

AGENDA
Jefferson Village Council
Order of Business

Date: Monday, April 20, 2026.

Regular Meeting 7:30 p.m.
Next Ordinance No. 26-(R/O) 3422

Meeting Called to Order by: Mayor Steven Sekanina

Pledge of Allegiance:

Moment of Silence

Opening Prayer: St Paul's Lutheran Church

Roll Call of Council: Belden, Bradek, Damon, Febel, Roderick, Skinner

Corrections or Additions to the Agenda

Minutes: Addition/Correction

Motion to accept the Jefferson Emergency Rescue Meeting Minutes of March 11, 2026.

Motion: _____ Second: _____ Discussion: _____

Roll: _____

Motion to accept the Public Hearing Meeting Minutes of April 6, 2026.

Motion: _____ Second: _____ Discussion: _____

Roll: _____

Motion to approve the Design Review Board Meeting Minutes of April 2, 2026.

Motion: _____ Second: _____ Discussion: _____

Roll: _____

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

DEPARTMENTS

Administrator Manor

Administrator Report

Motion to transfer the Village Administrator Andria Manor's sick time from the Village of Sabina in the amount of 10.72 hours to the Village of Jefferson.
Motion: _____ Second: _____ Discussion: _____
Roll: _____

Clerk/Treasurer Fisher

Payroll Report/Special Pay Report

Police Chief Mackensen

No Report

Interim Fire Chief Edison

No Report

COMMITTEE REPORTS

**Building and Lands
Bradek/Belden**

Committee Report: No report

Ordinance/Resolution to Read:

Ordinance No. 26-O-3417

An Ordinance amending the “District Map” of the Village of Jefferson, Ashtabula County, Ohio as incorporated into the Code of Ordinances of the village of Jefferson, Ohio at section 1242.02 in order to rezone one parcel of property currently designated as R-1-Single-Family Residential to Industrial and designate same on the “District Map”

Motion for the Second Reading of Ordinance No. 26-O- 3417

Motion: _____ Second: _____ Discussion _____

Ordinance/Resolution to Read:

Ordinance No. 26-O-3418

An ordinance amending chapter 848 of the Code of Ordinances of the Village of Jefferson, Ohio Pertaining to Peddlers, Solicitors and Vendors

Motion for the Third Reading of Ordinance No. 26-O- 3418

Motion: _____ Second: _____ Discussion _____

Motion to Adopt Ordinance No. 26-O- 3418

Motion: _____ Second: _____ Discussion _____

**Finance
Roderick/Damon**

Committee Report: No report

Ordinance/Resolution to Read:

Ordinance No. 26-O-3419

An Ordinance authorizing all actions necessary to accept Northeast Ohio Public Energy Council (NOPEC) 2026 Energized Community Grants

Motion for the Second Reading of Ordinance No. 26-O- 3419

Motion: _____ Second: _____ Discussion _____

Ordinance/Resolution to Read:

Ordinance No. 26-O-3420

An Ordinance Amending Ordinance 2025-O-3374 captioned an Ordinance combining the duties of the Elected Village Clerk and the Elected Village Treasurer into one appointed office, to be known as Village Fiscal Officer; and declaring an emergency

Motion to Suspend Council Rules on Ordinance No. 26-O- 3420

Motion: _____ Second: _____ Discussion _____

Motion to Adopt Ordinance No. 26-O- 3420

Motion: _____ Second: _____ Discussion _____

Forestry
Skinner/Febel

Committee Report: No report

Recreation
Febel/ Roderick

Committee Report: No Report

Safety
Belden/Bradek

Committee Report: No Report

**Utilities/Wastewater Treatment/
Service
Damon/Skinner**

Committee Report: No report

Ordinance/Resolution to Read:

Ordinance No. 26-O- 3415

An Ordinance Amending Chapter 1030.15 of the Code of Ordinances of the Village of Jefferson, Ohio pertaining to the distribution of collection fees.

Motion for the Third Reading of Ordinance No. 26-O- 3415

Motion: _____ Second: _____ Discussion _____

Motion to Adopt Ordinance No. 26-O- 3415

Motion: _____ Second: _____ Discussion _____

Ordinance/Resolution to Read:

Ordinance No. 26-O- 3421

Resolution authorizing the Village of Jefferson to participate in the ODOT Road Salt Contracts awarded in 2026 and declaring an emergency

Motion to Suspend Council Rules on Ordinance No. 26-O- 3421

Motion: _____ Second: _____ Discussion _____

Motion to Adopt Ordinance No. 26-O- 3421

Motion: _____ Second: _____ Discussion _____

Mayor

Motion to approve the Village of Jefferson to buy a table for the Jefferson Area Chamber of Commerce Chamber Banquet. A table Cost \$160.00. The Banquet is Tuesday April 21, 2026.

Motion: _____ Second: _____ Discussion: _____

Roll: _____

Motion to accept the Mayor's recommendation to appoint Michele Lemons to fill Lon Damon's remaining term to the Board of Zoning Appeals Board term ending December 31, 2028.

Motion: _____ Second: _____ Discussion: _____
Roll: _____

Motion to accept the Mayor's recommendation to appoint Frederick Bliss to fill Jason Ashba's remaining term to the Oakdale Cemetery Board term ending December 31, 2026.

Motion: _____ Second: _____ Discussion: _____
Roll: _____

Motion to accept the Mayors Recommendation to appoint Karen Roderick and Nick Belden to the Fiscal Officer hiring committee

Motion: _____ Second: _____ Discussion: _____
Roll: _____

**The Next Council Meeting will be held on Monday
May 4, 2026**

**OLD BUSINESS/
NEW BUSINESS**

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

FYI: 250 Celebration Flier

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

CORRESPONDENCE

None

MEETINGS

BUILDING & LANDS COMMITTEE MEETING

Monday April 27, 2026

6 :00 p.m.

Town Hall

Discussion: Food Trucks

Adjourn: Motion: _____ Second: _____

Roll: _____

Time: _____

JERD Board Meeting

Agenda

April 8, 2026

5:30 pm

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

Any Visitor Comments

Attending:

- **Approve Minutes of March 11th 2026**
- **Approve March List of Bills**
- **Approve March Month End**
- **Approve PEP Invoice**
- **Approve Insurance update for 2026**
- **EMS Report**
- **Other:**

Any Visitor Comments

Jefferson Emergency Rescue District

March 11, 2026

Regular Meeting

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

Present were: Chief Rice, Matthew Anderson, Kelly Farina

Roll call – John Boczar (YES), Brian Edelman (YES), Steve Sekanina (YES)

Approve Minutes of February 11, 2026 meeting - Motion made by Brian Edelman, 2nd Steve Sekanina, All Yes

Approve February list of bills- Motion made by John Boczar, 2nd Steve Sekanina, All Yes

Approve January Month End- Motion made by Brian Edelman 2nd John Boczar All Yes

Approve February Month End – Motion made by Brian Edelman 2nd Steve Sekanina All Yes

EMS Report-104 runs, 64 transports, 7 mutual aid run (5 Pierpont, 2 SCAD). Motion to approve made by John Boczar 2nd Steve Sekanina All Yes

Motion to declare surplus on old phones, zero value – Motion made by John Boczar 2nd Steve Sekanina All Yes

Motion to declare surplus on Chief Rice's desk, zero value – Motion made by Brian Edelman 2nd John Boczar All Yes

The new phones and phone system is are all installed and working

JERD hosted training here at the station on 3/10/26, UH handles all of the training

Annual Easter Egg Hunt will be held 3/28/26 at the Jefferson H.S.

The next board of directors meeting will be on April 8, 2026 at 1730 here at the Station.

Motion to adjourn @ 6:00 was made by John Boczar, 2nd by Steve Sekanina, All YES.

Submitted by:

Kelly Farina

Approved as Submitted:

John Boczar Chairperson

Payment Listing

March 2026

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
102-2026	03/16/2026	02/18/2026	EW	Village of Jefferson	\$596.08	C
103-2026	03/16/2026	02/18/2026	EW	State Tax Ohio	\$954.36	C
104-2026	03/13/2026	02/25/2026	CH	Speedway	\$863.75	C
105-2026	03/01/2026	02/25/2026	CH	Anthem BCBS	\$7,560.80	C
106-2026	03/01/2026	02/25/2026	CH	Anthem BCBS	\$639.45	C
111-2026	03/02/2026	02/25/2026	EW	Ohio Public Employees Retirement System	\$15,505.94	C
132-2026	03/06/2026	03/04/2026	EW	Ohio Deferred Comp	\$825.00	C
133-2026	03/11/2026	03/04/2026	EW	EFTPS	\$2,656.00	C
134-2026	03/04/2026	03/04/2026	CH	CHARTER COMMUNICATIONS	\$446.30	C
135-2026	03/04/2026	03/04/2026	CH	THE ILLUMINATING COMPANY	\$763.10	C
136-2026	03/04/2026	03/04/2026	CH	Village of Jefferson	\$110.34	C
139-2026	03/11/2026	03/11/2026	CH	OHIO TREASURER OF STATE	\$225.00	C
140-2026	03/11/2026	03/11/2026	CH	VISA	\$697.00	C
161-2026	03/20/2026	03/18/2026	EW	Ohio Deferred Comp	\$814.36	C
164-2026	03/25/2026	03/18/2026	EW	EFTPS	\$2,423.85	C
165-2026	03/31/2026	03/18/2026	EW	Ohio Public Employees Retirement System	\$9,503.43	V
165-2026	03/31/2026	04/01/2026	EW	Ohio Public Employees Retirement System	-\$9,503.43	V
166-2026	03/18/2026	03/18/2026	CH	ENBRIDGE GAS OHIO	\$551.44	C
167-2026	03/18/2026	03/18/2026	CH	Huntington National Bank	\$1,840.44	C
168-2026	03/18/2026	03/18/2026	CH	AT&T MOBILITY	\$395.48	C
169-2026	03/18/2026	03/18/2026	CH	Aqua Ohio	\$61.52	C
196-2026	03/16/2026	04/01/2026	CH	Huntington National Bank	\$131.17	C
199-2026	03/31/2026	04/01/2026	EW	Ohio Public Employees Retirement System	\$9,503.42	C
200-2026	03/27/2026	04/01/2026	CH	ISTREAM	\$1,745.09	C
17906	03/04/2026	03/04/2026	AW	SANDER'S MARKETS	\$81.56	C
17907	03/04/2026	03/04/2026	AW	STATE STREET OCCUPATIONAL	\$43.00	C
17908	03/04/2026	03/04/2026	AW	Hudson Communications, LLC	\$1,485.40	C
17909	03/11/2026	03/11/2026	AW	SEDGWICK	\$1,485.00	C
17910	03/11/2026	03/11/2026	AW	JACOB PEER	\$88.32	C
17911	03/11/2026	03/11/2026	AW	Ashtabula County Fire Chief's Association	\$100.00	C
17912	03/18/2026	03/18/2026	AW	Hudson Communications, LLC	\$2,940.68	C
17913	03/18/2026	03/18/2026	AW	EMS MANAGEMENT & CONSULTANTS, INC	\$2,014.86	C
17914	03/18/2026	03/18/2026	AW	CLIA LABORATORY PROGRAM	\$248.00	O
17915	03/25/2026	03/25/2026	AW	STANDARD INSURANCE CO	\$18.75	O
17916	03/25/2026	03/25/2026	AW	GET YOUR GRAPHICS,LLC	\$755.71	C
17917	03/25/2026	03/25/2026	AW	Hudson Communications, LLC	\$129.48	O
17918	03/25/2026	03/25/2026	AW	ASHTABULA COUNTY SHERIFF'S OFFICE	\$15,442.07	O
Total Payments:					\$74,142.72	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$74,142.72	

Payroll: \$40,930.44

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

Bank Reconciliation

Reconciled Date 3/31/2026

Posted 4/1/2026 1:51:32 PM

Prior UAN Balance:		\$447,207.08
Receipts:	+	\$406,494.41
Payments:	-	\$106,352.05
Adjustments:	+	\$0.00
Current UAN Balance as of 03/31/2026:		<u>\$747,349.44</u>
Other Adjusting Factors:	+	\$0.00
Adjusted UAN Balance as of 03/31/2026:		<u><u>\$747,349.44</u></u>
Entered Bank Balances as of 03/31/2026:		\$764,687.74
Deposits in Transit:	+	\$0.00
Outstanding Payments:	-	\$17,338.30
Outstanding Adjustments:	+	\$0.00
Other Adjusting Factors:	+	\$0.00
Adjusted Bank Balances as of 03/31/2026:		<u><u>\$747,349.44</u></u>

Balances Reconciled

Governing Board Signatures

There are no outstanding receipts as of 03/31/2026.

