

**AGENDA**  
Jefferson Village Council  
Order of Business

Date: Monday, June 15, 2026.

Regular Meeting 7:30 p.m.  
Next Ordinance No. 26-(R/O) 3435

**Meeting Called to Order by: Mayor Steven Sekanina**

**Pledge of Allegiance:**

**Moment of Silence**

**Opening Prayer: CSR Ministries**

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

**Corrections or Additions to the Agenda**

**Minutes: Addition/Correction**

Motion to approve the Council Meeting Minutes of June 1, 2026.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Discussion: \_\_\_\_\_

Roll: \_\_\_\_\_

Motion to accept the Safety Committee Minutes of June 1, 2026.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Discussion: \_\_\_\_\_

Roll: \_\_\_\_\_

Motion to accept the Jefferson Emergency Rescue Meeting Minutes of May 13, 2026.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Discussion: \_\_\_\_\_

Roll: \_\_\_\_\_

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

**DEPARTMENTS**

**Administrator Manor**

Administrator Report

**Clerk/Treasurer Fisher**

No Report

**Police Chief Mackensen**

No Report

Motion to accept Patrol Officer Elijah Monroe's sick time hours of 128 from Village of Windham.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Discussion \_\_\_\_\_

Roll: \_\_\_\_\_

Motion to accept the Chief Mackensen's recommendation to approve Patrolman/Detective Cummins, post probation period, and receive the step 2 pay increase as stipulated by the ordinance effective July 1, 2026.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Discussion \_\_\_\_\_

Roll: \_\_\_\_\_

**Interim Fire Chief Edison**

No Report

**Ordinance/Resolution to Read:**

**Resolution No. 26-R-3434**

A resolution authorizing the Village Mayor and Village Clerk/Treasurer to enter into a fire services agreement with the board of Township trustees of Jefferson Township, Ohio to provide fire protection services to Jefferson Township, Ohio from January 1, 2027, through December 31, 2029

**Motion for the First Reading of Resolution No. 26-R- 3434**

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Discussion \_\_\_\_\_

Roll: \_\_\_\_\_

Motion to approve Frankin Stone to attend the Ohio Fire Academy Rope Rescue Technician Class, hybrid, Aug. 31 through Oct. 2, 2026, and in person class Sept. 26 through Oct. 2, 2026. The Cost to the Village will be One Hundred Seventy-Five, class and books.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Discussion \_\_\_\_\_

Roll: \_\_\_\_\_

Motion to approve Megan Justice and David Robision to attend the Ohio Fire Academy Volunteer Fire Class Aug 14 through Aug. 16, 2026, and Aug. 21 through Aug. 23, 2026. There will be no Cost to the Village.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Discussion \_\_\_\_\_

Roll: \_\_\_\_\_

**COMMITTEE REPORTS**

**Building and Lands**

**Bradek/Belden**

**Committee Report:** No report

**Finance**

**Roderick/Damon**

**Committee Report:** No report

**Ordinance/Resolution to Read:**

**Resolution No. 26-R-3431**

Resolution declaring it necessary to renew an existing 1.50 mills tax levy for the benefit of the Village of Jefferson in operating the Jefferson area fire department and requesting the Ashtabula County Auditor to certify the total current tax valuation of the Village of Jefferson and the dollar amount of revenue that would be generated by that renewal levy

**Motion for the First Reading of Resolution No. 26-R- 3431**

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Discussion \_\_\_\_\_

Roll: \_\_\_\_\_

**Resolution No. 26-R-3432**

Resolution declaring it necessary to renew an existing 1.00 mills tax levy and requesting the Ashtabula County Auditor to certify the total current tax valuation of the Village of Jefferson and the dollar amount of revenue that would be generated by that renewal levy

**Motion for the First Reading of Resolution No. 26-R- 3432**

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Discussion \_\_\_\_\_

Roll: \_\_\_\_\_

**Forestry**

**Skinner/Febel**

**Committee Report:** No report

**Recreation**

**Febel/ Roderick**

**Committee Report:** No Report

**Safety**

**Belden/Bradek**

**Committee Report:** No Report

Motion to approve expenditure of funds in an amount not to exceed \$3,000 for the purpose of securing up to four (4) deputies from the Sheriff's Department to provide additional law enforcement services during the community's July 4th 250th Celebration.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Discussion \_\_\_\_\_

Roll: \_\_\_\_\_

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

**Committee Report:** No report

**Ordinance/Resolution to Read:**

**Resolution No. 26-R-3433**

Resolution adopting the Ashtabula County hazard mitigation plan

**Motion for the First Reading of Resolution No. 26-R- 3433**

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Discussion \_\_\_\_\_

Roll: \_\_\_\_\_

Motion to approve task order for the Construction Administration services related to the EQ Basin Project

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Discussion \_\_\_\_\_

Roll: \_\_\_\_\_

**Mayor**

**Ordinance/Resolution to Read:**

**Resolution No. 26-R-3429**

A Resolution recognizing and supporting America 250-Ashtabula County and declaring the Village of Jefferson's participation in the nation's Semiquincentennial Celebration.

**Motion for the Third Reading of Resolution No. 26-R- 3429**

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Discussion \_\_\_\_\_

Roll: \_\_\_\_\_

**Motion to Adopt Resolution No. 26-R- 3429**

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Discussion \_\_\_\_\_

Roll: \_\_\_\_\_

Motion to accept Fiscal Analyst Jamie Arcaro's sick time hours of 663.40 from Ashtabula County.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Discussion \_\_\_\_\_

Roll: \_\_\_\_\_

**The Next Council Meeting will be held on Monday July 6, 2026**

**OLD BUSINESS/ NEW BUSINESS**

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

**CORRESPONDENCE**

**None**

**MEETINGS**

**UTILITY/WASTEWATER SERVICE COMMITTEE MEETING**

Monday, July 6, 2026

6:00 p.m.

Town Hall

Discussion: Lake City Plating high limit copper issues

**FINANCE COMMITTEE MEETING**

Monday, June 15, 2026

5:30 p.m.

Town Hall

Discussion: Community Action meal site

Police Cruiser

Imagination Park (splash pad)

**Adjourn: Motion: \_\_\_\_\_ Second: \_\_\_\_\_**

**Roll: \_\_\_\_\_**

**Time: \_\_\_\_\_**

**Unofficial Minutes of the Village of Jefferson. Minutes will be presented to Council at the June 15, 2026, Council Meeting**

**VILLAGE OF JEFFERSON  
COUNCIL MEETING**

June 1, 2026

Minutes and Videos from each Council Meeting are available at Jeffersonohio.gov

Meeting called to order by Mayor Steven Sekanina.

Pledge of Allegiance:

Moment of Silence:

Opening Prayer: Mayor Steven Sekanina

**Roll call of Council Belden, Bradek, Damon, Febel, Roderick, Skinner**

**Corrections or Additions to the Agenda:**

May Police & Fire Report not June

**Minutes: Approval/Addition/Correction**

Motion by Councilperson Skinner to approve the Council Meeting Minutes of May 18, 2026.

2<sup>nd</sup>

Roll: All yea, motion carried

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

**Also present:**

Joe Edison, Pierino Scrocca, Stefanie Wessell Jefferson Gazette, Judy Maloney, John Perrotti, David Farina, Stephanie Wessell, Mary Howe

**DEPARTMENTS**

**Administrator Manor**

Village Administrator's report for the period ending May 29, 2026

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June 1, 2026

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Projects update:

Project		Status	Vendor	Grant/Loan	Total Cost
<b>ACTIVE PROJECTS</b>	<b>Project #</b>				
WWTP EQ Basin	OPWC – R39	Submitted to DOD/EPA Resubmitting to OPWC – R37	VERDANTAS	Engineering grant \$386,000 Loan \$150,000	\$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	Grant \$208,500 Loan \$50,000	\$369,000
WWTP Clarifier Improvement Phase 3	OPWC-R40	Submitted to DOD/EPA Resubmitting to OPWC – R40	VERDANTAS	Request \$206,000 Loan: \$50,000	\$389,000
East Walnut Street	OPWC-R40	Resubmitting to OPWC-R40	VERDANTAS	Requesting \$287,200	

**Street Department**

- The Street Department cleaned and performed maintenance on all snowplows and placed them into storage for the season.
- We experienced microphone issues during the Memorial Day Parade. We are currently working on obtaining an additional antenna for the outside of the building to help prevent similar issues during future events.
- Crews have been trimming trees and making repairs to the Giddings Park parking area to improve safety for park events, including eliminating a large drop-off between the sidewalk and parking lot.

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June 1, 2026

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**Zoning / Planning**

- I have been conducting inspections throughout the Village to identify problem areas. To date, 10 letters have been sent regarding high grass and debris violations on properties.
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**Recreation Department**

- Safety Town begins this week, with 34 children currently registered.
  - The flooring installation and painting projects at the Recreation Center have been completed and look great.
  - T-Ball began on May 27, and soccer registration remains open.
- 

**Wastewater Treatment Plant**

- Clarifier Phase 1 construction continues to move forward.
- 

**Other Items**

- Attached are the proposed Fourth of July Festival areas, Village parking plan, and shuttle route plan.

**Clerk /Treasurer Fisher**

Payroll Report/Special Pay Report

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**VILLAGE OF JEFFERSON  
COUNCIL MEETING**

June 1, 2026

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April Month-End

End of Month Summary	April	
Total Cash on Hand	\$1,000.00	
Andover Bank CD	\$51,985.16	
Huntington Bank	\$545.66	
Huntington Bank 2257	\$47,059.46	
Star Ohio 26065	\$3,191,706.68	
Payroll Checking	-\$4,373.21	
Andover/ First Common Bank Checking	\$2,095,102.57	
<b>Ending Balance</b>	<b>\$5,382,026.32</b>	Up 5.8.%
YTD Revenue	\$2,554,397.85	
YTD Expenses	\$2,061,904.80	
Outstanding Encumbrance	\$948,038.13	
Recreation Revenue YTD	\$54,265.78	Down 2.9%
Senior Revenue YTD	\$6,332.69	Down 42.0%
Income Tax Revenue YTD	\$886,666.60	Down 15.2 %
Sewer Fee Collections YTD	\$9,448.95	Up 2.8 %

Motion by Councilperson Febel to accept the **List of Checks paid for April 2026**  
April 1, 2026 – April 30, 2026  
2<sup>nd</sup>

Roll: All yea, motion carried

Motion by Councilperson Febel to approve the Clerk Treasurer assistant to attend the Municipal Income Tax Seminar July 8 through July 10, 2026. The Cost to the Village will be four hundred dollars, mileage, hotel, and meals.  
2<sup>nd</sup>

Roll: All yea, motion carried

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COUNCIL MEETING**

June 1, 2026

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**Chief Mackensen Police Chief**

May Month end report

Chief Mackensen told Council that there is allot going on in the Village. Safety Town starts June 1, 2026, there are 35 children signed up. The program is free this year. The K9 unit, which is our Dodge Durango, had an electrical fire, and the insurance company determined it was a total loss. We are still waiting to hear how much we will receive and what we can do to replace the unit but for now the sheriff's department donated a k9 cage for us to use in our charger. No reduction in service, as it says.

