

## VILLAGE OF JEFFERSON COUNCIL MEETING

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

July 20, 2026

Meeting Called to Order by: Mayor Steven Sekanina

Pledge of Allegiance:

Moment of Silence

Opening Prayer:

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

**Corrections or Additions to the Agenda**

**Minutes: Addition/Correction**

Motion by Councilperson Febel to approve the Council Meeting Minutes of July 6, 2026.  
2<sup>nd</sup>

Roll: All yea, motion carried

Motion by Councilperson Damon to accept the Utility Wastewater Committee Minutes of July 6, 2026.  
2<sup>nd</sup>

Roll: All yea, motion carried

Motion by Councilperson Skinner to accept the Jefferson Emergency Rescue Meeting Minutes of June 10, 2026.  
2<sup>nd</sup>

Roll: All yea, motion carried

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

**Also present:** Stephanie Wessel, Jon McMannes, Mandy Berkowitz, Shawn Berkowitz

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### DEPARTMENTS

#### Administrator Manor

##### Admin Report – July 20, 2026

**To:** Mayor Steven Sekanina and Members of Council

**From:** Andria R. Manor, Village Administrator

**Subject:** Administrator's Report

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#### Village Administrator's Report

##### Reporting Period Ending July 17, 2026

##### Project Updates

| Project                              | Status                                                    | Vendor    | Grant/Loan                                    | Total Cost         |
|--------------------------------------|-----------------------------------------------------------|-----------|-----------------------------------------------|--------------------|
| WWTP EQ Basin                        | OPWC-R39 – Submitted to DOD/EPA; Resubmitting to OPWC-R37 | Verdantas | Engineering Grant: \$386,000; Loan: \$500,000 | <b>\$1,728,000</b> |
| WWTP Clarifier Improvement – Phase 1 | OPWC-R38 – Contract awarded to Union Industrial           | Verdantas | Grant: \$207,500; Loan: \$50,000              | <b>\$615,000</b>   |
| WWTP Clarifier Improvement – Phase 2 | OPWC-R39 – Submitted to DOD/EPA; Resubmitting to OPWC-R39 | Verdantas | Grant: \$208,500; Loan: \$50,000              | <b>\$369,000</b>   |
| WWTP Clarifier Improvement – Phase 3 | OPWC-R40 – Submitted to DOD/EPA; Resubmitting to OPWC-R40 | Verdantas | Requested Grant: \$206,000; Loan: \$50,000    | <b>\$389,000</b>   |
| East Walnut Street                   | OPWC-R40 – Resubmitting to OPWC-R40                       | Verdantas | Grant Awarded: \$287,200                      | <b>\$322,800</b>   |

##### Street Department

- The Street Department has caught up on brush collection following the recent storms. I would like to thank the Jefferson Fire Department for assisting by burning the brush, which saved the Village approximately **\$30,000** in disposal costs. I apologize for any inconvenience the smoke may have caused residents.

##### Zoning / Planning

- Nothing to report at this time.

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### Recreation Department

- **July 25, 2026:** Summer Fest and Water Wars.

### Wastewater Treatment Plant

- **EQ Basin Project:** Bids were received and reviewed by Verdantas.
- **Council Action Requested:** Consider awarding **Contract B (Cast-in-Place)** for the WWTP EQ Basin Improvements Project to **Union Industrial Contractors, Inc.** in the amount of **\$1,728,000.00**. Based on the recommendation of Verdantas and discussions with the Wastewater Supervisor, we recommend the cast-in-place option as the best long-term solution for the Village due to its durability, operational reliability, and long-term value.

### Other Items

- Nothing to report at this time.

### Clerk/Treasurer Fisher

### Bi-Weekly Payroll Reports

### Month End May

| End of Month Summary                | May                   |        |
|-------------------------------------|-----------------------|--------|
| Total Cash on Hand                  | \$1,000.00            |        |
| Andover Bank CD                     | \$52,811.00           |        |
| Huntington Bank CD                  | \$47,386.76           |        |
| Huntington Bank                     | \$545.66              |        |
| Star Ohio 26065                     | \$3,703,387.05        |        |
| Payroll Checking                    | \$0.00                |        |
| Andover/ First Common Bank Checking | \$1,234,243.42        |        |
| <b>Ending Balance</b>               | <b>\$5,039,373.89</b> | 4.0%   |
| YTD Revenue                         | \$3,484,297.72        |        |
| YTD Expenses                        | \$3,335,457.32        |        |
| Outstanding Encumbrance             | \$1,003,833.75        |        |
| Recreation Revenue YTD              | \$66,713.05           | -10.6% |
| Senior Revenue YTD                  | \$9,023.62            | -4.7%  |
| Income Tax Revenue YTD              | \$1,044,110.30        | -7.0%  |
| Sewer Fee Collections YTD           | \$488,117.72          | 3.6%   |

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Motion by Councilperson Roderick to accept the List of Checks paid for May 2026 May 1, 2026 – May 31, 2026

