

AGENDA
Jefferson Village Council
Order of Business

Date: Tuesday, September 5, 2023.

Regular Meeting 7:30 p.m.
Next Ordinance No. 23-(R/O) 3311

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 August 21, 2023.

Motion: _____ Second: _____ Roll: _____

Motion to approve the Building Lands Committee Meeting Minutes of August 21, 2023.

Motion: _____ Second: _____ Roll: _____

Motion to approve the Finance Committee Meeting Minutes of August 21, 2023.

Motion: _____ Second: _____ Roll: _____

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

DEPARTMENTS

Administrator Martuccio

Administrator Report

Executive Session: Discussion consideration of the employment status of Administrator Pat Martuccio.

Clerk/Treasurer Fisher

Payroll Report/Special Pay Report

Motion to approve the attendance of Clerk-Treasurer Fisher to attend the Ohio Association of Public Treasurers Annual Conference. The Training will be at the DoubleTree by Hilton Canton Downtown, 320 Market Avenue South Canton Ohio 44702. There will be no cost for a hotel room because I am part of the board. The training is October 3, 2023, through October 6, 2023. The cost to the Village will be \$150.00 for the registration, meals, and mileage. 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 First Reading of Ordinance No. 23-O- 3311

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

Motion: _____ Second: _____ Roll: _____

Motion to Suspend Council Rules Ordinance No. 2023-O-3311

Motion: _____ Second: _____ Roll: _____

Motion to Adopt Ordinance No. 2023-O-3311

Motion: _____ Second: _____ Roll: _____

Motion for the First Reading of Resolution No. 23-R- 3312

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

Motion: _____ Second: _____ Roll: _____

Motion to Suspend Council Rules Resolution No. 2023-R-3312

Motion: _____ Second: _____ Roll: _____

Motion to Adopt Resolution No. 2023-R-3312

Motion: _____ Second: _____ Roll: _____

Recreation
Roderick/ Sekanina

Flier: Explore Berlin Ohio

Flier: Adults and Children Karate Classes

Flier: Dance Classes

Safety
Szewczyk /Orvos

No Report

Utilities/Wastewater Treatment/
Service
Dreier/Szewczyk

Motion for the Second Reading of Resolution No.
23-R-3310

A Resolution declaring the Road Maintainer and the 2013 Durapatcher owned by the Village of Jefferson to be no longer needed for Municipal purposes and authorizing the sale of each to the highest and best bidder as is.

Motion: _____ Second: _____ Roll: _____

Mayor

No Report

OLD BUSINESS/
NEW BUSINESS

None

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 September 5, 2023, Council Meeting**

**VILLAGE OF JEFFERSON
COUNCIL MEETING**

August 21, 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 August 7, 2023.

2nd

Roll: All yea, motion carried

Motion by Councilperson Roderick to accept the Joint Union Cemetery Trustees
Meeting Minutes of June 26, 2023.

2nd

Roll: All yea, motion carried

Motion by Councilperson Szewczyk to accept the Jefferson Emergency Rescue
District Meeting Minutes of August 15, 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, Chiacchiero, Steve Fabel and Hendrik Wolfert.

Departments

Administrator's Report

Village Administrator's report for the period ending August 21, 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	Ronyak won bid – Resolution needed	CT Consulting	\$180,000 Grant \$50,000 Loan	\$460,000
E. Jefferson St - Reconstruction	OPWC – R36	Paving Complete – Storm to be done by Village	Smolen Eng.	49,950 Grant 49,950 Loan	\$199,900
2023 Village Paving		Complete	CT Consulting		\$224,765.76

Street Dept.

- Operating normal tasks.
- We have a resolution for surplus equipment. An old road maintainer and a 2013 Durapather are no longer being used.
- Our Street crew has been busy with removing old sidewalks and preparing for new sidewalks. East Satin St between Market and Chestnut is complete. Also, the north sidewalk on East Walnut St between Market and Chestnut is now complete. Next on the schedule is the south side on East Walnut.