There are no outstanding adjustments as of 03/31/2026.

Outstanding Payments

Reconciled Date 3/31/2026

Posted 4/1/2026 1:51:32 PM

<u>Account</u>	<u>Type</u>	<u>Payment #</u>	<u>Post Date</u>	<u>Vendor / Payee</u>	<u>Amount</u>
PRIMARY	Warrant	17904	02/25/2026	UH EMS INSTITUTE	\$1,500.00
PRIMARY	Warrant	17914	03/18/2026	CLIA LABORATORY PROGRAM	\$248.00
PRIMARY	Warrant	17915	03/25/2026	STANDARD INSURANCE CO	\$18.75
PRIMARY	Warrant	17917	03/25/2026	Hudson Communications, LLC	\$129.48
PRIMARY	Warrant	17918	03/25/2026	ASHTABULA COUNTY SHERIFF'S OFFICE	\$15,442.07
					\$17,338.30



PUBLIC ENTITIES POOL OF OHIO
Service Center
315 S. Kalamazoo Mall
Kalamazoo, MI 49007-4806

INVOICE

Date: 3/13/2026

Jefferson Rescue District, Ashtabula County
P.O. Box 294
Jefferson, OH 44047

Effective Date	Description	Amount
4/2/2026	2026-2027 Anniversary Contribution	\$31,553

Please check the appropriate box for any options you would like to purchase and write the additional amount in the space provided to calculate your new invoice balance.

Increased Liability Limits to \$6,000,000	\$1,151	<input type="checkbox"/> _____
Increased Liability Limits to \$7,000,000	\$2,252	<input type="checkbox"/> _____
Increased Liability Limits to \$8,000,000	\$3,306	<input type="checkbox"/> _____

INVOICE BALANCE

\$31,553

Payment due upon receipt.



**Jefferson Emergency Rescue District Anthem Medical Renewal Changes
Effective May 1, 2026**

COMPANY NAME	Current - 8BQK Anthem SOCA BP MEWA PPO 2500/0%/6500 w/HSA		Renewal - 9029 Anthem SOCA BP MEWA PPO 2500/0%/6500 w/HSA	
	BENEFITS	Network	NonNetwork	Network
Deductible				
Individual	\$2,500	\$7,500	\$2,500	\$7,500
Family	\$5,000	\$15,000	\$5,000	\$15,000
then				
Insurance Company Pays	100%	50%	100%	50%
Patient Pays (Coinsurance)	0%	50%	0%	50%
Maximum Out-of-Pocket				
Individual	\$6,500	\$19,500	\$6,500	\$19,500
Family	\$9,200	\$39,000	\$10,000	\$39,000
Emergency Room Services	Deductible		Deductible	
PHYSICIAN SERVICES: PATIENT PAYS AFTER DEDUCTIBLE				
Routine Physicals	0% - no ded.	50%	0% - no ded.	50%
Well Child Exam	0% - no ded.	50%	0% - no ded.	50%
Primary Care Office Visit	0%	50%	0%	50%
Specialty Care Office Visit	0%	50%	0%	50%
Urgent Care Visit	0%	50%	0%	50%
OTHER SERVICES: PATIENT PAYS AFTER DEDUCTIBLE				
Inpatient Hospital	0%	50%	0%	50%
Outpatient Hospital	0%	50%	0%	50%
PRESCRIPTION DRUGS: PATIENT PAYS AFTER DEDUCTIBLE				
	Retail	Mail Order	Retail	Mail Order
Tier 1 (generic/some brand)	\$15/\$25	\$30	\$15/\$25	\$30
Tier 2	\$45/\$60	\$113	\$45/\$60	\$113
Tier 3	\$95/\$115	\$238	\$95/\$115	\$238
Tier 4	\$350/\$450	N/A	\$400/\$500	N/A
Supply	30 days	90 days	30 days	90 days
Monthly Cost:	Current		Renewal	
Employee	1	\$501.65	Original	revised
Employee + Spouse	0	\$1,102.63	\$545.24	\$526.76
Employee + Child/Children	1	\$846.79	\$1,198.44	\$1,157.82
Family	4	\$1,548.59	\$920.37	\$889.17
Total Monthly Medical & Rx		\$7,542.80	\$1,683.16	\$1,626.11
Annual Medical & Rx Premium		\$90,513.60	\$98,379.00	\$95,044.44
Annual Change in Premium			\$7,865.40	\$4,530.84
Percent Change			8.69%	5.01%
Additional Fees:				
Monthly Administrative Fee		\$3.00 per EE/Month		\$3.00 per EE/Month
Annual Chamber Membership Fee		Varies by Chamber		Varies by Chamber

Jefferson Emergency Rescue District Anthem Dental & Vision Renewal Changes Effective May 1, 2026			
COMPANY NAME		Anthem	
DENTAL			
Benefit Period		Calendar Year	
Deductibles			
Individual		\$50	
Family		\$150	
<i>then the following covered services are paid at:</i>			
Preventive Services		100%	
Deductible applies?		No	
Basic Restorative Svcs.		80%	
Major Restorative Svcs.		50%	
Periodontics/Endodontics		Basic	
Annual Maximum/person		\$1,000	
Orthodontia		N/A	
Orthodontia Lifetime Maximum		N/A	
Monthly Dental Cost		Current	Renewal
Employee	1	\$36.52	\$39.44
Employee + Spouse	0	\$74.50	\$80.46
Employee + Child/Children	1	\$82.29	\$88.87
Family	4	\$125.08	\$135.09
Total		\$619.13	\$668.67
VISION			
Benefit Period		Calendar Year	
Benefit Frequency		12/12/12	
MAXIMUMS per Benefit Period			
Exams/ Lenses or Contacts		Once Per	
Frames		Once Every Other Year	
Participating Provider - YOU PAY		Exams-\$10	Lenses-\$0
		Frames-\$130 allowance	
Non-Participating Provider:		Reimbursement Schedule	
Monthly Vision Cost:		Current	Renewal
Employee	1	\$6.77	\$6.77
Employee + Spouse	1	\$13.55	\$13.55
Employee + Child/Children	0	\$13.64	\$13.64
Family	0	\$22.68	\$22.68
Total		\$20.32	\$20.32
Total Monthly Cost		\$639.45	\$688.99
Total Annual Cost		\$7,673.40	\$8,267.88
Annual Change in Premium			\$594.48
Percent Change			7.75%

Agency Activity Summary

Jefferson Emergency Rescue

Agency: Jefferson Emergency Rescue | Service Date: Last Month

Total Number of ePCRs: 87

Total Number of Incidents: 86

By Branch

100 Jefferson Emergency Rescue = 87

Billing Disposition (ePCR Data Only)

	#	%		#	%
Treated/Transported	53	60.9%	Dead Prior To Arrival	1	1.1%
Treated / Transferred Care	N/A	N/A	Dead After Arrival	N/A	N/A
Treated/No Transport (AMA)	1	1.1%	Treat/Transported by Private Veh.	N/A	N/A
Treated / No Transport (Per Protocol)	3	3.4%	Assist	N/A	N/A
Transported / Refused Care	N/A	N/A	Other	11	12.6%
No Transport / Refused Care	9	10.3%	No Patient Found	N/A	N/A
Cancelled	9	10.3%			
Left Blank	N/A	N/A			

Unit Disposition (ePCR Data Only)

<u>Description</u>	#	%
Patient Contact Made	73	83.9%
No Patient Contact	5	5.7%
Non-Patient Incident (Not Otherwise Listed)	5	5.7%
Cancelled Prior to Arrival at Scene	1	1.1%
Cancelled on Scene	3	3.4%
Left Blank	0	0.0%
Total	87	100.0%

Patient Evaluation/Care Disposition (ePCR Data Only)

<u>Description</u>	#	%
Patient Evaluated and Care Provided	55	63.2%
Patient Evaluated and Refused Care	8	9.2%
Patient Refused Evaluation/Care	1	1.1%
Patient Evaluated, No Care Required	7	8.0%
Not Applicable	1	1.1%
Patient Support Services Provided	2	2.3%
Left Blank	13	14.9%
Total	87	100.0%

Crew Disposition (ePCR Data Only)

<u>Description</u>	#	%
Initiated and Continued Primary Care	55	63.2%
Back in Service, No Care/Support Services Required	1	1.1%
Left Blank	31	35.6%
Total	87	100.0%

Transport Disposition (ePCR Data Only)

<u>Description</u>	#	%
Transport by This EMS Unit (This Crew Only)	52	59.8%
Transport by This EMS Unit, with a Member of Another Crew	1	1.1%
Patient Refused Transport	3	3.4%
No Transport	1	1.1%
Left Blank	30	34.5%
Total	87	100.0%

Run Type	#	%		#	%
Emergency Runs	87	100.0%	Non-Emergency Runs	N/A	N/A
Stand By	1	1.1%	Stand By	N/A	N/A
Mutual Aid	4	4.6%	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 (ePCR Data Only)

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	16	11	0	0	0	0	1	0	0	0	2	0	2	0
JEF429	71	42	0	1	3	0	8	1	0	0	7	0	9	0
Total	87	53	0	1	3	0	9	1	0	0	9	0	11	0

Runs by Service Level (ePCR Data Only)

Dispatched Service Level	#	%	Recommended Service Level	#	%
BLS	46	52.9%	BLS	36	41.4%
ALS	41	47.1%	ALS1	50	57.5%
SCT	N/A	N/A	ALS2	1	1.1%
			SCT	N/A	N/A
			Rotary Wing	N/A	N/A
			Fixed Wing	N/A	N/A

Runs by Insurance Type with Service Level (ePCR Data Only) (Multiple)

insurance types may have been marked on a run)

Type	BLS	%	ALS1	%	ALS2	%	SCT	%Rotary Wing	%Fixed Wing	%	Total	%
None	36	41.4%	50	57.5%	1	1.1%	N/A	N/A	N/A	N/A	87	100.0%

Runs by Primary PI (ePCR Data Only)

Description	#	%
Abdominal Pain	5	5.7%
Alcohol dependence with withdrawal	1	1.1%
Altered mental status	3	3.4%
Anxiety	1	1.1%
Back Pain (No Trauma)	1	1.1%
Behavioral / psychiatric episode	1	1.1%
COVID-19 (SUSPECTED)	1	1.1%
Chest Pain / Angina	3	3.4%
Dizziness	2	2.3%
Dyspnea-SOB	5	5.7%
Flu Symptoms	1	1.1%
HYPERTENSION	1	1.1%
Infection, Skin	2	2.3%
Kidney Stone	2	2.3%
MINOR / GENERAL INJURY	2	2.3%
Medication Reaction	1	1.1%
Monitoring Required	1	1.1%
No Medical Problem	14	16.1%
Obvious Death	1	1.1%
Pain (Acute)	2	2.3%
Pain (Chronic)	1	1.1%
Pneumonia Symptoms	1	1.1%

Respiratory distress, acute	2	2.3%
SEPSIS	1	1.1%
Seizures without status epilepticus	1	1.1%
Syncope/Fainting	3	3.4%
Trauma Injury	2	2.3%
Unknown Medical	4	4.6%
Urination Problem	2	2.3%
Vomiting	1	1.1%
Weakness	6	6.9%
<i>Left Blank</i>	13	14.9%
<i>Total</i>	87	100.0%

