

**VILLAGE OF JEFFERSON  
COUNCIL MEETING**

December 15, 2025

Minutes and Videos from each Council Meeting are available at [Jeffersonohio.gov](http://Jeffersonohio.gov)

Meeting called to order by Mayor Steven Sekanina.

Pledge of Allegiance:

Moment of Silence:

Opening Prayer: **Pastor Kevin Phillips First Baptist Church**

**Roll call of Council** Belden, Dreier, Febel, Martuccio-Absent, Roderick, Orvos

**Corrections or Additions to the Agenda:**

None

**Minutes: Approval/Addition/Correction**

Motion by Councilperson Febel to approve the Council Meeting Minutes of December 1, 2025.

2<sup>nd</sup>

Roll: All yea, motion carried

Motion by Councilperson Febel to accept the Jefferson Emergency Rescue Meeting Minutes of November 12, 2025.

2<sup>nd</sup>

Roll: All yea, motion carried

Motion by Councilperson Febel to accept the Council of the Whole Meeting Minutes of November 26, 2025.

2<sup>nd</sup>

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Roll: All yea, motion carried

Motion by Councilperson Febel to accept the Council of the Whole Meeting  
Minutes of December 8, 2025.

2<sup>nd</sup>

Roll: All yea, motion carried

Motion by Councilperson Febel to accept the Board of Zoning Appeals Meeting  
Minutes of December 2, 2025.

2<sup>nd</sup>

Roll: All yea, motion carried

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

**Also present:**

Pierino Scrocca, Pat Bradek, John Perrotti, Judy Maloney, Lon Damon, Kayanne Brabender, Warren Dillaway the Star Beacon, Stephanie Wessell the Gazette, Jen Skinner, Jon McMannes, Elizabeth Mc Mannes, Kyle Blon, Frank Stone III, Joe Edison, Christina Edison, Dave Farina, Kelly Farina, Amber Perry, and Tom Perry.

**DEPARTMENTS**

**Administrator Mackensen**

Village Administrator's report for the period ending December 12 , 2025.

Projects update:

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Project		Status	Vendor	Grant/Loan	Total Cost
<b>ACTIVE PROJECTS</b>	<b>Project #</b>				
WWTP EQ Basin	OPWC – R37	Submitted to DOD/EPA Resubmitting to OPWC – R37	VERDANTAS	Engineering grant \$90,000	\$1,250,000
WWTP Clarifier Improvement Phase 1	OPWC – R38	Contracted-Union Industrial.	VERDANTAS	\$207,500 Grant \$50,000 Loan	\$615,000
WWTP Clarifier Improvement Phase 2	OPWC-R39	Submitted to DOD/EPA Resubmitting to OPWC – R39	VERDANTAS		\$369,000
WWTP Clarifier Improvement Phase 3	OPWC-R40	Submitted to DOD/EPA Resubmitting to OPWC – R40	VERDANTAS		\$389,000
Village Street Paving Program 2025	36360 (Roads)	Completed	Karvo Companies		\$222,895.00

## In the Village

The Street Department is managing snow removal, Reminder, snow band goes into effect for three inches or more. There will be no parking on Wall Street so the plows can fit through the alleyway to clear snow.

## Zoning:

BZA meeting has determined that ne zoning change is needed for the Spruce Street property

## Recreation Department:

Katie Sweeney are Recreation Park Supervisor, has started,

The annual Christmas parade took place, and we would like to thank all who attended and participated. I have received many positive responses

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**Wastewater Treatment Plant:**

A letter of response was sent to the EPA regarding the copper violations this year and the village's plan of action to move forward with resolving this.

