

AGENDA
Jefferson Village Council
Order of Business

Date: Tuesday, September 8, 2026.

Regular Meeting 7:30 p.m.
Next Ordinance No. 26-(R/O) 3463

Meeting Called to Order by: Mayor Steven Sekanina

Pledge of Allegiance:

Moment of Silence

Opening Prayer: Jefferson Church of the Nazarene

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 August 17, 2026.

Motion: _____ Second: _____ Discussion: _____

Roll: _____

Motion to accept the Utility Wastewater Committee Minutes of
August 17, 2026.

Motion: _____ Second: _____ Discussion: _____

Roll: _____

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

DEPARTMENTS

Administrator Manor

Administrator Report

Fiscal Office Arcaro

Payroll Reports

Police Chief Mackensen

Month End Report

Interim Fire Chief Edison

Month End Report

COMMITTEE REPORTS

Building and Lands

Bradek/Belden

Committee Report: No report

Finance

Roderick/Damon

Committee Report: No report

Ordinance/Resolution to Read:

Ordinance No. 26-O-3450

An Ordinance to Supplement current expenses and other expenditures of the Village of Jefferson, Ohio during Fiscal year ending December 31, 2026

Motion for the Third Reading of Ordinance No. 26-O- 3450

Motion: _____ Second: _____ Discussion _____

Roll: _____

Motion to Adopt Ordinance No. 26-O- 3450

Motion: _____ Second: _____ Discussion _____

Roll: _____

Ordinance/Resolution to Read:

Resolution No. 26-R-3461

A Resolution declaring a list of items owned by the Village of Jefferson to be no longer needed for municipal purposes and authorizing the sale of each to the highest and best bidder as is

Motion for the First Reading of Ordinance No. 26-O- 3461

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

Ordinance/Resolution to Read:

Ordinance No. 26-O-3460

An Ordinance adopting a Cybersecurity, acceptable use, incident response and Disaster Recovery Policy in accordance with Ohio Revised Code section 9.64

Motion for the First Reading of Ordinance No. 26-O- 3460

Motion: _____ Second: _____ Discussion _____

Roll: _____

Utilities/Wastewater Treatment/

Service

Damon/Skinner

Committee Report: No report

Ordinance/Resolution to Read:

Resolution No. 26-R-3459

A Resolution authorizing the Village Administrator to enter into a contract with Union Industrial Contractors, INC. For the Jefferson Wastewater treatment plant Clarifier improvements - Phase 2 project known as project no. 40066; and declaring an emergency.

Motion for the Second Reading of Resolution No. 26-R-3459

Motion: _____ Second: _____ Discussion _____

Roll: _____

Motion to Suspend Council Rules on Ordinance No. 26-R-3459

Motion: _____ Second: _____ Discussion _____

Roll: _____

Motion to Adopt Ordinance No. 26-R-3459

Motion: _____ Second: _____ Discussion _____

Roll: _____

Ordinance/Resolution to Read:

Resolution No. 26-R-3462

A Resolution supporting implementation of a Safe Transportation Network to eliminate roadway fatalities and serious injuries, and to complete a roadway safety action plan as a part of the safe streets and roads for all grant from the Federal Highway Administration

Motion for the First Reading of Resolution No. 26-R-3462

Motion: _____ Second: _____ Discussion _____

Roll: _____

Motion to approve Interim Fire Chief Edison's recommendation to promote David Robison from New Hire with no certification to Volunteer Firefighter at the rate of pay per the Wage Ordinance.

Motion: _____ Second: _____ Discussion _____

Roll: _____

Motion to approve the Police Chief Mackensen's Recommendation to hire John Cudnik to the Full -Time Detective/Patrolman position at the Police Department at the rate of pay per the Wage Ordinance pending his physical and background check.

Motion: _____ Second: _____ Roll: _____

Roll: _____

Mayor

The Next Council Meeting will be held on Monday, September 21, 2026

OLD BUSINESS/ NEW BUSINESS

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

CORRESPONDENCE

MEETINGS

FINANCE COMMITTEE MEETING

Tuesday September 8, 2026

6:00 p.m.

Town Hall

Discussion: Employment- Administration Office

RECREATION COMMITTEE MEETING

Tuesday September 8, 2026

6:30p.m.