- The E. Jefferson St reconstruction project is done as far as the paving goes. Our street crew will be working on replacing storm drains starting by the post office heading west. This will be part of our local contribution to this project.
- We are looking at purchasing a new Ford F-550 with dump bed, plow and salt spreader. It is still very difficult to find a dealership that either has or can order this type of truck. Availability is very slim from the manufacturers.

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. We are currently reviewing a preliminary plan.
- This week Katie and I are having a meeting with Bob Smetana, a local Playground Equipment Services representative. We would like to discuss the best layout and use of the equipment we moved from the school.
- The failed HVAC units at Giddings Hall is scheduled to be replaced by tomorrow.
- Another HVAC unit on the community center has failed beyond repair. For this size unit we are looking at about \$15,000.

Wastewater Treatment Plant:

- Plant operations are running at fully acceptable levels.
- The Market Street and Sundry sewer lining project is complete. The contractor is supposed to send CT before and after videos for review before final payment can be issued.
- 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.
- We have submitted 2 applications to OPWC for the WWTP. The first one is for the EQ Tank and the second is for the rehab of our clarifiers. It seems like the clarifier's application might have a good chance at getting approved.

Police:

Fire:

Other Items:

- Aqua's water main replacement project on South Chestnut is nearing completion. Lawn restoration work was scheduled to start the week of August 14. The rain has pushed this work to be done in the next couple of weeks.
- 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

Clerk /Treasurer Fisher

Payroll Report/Special Pay Report

Chief Mackensen

Chief Mackensen gave his monthly report to Council for all his incidents for July and August for 2022 and 2023. He told Council that the incident report have almost doubled since last year.

Status Overview Report for July of 2022

Incident Reports 14

CFS 267

Status Overview Report for July of 2023

Incident Reports 33

CFS 562

Status Overview Report for August of 2022

Incident Reports 15

CFS 277

Status Overview Report for August of 2023

Incident Reports 26

CFS 296

Chief Lachey

No Report

COMMITTEE REPORTS

Building and Lands

Councilperson Damon set another Buildings Lands Committee Meeting Tuesday September 5, 2023, at 6:00 p.m. Discussion will be CRA Discussion and Downtown/Business Vacancies.

Forestry

No report

Finance

Motion by Councilperson Sekanina for the First Reading of Ordinance No. 23-O- 3309 _
2nd

Roll: All yea, motion carried

Motion for the First Reading of Resolution No. 23-R-3309

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

Motion by Councilperson Sekanina to Suspend Council Rules on Resolution No. 23-R- __3309____
2nd

Roll: All yea, motion carried

Motion by Councilperson Sekanina to Adopt Resolution No. 23-R-__3309__
2nd

Roll: All yea, motion carried

Recreation

No Report

Safety

Councilperson Szewczyk told Council there will be a Ordinance coming soon in regard to vacation and a employee coming from another municipality. The Committee and the Solicitor are working on the Ordinance.

Utilities/Wastewater Treatment/ Service

Motion by Councilperson Dreier for the First Reading of Resolution No. 23-R- 3310 _
2nd

Roll: All yea, motion carried

First Reading of Resolution No. 23-R-3310

A Resolution declaring the Road Maintainer and the 2013 Durapatcher owned by the Village of Jefferson to be no longer needed for Municipal purposes and authorizing the sale of each to the highest and best bidder as is.

Mayor

None

OLD BUSINESS/NEW BUSINESS

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

Hendrick Wolfert of 35 North Elm Street asked the Administrator when Falcon Way was going to be paved and if there was a plan because it will be done when school is in session.

Administrator Martuccio told everyone that there is a pre-construction meeting this week to hash out everything so there are no issues.