**Interim Fire Chief Edison**

May Month end report

**COMMITTEE REPORTS**

**Building and Lands**

**Committee Report:** No Report

**Finance**

**Committee Report:** No report

**Forestry**

**Committee Report:** No Report

**Recreation**

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COUNCIL MEETING**

June 1, 2026

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**Committee Report: No Report**

Motion by Councilperson Febel to accept the Administrator's recommendation to approve the Recreation Department Director Katie Sweeney's successful completion of her six-month probation period with the Village of Jefferson.

2<sup>nd</sup>

Roll: All yea, motion carried

**Safety**

**Committee Report: No Report**

**Utilities/Wastewater Treatment/ Service**

**Committee Report: No Report**

**Mayor Sekanina**

**Resolution No. 26-R-3429**

A Resolution recognizing and supporting America 250-Ashtabula County and declaring the Village of Jefferson's participation in the nation's Semiquincentennial Celebration.

Motion by Councilperson Febel for the Second Reading of Ordinance No. 26 -R- 3429

2<sup>nd</sup>

Roll: All yea, motion carried

**The Next Council Meeting will be held on Monday June 15, 2026**

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**VILLAGE OF JEFFERSON  
COUNCIL MEETING**

June 1, 2026

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**OLD BUSINESS/NEW BUSINESS**

**Resolution No. 26-R-3430**

A Resolution adopting the Village of Jefferson Employee Handbook/Personnel Policy Manual dated February 1, 2025, and declaring an emergency

Motion by Councilperson Belden for the First Reading of Ordinance No. 26 -R-3430

2<sup>nd</sup>

Roll: All yea, motion carried

Motion by Councilperson Belden to Suspend Council Rules on Resolution No. 26-R-3430

2<sup>nd</sup>

Roll: All yea, motion carried

Motion by Councilperson Damon to Adopt Resolution No. 26-R-3430

2<sup>nd</sup>

Roll: All yea, motion carried

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

None

**CORRESPONDENCE**

None

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**VILLAGE OF JEFFERSON  
COUNCIL MEETING**

June 1, 2026

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**MEETINGS**

**SAFETY COMMITTEE MEETING**

**Monday, June 1, 2026**

**6:00 p.m.**

**Town Hall**

**Topic: Fire Contract**

**ADJOURN**

Motion by Councilperson Skinner to adjourn the Council Meeting.

2nd:

Roll: All yea, motion carried.

Meeting adjourned at 7:48 p.m.

Submitted by,

Patricia A Fisher, Clerk of Council

# JEFFERSON VILLAGE COUNCIL

## SAFETY COMMITTEE MEETING

06/01/2026-1800hrs

### TOPIC: Fire Service Agreement Contracts

**Called to order by: Nicholas Belden, Chairman of the Safety Committee**

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**Interim Fire Chief Joe Edison** Given the floor to discuss presentation of information regarding the upcoming renewal of contacts with sounding areas for fire coverage. He started with introducing and thanking the Jefferson Twp. Trustees for attending the meeting.

**Presentation Included:** Packets of past Fire Service Agreement Contracts and the particulars that were included in them were presented to the Board for review.

He provided his recommendations of the details he believed should be included in the renewals. His recommendation was to keep the terms and amounts the same as previous agreement.

After a discussion, a motion (Belden) and a 2<sup>nd</sup> (Bradek) was received and agreed upon to move forward with preparing the renewal agreement contract using the recommendations of Fire Chief Edison.

**OPEN TO THE FLOOR FOR COMMENTS OR CONCERNS:**  
NONE at that time.

**CALLED TO VOTE:** Bradek-yay, Belden-yay

**Motion Approved**

**Note:** Upon completion of the new Agreement contract it will be presented to the Jefferson Village Council for a full Board review and vote. If approved it will be passed onto the Jefferson Twp. Trustees and the Lenox Twp. Trustees for review and approval.

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**Additional item:** Interim Chief Edison discussed adding an ordinance to include a (1525.02) FIRE-DAMAGED SECURITY FUND. He explained the details and benefits to the Fire Department and Village if such an ordinance was added.

He provided copies of the Ohio Revised Code 3929.86 – Fire Loss Claims which explains in details of the law and how it benefits governing bodies that have it in place.

After a short discussion, a motion was made to begin the process of adopting this Code into the Jefferson Village Ordinances.

Motion made by Belden, 2<sup>nd</sup> by Chairperson Bradek

**CALLED TO VOTE:** Bradek-yay, Belden-yay

**Motion Approved**

**Note:** Upon completion of the Legal writing, it will be presented to the Jefferson Village Council for Full Board Review and Vote.

**Discussion:** Recently one of the Fire Department trucks received pump damage and Chief Edison explained the details for the damage and the options for repairing or replacing the damaged equipment. It was determined that the pump would not be replaced or repaired due to the cost of such action. The truck will remain in service and have little to no effect on the operations for the Fire Department. However, with the age of the truck that the pump was on Chief Edison will start exploring grant options and avenues for replacing the aging apparatus in the future. It's a topic that will be reviewed and revisited at a later time. **NO ACTION TAKEN AT THIS TIME.**

**OPEN TO THE FLOOR FOR COMMENTS OR CONCERNS:**

NONE at this time.

Motion to adjourn meeting made by Councilperson Bradek.

Motion approved

**MEETING ADJOURNED:**

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NICHOLAS C. BELDEN

Jefferson Village Safety Committee, Chairman

# Safety Committee

## Meeting

- Steve Schul
- Jan Skinner
- Nicholas Beldere
- Dave Farina
- Scott Barber
- John Beggs
- John Powers
- Joe Edison
- Pat I. Baskin
- Steve Sekerina

MONDAY, 6/1/26

6:00 PM

@ TOWX HALL

Topic:

FIRE CONTRACT

**JERD Board Meeting**

**Agenda**

**June 10, 2026**

**5:30 pm**

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

**Any Visitor Comments**

**Attending:**

- **Approve Minutes of May 13th 2026**
- **Approve May List of Bills**
- **Approve May Month End**
- **EMS Report**
- **Motion to approve application from M. Edelman**
- **Other:**

**Any Visitor Comments**

## **Jefferson Emergency Rescue District**

**May 13, 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, Captain Edison, Kelly Farina & Nathaniel Miller

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

Approve Minutes of April 8, 2026 meeting - Motion made by Brian Edelman, 2<sup>nd</sup> Steve Sekanina, All Yes

Approve April list of bills- Motion made by John Boczar, 2<sup>nd</sup> Brian Edelman, All Yes

Approve April Month End – Motion made by John Boczar 2<sup>nd</sup> Steve Sekanina All Yes

EMS Report-110 runs, 70 transports, 0 mutual aid run. Motion to approve made by John Boczar 2<sup>nd</sup> Steve Sekanina All Yes

Motion to approve renewal of 2 mill levy and pass Resolution 2026-R-001. Motion made by Brian Edelman 2<sup>nd</sup> Steve Sekanina All Yes

Safe Haven Baby Box update-Kendall Foundation has given a donation and Chief Rice is checking with a few other businesses. All funds are held by Safe Haven, all donations are given to them and kept for our expenses.

Ambulance 419 is going to be out for a few more weeks, they will be bringing us a loaner ambulance to run until we have 419 returned.

Ambulance 429 had a few repairs made

Chief Rice would like to add to policy that all new hires are required to get finger printed and have a background check completed.

Chief Rice is checking on any grants and getting prices for a utility cart to have for local events instead of leaving an ambulance there. We have had multiple calls and have needed all ambulances out at the same time.

The 2<sup>nd</sup> Quarter OH EMS Chief's meeting will be held 5/14/26 in Columbus, Chief Rice will be attending.

The next board of directors meeting will be on June 10, 2026 at 1730 here at the Station.

Motion to adjourn @ 6:03 was made by John Boczar, 2<sup>nd</sup> by Steve Sekanina, All YES.

Submitted by:

Kelly Farina

Approved as Submitted:

John Boczar Chairperson

## Payment Listing

May 2026

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
225-2026	05/15/2026	04/16/2026	EW	State Tax Ohio	\$978.68	C
226-2026	05/15/2026	04/16/2026	EW	Village of Jefferson	\$600.02	C
254-2026	05/01/2026	04/29/2026	EW	Ohio Deferred Comp	\$825.00	C
255-2026	05/06/2026	04/29/2026	EW	EFTPS	\$2,166.88	C
256-2026	05/11/2026	04/29/2026	CH	Speedway	\$1,256.18	C
257-2026	05/06/2026	05/06/2026	CH	Village of Jefferson	\$88.41	C
258-2026	05/06/2026	05/06/2026	CH	THE ILLUMINATING COMPANY	\$318.28	C
260-2026	05/06/2026	05/06/2026	CH	CLIA LABORATORY PROGRAM	\$248.00	C
261-2026	05/06/2026	05/06/2026	CH	CHARTER COMMUNICATIONS	\$256.44	C
262-2026	05/01/2026	05/06/2026	CH	Anthem BCBS	\$7,938.37	C
263-2026	05/01/2026	05/06/2026	CH	Anthem BCBS	\$732.64	C
283-2026	05/15/2026	05/13/2026	EW	Ohio Deferred Comp	\$825.00	C
284-2026	05/20/2026	05/13/2026	EW	EFTPS	\$2,188.24	C
285-2026	05/13/2026	05/13/2026	CH	Aqua Ohio	\$53.32	C
286-2026	05/13/2026	05/13/2026	CH	VISA	\$78.00	C
287-2026	05/13/2026	05/13/2026	CH	Huntington National Bank	\$403.82	C
288-2026	05/29/2026	05/13/2026	EW	Ohio Public Employees Retirement System	\$9,300.98	C
289-2026	05/14/2026	05/14/2026	CH	JACOB RICE	\$264.63	V
289-2026	05/14/2026	05/14/2026	CH	JACOB RICE	-\$264.63	V
290-2026	05/20/2026	05/20/2026	CH	ENBRIDGE GAS OHIO	\$115.07	C
291-2026	05/20/2026	05/20/2026	CH	AT&T MOBILITY	\$106.38	C
292-2026	05/18/2026	05/20/2026	CH	Huntington National Bank	\$175.60	C
315-2026	05/29/2026	05/27/2026	EW	Ohio Deferred Comp	\$825.00	O
320-2026	05/18/2026	06/03/2026	CH	BASIC	\$329.80	C
17914	03/18/2026	03/18/2026	AW	CLIA LABORATORY PROGRAM	\$248.00 *	V
17914	05/06/2026	05/06/2026	AW	CLIA LABORATORY PROGRAM	-\$248.00	V
17932	05/06/2026	05/06/2026	AW	SANDER'S MARKETS	\$98.74	C
17933	05/06/2026	05/06/2026	AW	Hudson Communications, LLC	\$523.00	C
17934	05/13/2026	05/13/2026	AW	EMS MANAGEMENT & CONSULTANTS, INC	\$1,723.18	C
17935	05/13/2026	05/13/2026	AW	BUCKEYE POWER SALES CO	\$835.00	C
17936	05/14/2026	05/14/2026	AW	JACOB RICE	\$264.63	C
17937	05/20/2026	05/20/2026	AW	CHRISTINA EDISON	\$235.00	C
17938	05/20/2026	05/20/2026	AW	STANDARD INSURANCE CO	\$22.50	C
17939	05/20/2026	05/20/2026	AW	AVALON GLAVIS PEST CONTROL	\$115.00	C
17940	05/20/2026	05/20/2026	AW	PennCare	\$505.54	C
Total Payments:					\$33,884.70	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$33,884.70	

