

AGENDA
Jefferson Village Council
Order of Business

Date: Monday, June 5, 2023.

Regular Meeting 7:30 p.m.
Next Ordinance No. 23-(R/O) 3308

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
May 15, 2023.

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

End of Month Summary	April	
Total Cash on Hand	\$1,000.00	
Andover Bank CD	\$146,030.40	
Huntington Bank 2257	\$45,450.12	
Star Ohio 26065	\$63,536.55	
Payroll Checking	\$0.00	
Andover/ First Common Bank Checking	\$3,918,765.74	
Ending Balance	\$4,174,782.81	Up 21.2 %
YTD Revenue	\$2,397,198.93	
YTD Expenses	\$1,543,352.09	
Outstanding Encumbrance	\$382,750.81	
Recreation Revenue YTD	\$52,603.35	Up 5.7 %
Senior Revenue YTD	\$8,211.97	Up 50.6 %
Income Tax Revenue YTD	\$986,526.65	Up 8.5 %
Sewer Fee Collections YTD	\$302,492.26	Up 1.6 %

**Motion to accept the List of Checks paid for April
2023 April 1, 2023 – April 30, 2023**

Motion: _____ Second: _____ Roll: _____

Chief Mackensen

No Report

Chief Lachey

No Report

COMMITTEE REPORTS

Building and Lands

Damon/Dreier

No Report

Forestry

Orvos/Roderick

No Report

Finance

Sekanina/Damon

Motion for the Second Reading of Resolution No. 23-R-3305

Resolution declaring it necessary to renew an existing 2.00 Mills Tax Levy and requesting the Ashtabula County Auditor to certify the total current tax valuation of the Village of Jefferson and the dollar amount of revenue that would be generated by that renewal levy.

Motion: _____ Second: _____ Roll: _____

Motion for the First Reading of Resolution No. 23-R-3306

Resolution for the submission to the electors of the Village Of Jefferson, Ohio the question of a renewal levy of 2.00 mills Per year for five years for the benefit of Jefferson Village for the Purpose of general construction, reconstruction, resurfacing, and repair of roads and bridges

Motion: _____ Second: _____ Roll: _____

Recreation

Roderick/ Sekanina

FYI: Movies in the Park 2023

FYI: Kids Summer Trips

Safety
Szewczyk /Orvos

No Report

Utilities/Wastewater Treatment/
Service
Dreier/Szewczyk

Motion for the First Reading of Resolution No. 23-R-3307

A Resolution authorizing the Village Administrator to enter into a contract with Karvo Companies, Inc. For the Village of Jefferson's 2023 Asphalt Paving Program known as project no. 231139 and declaring an emergency.

Motion: _____ Second: _____ Roll: _____

Motion to Suspend Council Rules Resolution No. 2023-R-3307

Motion: _____ Second: _____ Roll: _____

Motion to Adopt Resolution No. 2023-R-3307

Motion: _____ Second: _____ Roll: _____

Mayor

No Report

OLD BUSINESS/
NEW BUSINESS

Motion to approve the closure request from the Jefferson Chamber of Commerce for the upcoming Friday night out events. this for the upcoming summer. We would like to block just a small section in the center of town. The closure would be on W. Jefferson Street, directly in front of the Courthouse and Gazebo.

The blocked section would start on W. Jefferson Street, from just past the exit of the Ashtabula County Health Department, to the stop line at the west intersection of W. Jefferson Street and Chestnut Street.

We would like to close the section of the road starting at 2 pm and then reopen it as soon as we are able to clear the area at the end of the event, approximately 9:00 pm.

Motion: _____ Second: _____ Roll: _____

FYI: Memo from the County Commissioners Motor Vehicle License Tax

FYI: Jefferson Chamber Evening Meeting June 20, 2023

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

CORRESPONDENCE

None

MEETINGS

None

Adjourn: Motion: _____ Second: _____ Roll: _____

Time: _____

**Unofficial Minutes of the Village of Jefferson. Minutes will be presented to
Council at the June 5, 2023, Council Meeting**

**VILLAGE OF JEFFERSON
COUNCIL MEETING**

May 15, 2023

Meeting called to order by Mayor Diehl.