Town Hall

Discussion: Auto pay - Comp for Village employees Over time hours

UTILITY/WASTEWATER SERVICE COMMITTEE MEETING

Monday, October 19, 2026

6:00 p.m.

Town Hall

Discussion: Lake City Plating high limit copper issues

Adjourn:

Motion: _____

Time: _____

**Unofficial Minutes of the Village of Jefferson. Minutes will be presented to Council at the
September 8, 2026, Council Meeting**

**VILLAGE OF JEFFERSON
COUNCIL MEETING**

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

Monday, August 17, 2026.

Meeting Called to Order by: Mayor Steven Sekanina

Pledge of Allegiance:

Moment of Silence

Opening Prayer: St Joseph Catholic Church

Swearing in: Fiscal Officer Jamie Arcaro

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

Corrections or Additions to the Agenda

Minutes: Addition/Correction

Motion by Councilperson Skinner to approve the Council Meeting Minutes of August 3, 2026.
2nd

Roll: All yea, motion carried

Also Present: Blaze Burr, Kayla Burr, Marianne Narti, Stephanie Wessell, Judy Maloney, John Perrotti

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

DEPARTMENTS

Administrator Manor

Administrator's Report – August 17, 2026

To: Mayor Steven Sekanina and Members of Council

From: Andria R. Manor, Village Administrator

Subject: Administrator's Report

Reporting Period Ending August 14, 2026

PROJECT STATUS

**Unofficial Minutes of the Village of Jefferson. Minutes will be presented to Council at the
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COUNCIL MEETING**

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Wastewater Treatment Plant Projects

Project	Current Status	Funding	Project Cost
EQ Basin	OPWC-R39 – Contract awarded to Union Industrial	Engineering Grant: \$386,000; WPCLF Loan: \$500,000	\$1,728,000
Clarifier – Phase 1	OPWC-R38 – Contract awarded to Union Industrial	Grant: \$207,500; Loan: \$50,000	\$615,000
Clarifier – Phase 2	OPWC-R39 – Bid opening held August 13, 2026	Grant: \$216,000 Loan: \$400,000	704,000
Clarifier – Phase 3	OPWC-R40 – Submitted to DOD/EPA; resubmitting to OPWC-R40	Requested Grant: \$206,000; Loan: \$50,000	\$389,000

Engineer: Verdantas

Street & Transportation Projects

Project	Current Status	Funding	Project Cost
East Walnut Street	OPWC-R40 – Bid opening scheduled for August 27, 2026	Grant Awarded: \$287,200	\$322,800
Traffic Study	SS4A Grant – Project underway	Grant Awarded	\$150,000

Engineer/Consultant: Verdantas

DEPARTMENT UPDATES

Street Department

Personnel Recommendation

- I recommend the lateral transfer of **Bill Hitchcock** to the position of **Senior Street Specialist** within the Street Department. This lateral transfer will maintain Mr. Hitchcock's current rate of pay and applicable benefits.
- I respectfully recommend the promotion of **Blaze Burr** to the position of **Working Foreman/Street Department Supervisor**, effective upon Council approval, at **Step 3 of the Village's wage schedule**.

Operations

- Staff have continued painting traffic lines throughout the Village.

Zoning & Planning

- Demolition of the former **BP station** is anticipated to begin this week.

Recreation Department

- No significant updates to report for this reporting period.

Wastewater Treatment Plant

- The **Clarifier Improvement Phase 2 bid opening** was held on **August 13, 2026**. The Village received one bid from **Union Industrial Contractors, Inc.** in the amount of **\$704,000**.
Council Action Requested: I recommend awarding the **Wastewater Treatment Plant Clarifier**

Unofficial Minutes of the Village of Jefferson. Minutes will be presented to Council at the September 8, 2026, Council Meeting

**VILLAGE OF JEFFERSON
COUNCIL MEETING**

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Improvements – Phase 2 contract to **Union Industrial Contractors, Inc.** in the amount of **\$704,000**, based on the recommendation of **Verdantas**.

UPCOMING PROJECT DATES

- **August 27, 2026** – East Walnut Street Bid Opening

Councilperson Damon asked if there was any news on the Hardees building. Now letters were sent out July 28 and another round of letters on August 17.