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

Status: O - Outstanding, C - Cleared, V - Voided, B - Batch

**Bank Reconciliation**

Reconciled Date 5/31/2026

Posted 6/3/2026 12:22:45 PM

Prior UAN Balance:		\$687,761.66
Receipts:	+	\$26,980.14
Payments:	-	\$79,588.77
Adjustments:	+	\$0.00
Current UAN Balance as of 05/31/2026:		\$635,153.03
Other Adjusting Factors:	+	\$0.00
Adjusted UAN Balance as of 05/31/2026:		\$635,153.03
Entered Bank Balances as of 05/31/2026:		\$635,978.03
Deposits in Transit:	+	\$0.00
Outstanding Payments:	-	\$825.00
Outstanding Adjustments:	+	\$0.00
Other Adjusting Factors:	+	\$0.00
Adjusted Bank Balances as of 05/31/2026:		\$635,153.03

Balances Reconciled

Governing Board Signatures

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There are no outstanding receipts as of 05/31/2026.

There are no outstanding adjustments as of 05/31/2026.

**Outstanding Payments**

Reconciled Date 5/31/2026

Posted 6/3/2026 12:22:45 PM

<u>Account</u>	<u>Type</u>	<u>Payment #</u>	<u>Post Date</u>	<u>Vendor / Payee</u>	<u>Amount</u>
PRIMARY	Electronic	315-2026	05/29/2026	Ohio Deferred Comp	\$825.00
					<u>\$825.00</u>

Mutual aid

Pierpont - 1  
SLAD - 3

Total multiple calls:

2 calls @ SAME TIME - 7  
3 calls @ SAME TIME - 2

all handled by  
JERO.

# Agency Activity Summary

Jefferson Emergency Rescue

Agency: Jefferson Emergency Rescue | Service Date: Last Month

Total Number of ePCRs: 130

Total Number of Incidents: 124

## By Branch

100 Jefferson Emergency Rescue = 130

## Billing Disposition (ePCR Data Only)

	#	%		#	%
Treated/Transported	74	56.9%	Dead Prior To Arrival	N/A	N/A
Treated / Transferred Care	3	2.3%	Dead After Arrival	N/A	N/A
Treated/No Transport (AMA)	1	0.8%	Treat/Transported by Private Veh.	N/A	N/A
Treated / No Transport (Per Protocol)	1	0.8%	Assist	N/A	N/A
Transported / Refused Care	N/A	N/A	Other	22	16.9%
No Transport / Refused Care	12	9.2%	No Patient Found	N/A	N/A
Cancelled	17	13.1%			
Left Blank	N/A	N/A			

## Unit Disposition (ePCR Data Only)

Description	#	%
Patient Contact Made	94	72.3%
No Patient Contact	5	3.8%
Non-Patient Incident (Not Otherwise Listed)	19	14.6%
Cancelled Prior to Arrival at Scene	6	4.6%
Cancelled on Scene	6	4.6%
Left Blank	0	0.0%
<b>Total</b>	<b>130</b>	<b>100.0%</b>

## Patient Evaluation/Care Disposition (ePCR Data Only)

Description	#	%
Patient Evaluated and Care Provided	79	60.8%
Patient Evaluated and Refused Care	11	8.5%
Patient Refused Evaluation/Care	1	0.8%
Patient Evaluated, No Care Required	3	2.3%
Not Applicable	1	0.8%
Patient Support Services Provided	1	0.8%
Left Blank	34	26.2%
<b>Total</b>	<b>130</b>	<b>100.0%</b>

## Crew Disposition (ePCR Data Only)

Description	#	%
Initiated and Continued Primary Care	76	58.5%
Initiated Primary Care and Transferred to Another EMS	3	2.3%
<b>Crew</b>		
Back in Service, Care/Support Services Refused	2	1.5%
Back in Service, No Care/Support Services Required	1	0.8%
Left Blank	48	36.9%
<b>Total</b>	<b>130</b>	<b>100.0%</b>

## Transport Disposition (ePCR Data Only)

Description	#	%
Transport by This EMS Unit (This Crew Only)	74	56.9%
Patient Refused Transport	1	0.8%
No Transport	2	1.5%
Transport by Another EMS Unit	3	2.3%
Left Blank	50	38.5%
<b>Total</b>	<b>130</b>	<b>100.0%</b>

<u>Run Type</u>	#	%		#	%
<b>Emergency Runs</b>	130	100.0%	<b>Non-Emergency Runs</b>	N/A	N/A
Stand By	1	0.8%	Stand By	N/A	N/A
Mutual Aid	4	3.1%	Mutual Aid	N/A	N/A
Interfacility	N/A	N/A	Interfacility	N/A	N/A
Intercept	1	0.8%	Intercept	N/A	N/A
<b>Emergency Runs (Scheduled)</b>	N/A	N/A	<b>Non-Emergency Runs (Scheduled)</b>	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)**

<u>Unit</u>	<u>Total Runs</u>	<u>Treat/Transp</u>	<u>Treat/Transfer</u>	<u>Treat/No Transp(AMA)</u>	<u>Treat/No Transp(PP)</u>	<u>Transp/Ref_Care</u>	<u>Cancelled</u>	<u>Dead Prior Arr</u>	<u>Dead After Arr</u>	<u>T/T Priv Veh</u>	<u>No Trans/Ref_Care</u>	<u>Assist</u>	<u>Other</u>	<u>No Pat Found</u>
JEF409	18	9	2	0	0	0	2	0	0	0	2	0	3	0
JEF419	10	6	0	0	0	0	3	0	0	0	0	0	1	0
JEF429	102	59	1	1	1	0	12	0	0	0	10	0	18	0
<b>Total</b>	<b>130</b>	<b>74</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>17</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12</b>	<b>0</b>	<b>22</b>	<b>0</b>

**Runs by Service Level (ePCR Data Only)**

<u>Service Level</u>	#	%	<u>Recommended Service Level</u>	#	%
BLS	78	60.0%	BLS	66	50.8%
ALS	52	40.0%	ALS1	64	49.2%
SCT	N/A	N/A	ALS2	N/A	N/A
			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)*

<u>Type</u>	<u>BLS</u>	<u>%</u>	<u>ALS1</u>	<u>%</u>	<u>ALS2</u>	<u>%</u>	<u>SCT</u>	<u>%Rotary Wing</u>	<u>%Fixed Wing</u>	<u>%</u>	<u>Total</u>	<u>%</u>
None	66	50.8%	64	49.2%	N/A	N/A	N/A	N/A	N/A	N/A	130	100.0%

**Runs by Primary PI (ePCR Data Only)**

<u>Description</u>	#	%
Abdominal Pain	5	3.8%
Altered mental status	1	0.8%
Anxiety	2	1.5%
Back Pain (No Trauma)	1	0.8%
Behavioral / psychiatric episode	2	1.5%
CVA/Stroke	1	0.8%
Chest Pain / Angina	4	3.1%
Dehydration Symp.	1	0.8%
Diabetes / hypoglycemia	2	1.5%
Dizziness	3	2.3%
Dyspnea-SOB	4	3.1%
Foreign Object In digestive system	1	0.8%
GI -Constipation	2	1.5%
MINOR / GENERAL INJURY	18	13.8%
Monitoring Required	1	0.8%
No Medical Problem	12	9.2%
Overdose	1	0.8%
Pain (Acute)	1	0.8%
Post-Op Complication	1	0.8%
Psychiatric Emerg.	4	3.1%
Seizures without status epilepticus	2	1.5%

# Admin Report June 15, 2026

To: Mayor Sekanina  
 From: Andria Manor  
 Subject: Administrator's Report  
 Date: June 12, 2026

Members of Council  
 Village Administrator

Village Administrator's report for the period ending June 12, 2026

Projects update:

Project	Project #	Status	Vendor	Grant/Loan	Total Cost
<b>ACTIVE PROJECTS</b>					
WWTP EQ Basin	OPWC – R39	Submitted to DOD/EPA Resubmitting to OPWC – R37	VERDANTAS	Engineering grant \$386,000 Loan \$150,000	\$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	Grant \$208,500 Loan \$50,000	\$369,000
WWTP Clarifier Improvement Phase 3	OPWC-R40	Submitted to DOD/EPA Resubmitting to OPWC – R40	VERDANTAS	Request \$206,000 Loan: \$50,000	\$389,000
East Walnut Street	OPWC-R40	Resubmitting to OPWC-R40	VERDANTAS	Requesting \$287,200	

## Street Department

- Street Department has been working on spraying weeds, picking up brush, mowing, removing stumps, repairing playground equipment, and preparing the Village for the 4th of July celebration.

## Zoning / Planning

- Nothing to report at this time.

## Recreation Department

- June 20 – Fairy Garden Festival.
- Kindergarten Kickstart began on June 11, 2026.

## Wastewater Treatment Plant

- Clarifier Phase 1 construction is underway with a slight pause due to the delivery of rebar.
- The Village will be upgrading the wastewater treatment plant camera system to meet applicable state and federal security requirements.

## Other Items

- Staff continue preparations for the 4th of July celebration, including facility maintenance, grounds improvements, and event coordination.

# *Village of Windham, Ohio*

*"In The Heart of the Western Reserve"*  
9083 N. Main St. Windham, OH 44288  
(330) 326-2622 Fax (330) 326-264

Human Resource  
Jefferson Police Department

This letter serves as an official document. Patrol Officer Elijah Monroe has 128 hours of sick time he did not use.