Pledge of Allegiance:

Moment of Silence:

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

Corrections or Additions to the Agenda:

None

Minutes: Approval/Addition/Correction

Motion by Councilperson Damon to approve the Council Meeting
Minutes of May 1, 2023.

2nd

Roll: All yea, motion carried

Motion by Councilperson Szewczyk to accept the Jefferson Emergency Rescue
District Meeting Minutes of May 8, 2023.

2nd

Roll: All yea, motion carried

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

Visitor's Comments

None

Also present:

Stephanie Wessell of the Gazette Chief Chris Mackensen and Chip Ashcraft.

Departments

Administrator's Report

Village Administrator's report for the period ending May 15, 2023.

Projects update:

Project		Status	Vendor	Grant/Loan	Total Cost
ACTIVE PROJECTS	Project #				
WWTP Renovations	OPWC – R37	In Progress	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	Approved	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	CT Consulting	\$198,000 Grant \$132,000 Loan	\$550,000
2023 Village Paving		Bid Packet	CT Consulting		

Street Dept.

- Operating normal tasks.
- Street crew is working on keeping our grounds mowed and continue to pick up brush from residents' yards.
- We are looking at purchasing a new Ford F-550 with dump bed, plow and salt spreader. I will be needing a council resolution once that I have 3 comparable quotes.
- Village cleanup day has been scheduled for Saturday, May 13th.

Recreation Department:

- Operating normally.

- We are working on some ideas on how to improve and expand our gym. We would like to open the floor plan, add some natural lighting, and expand the back side into the current storage area.
- The Elementary School is supposed to install a new playground. We have reached out to Mr. Montanaro and have expressed interest in the old playground that is being replaced. The idea would be to repurpose such playground for Giddings Park since it is much newer than what is currently there.

Wastewater Treatment Plant:

- Plant operations are running at fully acceptable levels.
- The Market Street and Sundry sewer lining project is still in progress.
- We are working with CT Consultants to identify areas of the WWTP that need to be overhauled. The EQ Tank project is part of the plan, and it will help both increase capacity and prevent/contain overflows.

Police:

Fire:

Other Items:

- Aqua's water main replacement project on South Chestnut is nearing completion with sidewalks almost completed.
- Aqua is aware of our paving project for E. Jefferson St. Last week we had a pre-con meeting with Aqua and SET to discuss the watermain replacement from Wall St to Chestnut, in front of Town Hall and JCRC. Unfortunately, this means more construction in the downtown area. Measures will be taken to minimize disruption to traffic and parking.
- The creation of a CRA for the Village is moving forward. Kristin Hopkins from CT will be attending our next Buildings & Lands Meeting scheduled for Monday, May 15th, 2023. She will be providing an update on her findings so far.

- The Solicitor is working on a job description for the PT admin help with zoning responsibilities. We hope to have it completed soon so we can move to posting of the position.
- 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
216 Linden St.	Property Maint.	Active	New property owner improving property
337 S. Chestnut	Cars/Maintenance	Active	Working with Police Chief and Solicitor

Clerk /Treasurer Fisher

Payroll Report/Special Pay Report

End of Month Summary	January	
Total Cash on Hand	\$1,000.00	
Andover Bank CD	\$146,030.40	
Huntington Bank 2257	\$45,448.98	
Star Ohio 26065	\$63,304.80	
Payroll Checking	\$0.00	
Andover/ First Common Bank Checking	\$3,186,863.47	
Ending Balance	\$3,442,647.65	Up 28.7. %
YTD Revenue	\$509,972.24	
YTD Expenses	\$388,260.56	
Outstanding Encumbrance	\$243,802.63	
Recreation Revenue YTD	\$10,563.27	Up 11.8 %
Senior Revenue YTD	\$1,872.97	Up 13.7 %
Income Tax Revenue YTD	\$201,859.02	Up 7.9 %
Sewer Fee Collections YTD	\$133,721.45	Up 11.8 %

Motion by Councilperson Szewczyk to accept the **List of Checks paid for January 2023 January 1, 2023 – January 31, 2023**