Fiscal Office Arcaro

Payroll Reports

Motion by Councilperson Febel to approve Fiscal Officer Arcaro and Assistant Fiscal Officer Mandy Berkowitz to attend the annual Ohio Association of Public Treasurers October 6th through Oct 8th, 2026. The Cost to the Village will be \$225.00 for mileage reimbursement.
2nd

Roll: All yea, motion carried

FYI: State Auditor for 2023 and 2024 has been finalized.

Police Chief Mackensen

No Report

Interim Fire Chief Edison

No Report

COMMITTEE REPORTS

Building and Lands

Bradek/Belden

Committee Report: No report

Unofficial Minutes of the Village of Jefferson. Minutes will be presented to Council at the September 8, 2026, Council Meeting

**VILLAGE OF JEFFERSON
COUNCIL MEETING**

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Ordinance No. 26-O-3455

An Ordinance establishing a moratorium on accepting for filing and consideration, and/or issuing zoning and/or occupancy permits for any building, structure, use or change of use involving Data Centers as a principal use for a period not to exceed twelve (12) months; and declaring an emergency.

Motion by Councilperson Bradek for the First Reading of Ordinance No. 26-O-3455

2nd

Roll: All yea, motion carried

Motion by Councilperson Bradek to Suspend Council Rules on Ordinance No. 26-O-3455

2nd

Roll: All yea, motion carried

Motion by Councilperson Bradek to Adopt Ordinance No. 26-O-3455

2nd

Roll: All yea, motion carried

Finance

Roderick/Damon

Committee Report: No report

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 Third Reading of Ordinance No. 26-O- 3445

2nd

Roll: All yea, motion carried

Motion by Councilperson Roderick to Adopt Ordinance No. 26-O-3455

2nd

Roll: All yea, motion carried

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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 Third Reading of Resolution No. 26-R- 3446
2nd

Roll: All yea, motion carried

Motion by Councilperson Roderick to Adopt Resolution No. 26-R- 3446
2nd

Roll: All yea, motion carried

Ordinance No. 26-O-3450

An Ordinance to Supplement current expenses and other expenditures of the Village of Jefferson, Ohio during Fiscal year ending December 31, 2026

Motion by Councilperson Roderick for the Second Reading of Ordinance No. 26-O- 3450
2nd

Roll: All yea, motion carried

Ordinance No. 26-O-3458

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- 3458
2nd

Roll: All yea, motion carried

Motion by Councilperson Roderick to Suspend Council Rules on Ordinance No. 26-O- 3458
2nd

Roll: All yea, motion carried

Motion by Councilperson Roderick to Adopt Ordinance No. 26-O- 3458
2nd

Roll: All yea, motion carried

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September 8, 2026, Council Meeting**

**VILLAGE OF JEFFERSON
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Forestry

Skinner/Febel

Committee Report: No report

Recreation

Febel/ Roderick

Committee Report: No Report

Safety

Belden/Bradek

Committee Report: No Report

Resolution No. 26-R-3456

A Resolution authorizing the Village Administrator and/or Village Fiscal Officer to accept the Safe Streets Grant awarded to the Village of Jefferson by the U.S. Department of Transportation which is identified as Federal Award No. 693JJ32640569 and to use and account for those funds in accordance with the grant requirements, and declaring an emergency

Motion by Councilperson Belden for the First Reading of Resolution No. 26-R-3456

2nd

Roll: All yea, motion carried

Motion by Councilperson Belden to Suspend Council Rules on Resolution No. 26-R-3456

2nd

Roll: All yea, motion carried

Motion by Councilperson Belden to Adopt Resolution No. 26-R-3456

2nd

Roll: All yea, motion carried

Motion by Councilperson Belden to approve Jeromey Cummins to attend the Child Sexual Abuse Investigation training September 23-25, 2026. The Cost to the Village will be \$325.00.

2nd

Roll: All yea, motion carried

Utilities/Wastewater Treatment/

Service

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Damon/Skinner

Committee Report: No report

Resolution No. 26-R-3457

A Resolution authorizing the Village Administrator to apply for, accept, and enter into a Water Pollution Control Loan Fund (WPCLF) agreement on behalf of the Village of Jefferson for construction of Wastewater facilities; and designating a dedicated repayment source for the loan, and declaring an emergency

Motion by Councilperson Damon for the First Reading of Resolution No. 26-R-3457

2nd

Roll: All yea, motion carried

Motion by Councilperson Damon to Suspend Council Rules on Resolution No. 26-R-3457

2nd

Roll: All yea, motion carried

Motion by Councilperson Damon to Adopt Resolution No. 26-R-3457

2nd

Roll: All yea, motion carried

Motion by Councilperson Damon to accept the Administrators recommendation to accept the Clarifier Improvements- Phase 2 from Union Industrial Contractors Inc.