Regards,

A handwritten signature in black ink, appearing to read "DeAnn Mangus". The signature is fluid and cursive, with a large initial "D" and "M".

DeAnn Mangus  
Fiscal Officer

# *Jefferson Village Police*

*Serving Since 1902*

**Chris Mackensen**  
Chief of Police



104 East Jefferson St.  
Jefferson, Ohio 44047  
Telephone (440) 576-0010  
Fax (440) 576-0714  
Email: [chris.mackensen@jeffersonpolice.us](mailto:chris.mackensen@jeffersonpolice.us)

To: Mayor Steven Sekanina  
From: Chief Chris Mackensen  
Ref: Ptl. Jeromey Cummins, Completion of One year

June 10, 2026

On July 1, 2026, Patrolman Jeromey Cummins will have completed his one year with the Jefferson Police Department.

I am recommending that he receive his one year step increase as Patrolman / Detective, post probation period, and receive the step 2 pay increase as stipulated by the ordinance.

If you have any questions or concerns, please feel free to contact me or review his numerous accomplishments in the short year he has been here.

Very Respectfully,

A handwritten signature in blue ink that reads "Christopher Mackensen".

Christopher Mackensen  
Chief of Police  
Jefferson Village Police Department

**RESOLUTION NO. 2026-R-\_\_3434\_\_**

**A RESOLUTION AUTHORIZING THE VILLAGE MAYOR AND VILLAGE CLERK/TREASURER TO ENTER INTO A FIRE SERVICES AGREEMENT WITH THE BOARD OF TOWNSHIP TRUSTEES OF JEFFERSON TOWNSHIP, OHIO TO PROVIDE FIRE PROTECTION SERVICES TO JEFFERSON TOWNSHIP, OHIO FROM JANUARY 1, 2027, THROUGH DECEMBER 31, 2029**

**WHEREAS**, the Council of the Village of Jefferson has determined that it is necessary and is in the best interests of the residents of the Village of Jefferson, Ohio that the Village provide general fire protection services to Jefferson Township, Ohio for the period commencing January 1, 2027 and ending December 31, 2029, for an annual sum of Eighty Thousand Dollars (\$80,000.00), to be paid by Jefferson Township to the Village upon the terms more fully set forth in the Fire Services Agreement, a copy of which is attached hereto.

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

**Section 1:** The Council of the Village of Jefferson hereby authorizes the Mayor and the Clerk/Treasurer to enter into the Fire Service Agreement with the Board of Township Trustees of Jefferson Township, Ohio to provide fire protection services by the Village to the Township for the period commencing January 1, 2027 and ending December 31, 2029, for an annual sum of Eighty Thousand Dollars (\$80,000.00), to be paid by the Township to the Village upon the terms more fully set forth in the Fire Service Agreement, a copy of which is attached hereto.

**Section 2:** 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 3:** That this Resolution shall take effect and be in full force at the earliest period 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

**FIRE SERVICES AGREEMENT**  
**(JEFFERSON TOWNSHIP)**

**THIS AGREEMENT** is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2026, by and between THE VILLAGE OF JEFFERSON, ASHTABULA COUNTY, OHIO (hereinafter "Village"), a firefighting agency, and THE BOARD OF TOWNSHIP TRUSTEES OF JEFFERSON TOWNSHIP, ASHTABULA COUNTY, OHIO (hereinafter "Township"), a political subdivision of the State of Ohio.

**WHEREAS**, the Village and Township desire to enter into this Agreement pursuant to Ohio Revised Code Section 9.60 whereby the Jefferson Fire Department will provide general fire protection services to the Township for the period commencing January 1, 2027 and ending December 31, 2029 for the annual sum of Eighty Thousand Dollars (\$80,000.00). Payment by the Township to the Village will be pursuant to the terms more fully set forth hereinafter.

**NOW, THEREFORE**, in consideration of the foregoing and in further consideration of the mutual covenants and agreements hereinafter set forth, the Village and Township agree as follows:

1. The Village, by and through the Jefferson Fire Department, shall provide fire protection services on a regular basis in said Township for the period commencing January 1, 2027 and ending December 31, 2029, unless at the time of such call, the Jefferson Fire Department is already engaged in fire fighting or attending an emergency that precludes its ability to provide such service in the Township.
2. The Township shall pay to the Village an annual sum of Eighty Thousand Dollars (\$80,000.00), plus any additional cost incurred by the Village for the use of nonconventional fire fighting equipment, such as bulldozers, backhoes, front-end loaders, or any other equipment or materials that may be needed to control fires or other hazards such as, but not limited to, spills of hazardous materials, with said sum(s) payable by the Township as follows:
  - A. Forty Thousand Dollars (\$40,000.00), payable to the Village on or before the later of the following: (i) May 1st of each year; or (ii) Within two (2) weeks after property tax funds are paid to the Township;
  - B. Forty Thousand Dollars (\$40,000.00), payable to the Village on or before the later of the following: (i) October 1st of each year; or (ii) Within two (2) weeks after property tax funds are paid to the Township; and
  - C. Additional sum(s) equal to any additional costs incurred by the Village for the use of nonconventional fire fighting equipment, such as bulldozers, backhoes, front-end loaders, or any other equipment or materials that may be needed to control fires or other hazards such as, but not limited to, spills of hazardous materials, with said sum(s) to be made payable to the Village by the Township on or before the first of either of the following events to occur: (i) The recovery of such cost by

the Township from the responsible party; or (ii) Two (2) years from the date of the Village's invoice for such additional cost.

3. The Village further agrees to keep and maintain the equipment and fire apparatus of the Jefferson Fire Department in such condition that said Jefferson Fire Department can answer and respond to any and all fire calls for fire protection, on a reasonable basis, in said Township subject to the Section 1 above.
4. It is further agreed by the Village and the Township that the parties will begin discussions and negotiations on a successor agreement to this Agreement in January 2029 which will have a beginning effective date of January 1, 2030.
5. It is further agreed by the Village and the Township that either of them may terminate this Agreement upon tendering to the other party, in writing, notice of such termination ninety (90) days in advance of the termination date. In the event of such termination, the Village and Township agree that the aforementioned annual contract sum shall be prorated through the date of termination.

**IN WITNESS WHEREOF**, the Village and Township, by and through the undersigned officials, represent that they are executing this Agreement with full and proper authority and approval of their respective governing bodies.

**VILLAGE OF JEFFERSON, ASHTABULA COUNTY, OHIO**

ATTEST:

\_\_\_\_\_  
Patricia A. Fisher  
Clerk/Treasurer of Council

\_\_\_\_\_  
Steven M. Sekanina  
Mayor

**BOARD OF TOWNSHIP TRUSTEES OF JEFFERSON TOWNSHIP, ASHTABULA COUNTY, OHIO**

ATTEST:

\_\_\_\_\_  
Lisa Pickard  
Fiscal Officer

\_\_\_\_\_  
John Boczar  
Trustee

\_\_\_\_\_  
John Powers  
Trustee

\_\_\_\_\_  
Scott Barber  
Trustee

**APPROVED AS TO LEGAL FORM:**

\_\_\_\_\_  
Jason L. Fairchild, Esq.  
Village Solicitor



*Organized in 1837*

# Jefferson Fire Department

98 E. Jefferson Street  
Jefferson, Ohio 44047-1112  
(440) 576-4876

June 5, 2026

To Mayor Sekanina and Village council,

I recommend sending Franklin Stone III to Ohio Fire Academy Rope Rescue Technician Class. This is being put on for free at the Fire Academy on August 17-October 2. This class is a Hybrid class that is online from August 31- September 25 and then in person from September 26- October 2

There is a \$75 cost for the class, \$100 for the books and there is free housing available in the State Fire Academy dorms. This class will give Franklin the Rope Rescue Technician certification and he will be able to help teach trainings for rope rescue and work with surrounding departments bringing more assets to the dept.

Respectfully,

Interim Fire Chief



Joe Edison



*Organized in 1837*

# Jefferson Fire Department

98 E. Jefferson Street  
Jefferson, Ohio 44047-1112  
(440) 576-4876

June 5, 2026

To Mayor Sekanina and Village council,

I recommend sending Megan Justice and David Robinson to Ohio Fire Academy Volunteer Fire Class. This is being put on for free at the Fire Academy on August 14-16 and August 21-23. This class will provide all the training needed to complete their education to obtain their volunteer fire card with the state of Ohio.

There is no cost for the class and there is free housing available in the State Fire Academy dorms. The only cost would be for meals which would be followed under Village rules and a physical for Megan Justice.

Respectfully,

Interim Fire Chief

Joe Edison

**RESOLUTION NO. 2026-R- \_\_\_\_ 3431 \_\_\_\_**

**RESOLUTION DECLARING IT NECESSARY TO RENEW AN EXISTING 1.50 MILLS TAX LEVY FOR THE BENEFIT OF THE VILLAGE OF JEFFERSON IN OPERATING THE JEFFERSON AREA FIRE DEPARTMENT AND REQUESTING THE ASHTABULA COUNTY AUDITOR TO CERTIFY THE TOTAL CURRENT TAX VALUATION OF THE VILLAGE OF JEFFERSON AND THE DOLLAR AMOUNT OF REVENUE THAT WOULD BE GENERATED BY THAT RENEWAL LEVY**

**WHEREAS**, at an election on November 2, 2021, the electors of the Village of Jefferson approved a 1.50 mills levy for the benefit of Jefferson Village for the purpose of providing and maintaining fire apparatus, appliances, buildings, or sites therefor, or sources of water supply and materials therefor, or the establishment and maintenance of lines of fire alarm telegraph, or the payment of permanent, part-time or volunteer firefighters or firefighting companies to operate the same, the last collection of which will occur in calendar year 2027; and

**WHEREAS**, the Council of the Village of Jefferson finds that it is necessary to renew the 1.50 mill levy in excess of the ten-mill limitation for five years; and

**WHEREAS**, in accordance with Section 5705.03(B) of the Revised Code, in order to submit the question of a tax levy pursuant to Section 5705.19 and 5705.25, the Jefferson Village Council must request that the Ashtabula County Auditor certify the total current tax valuation of the Village of Jefferson and the dollar amount of revenue that would be generated by the levy; and

**WHEREAS**, in accordance with Ohio Revised Code §5705.03(B), upon receipt of a certified copy of a resolution of this Council declaring the necessity of the tax, stating its purpose, whether it is an additional, renewal, or replacement of an existing tax, and the section of the Revised Code authorizing its submission to the electors, and requesting such certification, the County Auditor shall certify the total tax valuation of the Village of Jefferson and the dollar amount of revenue that would be generated by the proposed levy;

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the Village of Jefferson, Ashtabula County, Ohio, that:

**SECTION 1.** This Council finds, determines, and declares that it is necessary to renew an existing 1.50 mills ad valorem property tax outside of the ten-mill limitation, which amounts to \$0.15 for each one hundred dollars of valuation, for five years on the entire territory of the Village of Jefferson for the purpose of providing and maintaining fire apparatus, appliances, buildings, or sites therefor, or sources of water supply and materials therefor, or the establishment and maintenance of lines of fire alarm telegraph, or the payment of permanent, part-time or volunteer firefighters or firefighting companies to operate the same in said Village of Jefferson, Ohio, which shall be levied in 2027 and the first collection of which will occur in 2028.

