned at 8:38 p.m.

Submitted by,

Patricia A Fisher, Clerk of Council

Jefferson Village Finance Committee Meeting minutes February 6, 2023

Meeting called to order 7PM 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 wage ordinance for occasional part time police officers in the village.

We discussed the fact that part time occasional officers earn \$4 per hour less than full time officers and are not eligible for benefits. This is true for both Class A and Class B occasional part time. It is noted that in some cases such as with our officer handling both administrative duties at the police station and handling special cases with the courts, a regular schedule is required which makes the wage gap seem more significant in terms of competitiveness. After some discussion it was determined that raising the occasional part time pay by \$2 per hour would help close this gap and make the occasional part time positions for both A & B positions more attractive for hiring new officers when needed. It was confirmed that we have room in the budget for this increased pay which is offset by the fact that the department no longer has a Deputy Chief which will be replaced by a detective / patrolman position.

Both Steven Sekanina and Lon Damon approve the \$2 per hours wage increase for all PTO police officer positions and we will be recommending this change to council for consideration.

The meeting was adjourned at 7:19PM

Respectfully submitted

**Steven Sekanina
Finance Committee Chair**

Finance Meeting

2-6-23

Steven Sekanina

CHAS MACKENSEN

Pat Maruccio

Brian Diehl

Lon Damon

Kevin Orvos

Katy Dreier

Wil Kodell

Patricia G. Orsher

John Szewczyk

Diane Mackensen

Jefferson Village Finance Committee Meeting minutes February 13, 2023

Meeting called to order 6:30PM 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 the final 2023 budget for the village and discuss economic development opportunities.

We discussed the final 2023 budget which had a few modifications since it was last reviewed in late 2022. Some of the changes highlighted include funds that have been budgeted for the recreation center in the amount of \$20,000.00. The money will be used for improvements to the gym in the form of opening up areas by removing non-essential walls and possibly adding windows to let in some light in addition to other improvements yet to be determined. More defined plans of the improvements will be sketched out in advance so that multiple contractors can work from the same plan when gathering quotations.

Another item of note is \$13,500.00 that has been budgeted for work that will be done through CT consulting for creation of a CRA petition and housing survey as part of an economic development initiative that will be noted in the next paragraph.

In an effort to try to attract new development and improvements in the village we are interested in utilizing a Community Reinvestment Area (CRA) for the entire village area pursuant to ORC Section 3735.65. This would allow for businesses and private land owners to have the opportunity to apply for tax incentives for new construction or significant improvements made to properties. The specific details of this will be determined after completion of the above mentioned CT Consulting work which we would expect to be completed some time this summer. Many other municipalities in our county have CRA's in effect that have proven to be useful tools for economic development efforts.

The village administrator is also planning to visit another municipality in Ohio that has reportedly had great success in revitalizing the community through economic development activities and the administrator will be visiting the municipality and reporting back on his findings at a later date. It's believed that Jefferson may be able to learn and benefit from some of the good work that has already been done elsewhere.

Both Steven Sekanina and Lon Damon approve the final 2023 budget and will making a motion to approve the budget to council at the next regularly scheduled council meeting.

The meeting was adjourned at 8:04PM

Respectfully submitted

Steven Sekanina
Finance Committee Chair

Finance comm MT6 2-13-23 6:30PM

Steven Sekarska

Lon Damon

PAT Martuccio

John Szweczyk

Roni Guccini

Patricia A. Fisher

Safety Committee Meeting Minutes

6 February 2023

1830 Meeting Started

1855 Meeting Ended

Attendance: Chief Chris Mackensen, Jacob Morgan- Village Resident, Steven Sekanina – Village Council, Brian Diehl – Mayor, Pat Martuccio – Village Administrator, Kevin Orvos – Village Council Safety Committee Member. Chair, John Szewczyk – Village Council Safety Committee Chair, Karen Rodrick-Village Council, Katy Dreier-Village Council, Lon Damon-Village Council, Patty Fisher-Village Clerk Treasure