2nd

Roll: All yea, motion carried

Resolution No. 26-R-3459

A Resolution authorizing the Village Administrator to enter into a contract with Union Industrial Contractors, INC. For the Jefferson Wastewater treatment plant Clarifier improvements - Phase 2 project known as project no. 40066

Motion by Councilperson Damon by Councilperson Damon for the First Reading of Resolution No. 26-R-3459

2nd

Roll: All yea, motion carried

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September 8, 2026, Council Meeting**

**VILLAGE OF JEFFERSON
COUNCIL MEETING**

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Motion by Councilperson Damon to approve Administrator Manor recommendation to promote Blaze Burr to the Streets Department Supervisor position at the Streets Department effective August 17, 2026.

2nd

Roll: All yea, motion carried

Motion by Councilperson Damon to approve Administrator Manor recommendation to transfer Bill Hitchcock to the Senior Streets Specialist position at the Streets Department effective July 23, 2026.

2nd

Roll: All yea, motion carried

Mayor

Mayor Sekanina informed everyone that Simak is going to start moving equipment to Memorial Park the week following Labor Day with work scheduled to start the week after.

The Next Council Meeting will be held on Tuesday, September 8, 2026

OLD BUSINESS/ NEW BUSINESS

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

CORRESPONDENCE

FYI: Andrews & Pontius July bill

MEETINGS

Adjourn: Motion by Councilperson Skinner to adjourn the Council meeting.
Meeting adjourned at 7:48 p.m.

Submitted by:
Jamie Arcaro, Fiscal Officer

Village of Jefferson Council Meeting

Visitor Register
(Please circulate among visitors)

We appreciate your attending!

Aug. 17, 2026

[illegible]

Village of Jefferson, Ohio

Committee Meeting Minutes Form

Committee Name: Wastewater
Meeting Date: 8/17/2026
Meeting Time: 6:01PM
Location: Town Hall

1. Call to Order

- **Time:** 6:01PM
 - **By:** Lon Damon
 - **Present:** Jen Skinner – See attached sign in sheet
-

2. Public Comment

(If applicable)

- **Speaker Name(s):** Todd Bendis – Lake City Plating
 - **Topic(s):** High Copper Limit
-

3. Agenda Items Discussed

- Update with plant running with sand filter. Copper levels have come down but LCP has scaled back operations to help achieve lower copper numbers. The numbers are still high.
 - LCP had meeting with EPA to start using a pilot program utilizing system 1, ION exchange unit to remove dissolved materials. System 2 acid/alkaline pretreatment before entering LCP treatment plant. If the two systems work, LCP can apply for a permit to install the systems permanently. System 1 will be installed by 9/15/2026 and system 2 will be installed by 9/22/2026.
 - This should solve high copper levels entering the wastewater stream to village treatment facility.
 - Next meeting will be held 10/19/2026 to make sure the two systems are up and running where the numbers should be in compliance with EPA standards.
-

4. Adjournment

- **Time:** 6:29PM
 - **Motion by:** Jen Skinner
 - **Seconded by:** Lon Damon
-

Minutes Prepared By: Lon Damon
Date Submitted: 8/20/2026
Approved on: _____

7/2025

Village of Jefferson

Meeting Sign-In Sheet

Committee meeting

Date: 8/17/2079

Meeting: Lake City Platens

#	Printed Name	Signature
1	Andria Manor	Andria Manor
2	Nicholas C. Belden	Nicholas C. Belden
3	Steve Trebel	Steve Trebel
4	Steven Sekunich	Steven Sekunich
5	LON DAMON	LON DAMON
6	PAT BRADEK	PAT BRADEK
7	Gary Licote	Gary Licote
8	Jen Skinner	Jen Skinner
9	Joni Arcora	Joni Arcora
10	TODD BENDIS	T. B.
11		