**SECTION 2.** This Council intends to submit the question of the renewal of the levy described in Section 1 above to all electors of the Village of Jefferson at an election on

November 3, 2026, as authorized by Section 5705.19 of the Revised Code.

**SECTION 3.** This Council requests the Ashtabula County Auditor to certify both (i) the total current tax valuation of the Village of Jefferson, and (ii) the dollar amount of revenue that would be generated by the renewal levy identified in Section 1 above.

**SECTION 4.** This Council finds and determines that all formal actions of this Council concerning and relating to the adoption of this Resolution were taken, and that all deliberations of this Council that resulted in those formal actions, were held in meetings open to the public in compliance with the laws of the State of Ohio.

**SECTION 5.** The Clerk/Treasurer of the Village of Jefferson is authorized and directed to deliver promptly to the Ashtabula County Auditor a certified copy of this Resolution.

**SECTION 6.** This Resolution shall be in full force and effect upon passage and no publication of this resolution is necessary other than that provided for in the notice of election pursuant to Revised Code §5705.19.

**Passed by Council on the \_\_\_\_\_ day of \_\_\_\_\_ 2026.**

\_\_\_\_\_ Yeas      \_\_\_\_\_ Nays

Effective Date: \_\_\_\_\_

**AUTHENTICATION:**

\_\_\_\_\_  
Patricia A. Fisher  
Clerk/Treasurer

\_\_\_\_\_  
Steven M. Sekanina  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**APPROVED AS TO LEGAL FORM:**

\_\_\_\_\_  
Jason L. Fairchild, Esq.  
Village Solicitor

**CERTIFICATE**

I, Patricia A. Fisher, Clerk-Treasurer of the Village of Jefferson, Ashtabula County, Ohio, do hereby certify that the foregoing is a true and accurate copy of Resolution No. 2026-R-\_\_\_\_\_ requesting the Ashtabula County Auditor certify the total current tax valuation of the Village of Jefferson and the dollar amount of revenue that would be generated by a renewal of an existing 1.50 mill levy for a period of five years in accordance with the provisions of Ohio Revised Code Section 5705.19 and adopted by said Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2026 and that I have the right to make such certification.

---

Patricia A. Fisher, Clerk-Treasurer  
Village of Jefferson, Ohio

**RESOLUTION NO. 2026-R- 3432**

**RESOLUTION DECLARING IT NECESSARY TO RENEW AN EXISTING 1.00 MILLS TAX LEVY AND REQUESTING THE ASHTABULA COUNTY AUDITOR TO CERTIFY THE TOTAL CURRENT TAX VALUATION OF THE VILLAGE OF JEFFERSON AND THE DOLLAR AMOUNT OF REVENUE THAT WOULD BE GENERATED BY THAT RENEWAL LEVY**

**WHEREAS**, at an election on November 2, 2021, the electors of the Village of Jefferson approved a 1.00 mills levy for the benefit of Jefferson Village for the purpose of parks and recreational purposes, including, without limitation, the operation of the Jefferson Community Recreation Center, the last collection of which will occur in calendar year 2027; and

**WHEREAS**, the Council of the Village of Jefferson finds that it is necessary to renew the 1.00 mill levy in excess of the ten-mill limitation for five years; and

**WHEREAS**, in accordance with Section 5705.03(B) of the Revised Code, in order to submit the question of a tax levy pursuant to Section 5705.19 and 5705.25, the Jefferson Village Council must request that the Ashtabula County Auditor certify the total current tax valuation of the Village of Jefferson and the dollar amount of revenue that would be generated by the levy; and

**WHEREAS**, in accordance with Ohio Revised Code §5705.03(B), upon receipt of a certified copy of a resolution of this Council declaring the necessity of the tax, stating its purpose, whether it is an additional, renewal, or replacement of an existing tax, and the section of the Revised Code authorizing its submission to the electors, and requesting such certification, the County Auditor shall certify the total tax valuation of the Village of Jefferson and the dollar amount of revenue that would be generated by the proposed levy;

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the Village of Jefferson, Ashtabula County, Ohio, that:

**SECTION 1.** This Council finds, determines, and declares that it is necessary to renew an existing 1.00 mills ad valorem property tax outside of the ten-mill limitation, which amounts to \$0.10 for each one hundred dollars of valuation, for five years on the entire territory of the Village of Jefferson for the purpose of parks and recreation purposes, including, without limitation, the operation of the Jefferson Community Recreation Center in said Village of Jefferson, Ohio, which shall be levied in 2027 and the first collection of which will occur in 2028.

**SECTION 2.** This Council intends to submit the question of the renewal of the levy described in Section 1 above to all electors of the Village of Jefferson at an election on November 3, 2026, as authorized by Section 5705.19 of the Revised Code.

**SECTION 3.** This Council requests the Ashtabula County Auditor to certify both (i) the total current tax valuation of the Village of Jefferson, and (ii) the dollar amount of revenue

that would be generated by the renewal levy identified in Section 1 above.

**SECTION 4.** This Council finds and determines that all formal actions of this Council concerning and relating to the adoption of this Resolution were taken, and that all deliberations of this Council that resulted in those formal actions, were held in meetings open to the public in compliance with the laws of the State of Ohio.

**SECTION 5.** The Clerk/Treasurer of the Village of Jefferson is authorized and directed to deliver promptly to the Ashtabula County Auditor a certified copy of this Resolution.

**SECTION 6.** This Resolution shall be in full force and effect upon passage and no publication of this resolution is necessary other than that provided for in the notice of election pursuant to Revised Code §5705.19.

**Passed by Council on the \_\_\_\_\_ day of \_\_\_\_\_ 2026.**

\_\_\_\_\_ Yeas      \_\_\_\_\_ Nays

Effective Date: \_\_\_\_\_

**AUTHENTICATION:**

\_\_\_\_\_  
Patricia A. Fisher  
Clerk/Treasurer

\_\_\_\_\_  
Steven M. Sekanina  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**APPROVED AS TO LEGAL FORM:**

\_\_\_\_\_  
Jason L. Fairchild, Esq.  
Village Solicitor

**CERTIFICATE**

I, Patricia A. Fisher, Clerk-Treasurer of the Village of Jefferson, Ashtabula County, Ohio, do hereby certify that the foregoing is a true and accurate copy of Resolution No. 2026-R-\_\_\_\_\_ requesting the Ashtabula County Auditor certify the total current tax valuation of the Village of Jefferson and the dollar amount of revenue that would be generated by a renewal of an existing 1.00 mill levy for a period of five years in accordance with the provisions of Ohio Revised Code Section 5705.19 and adopted by said Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2026 and that I have the right to make such certification.

---

Patricia A. Fisher, Clerk-Treasurer  
Village of Jefferson, Ohio

# *Jefferson Village Police*

*Serving Since 1902*



**Chris Mackensen**  
Chief of Police

104 East Jefferson St.  
Jefferson, Ohio 44047  
Telephone (440) 576-0010  
Fax (440) 576-0714

Email: [chris.mackensen@jeffersonpolice.us](mailto:chris.mackensen@jeffersonpolice.us)

June 11<sup>th</sup> 2026

To: Safety Committee, Mayor, and Members of the Council

Subject: Request for Funding for Additional Law Enforcement Personnel for July 4th 250th Celebration

Dear Members of the Safety Committee, Mayor, and Council,

I am respectfully requesting authorization for funding not to exceed \$3,000 to cover the cost of additional law enforcement personnel from the Sheriff's Department for the upcoming July 4th 250th Celebration.

Based on updated attendance estimates and the Emergency Management Agency's (EMA) recommendation that we prepare for approximately 7,500 attendees, we anticipate a significantly larger crowd than originally projected. To ensure the safety of residents, visitors, event participants, and staff, it is prudent that we increase our law enforcement presence during the event. The additional manpower will assist with crowd management, traffic control, emergency response, and the overall security of the celebration.

Specifically, I am requesting funds to cover the cost of up to four Sheriff's Department deputies who would supplement our department's staffing during the event. The total expenditure for these services would not exceed \$3,000.

Given the anticipated attendance and the significance of this historic 250th celebration, taking this proactive step will help ensure that we are adequately staffed and prepared to respond to any public safety needs that may arise. Our goal is to provide a safe and enjoyable experience for all attendees while maintaining effective law enforcement coverage throughout the event.

Thank you for your consideration of this request. I would be happy to provide any additional information or answer any questions regarding this matter.

Respectfully submitted,

A handwritten signature in blue ink that reads 'Christopher Mackensen'.

Christopher Mackensen  
Chief of Police  
Jefferson Village Police Department

**RESOLUTION NO. 2026-R-\_\_\_3433\_\_\_\_\_**

**A RESOLUTION ADOPTING THE ASHTABULA COUNTY HAZARD MITIGATION PLAN**

**BE IT RESOLVED** by the Village of Jefferson that:

**WHEREAS**, the Council of the Village of Jefferson recognizes the threat that natural hazards pose to people and property within the Village of Jefferson; and

**WHEREAS**, the County of Ashtabula has prepared a multi-hazard mitigation plan, hereby known as the Ashtabula County Hazard Mitigation Plan, in accordance with federal laws, including the Robert T. Stafford Disaster Relief and Emergency Act, as amended; the National Flood Insurance Act of 1968, as amended; and the National Dam Safety Program Act, as amended; and

**WHEREAS**, the mitigation plan identifies mitigation goals and actions to reduce or eliminate long-term risk to people and property in the Village of Jefferson from the impacts of future hazards and disasters; and

**WHEREAS**, adoption by the Council of the Village of Jefferson demonstrates its commitment to hazard mitigation and achieving the goals outlined in the Ashtabula County Hazard Mitigation Plan.

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

**SECTION 1.** The Council of the Village of Jefferson adopts the 2025 Ashtabula County Hazard Mitigation Plan. While content related to the Village of Jefferson may require revisions to meet the plan approval requirements, changes occurring after adoption will not require the Council of the Village of Jefferson to re-adopt any further iterations of the plan. Subsequent plan updates following the approval period for this plan will require separate adoption resolutions.

**SECTION 2.** 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 3.** This Ordinance shall take effect and be in full force at the earliest period allowed by law.