Meeting was requested by Mayor Brian Diehl and Police Chief Chris Mackensen to discuss a possible wage increase for Police Officer Maria Sharp. Mayor Diehl and Police Chief Mackensen explained that they wanted to request to move Officer Sharp to Part-Time Class A (Regular Schedule). A question was asked in moving her to that position would automatically give her benefits because that is what the position was for. Chief Mackensen stated no that she would be 24 hours a week on a regular schedule. That Officer Sharp cannot work on a regular schedule 12-hour shift because of family commitments. It was explained that Officer Sharp has asked for a \$2.00 more per hour due to her duties and responsibilities. To move her to that position the whole ordinance would have to be re-written to accommodate the move. A suggestion was brought up to not just give her the \$2.00 more an hour but increase all part-time Officers to \$22.54 per hour because part-time officers do the same job as a full-time but on a need basis. In doing this the personnel rules would not have to be re-written at this time thus saving money. A suggestion was brought up to re-evaluate Police Department rank structure, pay and job description. By doing this assessment it creates a more complete pay scale with steps and get rid of positions that are not necessary. Develop a promotion system to incentivize Officers to seek additional responsibilities based off knowledge, skills and abilities.

Submitted by:

John Szewczyk- Chair Safety Committee

Kevin Orvos- Member

Safety Committee Meeting Minutes

15 February 2023

1700 Meeting Started

1835 Meeting Ended

Attendance: Chief Chris Mackensen, Pat Martuccio – Village Administrator, Kevin Orvos – Village Council Safety Committee Member. Chair, John Szewczyk – Village Council Safety Committee Chair

Started meeting by discussing status of Lexipol. Policy Departments policy.

The following policy numbers have been completed: 70, 80, 90, 100, 101, 102, 103, 207, 208, 404, 411, 1005, 1010, 200, 201, 202, 206, 1031, 1034, 203, 320, 335, 343, 605, 300, 301, 1032, 302, 303, 304, 305, 306, 307, 426, 308, 310, 315, 313, 316, 317, 318, 332, 333, 331, 339, 314, 401, 1004, 1006, 1013, 1022, 1007, 1017, 1019, 1020, 319, 322, 600, 602, 802, 328, 327, 329, 330, 403, 419, 431, 601, 603, 604, 606, 800, 325, 400, 418

The following policy numbers have been through Safety Committee and are being updated to send to the Solicitor for final review and publication: 325, 400, 418, 424, 337, 341, 344, 402, 405, 414, 416, 417, 420, 425, 433, 430, 1026, 326, 407, 408, 412, 429, 607, 608, 309, 336, 340, 342, 311, 415, 432, 406, 500, 501, 504

The following policy numbers are next to be reviewed and updated. They will be broken down into three sections because of the quantity and complexity of the policies:

Next batch: 410, 502, 503, 505, 506, 507, 434, 409, 413, 428, 701, 1008, 1009, 1033, 1000, 1001, 1002, 1003, 1016, 1030

2nd batch: 704, 801, 805, 803, 804, 806, 900, 312, 901, 902, 700, 702, 703

3rd batch: 705, 1011, 1012, 1014, 1015, 1018, 1021, 1027, 1029, 1023, 1024, 1025, 1028, 204, 205, 321, 324, 323, 338, 421, 422, 423, 427

Discussion took place about Ordnances not matching current policy and need to be updated (248.05 Uniforms). Accordingly, to the ordinance Jefferson Policy Department is supposed to issue new police officer's uniforms and equipment when they are hired. The uniform and equipment cannot be purchased and stored because equipment is specifically fitted to each person. So the Police Chief needs the latitude to purchase what each officer needs. The Chief explained that most officers come with 75% of their own personal equipment. What needs to be on hand are police vests and service weapons. On the topic of service weapons the full-time JPD needs to use one type of weapon. The reason is if there is an incident where the officers weapon needs to be examined. The weapon could be sent off to be examined and another service weapon could be issued because it was the same qualification weapon. Also, this will save on ammo. Currently the JPD has weapons in their vault that the Chief has no records for; a variety of shot guns (which should be one type) and enough ammo to cover qualifications for part-time officers. The Chiefs suggestion would be purchasing 2 service weapons at \$801 each per year for the next 3 years. Then everyone will be safe and in compliance. These service weapons will be the property of JPD and the Village. We also discussed service vests and the Chief explained that

each year there is a grant to purchase vests because vest serviceability is only 4-5 years then they need to be replaced.

Submitted by:

John Szewczyk- Chair Safety Committee

Kevin Orvos- Member