Runs by Dispatch (EMD) Code

Description	#	%
01A01 ABDOMINAL PAIN	10	11.5%
02C02 Allergic Reaction (Minor or Severe)	1	1.1%
05A01 BACK PAIN/NON-injury related	1	1.1%
06C01 Respiratory Distress	7	8.0%
09B01c DOA / NON-TRAUMATIC	1	1.1%
10A02 CHEST PAIN	3	3.4%
11D01 CHOKING	1	1.1%
17D04 FALL/ INJURY	5	5.7%
17D04J FALL/ NON-INJURY	7	8.0%
21B02 HEMORRHAGE FROM SHUNT	1	1.1%
21B03 LACERATION / HEMORRHAGE	1	1.1%
25A01 BEHAVIORAL/ SUICIDAL	1	1.1%
25A01V BEHAVIORAL/ PSYCHIATRIC -GENERAL	1	1.1%
26D01 SICK PERSON	15	17.2%
28C08G POSSIBLE STROKE	1	1.1%
29D01 MVC WITH INJURIES	1	1.1%
29D01A MVC UNKNOWN INJURIES	1	1.1%
31A01 UNCONSCIOUS / FAINTING	6	6.9%
32B02 UNK PROB/MEDICAL ALERT	7	8.0%
34 Lift Assist	9	10.3%
35 Standby Only	7	8.0%
Left Blank	0	0.0%
Total	87	100.0%

Transport From (Category)

	<u>#</u>	<u>%</u>
Home/Residence Facility	43	49.4%
Public Building	4	4.6%
Street/Hwy	1	1.1%
Industrial Place	2	2.3%
Other	1	1.1%
Jail	1	1.1%
Home/Residence - Mobile Home	4	4.6%
Home/Residence - Apartment	2	2.3%
Res. Custodial Facility - Nursing Home	13	14.9%
Educational Ins. - Trade School	12	13.8%
Facility - Health Care Provider Office	1	1.1%
Industrial Place - Factory	1	1.1%
<i>Total</i>	87	100.0%

Transport From (Facility) (ePCR Data Only)

	<u>#</u>	<u>%</u>
--Left Blank--	87	100.0%
<i>Total</i>	87	100.0%

Transport To (Destination Facility) (ePCR Data Only)

	<u>#</u>	<u>%</u>
Ashtabula County Med Center	40	46.0%
--Left Blank--	34	39.1%
UH - GENEVA MEDICAL CENTER	12	13.8%
CCF Hillcrest	1	1.1%
<i>Total</i>	87	100.0%



April 6, 2026, public hearing at Jefferson Village Town Hall.

Discussion: Changing Zoning from R-1 Single Family Residential to Industrial. ORDINANCE NO. 2026-O-3417 AN ORDINANCE AMENDING THE "DISTRICT MAP" OF THE VILLAGE OF JEFFERSON, ASHTABULA COUNTY, OHIO AS INCORPORATED INTO THE CODE OF ORDINANCES OF THE VILLAGE OF JEFFERSON, OHIO AT SECTION 1242.02 IN ORDER TO REZONE ONE PARCEL OF PROPERTY CURRENTLY DESIGNATED AS R-1-SINGLE-FAMILY RESIDENTIAL TO INDUSTRIAL AND DESIGNATE SAME ON THE "DISTRICT MAP"

Meeting called to order by Mayor Sekanina at 7PM.

Roll call of council. Bradek, Damon, Roderick, Skinner all present. Fabel and Belden not present.

Mayor Sekanina read the proposed zoning change and noted that this pertains to the property owned by the county at 152 East Erie Steet. Mayor Sekanina welcomed public comments on the proposed change. No questions or comments were brought forward.

Motion to adjourn meeting by Pat Bradek and 2nd By Karen Roderick. Meeting adjourned at 7:10PM.

Respectfully submitted by Mayor Steven Sekanina.



April 2, 2026, Jefferson Design Review Board meeting.

In attendance via roll call were Steven Sekanina, Henry Wagner, Bill Burnett and Rick Hoyson who arrived after the start of the meeting but before the vote at the end of the meeting. Jim Janson was not in attendance. A quorum was established. Full list of attendees included in the sign-in sheet at the end of the meeting notes.

Meeting called to order at 6:02PM to discuss if the board would issue a certificate of appropriateness for a fence design that would be used at a portion of the new jail where they have a planned secure parking lot for evidence.

County Administrator Janet Discher provided pictures of two fence designs with one being a new partial brick design that was thought to be in line with the ascetic character of the historic district.

Discussion was initiated by attendee Lon Damon who has concerns with moving the FOP memorial to make room for the secure parking lot. Others in attendance seemed to agree that they did not want to see the memorial moved, however this board was tasked with determining if the proposed fence design would be in line with the ascetic character of the historic district and was not tasked with issuing an opinion on the location of the memorial. It was suggested that this matter can be brought up to village council, who would not have the ability to approve or deny moving the memorial but would be able to appose such a move if that is believed to be what the majority of residents of the village were not in favor of the move. This issue could also be brought before the County Commissioners.

Motion by Henry Wagner and second by Steven Sekanina to approve the issue of a certificate of appropriateness for the partial brick fence design. Roll call, Wagner – Yes, Sekanina-Yes, Burnett- Yes, and Hoyson- Yes, but then requesting his vote be changed to no. Motion passes with 3 in favor. Certificate of appropriateness can be generated by and presented for signing by Chair Janson at a future date.

The board also received copies of the previous meeting minutes from the February 19, 2026 meeting and were approved with Wagner making the motion Bill Burnet making the second. Roll call to approve the minutes. Wagner- Yes, Sekanina- Yes, Burnett- Yes, Hoyson- Abstain. There was no further business before the board tonight and no further meetings are planned. Meeting adjourned at 6:32 PM.

Village of Jefferson

Meeting Sign-In Sheet

Date: 4.2.2020 Meeting: Design Review Board

#	Printed Name	Signature
1	Andria Mavor	Andria Mavor
2	KAREN RODRICK	KAREN RODRICK
3	Henry Wagner	Henry Wagner
4	BRIAN DIEHL	Brian Diehl
5	BILL BURNETT	Bill Burnett
6	Steven Selkings	Steven Selkings
7	LOU DAMON	Lou Damon
8	Janet Fischer	Janet Fischer
9	Rick Hoyson	Rick Hoyson
10		
11		
12		
13		
14		
15		

OFFICIAL MEETING MINUTES

Design Review Board / Council

Date: February 19, 2026

Time: 6:00 P.M.

Location: Town Hall

1. Call to Order

The meeting was called to order at **6:00 P.M.**

2. Approval of Minutes

The minutes from the **September 10 meeting** were reviewed.

- No corrections or amendments were offered.
 - **Motion:** To approve the minutes as presented.
 - **Vote:** Motion carried unanimously.
-

3. New Business

A. County Request Regarding Memorial Park and Secure Parking

Representatives of the County provided an update regarding the **Public Safety Center project**, including a proposal to relocate the **Fallen Police Memorial** and create a **secure parking area**.

a. Project Overview

- The Fallen Police Memorial is currently located near the prosecutor's office.
- The County proposed relocating the memorial to a new site near the courthouse entrance adjacent to the new jail.
- The existing memorial site would be converted into a secure parking lot providing approximately **20 parking spaces**.
- The parking area would be restricted to **Sheriff's Office personnel and administration** and would not be open to public use.

b. Purpose and Need

- The secure parking area is intended to maintain controlled access for deputies and detectives transporting evidence into the facility.
- The project would replace existing secure access that will be lost due to the new facility design.

c. Design Review Considerations

- Preliminary fencing concepts were presented for discussion purposes only.
- Board members noted that fencing and parking lots are **not specifically addressed** within the Design Review Ordinance, resulting in ambiguity.
- The property is located within a **historic district**, though the memorial itself is not classified as a historic structure.

d. Board Discussion

- The Board reiterated its advisory role in determining whether proposed changes are **appropriate**, not prohibitive.
- Members expressed a general preference for designs that **enhance the aesthetic character** of the historic district.
- Concerns were raised that certain fence designs appeared overly institutional and inconsistent with surrounding architecture.
- Suggestions included:
 - Incorporation of **brick elements** compatible with existing courthouse and jail materials
 - A combination of **brick and metal fencing**
 - Use of **landscaping** to soften the visual impact
- Zoning height limitations were discussed, with acknowledgment that a **variance** may be required for fencing exceeding six feet.

e. Determination

- The Board expressed **no opposition in principle** to the proposed relocation and secure parking concept.
- Members requested the County return with **more detailed and refined design options**, including materials, colors, styles, and height specifications.
- No certificate of appropriateness was issued at this preliminary stage.
- Next meeting is scheduled for April 2nd 2026 at 6PM.

4. Adjournment

- **Motion:** To adjourn the meeting.
- **Second:** Motion seconded.
- **Vote:** Motion carried.

The meeting was adjourned at 6:25PM

Admin Report April 20, 2026

To: Mayor Sekanina
 From: Andria Manor
 Subject: Administrator's Report
 Date: April 17, 2026

Members of Council
 Village Administrator

Village Administrator's report for the period ending April 17, 2026

Projects update:

Project		Status	Vendor	Grant/Loan	Total Cost
ACTIVE PROJECTS	Project #				
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

Street Department

- Mowing season has officially begun.
- Installation of electrical service in the green space areas is scheduled to begin on April 22, 2026.
- The Street Department is currently trimming trees within the green space areas, with tree removals having started last week.
- Street sweeping operations are scheduled to begin this week.

Zoning / Planning

- Dunkin' Donuts has contacted the Village regarding permits and plans to remodel the former Hardee's building. Work is expected to begin in the near future.

Recreation Department

- A new treadmill and stair climber were delivered on April 16, 2026.

Wastewater Treatment Plant

- Crews are performing general cleanup in and around the plant in preparation for the upcoming clarifier construction project.

Other Items

- A total of 50 military banners have been ordered.
- The Heritage Tree Dedication is scheduled for April 24 at 2:00 PM.

Fiscal Office
937-584-2123

\$594.37

Five Hundred Ninety Four Dollars and 37/100

Andria Manor
1576 Miami Trace Rd. SE
Washington Court House, OH 43160

Pay Period: 12/28/2025 through 1/10/2026

Employee: Andria Manor

Wage Record: 000057

Warrant Number: 9-2026

Leave Type	Earned	Taken	Available	Withholdings
Paid Leave	0.00	0.00	40.00	OPERS-Govt Regular
Sick Leave	4.60	0.00	10.72	Federal Income Tax
Vacation Leave	3.10	6.10	3.18	Ohio Income Tax
Holiday Leave	8.00	8.00	0.00	Sabina Earnings Tax

Earning Type	Rate	Hours	Amount	YTD
Hourly Wages-1	\$19.48	22.50	\$438.30	\$438.30
Holiday Leave Paid	\$19.48	8.00	\$155.84	\$155.84
Vacation Leave Paid	\$19.48	6.10	\$118.82	\$118.82
Gross Wages & Credits		36.60	\$712.96	\$712.96

Medicare
Total Withholdings

Pay Period: 12/28/2025 through 1/10/2026

Employee: Andria Manor

Wage Record: 000057

Warrant Number: 9-2026

Leave Type	Earned	Taken	Available	Withholdings
Paid Leave	0.00	0.00	40.00	OPERS-Govt Regular
Sick Leave	4.60	0.00	10.72	Federal Income Tax
Vacation Leave	3.10	6.10	3.18	Ohio Income Tax