**Passed by Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2026.**

\_\_\_\_\_ Yeas      \_\_\_\_\_ Nays

**AUTHENTICATION:**

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Patricia A. Fisher  
Clerk/Treasurer of Council

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Steven M. Sekanina  
Mayor

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Date

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Date

**APPROVED AS TO LEGAL FORM:**

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Jason L. Fairchild, Esq.  
Village Solicitor

June 11, 2026

Mrs. Andria R. Manor  
Village Administrator  
Village of Jefferson  
27 East Jefferson Street  
Village of Jefferson, Ohio 44047

## **Wastewater Treatment Plant EQ Basin Improvements-Phase 2 Proposal for Construction Administration**

Dear Mrs. Manor:

Verdantas is pleased to submit this proposal for professional services for the construction of an EQ Basin at the Village of Jefferson Wastewater Treatment Plant (WWTP). Verdantas will provide these services to the Village in accordance with the terms and conditions of our standard Agreement for Engineering Services attached to this letter proposal.

### **PROJECT DESCRIPTION**

Project is the construction of a new EQ Basin at the WWTP. The improvements include:

- Clarifier drive and gearbox replacement.
- EDI inlet well replacement.
- Collector mechanism and bracket repairs.
- FRP scum baffle, weir, and launder replacement.
- Aluminum bridge replacement.
- Concrete tank repairs, including the distribution well and surrounding walkways.
- Electrical upgrades to repair conduit disturbed by deteriorating concrete and rewiring the clarifier drives.

### **SCOPE OF SERVICES-Tasks 1 and 2**

Verdantas will provide the following services in accordance with this proposal:

1. Construction Administration and Observation Services
2. Assistance with Special Funding and Prevailing Wage Compliance Services

## **TASK 1 - CONSTRUCTION ADMINISTRATION and OBSERVATION SERVICES**

1. Pre-Construction meeting.
2. Project Coordination
3. Monthly Progress Meetings
4. Shop Drawing Review
5. RFI's-Review and Respond
6. Monthly Pay Estimates
7. Change Order and Claim Analysis
8. Site Visits-Anticipate 9 Visits
9. Project Close Out
10. Full-Time Construction Observation During EQ Basin Work

## **TASK 2 - SPECIAL FUNDING AND PREVAILING WAGE SERVICES**

1. Assistance with processing special funding requests
2. Intake and review of prevailing wage certified payrolls and field interviews

## **ADDITIONAL SERVICES**

Additional services not included and/or anticipated herein will be negotiated separately. Additional services may include, but are not limited to:

- o Special Meetings
- o As Built Drawing
- o Utility Coordination

## **FEE**

The duration of a project is the primary driver of the cost for construction services. Containment of those costs can be accomplished by the judicious use of staff during different construction operations. Based upon experience it is our opinion that this project could take approximately twelve (12) months. To contain costs, we have assumed that full-time inspection is not required on all work but will be provided on the critical phases and specifically the EQ basin work with spot inspections for all non-critical phases. Verdantas will perform these services on an hourly basis with the expected fees as follows:

Task 1: Construction Administration and Observation Services	\$147,000
Task 2: Special Funding and Prevailing Wage Services	\$ 12,000
<b>Estimated Total Fee</b>	<b>\$159,000</b>



To generate our fee estimate, we made several assumptions about the work to provide. Our assumptions for individual tasks are attached for reference. Changes to the work scope or project duration whether diminished or increased, will require a change in the approved authorization.

## PROJECT INITIATION PROCEDURES

If this proposal is acceptable, please sign and return a copy of this letter as authorization (a pdf scanned copy is acceptable). Services will commence upon execution of this agreement. Our services will be performed in accordance with the approved contract for Tasks 1 and 2 of this project.

Thank you for your continued confidence in our services. We look forward to this opportunity to serve the Village of Jefferson.

Sincerely,  
**Verdantas**



Christian DeLuca  
*Construction Project Manager*

CDD:mmm

Attachments

### **Accepted By**

**Village of Jefferson, Ohio**

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
Client's Designated Representative



1. **Definitions.** As used in this Agreement, the following definitions apply:
  - 1.1. **“Agreement”** means these General Terms and Conditions, any Proposal accepted or authorized by Client, and any Task Order amendments or supplements thereto and executed by both Parties.
  - 1.2. **“Claims”** means any and all liabilities, claims, suits, losses, damages, fines, penalties, and costs, including reasonable attorney’s fees and other legal fees and related legal expenses.
  - 1.3. **“Project”** means the reasonably related Services and tasks outlined in the applicable accepted Proposal(s) or executed Task Order(s), and relevant amendments thereto, and encompasses all activities, deliverables, objectives, and milestones that the Consultant is contracted to complete within the agreed-upon timeframe and budget.
  - 1.4. **“Proposal”** means a document prepared by Consultant by which Consultant offers to perform specific Services for or on behalf of Client. The Proposal shall describe the scope of Services offered and provide an estimated budget for the Services. The Proposal may also include a proposed project schedule and related details regarding the Services.
  - 1.5. **“Services”** means the work performed or to be performed by Consultant, including temporary or supplemental staff as necessary, pursuant to an accepted Proposal and executed Task Order and includes all Consultant work product. Engineer’s Services and Additional Services do not include: (1) serving as a “municipal advisor” for purposes of the registration requirements of Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act (2010) or the municipal advisor registration rules issued by the Securities and Exchange Commission; (2) advising Owner, or any municipal entity or other person or entity, regarding municipal financial products or the issuance of municipal securities, including advice with respect to the structure, timing, terms, or other similar matters concerning such products or issuances; (3) providing surety bonding or insurance-related advice, recommendations, counseling, or research, or enforcement of construction insurance or surety bonding requirements; or (4) providing legal advice or representation.
  - 1.6. **“Site”** means any site upon which or in relation to which Services may be performed.
  - 1.7. **“Task Order”** means a document by which Client authorizes Consultant to provide specific Services as set forth in a Proposal. The term Task Order may refer to a Work Order, Purchase Order, Requisition for Services, Authorization, Notice to Proceed, or other equivalent document.
2. **Project Authorization and Contract Documents.**
  - 2.1. During the Term of this Agreement, Client may periodically request Consultant to provide Proposals to perform professional Services for or on behalf of Client. In response to each such request, Consultant shall prepare a Proposal that integrates this Agreement and describes the proposed Scope of Services and associated fees and submit the Proposal to Client for its consideration. Depending on the Services to be offered, the Proposal may contain supplementary terms that modify the terms and conditions set forth in this Agreement. If the Proposal is acceptable to Client, Client may authorize Consultant to proceed with the Project by executing the Proposal and returning it to Consultant. Alternatively, Client may authorize the Project or a mutually-acceptable portion thereof, by Client preparing, or requesting Consultant prepare, a Task Order, as defined herein, for execution.
  - 2.2. For any specific Project, in the event of an inconsistency between the terms of this Agreement and the terms of Consultant’s Proposal or the terms of a Task Order, the terms and/or conditions of the document most recently executed by both Parties shall control.
  - 2.3. Unless expressly stated otherwise in a Proposal, the fees, costs, and schedules in the Proposal constitute Consultant’s estimated costs and estimated schedule for the Services. These estimates are not guaranteed. Consultant shall inform Client if it determines at any time that a material change to the nature, time, cost, or extent of Services is required or advisable. No material change will be made without Client’s consent except pursuant to Section 13, below.
  - 2.4. The Services for specific projects may be revised as agreed upon by the Client and Consultant which may, depending on the revision and its timing, be set forth in a Task Order incorporating the scope and cost of the revised or additional work. The new, revised, or amended Task Order shall be effective upon execution by both Consultant and Client.
3. **Term and Effective Date.** The Agreement shall be effective the date it has been signed by both Parties and shall continue in force and effect for a period of three (3) years or until (i) all Task Orders have been completed and all Consultant’s invoices have been paid in full, whichever is longer; (ii) the Agreement is terminated by either Party; or (iii) the Agreement has been modified, or the Term has been extended, by a writing executed by both Parties.

#### 4. Force Majeure.

4.1. Consultant's fees, costs, and schedule are subject to equitable adjustments, up to and including termination of the Agreement, for delays caused by occurrences or circumstances beyond Consultant's reasonable control, such as fires, floods, earthquakes, strikes, riots, war, terrorism, threat of terrorism, acts of God, acts or regulations of a governmental agency, emergency, security measures or other circumstances, including, without limitation, unusual weather conditions ("**Force Majeure**").

4.2. If Consultant determines in its sole discretion, based on circumstances surrounding a Force Majeure event and its effect on the Services, that the health or safety of its personnel or its subcontractors' personnel is or may be at risk, Consultant shall have the right to temporarily cease providing its Services, and after consultation with Client and obtaining Client's approval, to take such measure as Consultant deems necessary to protect personnel, the environment, or property, at Client's expense.

#### 5. Hazardous Substances; Reporting Obligations; General Risks.

##### 5.1. *Unanticipated Hazardous Substances.*

A. Hazardous substances may exist at a site where there is no reason to believe that they are present ("**Unanticipated Hazardous Substances**"). The Parties agree that the discovery of Unanticipated Hazardous Substances constitutes a changed condition and may require a renegotiation of the Scope of Services, an adjustment of the schedule or estimated costs, or termination of the Task Order. Consultant shall notify Client as soon as practicable should Unanticipated Hazardous Substances be encountered.

B. Client waives any claim against Consultant and agrees that Consultant shall not be liable for any Claim for injury or loss arising from Consultant's discovery of, or responses to, Unanticipated Hazardous Substances.

C. In the event that samples or materials are collected as part of the Services, and the samples or materials contain hazardous substances or constitute hazardous waste, as defined by federal, state, or local statutes, regulations, ordinances or related requirements, Consultant will, after completion of testing, (i) return such samples and materials to the Client, or (ii) using a hazardous waste or hazardous materials manifest signed by Client as generator, have such samples and materials transported to a location selected by Client for final disposal. Client agrees to pay the costs associated with the storage, transport, and disposal of such samples and materials. Client hereby assumes all potential liability as generator of the waste, including liability under CERCLA for arranging for the disposal of the hazardous substances.

##### 5.2. *Reporting Immediate Threats.*

A. In accordance with individual state laws and regulations, the performance of the Services under the Agreement may require Consultant to act as a state-certified or registered professional with certain professional obligations owed to the public, including, in some instances, an independent duty to report the existence of certain environmental conditions, discharges or threats of releases or circumstances that in Consultant's professional judgment pose an imminent threat to public health or the environment ("**Immediate Threat**"). Consultant will report any such Immediate Threats it discovers and its assessment of the significance of the Immediate Threat to the Client so that the Client can report to the proper regulatory authorities.