CORRESPONDENCE

None

MEETINGS

None

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

Building and Lands Meeting

Community Reinvestment Area (CRA) Discussion:

Date: 8/21/2023

Time: 6:00 PM

Present: Lon Damon
Katie Drier
Kevin Orvos
John Szewczyk
Steve Sekanina
Jason Fairchild
Pat Martuccio
Brian Diehl
Kristin Hopkins
Jim Chiacchiero

In Discussion

- Reviewed Ohio Community Reinvestment Area
- To review CRA Legislation - Draft
- To review Guidance on Senate Bill 33 and it's impacts on the Ohio Community

Reinvestment Area Program

- To review Chapter 1351 CRA
- Discussed cleaning up zoning codes.
- 162 acres available R1, 45 acres available R2, 5 acres available R3
- Discussed minimum amount required in R1, R2, R3, Commercial and Industrial

zones for remodel

- \$50,000 R1, R2 and R3 per unit
- \$250,000 Industrial

Meeting adjourned: 7:20 PM

Next Meeting: Tentatively 9/5/2023 at 6:00 pm

Meeting minutes submitted by Lon Damon Building and Lands Committee Chair

Finance committee meeting minutes August 21, 2023, 5PM.

Meeting was called to order at 5:01PM.

In attendance Steven Sekanina- Finance Committee Chair, Lon Damon-Finance committee Co-Chair, Karen Roderrick, Kevin Orvis, John Szewczyk, Jim Chiacchiero, Brian Diehl, Roni Guerini, Pat Martuccio, Patty Fisher.

Agenda: Review of proposed amended budget for balance of 2023 calendar year.

Highlights of proposed changes:

Reduced wages for administrative assistant due to position not yet being filled with less weeks now remaining in the year. It was made clear by the village administrator that this part time position will be up to 20 hours per week not a set 20 hours. It will be on an as needed basis. We discussed concerns over the duties of this position and if we can justify the expense. It was noted that zoning inspections and follow up on properties with violations were a portion of the job. This stimulated a conversation about our current zoning code and if the code itself needs to be strengthened to help enforce zoning violations. It was agreed that we need to ensure we are using all current tools in the code already to help enforce repeat violations and if need be the zoning code can be reviewed by the buildings and lands committee. We also discussed that the administrative assistant would be involved with updating GIS maps, and helping to set up and maintain the short term rental program and any future CRA that might be established.

We disused a pole that needs replacement at Jefferson and Market as well as increased sidewalk expenses as a result of higher material costs.

Medical insurance at the streets department is increasing due to employee elective coverage changes.

We covered Fire Dept auditor fees, misc supplies such as hoses and valves and the need for additional funds for the diesel exhaust system. Also covered were police's radars from the forfeiture fund, and partial grants for vests.

At the recreation department we covered new AC units needed both down at the police station building and at the recreation center. Both units are needing replacement are past their serviceable age and parts are no longer readily available. We covered the new playground expenses to install the equipment brought over from Jefferson Elementary School, the weight room, pickle ball and the reduced van driver expenses. We also talked about reviewing proposed plans for the recreation center updates that are in the works.

At the WWTP we will be adding a new operator to become a class 1 operator or someone who already is a class 1 operator, while our current class 1 operator works on moving to the next level. We will also maintain our driver / laborer. This is all part of a proposed succession plan for the next several years so that we will ensure the WWTP has the right personnel with the right licenses taking into account possible future retirement plans.

The finance committee agreed to recommend the amended budget as proposed and submit it to council for approval. Details of the amended budget are on file with the Clerk / Treasurer

The meeting adjourned at 6:01PM

Respectfully submitted

Steven Sekanina, Finance Committee Chair

Jefferson Village Finance Committee Meeting August 21, 2023, 5PM

1. Lon Damon

2. Karen Rodrick

3. Devin Drus

4. John Szewczyk

5. Jim Chiacchiero

6. Brian Dill

7. Steven Sekanin

8. Paul Marino

9. Pat Martuccio

10. Patricia A Fisher

11. _____

12. _____