Village Of Jefferson Net Allocation Report

Period Number: 8

Check Date: 04/17/2026

Payroll Period: 2026/04/17 BIWEEKLY 04/17/2026

Period Dates: 03/30/2026 to 04/12/2026

Check Number	Job Number	Employee Name	Net Allocation	Gross	Net
Direct Deposit (ACH file)					
000008031	ADMF030	GUERINI, RONI S.	Direct Deposit [***815]	\$235.98	\$165.00
000008032	ADMF030	GUERINI, RONI S.	Direct Deposit [***134]	\$1,438.52	\$1,005.82
000008033	ADMF030	GUERINI, RONI S.	Direct Deposit [***832]	\$643.59	\$450.00
000008034	ADMF095	MANOR, ANDRIA RENE A	Direct Deposit [***188]	\$2,500.00	\$2,137.69
000008035	CLEF010	FISHER, PATRICIA A.	Direct Deposit [***001]	\$85.36	\$50.00
000008036	CLEF010	FISHER, PATRICIA A.	Direct Deposit [***001]	\$3,817.27	\$2,235.84
000008037	CLEF010	FISHER, PATRICIA A.	Direct Deposit [***699]	\$42.68	\$25.00
000008038	CLEF010	FISHER, PATRICIA A.	Direct Deposit [***218]	\$85.37	\$50.00
000008039	CLEF010	FISHER, PATRICIA A.	Direct Deposit [***372]	\$1,024.39	\$600.00
000008040	ACTF080	BERKOWITZ, AMANDA L.	Direct Deposit [***193]	\$1,606.93	\$1,289.71
000008041	ACTF080	BERKOWITZ, AMANDA L.	Direct Deposit [***844]	\$373.79	\$300.00
000008042	POLF970	ABBOTT, MARIA ELENA	Direct Deposit [***001]	\$34.34	\$25.00
000008043	POLF970	ABBOTT, MARIA ELENA	Direct Deposit [***082]	\$1,710.46	\$1,245.19
000008044	00104	CUMMINS, JEROMEY W.	Direct Deposit [***008]	\$3,598.62	\$2,652.99
000008045	POLF920	DYE, WILLIAM DAVID	Direct Deposit [***950]	\$4,574.70	\$3,377.67
000008046	POLF360	LACHEY, GREGORY F.	Direct Deposit [***209]	\$606.03	\$450.00
000008047	POLF360	LACHEY, GREGORY F.	Direct Deposit [***638]	\$3,517.09	\$2,611.59
000008048	00100	MACKENSEN, CHRISTOPHER W.	Direct Deposit [***940]	\$4,483.52	\$3,444.54
000008049	POLF060	NELSON, GARY W.	Direct Deposit [***118]	\$4,528.60	\$3,373.77
000008050	00103	SCHOR, JOSEPH GENE	Direct Deposit [***543]	\$3,381.60	\$2,740.63
000008051	POLF998	ATKINSON, NORMAN J.	Direct Deposit [***067]	\$582.36	\$525.45
000008052	POLP240	CASTO, NICOLE R.	Direct Deposit [***511]	\$473.58	\$432.69
000008053	REC570	SWEENEY, KATIE L.	Direct Deposit [***850]	\$1,349.82	\$1,123.54
000008054	RECP460	ATKINS, MICHELLE E.	Direct Deposit [***891]	\$1,038.05	\$957.00
000008055	RECP640	BOOMHOWER, RICKY L.	Direct Deposit [***207]	\$663.20	\$551.86
000008056	RECPT590	DICKSON, LISA REAANNE	Direct Deposit [***486]	\$889.11	\$812.49
000008057	RECP600	SARDELLA, KAREN ELIZABETH	Direct Deposit [***153]	\$350.51	\$313.95
000008058	RECP580	WIDGER, KIMBERLY ANN	Direct Deposit [***838]	\$491.66	\$443.43
000008059	STR360	BENTLEY, BRAD A.	Direct Deposit [***856]	\$2,553.79	\$2,111.18
000008060	STRF320	BONCIMINO, ELLIOTT T.	Direct Deposit [***654]	\$3,213.98	\$2,443.89
000008061	STRF290	BURR, BLAZE P.	Direct Deposit [***247]	\$2,864.34	\$2,349.76
000008062	STRF3501	DEAN, RICHARD LEE	Direct Deposit [***005]	\$2,779.47	\$2,198.41
000008063	STRF110	HITCHCOCK, WILLIAM D.	Direct Deposit [***457]	\$3,425.20	\$2,735.87
000008064	STRF240	NORRIS, JON W.	Direct Deposit [***294]	\$2,671.60	\$2,134.42
000008065	00117	ARTMAN, JOSHUA JAMES	Direct Deposit [***902]	\$3,130.51	\$2,476.10
000008066	WASF010	LICATE, GARY H.	Direct Deposit [***280]	\$361.36	\$300.00
000008067	WASF010	LICATE, GARY H.	Direct Deposit [***746]	\$3,184.36	\$2,643.65
000008068	00119	MAYLISH, TYLER J.	Direct Deposit [***209]	\$3,574.20	\$2,656.49
000008069	00119	MAYLISH, TYLER J.	Direct Deposit [***751]	\$336.37	\$250.00
Direct Deposit (ACH file) Total:				\$72,222.31	\$55,690.62
Grand Total:				\$72,222.31	\$55,690.62

Village Of Jefferson Special Pay Analysis

Payroll Period: 2026/04/17 BIWEEKLY 04/17/2026

Emp Number	Name	Pay Code	Hours	Amount
WASF140	ARTMAN, JOSHUA JAMES	U- UNIFORM ALLOWANCE		\$750.00
WASF140	ARTMAN, JOSHUA JAMES	O- OVERTIME	1	\$22.11
STRF360	BENTLEY, BRAD A.	U- UNIFORM ALLOWANCE		\$300.00
STRF360	BENTLEY, BRAD A.	CALLOUT OVERTIME	1	\$24.48
STRF360	BENTLEY, BRAD A.	U- UNIFORM ALLOWANCE		\$150.00
STRF360	BENTLEY, BRAD A.	CALLOUT OVERTIME		\$12.23
STRF360	BENTLEY, BRAD A.	U- UNIFORM ALLOWANCE		\$300.00
STRF360	BENTLEY, BRAD A.	CALLOUT OVERTIME	1	\$24.48
INCF080	BERKOWITZ, AMANDA L.	O- OVERTIME	3	\$88.16
STRF300	BONCIMINO, ELLIOTT T.	O- OVERTIME		\$17.63
STRF300	BONCIMINO, ELLIOTT T.	U- UNIFORM ALLOWANCE		\$300.00
STRF300	BONCIMINO, ELLIOTT T.	O- OVERTIME	1	\$35.24
STRF300	BONCIMINO, ELLIOTT T.	U- UNIFORM ALLOWANCE		\$150.00
STRF300	BONCIMINO, ELLIOTT T.	L- LONGEVITY		\$120.00
STRF300	BONCIMINO, ELLIOTT T.	O- OVERTIME	1	\$35.24
STRF300	BONCIMINO, ELLIOTT T.	L- LONGEVITY		\$60.00
STRF300	BONCIMINO, ELLIOTT T.	U- UNIFORM ALLOWANCE		\$300.00
STRF300	BONCIMINO, ELLIOTT T.	L- LONGEVITY		\$120.00
STRF290	BURR, BLAZE P.	CALLOUT OVERTIME		\$8.42
STRF290	BURR, BLAZE P.	CALLOUT OVERTIME		\$16.86
STRF290	BURR, BLAZE P.	CALLOUT OVERTIME		\$16.86
STRF290	BURR, BLAZE P.	U- UNIFORM ALLOWANCE		\$150.00
STRF290	BURR, BLAZE P.	U- UNIFORM ALLOWANCE		\$300.00
STRF290	BURR, BLAZE P.	U- UNIFORM ALLOWANCE		\$300.00
POLF910	CUMMINS, JEROMEY W.	HOLIDAY WORKED OVERTIME	2	\$81.30
POLF910	CUMMINS, JEROMEY W.	U- UNIFORM ALLOWANCE		\$1,100.00
STRF350	DEAN, RICHARD LEE	U- UNIFORM ALLOWANCE		\$300.00
STRF350	DEAN, RICHARD LEE	U- UNIFORM ALLOWANCE		\$150.00
STRF350	DEAN, RICHARD LEE	U- UNIFORM ALLOWANCE		\$300.00
STRF350	DEAN, RICHARD LEE	CALLOUT OVERTIME		\$16.57
STRF350	DEAN, RICHARD LEE	CALLOUT OVERTIME	1	\$33.15
STRF350	DEAN, RICHARD LEE	CALLOUT OVERTIME	1	\$33.15
POLF920	DYE, WILLIAM DAVID	U- UNIFORM ALLOWANCE		\$1,100.00
POLF920	DYE, WILLIAM DAVID	HOLIDAY WORKED OVERTIME	2	\$82.95
POLF920	DYE, WILLIAM DAVID	O- OVERTIME	32	\$1,235.05
CLEF010	FISHER, PATRICIA A.	L- LONGEVITY		\$2,500.00
STRF110	HITCHCOCK, WILLIAM D.	CALLOUT OVERTIME	1	\$43.69
STRF110	HITCHCOCK, WILLIAM D.	CALLOUT OVERTIME		\$21.84
STRF110	HITCHCOCK, WILLIAM D.	O- OVERTIME	1	\$45.51
STRF110	HITCHCOCK, WILLIAM D.	U- UNIFORM ALLOWANCE		\$300.00
STRF110	HITCHCOCK, WILLIAM D.	CALLOUT OVERTIME	1	\$43.69
STRF110	HITCHCOCK, WILLIAM D.	O- OVERTIME	1	\$45.51
STRF110	HITCHCOCK, WILLIAM D.	U- UNIFORM ALLOWANCE		\$300.00
STRF110	HITCHCOCK, WILLIAM D.	O- OVERTIME	1	\$22.76
STRF110	HITCHCOCK, WILLIAM D.	U- UNIFORM ALLOWANCE		\$150.00
POLF360	LACHEY, GREGORY F.	U- UNIFORM ALLOWANCE		\$1,100.00
POLF360	LACHEY, GREGORY F.	O- OVERTIME	16	\$684.48
WASF010	LICATE, GARY H.	U- UNIFORM ALLOWANCE		\$750.00
WASF010	LICATE, GARY H.	O- OVERTIME		\$0.52
00100	MACKENSEN, CHRISTOPHER W.	U- UNIFORM ALLOWANCE		\$1,100.00
WASF096	MAYLISH, TYLER J.	L- LONGEVITY		\$500.00
WASF096	MAYLISH, TYLER J.	O- OVERTIME	5	\$198.99
WASF096	MAYLISH, TYLER J.	U- UNIFORM ALLOWANCE		\$750.00
POLF060	NELSON, GARY W.	U- UNIFORM ALLOWANCE		\$1,100.00
POLF060	NELSON, GARY W.	O- OVERTIME	28	\$1,161.30
STRF240	NORRIS, JON W.	U- UNIFORM ALLOWANCE		\$300.00

Special Pay Analysis
Payroll Period: 2026/04/17 BIWEEKLY 04/17/2026

Emp Number	Name	Pay Code	Hours	Amount
STRF240	NORRIS, JON W.	U- UNIFORM ALLOWANCE		\$150.00
STRF240	NORRIS, JON W.	U- UNIFORM ALLOWANCE		\$300.00
POLF890	SCHOR, JOSEPH GENE	U- UNIFORM ALLOWANCE		\$1,100.00
Grand Total:			100	\$20,702.17