B. If the Client fails to promptly report an Immediate Threat to the proper authorities as required by law, Consultant shall inform Client that it reasonably believes that Consultant has an independent legal or ethical responsibility to do so, citing the regulatory or ethical requirement in writing. If the Client still fails to report the Immediate Threat, Consultant may report such to the authorities. Client agrees that Consultant shall not incur liability for making any such disclosures or reports.

C. Client acknowledges that Consultant's obligations under state laws and regulations may conflict with the interests of the Client. The Client shall not seek to hold Consultant liable in the event of any actual or alleged conflict between the interests of the Client and the requirements of the applicable state law and regulations. The obligations of this paragraph shall extend also to any federal obligations imposed upon Consultant in connection with the Services.

5.3. *General Risks.* Client recognizes that special risks exist and "guarantees" cannot be expected under the Agreement, specifically in Consultant's determinations regarding the composition of a site's subsurface including the existence or non-

existence of hazardous or regulated substances Consultant cannot eliminate these risks or guarantee any particular result. Client acknowledges that an increased scope of investigation may reduce, but not eliminate risk. The passage of time also affects the information presented in the report. Consultant opinions are based upon the scope of Services performed and the information and observed site conditions that existed at the time Consultant's opinions were formulated.

5.4. **Waste Containment.** If hazardous or toxic waste, hazardous materials, hazardous chemicals or compounds, or hazardous substances, or waste regulated by local, state, provincial or federal law, including, without limitation, any sampling materials such as drill cuttings and fluids or asbestos ("**Waste**") are encountered by Consultant, Consultant shall have the option, but not the obligation, to appropriately containerize the Waste and either (i) leave the containerized Waste on Site for proper disposal by Client or (ii) using a manifest signed by Client as generator, assist Client with transportation of the Waste to a location selected by Client for disposal. Client acknowledges that at no time does Consultant assume authority over the transportation or disposal of, or title to, or the risk of loss associated with, the Waste. Client agrees Consultant shall have no liability for any and all Claims (including, without limitation, any liability derived from any local, state, provincial or federal law) in any way related to Consultant's assistance with the storage, transportation, or disposal of the Waste, except to the extent such Claims result from Consultant's gross negligence or willful misconduct.

## 6. Labor Rates.

6.1. For Services charged on a time-and-material or cost-reimbursable basis, labor, costs, and expenses will be billed to Client as indicated in the Proposal or Task Order.

6.2. All labor rates are subject to periodic adjustment by Consultant. If labor rates are not stated in the Proposal, Consultant's standard labor rates in effect at the time Services are performed shall apply.

6.3. If Services covered by the Proposal are subject to taxes or fees (except income taxes), such costs will be charged to and reimbursed by Client. A handling and administrative charge of 15% will be added to all subcontractor or subconsultant expenses.

## 7. Invoices and Payment.

7.1. Services shall be invoiced monthly, or as otherwise set forth in the Proposal or Task Order. Unless otherwise agreed in writing, invoices will be payable within thirty (30) days of receipt by the Client. If the Client objects to any portion of an invoice, the Client shall notify Consultant in writing within seven (7) business days from the date of receipt of the invoice, and shall state the reasons for the objection, and timely pay the portion of the invoice that is not in dispute. The Parties shall work together in good faith to settle the disputed portion of any invoice. If any billing and payment dispute cannot be resolved within thirty (30) days of Consultant's receipt of written notice thereof, Consultant may pursue all legal and equitable remedies under applicable law in a court of competent jurisdiction.

7.2. Consultant may furnish opinions of probable cost, financial evaluations, feasibility studies, economic analyses of alternate solutions, and utilitarian considerations of operations and maintenance costs (collectively, "**Opinions of Probable Cost**"). Opinions of Probable Cost prepared by Consultant hereunder will be made on the basis of Consultant's experience and qualifications and will represent Consultant's judgment as an experienced and qualified design professional. Consultant does not represent, warrant, or guarantee the accuracy of such estimates and shall not be liable should actual costs differ from issued Opinions of Probable Cost.

7.3. Invoiced charges not paid within the time periods set forth in Section 7.1, shall be deemed delinquent and accrue interest at a rate of one and one-half percent (1.5%) per month, or the maximum amount allowed by applicable law, whichever is less. Late payments shall be first applied to accrued interest and then to unpaid principal. Interest charges will not apply to any disputed portion of an invoice, to the extent the dispute is resolved in favor of the Client.

## 8. Termination.

8.1. Either Party may terminate the Agreement for cause by written notice to the other Party (i) upon breach by the other Party of a material obligation under the Agreement, (ii) if the other Party goes into bankruptcy, is liquidated or is otherwise unable to pay its debts as they become due, or (iii) if the other Party resolves to appoint or has appointed for it an administrator, receiver or other similar officer affecting the Party's business, property or assets in a manner that affects or could affect the Party's ability to pay its debts as they become due or its ability to fulfill its obligations under this Agreement or a contract integrating this Agreement.

8.2. If the Agreement is terminated by either Party for cause, Consultant shall cease provision of Services. Any termination for cause will be effective only if the terminated Party is given (a) at least 10 calendar days’ written notice of termination, (b) opportunity to consult with the terminating Party before the termination date, and (c) reasonable opportunity to cure the breach. The foregoing notwithstanding, if Client fails to pay any invoice within 10 business days of its due date, Consultant reserves the right to stop performance of the Services immediately upon notice to Client of its non-payment.

8.3. Client may terminate the Agreement for its convenience upon five (5) business days’ written notice to Consultant, in which event Client shall pay all fees and expenses for Services accrued as of the termination date and Consultant’s reasonable costs resulting from termination, including, without limitation, demobilization costs, as detailed in a final invoice.

**9. Insurance.**

9.1. During the term of this Agreement, Consultant shall, at its own expense, maintain and carry the insurance as set forth below. Consultant will furnish certificates of such insurance or policy declaration pages upon request.

TYPE	LIMITS
<b>Worker’s Compensation</b>	Statutory Limit
<b>Employer’s Liability</b>	
Bodily Injury by Accident	\$1,000,000
Bodily Injury by Disease	\$1,000,000 Each Employee
Bodily Injury by Disease	\$1,000,000 Policy Limit
<b>Commercial General Liability</b> including Contractual Liability, Broad Form Property Damage, and Completed Operations	\$1,000,000 (Combined Single Limit) \$2,000,000 (General Aggregate)
<b>Automobile Liability</b> , including Bodily Injury/Property for Owned, Hired, and Non-Owned Vehicles	\$1,000,000 (Combined Single Limit)
<b>Professional Liability (Errors and Omissions)</b>	\$5,000,000
Per Claim Aggregate	\$5,000,000
<b>Pollution Liability Coverage</b>	\$5,000,000
Per Claim Aggregate	\$5,000,000
<b>Excess Liability (Umbrella Form)</b>	\$5,000,000

9.2. Upon written agreement of the Parties, Consultant may procure and maintain additional insurance coverage or increased policy limits at Client’s expense.

**10. Indemnification; Limitation of Liability.**

10.1. Consultant shall indemnify Client, its affiliates and their respective directors, officers, and employees (individually and collectively, “**Client Indemnitees**”) from and against Claims arising out of the Agreement, to the extent Claims are caused by the negligence, breach of contract, or willful misconduct of Consultant. The foregoing does not include Client’s attorney’s fees or other fees.

10.2. Client agrees that Consultant, its affiliates and their respective directors, officers, employees, and contractors (individually and collectively, “**Consultant Indemnitees**”) does not assume liability for Claims arising out of the Agreement, to the extent Claims are caused by the negligence, breach of contract, or willful misconduct of Client.

10.3. Client agrees that Consultant shall not be liable for any environmental hazard, contamination or pollution, whether latent or patent, or the violation of any law or regulation relating thereto, existing at a Site prior to commencement of the Services (“**Pre-Existing Condition**”) and further agrees that Consultant shall not be liable for Claims sustained in connection with a Pre-Existing Condition except to the extent the Pre-Existing Condition is exacerbated by the negligence or willful misconduct of a Consultant Indemnitee.

10.4. The provisions of this Section 10 will (i) apply to the fullest extent allowed by law, and (ii) survive the completion of Services and the expiration, cancellation, or termination of the Agreement.

**11. Standard of Care.**

11.1. Consultant’s Services shall be performed using the degree of care and skill ordinarily exercised by other members of the engineering and science professions providing substantively similar Services in the same locality and time, subject to the time limits and financial and physical constraints applicable to the Services and Project. Consultant makes no representations

and provides no warranties or guarantees other than those expressly set forth herein. Any implied representations, warranties, or guarantees are expressly disclaimed.

## 12. Client Responsibilities.

12.1. Client shall assist Consultant in connection with Services as reasonably necessary, including, without limitation, as specified in the authorized Proposal. If applicable to the Services, Client will provide Consultant:

- A. Clean, secure, and unobstructed space at the Site, as applicable and available, for Consultant's and its subcontractors' equipment and vehicles.
- B. Specifications (including, without limitation, facility schematics, Site schematics, engineering drawings and plot plans) detailing the construction of underground and aboveground facilities located at the Site that pertain to Consultant's Services or are necessary to enable Consultant to perform the Services.
- C. Approval of each specific location for boring, drilling, excavation or other intrusive work and identification of concealed or underground utilities, structures, obstructions, obstacles, or sensitive conditions before Consultant commences work at the location. If Client does not identify the location of the concealed and underground items or approve each location of intrusive work, Client agrees that Consultant shall not be liable for any harm, injury, or damages arising out of or related to contact with such hazards.
- D. Selection of any hazardous waste transporter and disposal facility and arrangements for execution of the waste generator portion of any bill of lading, waste manifest, waste profile and related documents.
- E. All information related to the Services in Client's possession, custody or control reasonably required by Consultant or which Client knows would affect the accuracy or completeness of Services.

### 12.2. Site Access.

- A. Client shall provide reasonable ingress to and egress from the Site for Consultant and its subcontractors and their respective personnel, equipment, and vehicles, including but not limited to obtaining any, site access, consents or easements and complying with their terms. If Client does not own the project site, Client warrants and represents to Consultant that Client has the authority and permission of the owner and occupant of the project site to grant this right of entry to Consultant.
- B. Client acknowledges that Consultant's ability to comply with the schedule for performance of Services is contingent upon timely and complete Site access. Consultant shall not be responsible for damages or delays arising from the Client's actions or inactions regarding Site access. Depending on the Services to be performed in connection with the Project, Consultant's Proposal may require that an authorized, knowledgeable representative of the Site owner be present during some or all of the on-site activities.
- C. Unless otherwise expressly agreed in writing by the parties, Client is responsible for Site security.

12.3. Client warrants and represents that all information provided by, on behalf of, or at the request of Client or any governmental agency to Consultant (including any Consultant subcontractor), shall be accurate and complete. Consultant has the right to rely on such information, without independent investigation, verification, or inquiry.