Village Of Jefferson

Net Allocation Report

Period Number: 8

Check Date: 08/21/2026

Payroll Period: 2026/8/31 MONTHLY PAYROLL 8/31/2026

Period Dates: 08/01/2026 to 08/31/2026

Check Number	Job Number	Employee Name	Net Allocation	Gross	Net
Direct Deposit (ACH file)					
0000008507	COUM117	BELDEN, NICHOLAS C.	Direct Deposit [***911]	\$300.00	\$286.35
0000008508	COUM250	BRADEK, PATRICIA L.	Direct Deposit [***248]	\$300.00	\$286.35
0000008509	COUM118	DAMON, LON A.	Direct Deposit [***620]	\$300.00	\$286.35
0000008510	COUM115	FEBEL, STEVEN D.	Direct Deposit [***330]	\$300.00	\$276.35
0000008511	COUM210	RODERICK, KAREN M.	Direct Deposit [***455]	\$156.67	\$150.00
0000008512	COUM210	RODERICK, KAREN M.	Direct Deposit [***033]	\$143.33	\$137.22
0000008513	00107	SEKANINA, STEVEN M.	Direct Deposit [***177]	\$500.00	\$477.25
0000008514	COUM260	SKINNER, JENNIFER MELISSA	Direct Deposit [***777]	\$300.00	\$286.35
0000008515	00111	EDISON, JOSEPH W.	Direct Deposit [***495]	\$1,123.60	\$995.42
0000008516	00112	FARINA, DAVID P.	Direct Deposit [***098]	\$667.14	\$523.03
0000008517	00113	MCMANNES, JON C.	Direct Deposit [***911]	\$349.04	\$286.52
0000008518	FIRH330	RICE, JACOB M.	Direct Deposit [***970]	\$349.04	\$301.52
0000008519	00114	STONE, FRANKLIN E. III	Direct Deposit [***873]	\$349.04	\$312.38
Direct Deposit (ACH file) Total:				\$5,137.86	\$4,605.09
Grand Total:				\$5,137.86	\$4,605.09