Village Of Jefferson Net Allocation Report

Period Number: 4

Check Date: 04/17/2026

Payroll Period: 2026/04/17 MONTHLY 04/17/2026

Period Dates: 04/01/2026 to 04/30/2026

Check Number	Job Number	Employee Name	Net Allocation	Gross	Net
Direct Deposit (ACH file)					
000008018	COUM117	BELDEN, NICHOLAS C.	Direct Deposit [***911]	\$300.00	\$285.83
000008019	COUM250	BRADK, PATRICIA L.	Direct Deposit [***248]	\$300.00	\$285.83
000008020	COUM118	DAMON, LON A.	Direct Deposit [***620]	\$300.00	\$285.83
000008021	COUM115	FEBEL, STEVEN D.	Direct Deposit [***330]	\$300.00	\$275.83
000008022	COUM210	RODERICK, KAREN M.	Direct Deposit [***033]	\$143.09	\$136.79
000008023	COUM210	RODERICK, KAREN M.	Direct Deposit [***455]	\$156.91	\$150.00
000008024	00107	SEKANINA, STEVEN M.	Direct Deposit [***177]	\$500.00	\$476.37
000008025	COUM260	SKINNER, JENNIFER MELISSA	Direct Deposit [***777]	\$300.00	\$285.83
000008026	00111	EDISON, JOSEPH W.	Direct Deposit [***495]	\$1,236.60	\$1,171.05
000008027	00112	FARINA, DAVID P.	Direct Deposit [***098]	\$667.14	\$563.50
000008028	00113	MCMANNES, JON C.	Direct Deposit [***911]	\$349.04	\$332.54
000008029	FIRH330	RICE, JACOB M.	Direct Deposit [***970]	\$349.04	\$322.54
000008030	00114	STONE, FRANKLIN E. III	Direct Deposit [***873]	\$349.04	\$333.51
Direct Deposit (ACH file) Total:				\$5,250.86	\$4,905.45
Grand Total:				\$5,250.86	\$4,905.45

ORDINANCE NO. 2026-O-__3417__

AN ORDINANCE AMENDING THE “DISTRICT MAP” OF THE VILLAGE OF JEFFERSON, ASHTABULA COUNTY, OHIO AS INCORPORATED INTO THE CODE OF ORDINANCES OF THE VILLAGE OF JEFFERSON, OHIO AT SECTION 1242.02 IN ORDER TO REZONE ONE PARCEL OF PROPERTY CURRENTLY DESIGNATED AS R-1-SINGLE-FAMILY RESIDENTIAL TO INDUSTRIAL AND DESIGNATE SAME ON THE “DISTRICT MAP”

WHEREAS, Council has been advised that the Planning Commission for the Village of Jefferson has recommended the amendment of the “District Map” as incorporated into the Code of Ordinances of the Village of Jefferson, Ohio at Section 1242.02 to rezone one parcel of property that is currently designated as R-1-Single-Family Residential to I-Industrial and to designate same on the “District Map”:

WHEREAS, after public hearing and due consideration by this Council, Council desires to make said “District Map” amendment as approved by the Planning Commission of the Village of Jefferson:

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

Section 1. The “District Map” as created by Section 1242.02 of the Code of Ordinances of the Village of Jefferson, Ohio, be, and same is hereby amended to rezone the property identified as Permanent Parcel Number 26-022-00-143-00 in the Ashtabula County Auditor’s Office which is currently designated as R-1-Single-Family Residential to I-Industrial and designate same on the “District Map”.

Section 2. That any and all ordinances or parts thereof in conflict with this Ordinance shall be and the same are hereby repealed.

Section 3. That all formal actions of this Council concerning the passage of this Ordinance were adopted in an open meeting, and all deliberations of this Council, or any of its committees, which resulted in such formal actions, were in a meeting open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

WHEREFORE, this Ordinance shall take effect at the earliest date allowed by law.

Passed by Council on the _____ day of _____ 2026.

_____ Yeas _____ Nays

AUTHENTICATION:

Patricia A. Fisher
Clerk/Treasurer of Council

Steven M. Sekanina
Mayor

Date

Date

APPROVED AS TO LEGAL FORM:

Jason L. Fairchild, Esq.
Village Solicitor

ORDINANCE NO. 2026-O-____ 3418 ____

**AN ORDINANCE AMENDING CHAPTER 848 OF THE CODE OF
ORDINANCES OF THE VILLAGE OF JEFFERSON, OHIO
PERTAINING TO PEDDLERS, SOLICITORS AND VENDORS**

WHEREAS, Council has been advised of the need to provide for the amendment of Chapter 848 of the Code of Ordinances of the Village of Jefferson, Ohio pertaining to peddlers, solicitors and vendors;

WHEREAS, Chapter 848 presently reads as follows:

§ 848.01 UNINVITED PEDDLING AND SOLICITING PROHIBITED.

- (a) The practice of going in and upon private residences in the village by solicitors of magazine subscriptions or other items of merchandise, peddlers, hawkers, itinerant merchants or transient vendors of merchandise or services, not having been requested or invited to do so by the owner or occupant of such private residences, for the purpose of soliciting orders for magazine subscriptions or for the sale of goods, wares and merchandise and/or disposing of, peddling or hawking the same, is hereby declared to be a nuisance and is prohibited.
- (b) This section shall not prohibit the owner of any product of his own raising, or the manufacturer of any article manufactured by him, from selling by himself any such article or product.
- (c) This section shall not prohibit persons from using door to door solicitations for the distribution of religious literature.

§ 848.99 PENALTY.

Whoever violates or fails to comply with any of the provisions of this chapter is guilty of a minor misdemeanor and shall be fined not more than \$100 for each offense. A separate offense shall be deemed committed each day during or on which a violation or noncompliance occurs or continues.

WHEREAS, Council finds it to be in the best interest of the Village to provide for the amendment of Chapter 848 of the Code of Ordinances of the Village of Jefferson, Ohio.

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

Section 1. That Chapter 848 of the Code of Ordinances of the Village of Jefferson, Ohio is hereby amended to read as follows:

848.01 DEFINITIONS.

As used in this Chapter:

- (a) **"Canvasser"** means any person traveling from residence to residence within the Village, without having a previous appointment to visit the residence or residences visited, for the purpose of disseminating any lawful message, either with or without soliciting funds or donations.
- (b) **"Chief of Police"** includes the appropriate designee of the Chief of Police.
- (c) **"Peddler"** means any person traveling, by foot, automobile, truck or other type of conveyance, from place to place, door to door, or street to street, without having a previous appointment to visit the residence or residences visited, for the purpose of soliciting or taking or attempting to take orders for profit by the sale of goods, wares and merchandise or personal property of any nature whatsoever, for immediate or future delivery or for services to be furnished or performed in the future. However, under this Chapter, any person engaging in such activities for a legitimate not-for-profit organization shall not be defined as a "Peddler" but shall instead be deemed to be a "Canvasser."
- (d) **"Solicitor"** means any person who obtains or seeks to obtain funds for any cause whatsoever by traveling door to door either by foot, automobile, truck or any other type of conveyance upon private residences, including any residence, house, apartment or other dwelling, within the Village.

848.02 PERMIT REQUIRED, EXCEPTIONS.

- (a) No Peddler may peddle within the Village without holding a valid permit issued by the Chief of Police and/or Village Administrator. A separate permit shall be obtained for every Peddler, agent or employee peddling within the Village.
- (b) The following individuals shall not be required to obtain a permit:
 - (1) Children under the age of eighteen (18) years.
 - (2) Newspaper carriers seeking customers for a newspaper which he or she regularly delivers or intends to regularly deliver;
 - (3) This section shall not prohibit people from using door to door solicitations for the distribution of religious literature; and
 - (4) Canvassers as defined above.
- (b) Individuals who are not required to obtain a permit under this Chapter are encouraged to advise the Police Department and Village Hall that they will be going door-to-door in the

Village in case members of the public seek information from the Police Department or Village Hall about whether the Village is aware that such activity is occurring and about whether such activity complies with the limitations of this Chapter.

848.03 APPLICATIONS FOR PERMIT.

- (a) Each applicant for a Peddler's permit shall furnish the Chief of Police and/or Village Administrator with the following information on forms provided by the Village:
 - (1) Name, age and physical description of applicant; date of birth, social security number and a copy of the applicant's driver's license.
 - (2) Complete permanent and local address of applicant.
 - (3) Name and address of the person, firm, corporation or association for whom the solicitation is presently being made and any other person, firm, corporation or association for whom the applicant has solicited during the past three (3) years.
 - (4) A description of the nature of the business and the goods, services or wares to be sold sufficiently to identify the subject matter of the peddling in which the applicant intends to engage.
 - (5) The proposed dates and times of the peddling and the routes to be followed in conducting same.
 - (6) Whether the applicant or business has ever been denied a permit to peddle or solicit or had such permit revoked, including the time and place of such denial or revocation and the reasons given; therefore, and
 - (7) Whether the applicant has ever been convicted of a felony violation; a misdemeanor violation involving moral turpitude; or an "offense of violence" as defined by Section 2901.01 of the Ohio Revised Code. In the event of such conviction(s), the applicant shall state the dates and jurisdictions of all such conviction(s).
- (b) A nonrefundable fee in the amount of fifty dollars (\$50.00) shall be submitted with each application provided herein.

848.04 ISSUANCE OF PERMIT; DURATION.

- (a) The Chief of Police and/or Village Administrator shall issue a permit to the applicant unless it is determined:
 - (1) The applicant has made a false, misleading or deceptive statement in providing the information required under Section 848.03; or
 - (2) The applicant has been convicted of a felony violation, a misdemeanor violation

involving false statements, dishonesty, theft, moral turpitude, or an "offense of violence" as defined by Section 2901.01 of the Ohio Revised Code during the past five (5) years.

(b) Such a permit shall be valid through December 31 of the year in which the permit was issued.

848.05 RESTRICTIONS.

- (a) The permitted hours of solicitation are between 9:00 a.m. and 6:00 p.m., Monday through Saturday.
- (b) No solicitation shall occur at any residence where a "No Soliciting" sign is displayed or where the residence is listed on the Village's "Do Not Knock" registry for peddlers and canvassers, or any similar registry designated as the official registry for the Village by the Village Council.
- (c) No person shall peddle or canvass on Sunday or on any federally observed holiday.
- (d) No person shall peddle or canvass without wearing a uniform, shirt and/or jacket with the identification of the person, firm, corporation or association for whom the solicitation is presently being made prominently displayed on that uniform, shirt and/or jacket.
- (e) No Peddler or Canvasser shall enter or attempt to enter the house or apartment of any resident in the Village without an express invitation from the occupant of that house or apartment.
- (f) No Peddler shall engage in or transact any type of business or solicitation other than that specified on the Peddler's permit application as filed with the Village.
- (g) No permit issued hereunder shall be assigned or transferred to any other person.
- (h) No person issued a permit pursuant to this Chapter shall have any exclusive right to any location in the public streets or sidewalks, nor shall the person be permitted a stationary location, nor shall the person be permitted to operate in any congested area where peddling operations impede or inconvenience the public, nor shall peddling or business of any type be conducted directly from a motor vehicle.

848.06 APPEAL PROCEDURE.

- (a) In the event an application for a permit is not approved, or in the event any permit issued pursuant to the provisions of this Chapter is revoked, written notice shall be given to the applicant or permit holder by personal service or by certified mail.
- (b) The applicant or permit holder shall have ten (10) days after the receipt of such notice to appeal such refusal or revocation. Such appeal shall be perfected by filing a notice of the appeal with the Mayor; thereupon, the applicant shall have not less than ten (10) days' notice of the date and place of the hearing.

- (c) The Mayor shall have the power, after such hearing, to either affirm or overrule the decision of the Chief of Police and/or Village Administrator. The Mayor shall cause notice of the decision to be transmitted to the applicant or permit holder by certified mail within thirty (30) days of the date of hearing. Failure of the applicant or permit holder to receive the certified mail shall not affect the validity of the decision. Thereafter, any further appeal may be made in accordance with Ohio law.

848.07 TRESSPASSING IN VIOLATION OF POSTED SIGNS

- (a) No peddler or canvasser shall knock at the door or ring the bell of any place of business or residence in the Village upon which is displayed at the entrance a notice which reads "No Soliciting" or "No Peddlers or Canvassers Allowed" or "Do Not Knock", or which otherwise clearly purports to prohibit peddlers or canvassers on the premises unless such peddler or canvasser is or has been affirmatively invited upon the premises by the owner, lessee or occupant thereof.
- (b) Such notice shall be no less than three (3) inches by four (4) inches nor more than one square foot in total surface area.
- (c) The non-solicitation notice provided for by this section shall be exempt from any requirements of the Zoning Code.