13. **Mutual Commitment to Workplace Ethics.** Both Client and Verdantas acknowledge the benefits of maintaining business practice standards designed to maintain a healthy workplace, and to foster cooperation and respect between business partners. Client and Verdantas (including their respective employees, representatives, agents, and subcontractors) agree to recognize this by conducting themselves accordingly, including, at a minimum, compliance with all applicable laws, rules, regulations, and standards. Client and Verdantas agree that neither shall engage in discrimination or discriminatory practices based on age, race, religion, ancestry, sex, gender identity, ethnic or national origin, marital status, disability, veteran status, sexual orientation, political affiliation, or genetics. Client and Verdantas further agree that neither shall engage in, tolerate, or permit physical, verbal, mental or sexual harassment by, against, or among its employees, representatives, or agents.

## 14. Change Orders.

14.1. Consultant shall complete its Services as set forth in the authorized Proposal or Task Order unless modified in writing by Client and Consultant ("**Change**"). Consultant shall be entitled to equitable adjustment in compensation and schedule based on the agreed to changes.

- 14.2. In the event of a Change, the Client may choose to: (i) authorize completing the Services as originally defined; (ii) authorize additional funds to complete the revised Proposal or Task Order; or (iii) request that provision of Services cease upon reaching a specific expenditure level. If option (iii) is selected, then Consultant will turn over such data, results and materials completed at the authorized level. Regardless of which option is selected, Client agrees to pay Consultant for all work properly performed, and Consultant and Client shall both continue to fulfill their obligations under this Agreement.

**15. Use of Name.** Client authorizes Consultant to use Client's name, and a general description of the Services and subject matter thereof, as a reference for prospective clients and projects.

**16. No Third-Party Reliance.** Except as provided otherwise herein, the authorized Proposal, the applicable Task Order, or is subsequently agreed in writing by Consultant, the Agreement does not, and is not intended to, grant to any person other than Consultant and Client any benefit, right or remedy hereunder. Unless otherwise expressly agreed by Consultant in writing, Client will not provide Consultant's work product to any third party, and no third party will have the right to rely on the Services or Consultant's Work Product. If a court determines, notwithstanding this Section 16, that a third party has the right to rely on Services, to the fullest extent allowable under applicable law, such reliance is subject to the limitations included in the Agreement. Client agrees Consultant shall have no liability for Claims resulting from a Client Indemnitee directly or indirectly providing Consultant work product to a third party absent Consultant's prior express written consent.

**17. Work Product.**

- 17.1. Client agrees that Consultant shall retain ownership rights in all deliverables conceived, developed, or made by Consultant and its affiliates during performance of the Services including all documents, data, calculations, field notes, estimates, work papers, reports, materials, methodologies, technologies, know-how and all other information prepared, developed, or furnished by or on behalf of Consultant ("**Work Product**"). Client acknowledges and agrees that Consultant shall maintain all ownership rights in technical information, inventions, discoveries, improvements, and copyrightable material, made or conceived by Consultant prior to its commencing performance of the Services or developed by Consultant outside the scope of the Services.
- 17.2. Upon its receipt of payment in full for the Services, Consultant shall grant Client a non-exclusive, royalty-free license to use such work product only for the Project, as specified by the authorized Proposal or applicable Task Order, for the purposes for which was prepared by Consultant.
- 17.3. Work Product is created solely for the purposes of Consultant's performance of the Services. Any unauthorized changes made by Client to, and any re-use by Client of, the Work Product, shall be at Client's sole risk and without liability to Consultant.
- 17.4. Consultant makes no warranty as to the compatibility of the electronic data included in Work Product for any operating system, software, or software version other than that stated in a specific project Proposal or Task Order. By accepting electronic data, Client acknowledges the risks and waives any and all claims against Consultant in the event of incompatibility or alteration of Work Product by an operating system or software not due to the actions of either Party.

**18. Severability.** If one or more provisions of this Agreement is determined to be invalid, unlawful, or unenforceable in whole or in part, the validity, lawfulness, and enforceability of the remaining provisions (and of the same provision to the extent enforceable) will not be impaired, and the Parties agree to substitute a provision as similar in intent to the subject provision as possible without compromising the validity or enforceability of the substitute provision.

**19. Governing Law; Conflict Resolution.**

- 19.1. The Agreement is governed by and shall be construed in accordance with the laws of the state in which the Project is located. The state courts in which the Project is located have exclusive jurisdiction and venue over all disputes arising out of the Agreement and is deemed to be the place of performance for all obligations under the Agreement. The Parties waive any objection to this section on grounds of inconvenient forum or otherwise.
- 19.2. The Parties agree that all disputes arising under the Agreement shall be submitted to nonbinding mediation unless the Parties mutually agree otherwise. The Parties agree to waive their rights to a jury trial of any conflict related hereto.
- 19.3. All causes of action, including but not limited to actions for indemnification, arising out of or relating to Consultant's work shall be deemed to have accrued and the applicable statutes of limitation shall commence to run not later than either:

(i) the date of substantial completion of the Services, for acts or failures to act occurring prior to substantial completion, or  
(ii) the date of issuance of Consultant's final invoice, for acts or failures to act occurring after substantial completion of the Services.

19.4. As to any dispute involving Client or the subject matter of the Services in which Consultant is either not a named party or not at fault, Client shall reimburse Consultant for any reasonable attorney's fees, other legal fees and expenses, and other costs incurred and the time of Consultant's personnel spent in responding, defending, or participating in subpoenas, depositions, examinations, appearances or production of documents/records.

## 20. Miscellaneous.

20.1. *Interpretation.* Words in the singular include the plural and vice versa. Section captions are for convenience only and do not affect the meaning or construction of the terms set forth in this Agreement. A reference to a specific item as included within a general category does not exclude items of a similar nature, unless expressly stated otherwise.

20.2. *Non-solicitation.* During the term of this Agreement and for one year thereafter, Client will not target and then hire any Consultant professional providing services to Client under this Agreement. Without limiting any damages or other remedies, immediately upon any breach of the foregoing, Client will pay Consultant an amount equal to 50% of Consultant professional's ending annual salary with Consultant.

20.3. *Subcontracts.* Consultant may subcontract all or any part of the Services without the prior written approval of Client, but such subcontracting shall not relieve Consultant of any of its obligations under this Agreement.

20.4. *Entire Agreement.* The Agreement, including approved Proposals and applicable Task Orders, constitutes the entire understanding between the Parties and the full and final expression of such understanding, and supersedes all prior and contemporaneous agreements, representations, or conditions, express or implied, oral, or written.

20.5. *Waiver; Amendment.* A provision of this Agreement may be waived, deleted, or modified only by a document signed by the Parties stating their intent to modify the Agreement.

20.6. *Survival.* Sections 7, 10, 15, 16, 17, 18 and 19 and all provisions of this Agreement that by their nature would usually be construed to survive an expiration or termination shall survive the expiration or termination of the Agreement.

20.7. *Notices.* Unless Consultant is directed otherwise, any required Notices provided hereunder will be made in writing to the persons identified in the Proposal and delivered by electronic mail, first class mail, or such services as may be agreed by the Parties.

20.8. *Relationship of Parties.* The Agreement does not give either Party the authority to act as an agent or partner of the other Party, or to bind or commit the other Party to any obligations. Nothing contained in this Agreement shall be construed as creating a partnership, joint venture, agency, trust, or other association of any kind. *Language.* Client hereby confirms and agrees that this Agreement and all documents relating hereto be drafted in English.

**RESOLUTION NO. 2026-R-\_\_\_3429\_\_\_**

**A RESOLUTION RECOGNIZING AND SUPPORTING AMERICA  
250-ASHTABULA COUNTY AND DECLARING THE VILLAGE OF  
JEFFERSON'S PARTICIPATION IN THE NATION'S  
SEMIQUINCENTENNIAL CELEBRATION**

**WHEREAS**, the year 2026 marks the 250th Anniversary of the signing of the Declaration of Independence and the founding of the United States of America; and

**WHEREAS**, communities throughout the nation are commemorating this historic Semiquincentennial through events and programs honoring the history, heritage, and civic ideals of the United States; and

**WHEREAS**, America 250 – Ashtabula County has worked to coordinate and promote countywide participation in this once-in-a-generation national celebration; and

**WHEREAS**, the Village of Jefferson, as the county seat of Ashtabula County, Ohio, is honored to serve as the host community for the America 250 – Ashtabula County Fourth of July Festival on July 4, 2026; and

**WHEREAS**, the Festival and related America 250 activities are intended to celebrate the history, culture, patriotism, and community spirit of Ashtabula County through educational programming, heritage demonstrations, public gatherings, music, family activities, and the Grand Parade of History; and

**WHEREAS**, the Village Council recognizes the efforts of volunteers, civic leaders, veteran organizations, first responders, businesses, community organizations, and residents working together to make this historic community celebration possible; and

**WHEREAS**, the Village Council desires to formally recognize and support Jefferson's participation in America's 250th Anniversary celebration;

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the Village of Jefferson, State of Ohio, that:

**Section 1.**

The Village Council hereby formally recognizes and supports America 250 – Ashtabula County and the America 250 – Ashtabula County Fourth of July Festival as official local commemorations of the Nation’s 250th Anniversary.

**Section 2.**

The Village of Jefferson proudly declares its participation in the National Semiquincentennial Celebration and recognizes July 4, 2026, as a day of special historic observance within the Village.

**Section 3.**

The Village Council encourages residents, businesses, churches, schools, civic organizations, and community groups to participate in activities associated with America 250 – Ashtabula County and the Fourth of July Festival.

**Section 4.**

The Village Council recognizes the America 250 – Ashtabula County Fourth of July Festival as a significant civic, cultural, and historical event highlighting Jefferson’s role as the county seat and welcoming visitors from throughout the region.

**Section 5.**

This Resolution shall take effect and be in force immediately upon passage according to 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

ASHTABULA COUNTY  
COMMISSIONERS  
Casey R. Kozlowski  
Kathryn L. Whittington  
J. P. Ducro IV



25 W. Jefferson St.  
Jefferson, OH 44047-1092  
Phone: (440) 576-3750  
Fax: (440) 576-2344  
commissioners@ashtabulacounty.us

Date: June 8, 2026

**RE: Verification of Accrued Sick Leave Balance**

To Whom It May Concern:

This letter serves as verification that Jamie J. Arcaro was employed with the Ashtabula County Board of Commissioners through May 19, 2026.

As of her separation date, Ms. Arcaro had an accrued and unused sick leave balance of **663.40 hours**.

If you require any additional information regarding this verification, please contact the Human Resources Department at (440) 576-3747.

Sincerely,

Jessica Brundage  
Human Resources Director  
Ashtabula County Board of Commissioners