Village Of Jefferson

Net Allocation Report

Period Number: 17

Check Date: 08/21/2026

Payroll Period: 2026/8/21 BI-WEEKLY PAYROLL 8/21/2026

Period Dates: 08/03/2026 to 08/16/2026

Check Number	Job Number	Employee Name	Net Allocation	Gross	Net
Direct Deposit (ACH file)					
0000008473	ADMF030	GUERINI, RONI S.	Direct Deposit [***815]	\$598.45	\$420.00
0000008474	ADMF030	GUERINI, RONI S.	Direct Deposit [***134]	\$1,466.51	\$1,029.22
0000008475	ADMF030	GUERINI, RONI S.	Direct Deposit [***832]	\$284.97	\$200.00
0000008476	ADMF095	MANOR, ANDRIA RENE A	Direct Deposit [***188]	\$2,600.00	\$2,315.69
0000008477	FISCA020	ARCARO, JAMIE JEAN	Direct Deposit [***726]	\$2,456.00	\$2,197.53
0000008478	ACTF080	BERKOWITZ, AMANDA L.	Direct Deposit [***193]	\$1,524.83	\$1,224.45
0000008479	ACTF080	BERKOWITZ, AMANDA L.	Direct Deposit [***844]	\$373.60	\$300.00
0000008480	POLF970	ABBOTT, MARIA ELENA	Direct Deposit [***082]	\$1,755.41	\$1,346.41
0000008481	POLF970	ABBOTT, MARIA ELENA	Direct Deposit [***001]	\$32.59	\$25.00
0000008482	00104	CUMMINS, JEROMEY W.	Direct Deposit [***008]	\$3,062.30	\$2,280.85
0000008483	POLF920	DYE, WILLIAM DAVID	Direct Deposit [***950]	\$2,554.43	\$1,954.79
0000008484	POLF360	LACHEY, GREGORY F.	Direct Deposit [***209]	\$599.35	\$450.00
0000008485	POLF360	LACHEY, GREGORY F.	Direct Deposit [***638]	\$2,937.85	\$2,205.78
0000008486	00100	MACKENSEN, CHRISTOPHER W.	Direct Deposit [***940]	\$3,383.52	\$2,572.00
0000008487	1000	MONROE, ELIJAH K.	Direct Deposit [***974]	\$2,168.00	\$1,759.13
0000008488	POLF060	NELSON, GARY W.	Direct Deposit [***118]	\$2,411.08	\$1,903.48
0000008489	00103	SCHOR, JOSEPH GENE	Direct Deposit [***543]	\$2,504.06	\$2,042.54
0000008490	REC570	SWEENEY, KATIE L.	Direct Deposit [***287]	\$1,815.58	\$1,523.02
0000008491	RECP460	ATKINS, MICHELLE E.	Direct Deposit [***891]	\$884.70	\$828.20
0000008492	RECP640	BOOMHOWER, RICKY L.	Direct Deposit [***207]	\$530.56	\$426.42
0000008493	RECPT590	DICKSON, LISA REAANNE	Direct Deposit [***486]	\$909.32	\$833.33
0000008494	RECP580	WIDGER, KIMBERLY ANN	Direct Deposit [***838]	\$634.40	\$580.53
0000008495	STR360	BENTLEY, BRAD A.	Direct Deposit [***856]	\$1,717.60	\$1,427.27
0000008496	STRF320	BONCIMINO, ELLIOTT T.	Direct Deposit [***654]	\$2,043.20	\$1,475.66
0000008497	STRF290	BURR, BLAZE P.	Direct Deposit [***247]	\$2,273.94	\$1,864.81
0000008498	STRF3501	DEAN, RICHARD LEE	Direct Deposit [***005]	\$1,921.60	\$1,510.43
0000008499	00120	HITCHCOCK, WILLIAM D.	Direct Deposit [***457]	\$2,427.20	\$1,972.57
0000008500	STRF240	NORRIS, JON W.	Direct Deposit [***294]	\$1,937.60	\$1,534.37
0000008501	STRP060	STONE, CURTIS	Direct Deposit [***054]	\$1,142.40	\$996.06
0000008502	00117	ARTMAN, JOSHUA JAMES	Direct Deposit [***902]	\$2,664.88	\$2,075.22
0000008503	WASF010	LICATE, GARY H.	Direct Deposit [***280]	\$362.10	\$300.00
0000008504	WASF010	LICATE, GARY H.	Direct Deposit [***746]	\$4,013.48	\$3,325.21
0000008505	00119	MAYLISH, TYLER J.	Direct Deposit [***209]	\$2,244.16	\$1,696.29
0000008506	00119	MAYLISH, TYLER J.	Direct Deposit [***751]	\$330.74	\$250.00
Direct Deposit (ACH file) Total:				\$58,566.41	\$46,846.26
Grand Total:				\$58,566.41	\$46,846.26

Village Of Jefferson Special Pay Analysis

Payroll Period: 2026/8/21 BI-WEEKLY PAYROLL 8/21/2026

Emp Number	Name	Pay Code	Hours	Amount
WASF140	ARTMAN, JOSHUA JAMES	CALLOUT OVERTIME	2	\$106.13
INCF080	BERKOWITZ, AMANDA L.	O- OVERTIME	1	\$17.63
STRF290	BURR, BLAZE P.	O- OVERTIME	1	\$33.71
STRF290	BURR, BLAZE P.	CALLOUT OVERTIME	1	\$22.98
STRF290	BURR, BLAZE P.	CALLOUT OVERTIME	1	\$22.98
STRF290	BURR, BLAZE P.	CALLOUT OVERTIME		\$11.50
STRF290	BURR, BLAZE P.	O- OVERTIME	1	\$33.71
STRF290	BURR, BLAZE P.	O- OVERTIME		\$16.86
POLF910	CUMMINS, JEROMEY W.	O- OVERTIME	22	\$894.30
POLF920	DYE, WILLIAM DAVID	O- OVERTIME	9	\$342.43
ADMF030	GUERINI, RONI S.	O- OVERTIME		\$3.48
ADMF030	GUERINI, RONI S.	O- OVERTIME		\$13.89
ADMF030	GUERINI, RONI S.	O- OVERTIME		\$17.36
POLF360	LACHEY, GREGORY F.	L- LONGEVITY		\$400.00
POLF360	LACHEY, GREGORY F.	O- OVERTIME	20	\$855.60
WASF010	LICATE, GARY H.	CALLOUT OVERTIME	4	\$183.44
WASF010	LICATE, GARY H.	O- OVERTIME	26	\$1,346.94
WASF096	MAYLISH, TYLER J.	CALLOUT OVERTIME	3	\$141.50
POLF060	NELSON, GARY W.	O- OVERTIME	5	\$199.08
POLF890	SCHOR, JOSEPH GENE	O- OVERTIME	5	\$222.46
RECF570	SWEENEY, KATIE L.	O- OVERTIME		\$6.78
Grand Total:			101	\$4,892.76