848.08 RESIDENT PROHIBITION BY NOTICE.

- (a) The Chief of Police and/or Village Administrator shall establish a "Do Not Knock Registry" for Peddlers and Canvassers.
- (b) If requested by the Village, and for as long as the Northeast Ohio Public Energy Council ("NOPEC") shall agree to do so, NOPEC shall establish and maintain for the Village a "Do Not Knock Registry" ("Registry") and is authorized to contact individuals on the Registry to distribute "Do Not Knock" stickers to them and to update the Registry annually at no cost to the Village or the individuals.
- (c) The decision of whether to place a residence, house, apartment or other dwelling on the "Do Not Knock Registry" shall be solely that of the lawful owner, possessor and/or occupant thereof.
- (d) Any person in lawful possession and occupancy of any residence, house, apartment or other dwelling in the Village may request NOPEC to place and maintain his or her residence, house, apartment or other dwelling on the "Do Not Knock Registry" by submitting a request on form(s) supplied by the Village, or by submitting a request online to www.blocktheknock.com, which shall contain the following information:
 - (1) The name and signature of the person completing the form(s), unless the submission is done electronically.

(2) The complete address of the residence, house, apartment or other dwelling to be placed on the Do Not Knock Registry.

(3) A valid email address of the person completing the form(s);

(4) The Date the form was completed; and

(5) A statement that "No Solicitors or Peddlers" shall call at this address or words of similar import.

(e) A residence, house, apartment or other dwelling, after being lawfully placed on the "Do Not Knock Registry," shall remain on said registry until the earliest of any of the following:

(1) The Village or NOPEC receives notice of removal pursuant to subsection (e) hereof; or

(2) The Village or NOPEC receives formal notice that the person who submitted the form pursuant to subsection (c) hereof is not or is no longer a lawful possessor and occupant of the premises.

(f) Any person in lawful possession and occupancy of any residence, house, apartment or other dwelling may request the Village or NOPEC to remove his or her residence, house, apartment or other dwelling from the "Do Not Knock Registry" by submitting a "Notice of Removal" form(s) supplied by the Chief of Police and/or Village Administrator, or by submitting a request online at www.blocktheknock.com which shall contain the following information:

(1) The name and signature of the person completing the form.

(2) The complete address of the residence, house, apartment or other dwelling to be removed from the registry.

(3) The date the form was completed; and

(4) A statement that the residence be removed from the "Do Not Knock Registry."

(g) A copy of the "Do Not Knock Registry" shall be made available for public inspection at all times during normal business hours at the office of the Chief of Police and/or Village Administrator and shall be given to every person who applies for a permit pursuant to Section 848.03 or registers as a solicitor or peddler pursuant to that section.

848.99 PENALTY.

Whoever violates any provision of this Chapter shall be guilty of a minor misdemeanor and shall be fined not more than \$150 for each offense. A separate offense shall be deemed committed each day during or on which a violation or non-compliance occurs or continues.

Section 2. That any and all ordinances or parts thereof in conflict with this Ordinance shall be and the same are hereby repealed.

Section 3. That all formal actions of this Council concerning the passage of this Ordinance were adopted in an open meeting, and all deliberations of this Council, or any of its committees, which resulted in such formal actions, were in a meeting open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

WHEREFORE, this Ordinance shall take effect and be in force from and immediately upon its passage.

Passed by Council on the _____ **day of** _____ **2026.**

_____ **Yeas** _____ **Nays**

AUTHENTICATION:

Patricia A. Fisher
Clerk/Treasurer of Council

Steven M. Sekanina
Mayor

Date

Date

APPROVED AS TO LEGAL FORM:

Jason L. Fairchild, Esq.
Village Solicitor

Jefferson Village

Andria Manor
Village Administrator



27 East Jefferson St.
Jefferson, Ohio 44047
Telephone (440) 576-3946
Fax (440) 576-5548
Email: Administrator@jeffersonohio.us

PEDDLER'S PERMIT APPLICATION (Ordinance 848.03)

Instructions: Please complete all sections of this form in full. Incomplete applications will not be processed. A **non-refundable \$50.00 fee** must be submitted with this application.

Applicant Information

- **Full Name:** _____
- **Date of Birth:** _____
- **Age:** _____
- **Social Security Number:** _____
- **Physical Description (Height, Weight, Hair, Eyes, Distinguishing Marks):**

Address Information

- **Permanent Address:**

- **Local Address (if different):**

Business / Solicitation Information

- **Name of Company, Firm, Corporation, or Association Represented:**

- **Business Address:** _____
- **List of all organizations for whom applicant has solicited in the past 3 years:**

Nature of Business

- **Description of goods, services, or wares to be sold (be specific):**

Proposed Peddling Details

- **Proposed Dates of Activity:** _____
- **Proposed Times of Activity:** _____
- **Proposed Routes/Areas:** _____

Permit History

- **Has applicant or business ever been denied or had a peddling/solicitation permit and/or license revoked?**
 - Yes No
 - If yes, provide details (time, place, and reasons):

Criminal History

- **Has applicant ever been convicted of any of the following:**
 - Felony Yes No
 - Misdemeanor involving moral turpitude Yes No
 - "Offense of Violence" as defined in ORC 2901.01 Yes No
 - If yes, provide dates and jurisdictions of all convictions:

Restrictions (Ordinance 848.05)

All permit holders are required to comply with the following restrictions:

1. Permitted solicitation hours are **9:00 a.m. – 6:00 p.m.**

2. No solicitation may occur at any residence displaying a **“No Soliciting”** sign or listed on the Village’s official **“Do Not Knock”** registry.
3. No solicitation is permitted on **Sundays or any federal observed holidays**.
4. No Peddler/Canvasser may enter or attempt to enter a residence without **express invitation**.
5. Peddlers may only engage in the business **specified on this application**.
6. Permits are **non-transferable**.
7. No exclusive right to any location is granted; **stationary or motor vehicle-based peddling is prohibited**, and solicitation may not impede or inconvenience the public.

Certification

I, the undersigned applicant, hereby certify that all information provided on this application is true and complete to the best of my knowledge. I further certify that I have read and understand the above restrictions and agree to comply fully with them. I understand that providing false or misleading information may result in denial or revocation of this permit.

Signature of Applicant: _____ **Date:** _____

Office Use Only

- **Application Received By:** _____ **Date:** _____
- **Fee Paid (\$50 Nonrefundable):** Yes No **Receipt #:** _____
- **Background Check Completed:** Yes No
- **Approved / Denied By:** _____ **Date:** _____
- **License Number Issued:** _____

ORDINANCE NO. 26-O-__3419__

**AN ORDINANCE AUTHORIZING ALL ACTIONS NECESSARY TO ACCEPT
NORTHEAST OHIO PUBLIC ENERGY COUNCIL (NOPEC) 2026 ENERGIZED
COMMUNITY GRANTS**

WHEREAS the Village of Jefferson, Ohio is a member of the Northeast Ohio Public Energy Council (“NOPEC”) and is eligible for one or more NOPEC Energized Community Grant(s) for 2026 (“NEC Grant(s)”) as provided for in the NEC Grant Program guidelines; and

WHEREAS the Village of Jefferson wishes to enter into a Grant Agreement with NOPEC, Inc. in substantially the form presented to the Council of the Village of Jefferson to receive one or more NEC Grant(s); and

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

Section 1. This Council of the Village of Jefferson finds and determines that it is in the best interests of the Village to enter into the Grant Agreement(s) to accept the NEC Grant(s) for 2026, and authorizes the Mayor and Clerk-Treasurer to execute the Grant Agreement(s) to accept the NEC Grant(s) funds.

Section 2. This Council finds and determines that all formal actions of this Council concerning and relating to the adoption of this Ordinance were taken in an open meeting of this Council and that all deliberations of this Council and of any committees that resulted in those formal actions were in meetings open to the public in compliance with the law.

Section 3. This Ordinance shall take effect and be in force at the earliest point provided by law.

Passed by Council on the _____ day of _____ 2026.

_____ Yeas _____ Nays

Effective Date: _____

AUTHENTICATION:

Patricia A. Fisher
Clerk/Treasurer of Council

Steven M. Sekanina
Mayor

Date

Date

APPROVED AS TO LEGAL FORM:

Jason L. Fairchild, Esq.
Village Solicitor

ORDINANCE NO. 2026-O-__3420__

AN ORDINANCE AMENDING ORDINANCE 2025-O-3374 CAPTIONED AN ORDINANCE COMBINING THE DUTIES OF THE ELECTED VILLAGE CLERK AND THE ELECTED VILLAGE TREASURER INTO ONE APPOINTED OFFICE, TO BE KNOWN AS VILLAGE FISCAL OFFICER; AND DECLARING AN EMERGENCY

WHEREAS, Council has been advised of the need to provide for the amendment of Ordinance 2025-O-3374 captioned An Ordinance Combining The Duties Of The Elected Village Clerk And The Elected Village Treasurer Into One Appointed Office, To Be Known As Village Fiscal Office which was passed and adopted on April 17, 2025;

WHEREAS, Ordinance 2025-O-3374 presently reads as follows:

WHEREAS, the Village of Jefferson, Ohio finds that Ohio Revised Code Section 733.262 permits the combination of the duties of two elected Village Offices, that being Village Clerk and Village Treasurer, or the combined elected office of Village Clerk-Treasurer, into one appointed office, to be known as the Village Fiscal Officer; and

WHEREAS, the Village of Jefferson, Ohio currently has a combined elected office of Village Clerk-Treasurer; and

WHEREAS, the Village of Jefferson, Ohio desires that in lieu of having a combined elected office of Village Clerk-Treasurer, it shall have a Village Fiscal Officer as appointed by the Mayor and approved by the Village legislative authority.

BE IT THEREFORE ORDAINED BY THE COUNCIL OF THE VILLAGE OF JEFFERSON, OHIO, TWO-THIRDS OF ALL MEMBERS ELECTED THERETO CONCURRING, THAT:

Section 1. The duties of the combined elected office of Village Clerk-Treasurer is hereby combined into one appointed office, to be known as the Village Fiscal Officer.

Section 2. A certified copy of this Ordinance shall be filed with the Ashtabula County Board of Elections not less than one hundred and twenty (120) days before the day of the next succeeding municipal primary election at which candidates for the combined office of Village Clerk-Treasurer are to be nominated or not less than one hundred twenty (120) days before the next succeeding regular municipal election at which the combined office of Village Clerk-Treasurer is to be elected, whichever applies.

Section 3. The Village Fiscal Officer appointed shall perform the duties provided by law for the Village Clerk and Treasurer and any other duties consistent with the nature of the office as provided for by ordinances of the Village of Jefferson.

Section 4. The Village Fiscal Officer shall be appointed by the Mayor of the Village of Jefferson. That appointment does not become effective until it is approved by the majority vote of the Council of the Village of Jefferson.

Section 5. Pursuant to Ohio Law, the change to the appointed position of Village Fiscal Officer shall be effective on the first day of January following the next regular municipal election at which the Village Clerk, Village Treasurer, or Village Clerk-Treasurer is to be elected.

Section 6. Pursuant to Ohio Revised Code Section 733.262. the Village Fiscal Officer need not be an elector of the Village of Jefferson or reside within the Village limits at the time of the appointment; however, the Village Fiscal Officer shall become a resident of the Village of Jefferson within (6) months after the appointment takes effect unless an ordinance is passed approving the Village Fiscal Officer's residence outside of the Village of Jefferson.

Section 7. This Ordinance shall take effect and be in force on the earliest date allowed by law.

WHEREAS, Council finds it to be in the best interest of the Village to provide for the amendment of Ordinance No. 2025-O-3374 An Ordinance Combining The Duties Of The Elected Village Clerk And The Elected Village Treasurer Into One Appointed Office, To Be Known As Village Fiscal Officer.