2<sup>nd</sup>

Roll: All yea, motion carried

### Month End June

| End of Month Summary                | June                  |               |
|-------------------------------------|-----------------------|---------------|
| Total Cash on Hand                  | \$1,000.00            |               |
| Andover Bank CD                     | \$52,811.00           |               |
| Huntington Bank CD                  | \$47,493.98           |               |
| Huntington Bank                     | \$545.66              |               |
| Star Ohio 26065                     | \$3,703,387.05        |               |
| Payroll Checking                    | -\$836.14             |               |
| Andover/ First Common Bank Checking | \$854,976.20          |               |
| <b>Ending Balance</b>               | <b>\$4,659,377.75</b> | <b>-3.5%</b>  |
| YTD Revenue                         | \$3,925,880.15        |               |
| YTD Expenses                        | \$4,157,035.67        |               |
| Outstanding Encumbrance             | \$942,769.45          |               |
| Recreation Revenue YTD              | <b>\$75,191.05</b>    | <b>-9.37%</b> |
| Senior Revenue YTD                  | <b>\$11,777.92</b>    | <b>-18.2%</b> |
| Income Tax Revenue YTD              | <b>\$1,251,549.25</b> | <b>-6.8%</b>  |
| Sewer Fee Collections YTD           | \$498,854.83          | 3.8%          |

Motion by Councilperson Roderick to accept the List of Checks paid for June 2026 June 1, 2026 – June 30, 2026

2<sup>nd</sup>

Roll: All yea, motion carried

The 2027 Tax Budget has been submitted to the County Auditor. Budget was due 7/15/2026 and is still in review. The General Fund is estimated to be over 10% (allowed carry over) plan is to move \$200,000.00 to Imagination Park and \$100,000.00 to Police so we are compliant with carryover.

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### **Police Chief Mackensen**

No Report

Chief Mackensen reported that the Flock Cameras are not a violation of the 4<sup>th</sup> Amendment. These systems capture every passing vehicle's plate, timestamp, and location, and use AI to build a "Vehicle Fingerprint" — including make, color, body style, and even bumper stickers so investigators can search for a car without a plate number.

### **Interim Fire Chief Edison**

No Report

## **COMMITTEE REPORTS**

### **Building and Lands Bradek/Belden**

No report

### **Finance Roderick/Damon**

No report

### **Resolution No. 26-R-3440**

A Resolution authorizing the Village Administrator to purchase 2026 Ford Interceptor (3.3 l v-6) from Montrose and to purchase equipment for the 2026 Ford Interceptor (3.3 l v-6) from Northeastern Communications

Motion by Councilperson Roderick for the Second Reading of Resolution No. 26-R- 3440  
2<sup>nd</sup>

Roll: All yea, motion carried

### **Resolution No. 26-R-3442**

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A Resolution authorizing the Village Mayor and Clerk-Treasurer to enter into a facility use agreement with the Ashtabula County Community Action Agency for the use of the Giddings Park Community Center

Motion by Councilperson Roderick for the Second Reading of Resolution No. 26-R- 3442  
2<sup>nd</sup>

Roll: All yea, motion carried

### **Resolution No. 26-R-3443**

Resolution for the submission to the electors of the Village of Jefferson, Ohio the question of a renewal levy of 1.00 mills per year for five years for the benefit of the Village of Jefferson for Parks and Recreational purposes and declaring an emergency

Motion by Councilperson Roderick for the First Reading of Resolution No. 26-R- 3443  
2<sup>nd</sup>

Roll: All yea, motion carried

Motion by Councilperson Roderick to Suspend Council Rules on Resolution No. 26-R- 3443  
2<sup>nd</sup>

Roll: All yea, motion carried

Motion by Councilperson Roderick to Adopt Resolution No. 26-R- 3443  
2<sup>nd</sup>

Roll: All yea, motion carried

### **Resolution No. 26-R-3444**

Resolution for the submission to the electors of the Village of Jefferson, Ohio the question of a renewal levy of 1.50 mills per year for five years for the benefit of the Village of Jefferson in operating the Jefferson area Fire Department and declaring an emergency

Motion by Councilperson Roderick for the First Reading of Resolution No. 26-R- 3444  
2<sup>nd</sup>

Roll: All yea, motion carried

Motion by Councilperson Roderick to Suspend Council Rules on Resolution No. 26-R- 3444  
2<sup>nd</sup>

Roll: All yea, motion carried

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Motion by Councilperson Roderick to Adopt Resolution No. 26-R- 3444

2<sup>nd</sup>

Roll: All yea, motion carried

### **Ordinance No. 26-O-3445**

An Ordinance amending chapter 1610 of the code of Ordinances of the Village of Jefferson, Ohio by adding § 1610.13 to chapter 1610 to establish a Fire-Damaged security fund pursuant to and consistent with Ohio Revised Code § 3929.86

Motion by Councilperson Roderick for the First Reading of Ordinance No. 26-O- 3445

2<sup>nd</sup>

Roll: All yea, motion carried

### **Resolution No. 26-R-3446**

A Resolution establishing a Fire-Damaged Security Fund (FDSF) (705) for the accounting of funds received and expenses incurred pursuant to and consistent with Village Ordinance § 1610.13 and Ohio Revised Code § 3929.86

Motion by Councilperson Roderick for the First Reading of Resolution No. 26-R- 3446

2<sup>nd</sup>

Roll: All yea, motion carried

Motion by Councilperson Roderick to accept the Administrators recommendation to approve the new Senior Street Operation Specialist job description.