2nd

Roll: All yea, motion carried

End of Month Summary	February	
Total Cash on Hand	\$1,000.00	
Andover Bank CD	\$146,060.40	
Huntington Bank 2257	\$45,450.12	
Star Ohio 26065	\$63,536.55	
Payroll Checking	\$0.00	
Andover/ First Common Bank Checking	\$3,154,195.05	
Ending Balance	\$3,410,242.12	Up 25.0 %
YTD Revenue	\$832,975.63	
YTD Expenses	\$743,699.48	
Outstanding Encumbrance	\$218,641.22	
Recreation Revenue YTD	\$24,074.23	Up 19.3 %
Senior Revenue YTD	\$3,635.46	Up 52.8 %
Income Tax Revenue YTD	\$345,522.10	Up 11.8 %
Sewer Fee Collections YTD	\$145,926.87	Down 8.9 %

Motion by Councilperson Szewczyk to accept the **List of Checks paid for February 2023 February 1, 2023 – February 28, 2023**

2nd

Roll: All yea, motion carried

End of Month Summary	March	
Total Cash on Hand	\$1,000.00	
Andover Bank CD	\$146,030.40	
Huntington Bank 2257	\$45,450.12	
Star Ohio 26065	\$63,536.55	
Payroll Checking	\$0.00	
Andover/ First Common Bank Checking	\$3,347,611.09	
Ending Balance	\$3,603,628.16	Up 17.0%
YTD Revenue	\$1,440,660.02	
YTD Expenses	\$1,157,967.83	
Outstanding Encumbrance	\$292,753.07	
Recreation Revenue YTD	\$37,541.45	Up 3.1 %
Senior Revenue YTD	\$5,302.55	Up 44.4 %
Income Tax Revenue YTD	\$458,833.19	Up 24.6 %
Sewer Fee Collections YTD	\$290,246.07	Down 0.4 %

Motion by Councilperson Szewczyk to accept the **List of Checks paid for March 2023 March 1, 2023 – March 31, 2023.**

2nd

Roll: All yea, motion carried

Motion by Councilperson Dreier to approve the Clerk Treasurer and the Tax Clerk to attend the Municipal Income Tax Seminar July 11 through July 13, 2023. The Cost to the Village will be two hundred fifty dollars for each person, mileage, and meals.

2nd

Roll: All yea, motion carried

Clerk Treasurer Fisher told Council that the Fraud Policy she gave them tonight must be signed and turned back to her for the State Audit.

Clerk Treasurer Fisher also told the Council that each Council member must take the Certified Public Records Training.

Chief Mackensen

No Report

Chief Lachey

No Report

COMMITTEE REPORTS

Building and Lands

No Report

Forestry

No report

Finance

Motion by Councilperson Sekanina for the First Reading of Resolution No. 22-R- 3305 _

2nd

Roll: All yea, motion carried

Motion for the First Reading of Resolution No. 23-R-3305

Resolution declaring it necessary to renew an existing 2.00 Mills Tax Levy and requesting the Ashtabula County Auditor to certify the total current tax valuation of the Village of Jefferson and the dollar amount of revenue that would be generated by that renewal levy.

Recreation

No Report

Safety

Motion by Councilperson Szewczyk to approve Patrolman Joseph Schor to attend the First Line Supervision Training June 5 through June 9, 2023. The Cost to the Village will be four hundred fifty dollars.

2nd

Roll: All yea, motion carried

Motion by Councilperson Szewczyk to approve Patrolman William Dye to attend the Basic At Scene Accident Training May 22 through May 26, 2023. The Cost to the Village will be four hundred fifty dollars.

2nd

Roll: All yea, motion carried

Utilities/Wastewater Treatment/ Service

Mayor

No Report

OLD BUSINESS/NEW BUSINESS

None

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

None

CORRESPONDENCE

None

MEETINGS

BUILDING & LANDS COMMITTEE MEETING

Monday May 15, 2023

6 :00 p.m.

Town Hall

Discussion: CRA

ADJOURN

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

Roll: All yea, motion carried.

Meeting adjourned at 7:45 p.m.

Submitted by,

Patricia A Fisher, Clerk of Council