NOW, THEREFORE, BE IT RESOLVED AND ORDAINED BY THE COUNCIL OF THE VILLAGE OF JEFFERSON, ASHTABULA COUNTY, STATE OF OHIO THAT ORDINANCE NO. 2025-O-3374 AN ORDINANCE COMBING THE DUTIES OF THE ELECTED VILLAGE CLERK AND THE ELECTED VILLAGE TREASURER INTO ONE APPOINTED OFFICE, TO BE KNOWN AS VILLAGE FISCAL OFFICER IS HEREBY AMENDED TO READ AS FOLLOWS:

WHEREAS, the Village of Jefferson, Ohio finds that Ohio Revised Code Section 733.262 permits the combination of the duties of two elected Village Offices, that being Village Clerk and Village Treasurer, or the combined elected office of Village Clerk-Treasurer, into one appointed office, to be known as the Village Fiscal Officer; and

WHEREAS, the Village of Jefferson, Ohio currently has a combined elected office of Village Clerk-Treasurer;

WHEREAS, the Village Clerk-Treasurer has tendered, and Council for the Village of Jefferson, Ohio has accepted, the resignation of the Village Clerk-Treasure with an effective date of Friday, July 31, 2026; and

WHEREAS, the Village of Jefferson, Ohio desires that in lieu of having a combined elected office of Village Clerk-Treasurer, it shall create and have a Village Fiscal Officer as appointed by the Mayor and approved by the Village legislative authority pursuant to

Ohio Revised Code Section 733.262(B) and this change shall take effect on August 1, 2026.

BE IT THEREFORE ORDAINED BY THE COUNCIL OF THE VILLAGE OF JEFFERSON, OHIO, TWO-THIRDS OF ALL MEMBERS ELECTED THERETO CONCURRING, THAT:

Section 1. The duties of the combined elected office of Village Clerk-Treasurer is hereby combined into one appointed office, to be known as the Village Fiscal Officer with an effective date of August 1, 2026.

Section 2. A certified copy of this Ordinance shall be filed with the Ashtabula County Board of Elections not less than one hundred and twenty (120) days before the day of the next succeeding municipal primary election at which candidates for the combined office of Village Clerk-Treasurer are to be nominated or not less than one hundred twenty (120) days before the next succeeding regular municipal election at which the combined office of Village Clerk-Treasurer is to be elected, whichever applies.

Section 3. The Village Fiscal Officer appointed shall perform the duties provided by law for the Village Clerk and Treasurer and any other duties consistent with the nature of the office as provided for by ordinances of the Village of Jefferson.

Section 4. The Village Fiscal Officer shall be appointed by the Mayor of the Village of Jefferson. That appointment does not become effective until it is approved by the majority vote of the Council of the Village of Jefferson.

Section 5. Pursuant to Ohio Law, the change to the appointed position of Village Fiscal Officer shall be effective on the first day of the vacancy which shall be August 1, 2026.

Section 6. Pursuant to Ohio Revised Code Section 733.262. the Village Fiscal Officer need not be an elector of the Village of Jefferson or reside within the Village limits at the time of the appointment; however, the Village Fiscal Officer shall become a resident of the Village of Jefferson within (6) months after the appointment takes effect unless an ordinance is passed approving the Village Fiscal Officer's residence outside of the Village of Jefferson.

Section 7. This Ordinance is hereby declared to be and is passed as an emergency measure necessary for the immediate preservation of the public peace, health, safety and welfare of the inhabitants of the Village of Jefferson and shall be effective upon its passage.

Passed by Council on the _____ day of _____ 2026.

_____ Yeas _____ Nays

AUTHENTICATION:

Patricia A. Fisher
Clerk/Treasurer of Council

Steven M. Sekanina
Mayor

Date

Date

APPROVED AS TO LEGAL FORM:

Jason L. Fairchild, Esq.
Village Solicitor

Jefferson Village

Steven Sekanina
Jefferson Village Mayor



27 East Jefferson St.
Jefferson, Ohio 44047
Telephone (440) 576-3941
Fax (440) 576-5548
Email:

sekanina.steve@jeffersonohio.us

Fiscal Officer

Village of Jefferson, Ohio

Department: Finance

Reports To: Mayor / Village Council

FLSA Status: Full Time Exempt Immediate Subordinates: 3

Position Summary

The Fiscal Officer serves as the chief fiscal and record-keeping officer of the Village and performs duties as prescribed by the Ohio Revised Code and Village policies. Under the general direction of the Village Administrator, the Fiscal Officer is responsible for maintaining accurate financial records, safeguarding Village funds, administering financial operations, and ensuring compliance with applicable federal, state, and local laws.

Pursuant to Ohio Revised Code Sections 733.262–733.45, the Fiscal Officer maintains the Village’s financial records, certifies appropriations, records legislative actions of Council, and ensures the proper collection, custody, and disbursement of public funds.

Essential Duties and Responsibilities

The following duties are representative and not intended to be all-inclusive.

Financial Administration

- Serves as the Village’s Chief Financial Officer responsible for the custody, management, and accounting of all Village funds.
- Collects, receives, and disburses municipal funds in accordance with Ohio Revised Code and Village ordinances.
- Maintains accurate records of all receipts, disbursements, investments, and financial transactions of the Village.
- Ensures funds are expended only for lawful purposes and that appropriations are not overspent in accordance with ORC fiscal controls.
- Prepares and administers the Village’s annual operating and capital budgets in coordination with the Village Administrator and department heads.
- Certifies to the County Auditor the total amount available for expenditure from each fund at the beginning of each fiscal year as required by the Ohio Revised Code.

- Maintains records of all tax revenues, assessments, and financial obligations of the Village.
- Oversees payroll administration and financial reporting.
- Maintains records related to capital assets, debt obligations, and governmental investments.

Legislative and Records Administration

- Serves as Clerk of Village Council, maintaining the official record of Council proceedings.
- Prepares and maintains records of all ordinances, resolutions, bylaws, and legislative actions of Village Council.
- Maintains official municipal records in accordance with records retention requirements and public records laws.

Administrative and Human Resources Functions

- Maintains confidential personnel records and administrative files.
- Assists with human resources recordkeeping, including training records, certifications, and payroll documentation.
- Supervises administrative support staff as assigned.
- Maintains financial and administrative records in compliance with Auditor of State guidelines and the Uniform Accounting Network (UAN).

Meetings and Professional Development

- Attends Village Council and Committee meetings as required.
- Participates in professional training, seminars, and workshops related to municipal finance, accounting, and public administration.
- Performs additional duties as assigned by the Village Administrator.

Physical Requirements

Work is primarily performed in an office environment. The position requires the ability to:

- Sit, stand, or walk for extended periods
- Communicate effectively in person and by telephone
- Operate standard office equipment including computers and financial software
- Lift or move materials up to 25 pounds

Vision requirements include close vision, color vision, and the ability to adjust focus

Required Skills and Competencies

The following duties are representative and not intended to be all-inclusive.

Technical and Professional Skills

- Knowledge of governmental accounting principles and municipal finance
- Familiarity with Ohio municipal finance law and Ohio Revised Code fiscal requirements
- Proficiency with spreadsheet, database, and word processing software
- Experience with the Uniform Accounting Network (UAN) preferred
- Ability to prepare and analyze financial reports and budget documents

Administrative and Organizational Skills

- Ability to plan, organize, and coordinate financial operations
- Ability to manage multiple projects and deadlines
- Strong records management and documentation practices
- Ability to interpret financial policies, procedures, and regulations

Analytical and Cognitive Skills

- Ability to analyze financial data and identify discrepancies or trends
- Ability to apply mathematical and statistical principles to financial management
- Ability to interpret and implement complex governmental policies and procedures
- Strong problem-solving and decision-making skills

Communication Skills

- Ability to communicate clearly with elected officials, staff, and the public
- Ability to prepare clear and concise reports, correspondence, and financial documentation
- Strong presentation and public communication skills

Interpersonal Skills

- Ability to maintain confidentiality of sensitive information
- Ability to work cooperatively with elected officials, employees, and the public
- Ability to exercise tact, diplomacy, and sound judgment

Leadership Skills

- Ability to supervise administrative staff and coordinate departmental activities
- Ability to establish effective internal controls and operational procedures
- Ability to support professional development and performance management of staff

Working Conditions

Work is performed in a municipal office setting and may involve periods of high workload associated with financial reporting deadlines, budgeting, and audits. Evening meetings are periodically required for Village Council and committee meetings.

Qualifications

- High school diploma or equivalent required

- Associate degree in Accounting, Finance, Public Administration, or related field preferred
- Progressively responsible accounting, finance, or municipal administration experience preferred.
- Experience with governmental accounting and budgeting strongly preferred
- Valid Ohio Driver's License An equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities may be considered.

Hours:

All hours worked shall be at the Jefferson Village Hall between the hours of 8:00 am and 4:30 pm, Monday through Thursday, 8:00 am – 12pm on Friday as well as evenings meetings of Village Council or its committees as required.

Salary commensurate with skills and qualifications. This position is eligible for all benefits available to Jefferson Village employees including healthcare, holiday pay and paid time off.

Please submit letter of interest and resume to sekanina.steve@jeffersonohio.us or mail to Jefferson Village 27 East Jefferson St. Jefferson, OH 44047.

Resumes will be accepted until May 5th or until a candidate is selected.

ORDINANCE NO. 2026-O-___ 3415 ___

AN ORDINANCE AMENDING CHAPTER 1030.15 OF THE CODE OF ORDINANCES OF THE VILLAGE OF JEFFERSON, OHIO PERTAINING TO THE DISTRIBUTION OF COLLECTION FEES

WHEREAS, Council has been advised of the need to provide for the amendment of Chapter 1030.15 of the Code of Ordinances of the Village of Jefferson, Ohio pertaining to the distribution of collection fees:

WHEREAS, Chapter 1030.15 presently reads as follows:

§ 1030.15 DISTRIBUTION OF COLLECTION FEES.

(a) Fifty percent of the sewer collection fees paid by users who are within the boundaries of the village shall be paid into the Sewer Improvement Fund #509. Fifty percent of the sewer collection fees paid by users who are within the boundaries of the village shall be paid into the Wastewater Treatment Fund #520.

(b) Fifty percent of the sewer collection fees paid by users located outside of the boundaries of the village shall be paid into the Sewer Improvement Fund #509. Fifty percent of the sewer collection fees paid by users located outside of the boundaries of the village shall be paid into the Wastewater Treatment Fund #520.

WHEREAS, Council finds it to be in the best interest of the Village to provide for the amendment of Chapter 1030.15 of the Code of Ordinances of the Village of Jefferson, Ohio.

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

Section 1. That Chapter 1030.15 of the Code of Ordinances of the Village of Jefferson, Ohio is hereby amended to read as follows:

§ 1030.15 DISTRIBUTION OF COLLECTION FEES.

(a) Twenty-five percent of the sewer collection fees paid by users who are within the boundaries of the village shall be paid into the Sewer Improvement Fund #509. Seventy-five percent of the sewer collection fees paid by users who are within the boundaries of the village shall be paid into the Wastewater Treatment Fund #520.

(b) Twenty-five percent of the sewer collection fees paid by users located outside of the boundaries of the village shall be paid into the Sewer Improvement Fund #509. Seventy-five percent of the sewer collection fees paid by users located outside of the boundaries of the village shall be paid into the Wastewater Treatment Fund #520.

Section 2. That any and all ordinances or parts thereof in conflict with this Ordinance shall be and the same are hereby repealed.

Section 3. That all formal actions of this Council concerning the passage of this Ordinance were adopted in an open meeting, and all deliberations of this Council, or any of its committees, which resulted in such formal actions, were in a meeting open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

WHEREFORE, this Ordinance shall take effect on January 1, 2027.

Passed by Council on the _____ day of _____ 2026.