2<sup>nd</sup>

Roll: All yea, motion carried

### **Resolution No. 26-R-3448**

A Resolution creating the full-time position of Senior Street Operations Specialist and adopting the job description for same and declaring an emergency.

Motion by Councilperson Roderick for the First Reading of Resolution No. 26-R- 3448

2<sup>nd</sup>

Roll: All yea, motion carried

Motion by Councilperson Roderick to Suspend Council Rules on Resolution No. 26-R- 3448

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2<sup>nd</sup>

Roll: All yea, motion carried

Motion by Councilperson Roderick to Adopt Resolution No. 26-R- 3448

2<sup>nd</sup>

Roll: All yea, motion carried

### **Ordinance No. 26-O-3449**

An Ordinance setting forth the pay for salaried, hourly, and part-time employees of the Village of Jefferson, Ohio and declaring an emergency.

Motion by Councilperson Roderick for the First Reading of Ordinance No. 26-O- 3449

2<sup>nd</sup>

Roll: All yea, motion carried

Motion by Councilperson Roderick to Suspend Council Rules on Ordinance No. 26-O- 3449

2<sup>nd</sup>

Roll: All yea, motion carried

Motion by Councilperson Roderick to Adopt Ordinance No. 26-O- 3449

2<sup>nd</sup>

Roll: All yea, motion carried

Motion by Councilperson Bradek to accept the Administrators recommendation to accept the Verdantas Agreement for Professional Consulting Servies.

2<sup>nd</sup>

Roll: All yea, motion carried

### **Forestry**

**Skinner/Febel**

No report

### **Recreation**

**Febel/ Roderick**

No Report



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### Safety

**Belden/Bradek**

No Report

### 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 by Councilperson Belden for the Third Reading of Resolution No. 26-R- 3434  
2<sup>nd</sup>

Roll: All yea, motion carried

Motion by Councilperson Belden to Adopt Resolution No. 26-R- 3434  
2<sup>nd</sup>

Roll: All yea, motion carried

Motion by Councilperson Belden to accept the Resignation from Joe Schor as a Sergeant with the Village Police Department effective August 13, 2026.  
2<sup>nd</sup>

Roll: All yea, motion carried

### Utilities/Wastewater Treatment/ Service

**Damon/Skinner**

No report

### Resolution No. 26-R-3433

Resolution adopting the Ashtabula County Hazard Mitigation Plan

Motion by Councilperson Damon for the Third Reading of Resolution No. 26-R-3433  
2<sup>nd</sup>

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Roll: All yea, motion carried

Motion by Councilperson Damon to Adopt Resolution No. 26-R- 3433

2<sup>nd</sup>

Roll: All yea, motion carried

Motion by Councilperson Damon to accept the Administrators recommendation to accept the EQ Basin bid from Union Industrial Contractors Inc.

2<sup>nd</sup>

Roll: All yea, motion carried

### **Resolution No. 26-R-3447**

A Resolution authorizing the Village Administrator to enter into a contract with Union Industrial Contractors, Inc. For Contract B – cast-in-place for the WWTP EQ basin improvements known as project no. 37180

Motion by Councilperson Damon for the First Reading of Resolution No. 26-R- 3447

2<sup>nd</sup>

Roll: All yea, motion carried

### **Mayor**

Mayor Sekanina read a letter acknowledging and thanking Clerk Treasurer Fisher for her 30 years of service with the Village of Jefferson.

**The Next Council Meeting will be held on Monday August 3, 2026**

### **OLD BUSINESS/ NEW BUSINESS**

FYI: Caleb Prouty Eagle Scout award ceremony

FYI: Clerk Treasurer Fisher letter- Clerk Treasurer Fisher read her letter thanking the Community, Mayors, Council Members and Staff for allowing her to serve in her passion for the past 30 years.

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

### **CORRESPONDENCE**

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COUNCIL MEETING**

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**MEETINGS**

**UTILITY/WASTEWATER SERVICE COMMITTEE MEETING**

Monday, July 20, 2026

6:00 p.m.

Town Hall

Discussion: Lake City Plating high limit copper issues

**FINANCE COMMITTEE MEETING**

Monday, July 20, 2026

7:00 p.m.

Town Hall

Discussion: Date Centers

**Adjourn:**

Motion by Councilperson Febel to adjourn the Council meeting.

Meeting adjourned at 8:06 p.m.