**Other notes:**

**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	\$250,000.00	
Huntington Bank 2257	\$45,498.38	
Star Ohio 26065	\$570,780.69	
Payroll Checking	\$897.89	
Andover/ First Common Bank Checking	\$3,405,656.18	
<b>Ending Balance</b>	<b>\$4,273,833.14</b>	Up 8.9%
YTD Revenue	\$5,905,008.42	
YTD Expenses	\$5,239,001.43	
Outstanding Encumbrance	\$298,023.77	
Recreation Revenue YTD	\$121,826.68	Up 9.5 %
Senior Revenue YTD	\$21,773.55	Up 13.4 %
Income Tax Revenue YTD	<b>\$2,144,385.22</b>	Down 2.5 %
Sewer Fee Collections YTD	\$828,338.76	Up 1.0 %

Motion by Councilperson Orvos to accept the **List of Checks paid for October 2025** October 1, 2025 – October 31, 2025

**VILLAGE OF JEFFERSON  
COUNCIL MEETING**

December 15, 2025

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2<sup>nd</sup>

Roll: All yea, motion carried

**November Month End**

End of Month Summary	November	
Total Cash on Hand	\$1,000.00	
Andover Bank CD	\$50,886.76	
Huntington Bank 2257	\$46,622.89	
Huntington Bank	\$545.66	
Star Ohio 26065	\$2,142,117.85	
Payroll Checking	\$0.00	
Andover/ First Common Bank Checking	\$2,877,444.54	
<b>Ending Balance</b>	<b>\$5,118,617.70</b>	Up 12.6 %
YTD Revenue	\$6,960,451.02	
YTD Expenses	\$6,248,858.85	
Outstanding Encumbrance	\$602,259.52	
Recreation Revenue YTD	<b>\$132,049.63</b>	Down 6.0 %
Senior Revenue YTD	\$24,313.57	Up 15.0 %
Income Tax Revenue YTD	<b>\$2,303,499.73</b>	Down 1.7 %
Sewer Fee Collections YTD	\$1,004,756.97	Up 4.1 %

Motion by Councilperson Orvos to accept the **List of Checks paid for November 2025** November 1, 2025 – November 30, 2025

2<sup>nd</sup>

Roll: All yea, motion carried

**VILLAGE OF JEFFERSON  
COUNCIL MEETING**

December 15, 2025

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**Police Chief Mackensen**

Police Chief Mackensen told the Residents of the Village to be mindful of the weather conditions and keep a safe distance when driving.

**Interim Fire Chief Edison**

FYI: November Fire Department Reports

**COMMITTEE REPORTS**

**Building and Lands**

**Committee Report:** No Report

**Finance**

**Committee Report:** No report

**Ordinance/Resolution to Read:**

**Reading of Resolution No. 25-R- 3404**

An Ordinance for the Supplement for current expenses and other expenditures of the Village of Jefferson, Ohio during fiscal year ending December 31, 2025

**Motion by Councilperson Dreier for the Second Reading of Resolution  
No. 25-R- 3404**

2<sup>nd</sup>

Roll: All yea, motion carried

**Motion by Councilperson Dreier to suspend Council Rules on Ordinance No.  
25-O- 3404**

**VILLAGE OF JEFFERSON  
COUNCIL MEETING**

December 15, 2025

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2<sup>nd</sup>

Roll: All yea, motion carried

**Motion by Councilperson Dreier to Adopt Ordinance No. 25-O- 3404**

2<sup>nd</sup>

Roll: All yea, motion carried

**Ordinance/Resolution to Read:**

**Reading of Resolution No. 25-R- 3405**

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 2024.

**Motion by Councilperson Dreier for the Second Reading of Resolution No. 25-R- 3405**

2<sup>nd</sup>

Roll: All yea, motion carried

Motion by Councilperson Dreier to accept the Mayor's recommendation to hire Andria Manor to the Administration Department as the Administrator for the Village of Jefferson per the Employment Agreement for the Administrator position effective December 15, 2025

2<sup>nd</sup>

Roll: All yea, motion carried

**Ordinance/Resolution to Read:**

**Ordinance No. 25-O-3406**

An Ordinance approving the appointment of Andria Manor as Village Administrator and declaring an emergency

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COUNCIL MEETING**

December 15, 2025

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**Motion by Councilperson Dreier for the First Reading of Ordinance No. 25-O- 3406**

**Motion by Councilperson Dreier to suspend Council Rules on Ordinance No. 25-O- 3406**

2<sup>nd</sup>

Roll: All yea, motion carried

**Motion by Councilperson Dreier to Adopt Ordinance No. 25-O- 3406**

2<sup>nd</sup>

Roll: All yea, motion carried

**Ordinance/Resolution to Read:**

**Ordinance No. 25-O-3407**

Ordinance waiving the requirement that the Village Administrator of the Village of Jefferson reside in the Village for the purpose of appointing and hiring Andria Manor as the Village Administrator and declaring an emergency.