_____ Yeas _____ Nays

AUTHENTICATION:

Patricia A. Fisher
Clerk/Treasurer of Council

Steven M. Sekanina
Mayor

Date

Date

APPROVED AS TO LEGAL FORM:

Jason L. Fairchild, Esq.
Village Solicitor

RESOLUTION NO. 2026-R-___ 3421 ___

RESOLUTION AUTHORIZING THE VILLAGE OF JEFFERSON TO PARTICIPATE IN THE ODOT ROAD SALT CONTRACTS AWARDED IN 2026 AND DECLARING AN EMERGENCY

WHEREAS the Council of the Village of Jefferson, Ashtabula County, Ohio desires to enter into a written agreement to participate in the Ohio Department of Transportation (ODOT) annual road salt bid;

WHEREAS the Council of the Village of Jefferson hereby finds that participating in the ODOT annual road salt bid is in the best interests of the Village of Jefferson;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE VILLAGE OF JEFFERSON, OHIO, THAT:

SECTION 1. In accordance with Ohio Revised Code 5513.01(B), the Village of Jefferson agrees to all of the following terms and conditions in its participation of the ODOT road salt contract:

- a. The Village hereby agrees to be bound by all terms and conditions established by ODOT in the road salt contract and acknowledges that upon an award of the contract by the Director of ODOT it shall be bound by all such terms and conditions included in the contract; and
- b. The Village hereby acknowledges that upon the Director of ODOT's signing of the road salt contract, it shall effectively form a contract between the awarded salt supplier and the Village; and
- c. The Village agrees to be solely responsible for resolving all claims or disputes arising out of its participation in the ODOT road salt contract and agrees to hold the Department of Transportation harmless for any claims, actions, expenses, or other damages arising out of the Village's participation in the road salt contract; and
- d. The Village's electronic order for Sodium Chloride (Road Salt) will be 600 tons of Road Salt which will be the amount the Village agrees to purchase from its awarded salt supplier at the delivered bid price per ton awarded by the Director of ODOT; and
- e. The Village hereby agrees to purchase a minimum of 90% of its electronically submitted salt quantities from its awarded salt supplier during the contract's effective period; and
- f. The Village hereby agrees to place orders with and directly pay the awarded salt supplier on a net 30 basis for all road salt it receives pursuant to ODOT salt contract; and
- g. The Village acknowledges that should it wish to rescind this participation agreement, it will do so by written notice, by no later than May 1, 2026 by 5:00 p.m. The written, email request to rescind this participation agreement must be received the ODOT Office of Contract Sales, Purchasing Section email: Contracts.Purchasing@dot.ohio.gov by the deadline. The Department, upon receipt, will respond that it has received the request and that it has effectively removed the Village's participation request. Furthermore, it is the sole responsibility of the Village to ensure ODOT has received this participation agreement as well as the receipt of any request to rescind this participation agreement. The Department shall not be held responsible or liable for failure to receive the Village's participation agreement and/or the Village's request to rescind its participation agreement.

SECTION 2. The Village Mayor and Clerk-Treasurer are hereby directed and authorized to agree in the name of the Village of Jefferson and be bound by all terms and conditions as the Director of Transportation prescribes for the ODOT road salt contract.

SECTION 3. This Resolution shall serve as approval of the Village's participation agreement for the ODOT Road Salt Contract, agreement to the above terms and conditions regarding participation in the ODOT Road Salt Contract, and certification that funding has been authorized.

SECTION 4. It is found and determined that all formal actions of the Council of the Village of Jefferson concerning and relating to the adoption of this Resolution were taken in an open meeting of the Village of Jefferson and that all deliberations of this Village Council and any of its committees that resulted in those formal actions were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 5. This Resolution is hereby declared to be and is passed as an emergency measure necessary for the immediate preservation of the public peace, health, safety and welfare of the inhabitants of the Village of Jefferson; wherefore, this Resolution shall take effect immediately upon its passage.

Passed by Council on the _____ day of _____ 2026.

_____ Yeas _____ Nays

AUTHENTICATION:

Patricia A. Fisher
Clerk/Treasurer of Council

Steven M. Sekanina
Mayor

Date

Date

APPROVED AS TO LEGAL FORM:

Jason L. Fairchild, Esq.
Village Solicitor

The Jefferson Area Chamber of Commerce 2026 Annual Banquet Invitation

The Jefferson Area Chamber of Commerce cordially invites you to our Annual Chamber Banquet. With over 150 community leaders in attendance, we'll be debuting our new website, introducing our 2026 board, and sharing exciting new membership perks. Most importantly, please join us as we pause to recognize the extraordinary individuals and organizations, both past and present, who continue to make Jefferson a premier place to live, work, and shop.

RSVP BY: April 9, 2026

Event Details:

Date: April 21, 2026

Time: 5:30 p.m.

Location: Jefferson Recreational Center

Ticket Information:

Individual Entry: \$20

Table of Eight: \$160

Honored Guest Discount: Past award recipients receive \$10 discount

Sponsorship Opportunities

Increase your business visibility by **Sponsoring a Table for \$200.00**. This is a premier opportunity to showcase your brand to the most influential voices in the Jefferson community. *Includes 8 seats and promotional advertisement.*

Payment Options:

Guests may pay at the door or submit payment in advance by check.

Please make checks payable to:

Jefferson Area Chamber of Commerce

P.O. Box 100

Jefferson, OH 44047

Jefferson Village

Steven Sekanina
Jefferson Village Mayor



27 East Jefferson St.
Jefferson, Ohio 44047
Telephone (440) 576-3941
Fax (440) 576-5548

Email:
sekanina.steve@jeffersonohio.us

4/7/26

Dear Clerk Treasurer Fisher,

As a result of Lon Damon resigning from the Board of zoning appeals effective April 3rd, 2026, and approved by council on April 6th, 2026, I am appointing Michele Lemons to serve the remainder of the unexpired term ending 12/31/28. Please include this appointment in the next council packet.

Thank you.



Mayor
Jefferson Village Ohio
440-576-3941

Jefferson Village

Steven Sekanina
Jefferson Village Mayor



27 East Jefferson St.
Jefferson, Ohio 44047
Telephone (440) 576-3941
Fax (440) 576-5548
Email:
sekanina.steve@jeffersonohio.us

4/9/26

Dear Clerk Treasurer Fisher,

As a result of Jason Ashba resigning from the Oakdale Cemetery Board of Trustees effective April 7th, 2026, I am appointing Frederick Bliss of 150 N Market Street Jefferson, OH 44047 to serve the remainder of the unexpired term ending 12/31/26. Please include this appointment in the next council packet.

Thank you.

A handwritten signature in blue ink that reads "Steven Sekanina". The signature is written in a cursive, slightly slanted style.

Mayor
Jefferson Village Ohio
440-576-3941

Clerk Treasurer

From: Steve Sekanina
Sent: Thursday, April 16, 2026 10:03 AM
To: Clerk Treasurer
Subject: Fiscal Officer Hiring Committee

Good morning, Patty,

For next week's council meeting, please add a motion to appoint Karen Roderick and Nick Belden to the Fiscal Officer hiring committee.

Thank you.

Steven Sekanina
Mayor, Village of Jefferson Ohio
440 661 8419
sekanina.steve@jeffersonohio.us



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

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
April 01, 2026
Account No: 20668-0000V
Statement No: 97484

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

Fees

			Hours
03/09/2026	JLF	Time to Eastern County Court for pretrial in Tax Case No. 25CRB131E (Smith); updated file.	1.40
	JLF	Reviewed file; prepared draft ordinance amending Chapter 848; drafted e-mail to Ms. Bradek and Mr. Belden; updated file.	2.30
	JLF	Time to Building Lands committee meeting; updated file.	1.40
03/10/2026	JLF	Reviewed file; prepared e-mail to Ms. Fisher and Ms. Manor regarding Ordinance Amending Chapter 848; updated file.	0.20
	JLF	Phone conference with Ms. Fisher regarding ordinance issue; prepared revised Ordinance Amending Chapter 1030.15; drafted e-mail to Ms. Fisher regarding same; updated file.	0.40
03/11/2026	JLF	Time to Village Hall for meeting to discuss fee schedule and Brightview matters; updated file.	2.00
	JLF	Reviewing 2025 Resolution regarding Verdantas EQ Basin contract; phone call to Ms. Fisher and Ms. Manor regarding same; reviewing Ohio Attorney General's Villages Officer Handbook regarding same; updated file.	0.90
03/12/2026	JLF	Receipt/review of e-mail from Ms. Fisher regarding ODOT Salt Contract; began preparing same; updated file.	0.30
03/16/2026	JLF	Receipt/review of e-mail from attorney Jonas regarding Tax Case No. 25CRB38E (Giurrere); replied to same; updated file.	0.20
	JLF	Receipt/review of e-mail from Ms. Manor regarding ODOT Salt Contact;	

		Hours	
	revised resolution regarding same; drafted e-mail to Ms. Fisher regarding same; updated file.	0.60	
JLF	Receipt/review of e-mail from Ms. Manor regarding sale of real property; updated file.	0.20	
JLF	Time to council meeting; updated file.	1.00	
03/20/2026	JLF Time to Village Hall to discuss personnel matter with Village Administrator and Clerk/Treasurer; updated file.	0.60	
	JLF Receipt/review of e-mail from Mayor regarding possible vacancy issue; researched law regarding same; phone conference with Mayor regarding same; updated file.	0.70	
03/23/2026	JLF Receipt/review of e-mail from Mayor regarding fiscal officer; phone call to Mayor regarding same; updated file.	0.30	
03/27/2026	JLF Receipt/review of e-mail from attorney Jonas regarding Tax Case No. 25CB38E (Guerrero); drafted e-mail to Ms. Fisher and Ms. Berkowitz regarding same; updated file.	0.30	
03/30/2026	JLF Receipt/review of e-mail from Ms. Berkowitz regarding Tax Case No. 25CRB38E; drafted reply to attorney Jonas; updated file.	0.40	
	JLF Reviewed file; prepared draft legislation amending Chapter 876 of the Code of Ordinances; drafted e-mail to Building/Lands committee members and Village of Administrator; updated file.	2.50	
	JLF Time to Building Lands committee meeting; updated file.	1.40	
03/31/2026	JLF Receipt/review of e-mails from Eastern County Court regarding Traffic Case No. 26TRD207E (Jackson); reviewed past driving history; updated file.	0.40	
	JLF Receipt/review of e-mail from Ms. Fisher regarding 2026 NOPEC grants; prepared requested ordinance; drafted e-mail to Ms. Fisher regarding same; updated file.	0.50	
	For Current Services Rendered	18.00	3,600.00
	Recapitulation		
	<u>Timekeeper</u> Jason L. Fairchild	<u>Hours</u> 18.00	
	Total Current Work		3,600.00
	Previous Balance		\$2,120.00
	<u>Payments</u>		
03/24/2026	Payment received, Thank You.		-2,120.00
	Balance Due		<u>\$3,600.00</u>

For your convenience we accept Mastercard, Visa and Discover, however a fee of 3% will be added to the payment.

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



AMERICA 250
ASHTABULA COUNTY

4TH OF JULY

★ FESTIVAL ★

A COUNTY-WIDE CELEBRATION - 250 YEARS IN THE MAKING

JULY 4, 2026 • GIDDINGS PARK
JEFFERSON, OHIO
NOON - 10 PM

WHERE ASHTABULA COUNTY COMES TOGETHER

— GRAND PARADE OF HISTORY • NOON —



FAMILY FUN

- FREE GAMES & ACTIVITIES
- KIDS ENTERTAINMENT
- WAGON RIDES



FOOD, MUSIC & HISTORY

- LIVE MUSIC
- ARTISAN MARKET
- WALK OF TIME
- FOOD TRUCKS

A FULL DAY OF HISTORY, FAMILY FUN, AND CELEBRATION

END THE DAY TOGETHER
FIREWORKS OVER
GIDDINGS PARK



ASHTABULA250.ORG
ASHTABULACOUNTY250@GMAIL.COM
@ASHTABULA COUNTY - AMERICA 250TH