**Motion by Councilperson Dreier for the First Reading of Ordinance No. 25-O- 3407**

2<sup>nd</sup>

Roll: All yea, motion carried

**Motion by Councilperson Dreier to suspend Council Rules on Ordinance No. 25-O- 3407**

2<sup>nd</sup>

Roll: All yea, motion carried

**Motion by Councilperson Dreier to Adopt Ordinance No. 25-O- 3407**

2<sup>nd</sup>

Roll: All yea, motion carried

**VILLAGE OF JEFFERSON  
COUNCIL MEETING**

December 15, 2025

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Mayor Sekanina told Council that Andria Manor will be the first female Administrator for the Village of Jefferson.

**Ordinance/Resolution to Read:**

**Ordinance No. 25-O-3408**

A Resolution authorizing the Mayor to enter into a contract with JCI contractors, inc. For contract A - renovation of the existing restroom building as part of the Jefferson Community Park Improvements and declaring an emergency.

**Motion by Councilperson Dreier for the First Reading of Ordinance No. 25-O- 3408**

**Motion by Councilperson Dreier to suspend Council Rules on Ordinance No. 25-O- 3408**

2<sup>nd</sup>

Roll: All yea, motion carried

**Motion by Councilperson Dreier to Adopt Ordinance No. 25-O- 3408**

2<sup>nd</sup>

Roll: All yea, motion carried

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COUNCIL MEETING**

December 15, 2025

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**Ordinance/Resolution to Read:**

**Ordinance No. 25-O-3409**

A Resolution declaring a list of items 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 by Councilperson Dreier for the First Reading of Ordinance No. 25-O- 3409**

2<sup>nd</sup>

Roll: All yea, motion carried

**Forestry**

**Committee Report:** No Report

**Recreation**

**Committee Report:** No Report

**Safety**

**Committee Report:** No Report

Motion by Councilperson Febel to accept Fire Interim Fire Chief Edison's recommendation to promote Frank Stone III from Firefighter to Captain effective December 15, 2025.

2<sup>nd</sup>

Roll: All yea, motion carried

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**Utilities/Wastewater Treatment/ Service**

**Committee Report:** No Report

**Mayor Sekanina**

The next Village of Jefferson Council Meeting will be on January 5, 2026.

**OLD BUSINESS/NEW BUSINESS**

FYI: Andrews & Pontius L.L.C. November

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

Amber Perry of 21 West Satin Street spoke to Council about concerns that the County purchased property that they are hoping to have it utilized as an easement/driveway/entrance/exit/overflow parking. Perry Asked if the Village had any updated information.

Administrator Mackensen told Perry. That the Village did meet with the Commissioners. We do not have the final plans for the plans. But it is going to be a parking lot. The understating is that there will be no entrance or exit on Satin Street.

Mayor Sekanina recognized the Council people that are leaving. Kevin Orvos served on Council for four years and on various committees, mostly noted by the Safety Committee. Katy Dreier served on Council for nine years and has served on various committees, mostly finance and Building and Lands

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Mayor Sekanina thanked them for the work and service they did for the Village of Jefferson.

Mayor Sekanina explained to everyone. Councilperson Belden was appointed to the unexpired term of my Council seat when I stepped up to Mayor that ended December 31, 2025.

Mayor Sekanina explained that his next term that begins January 1, 2026, is a separate term. So, the process to fill the Council seat must be done again.

**CORRESPONDENCE**

**None**

**MEETINGS**

None

**ADJOURN**

Motion by Councilperson Febel to adjourn the Council Meeting.

2<sup>nd</sup>

Roll: All yea, motion carried.

Meeting adjourned at 7:50 p.m.

Submitted by,

Patricia A Fisher, Clerk of Council