Village Of Jefferson

Net Allocation Report

Period Number: 18

Check Date: 09/04/2026

Payroll Period: 2026/9/4 BI-WEEKLY PAYROLL 8/17/2026-8/30/2026

Period Dates: 08/17/2026 to 08/30/2026

Check Number	Job Number	Employee Name	Net Allocation	Gross	Net
Direct Deposit (ACH file)					
0000008520	ADMF030	GUERINI, RONI S.	Direct Deposit [***832]	\$260.15	\$200.00
0000008521	ADMF030	GUERINI, RONI S.	Direct Deposit [***134]	\$1,513.08	\$1,163.25
0000008522	ADMF030	GUERINI, RONI S.	Direct Deposit [***815]	\$546.31	\$420.00
0000008523	ADMF095	MANOR, ANDRIA RENE A	Direct Deposit [***188]	\$2,600.00	\$2,314.31
0000008524	FISCA020	ARCARO, JAMIE JEAN	Direct Deposit [***726]	\$2,456.00	\$2,196.15
0000008525	ACTF080	BERKOWITZ, AMANDA L.	Direct Deposit [***193]	\$1,912.11	\$1,541.12
0000008526	ACTF080	BERKOWITZ, AMANDA L.	Direct Deposit [***844]	\$372.22	\$300.00
0000008527	POLF970	ABBOTT, MARIA ELENA	Direct Deposit [***001]	\$32.75	\$25.00
0000008528	POLF970	ABBOTT, MARIA ELENA	Direct Deposit [***082]	\$1,755.25	\$1,339.93
0000008529	00104	CUMMINS, JEROMEY W.	Direct Deposit [***008]	\$2,558.24	\$1,895.61
0000008530	POLF920	DYE, WILLIAM DAVID	Direct Deposit [***950]	\$3,019.96	\$2,288.55
0000008531	POLF360	LACHEY, GREGORY F.	Direct Deposit [***209]	\$591.44	\$450.00
0000008532	POLF360	LACHEY, GREGORY F.	Direct Deposit [***638]	\$2,310.47	\$1,757.93
0000008533	00100	MACKENSEN, CHRISTOPHER W.	Direct Deposit [***940]	\$3,383.52	\$2,570.60
0000008534	1000	MONROE, ELIJAH K.	Direct Deposit [***974]	\$2,269.62	\$1,835.28
0000008535	POLF060	NELSON, GARY W.	Direct Deposit [***118]	\$2,377.90	\$1,875.98
0000008536	00103	SCHOR, JOSEPH GENE	Direct Deposit [***543]	\$6,083.32	\$5,053.17
0000008537	REC570	SWEENEY, KATIE L.	Direct Deposit [***287]	\$1,808.80	\$1,498.95
0000008538	RECP460	ATKINS, MICHELLE E.	Direct Deposit [***891]	\$1,026.25	\$949.35
0000008539	RECP640	BOOMHOWER, RICKY L.	Direct Deposit [***207]	\$663.20	\$553.02
0000008540	RECPT590	DICKSON, LISA REAANNE	Direct Deposit [***486]	\$479.46	\$423.04
0000008541	RECP580	WIDGER, KIMBERLY ANN	Direct Deposit [***838]	\$726.39	\$668.34
0000008542	STR360	BENTLEY, BRAD A.	Direct Deposit [***856]	\$1,717.60	\$1,422.31
0000008543	STRF320	BONCIMINO, ELLIOTT T.	Direct Deposit [***654]	\$2,043.20	\$1,457.29
0000008544	00122	BURR, BLAZE P.	Direct Deposit [***247]	\$2,559.18	\$2,083.67
0000008545	STRF3501	DEAN, RICHARD LEE	Direct Deposit [***005]	\$1,982.63	\$1,555.55
0000008546	00120	HITCHCOCK, WILLIAM D.	Direct Deposit [***457]	\$2,427.20	\$1,954.61
0000008547	STRF240	NORRIS, JON W.	Direct Deposit [***294]	\$1,921.60	\$1,510.31
0000008548	STRP060	STONE, CURTIS	Direct Deposit [***054]	\$1,157.63	\$1,008.55
0000008549	00117	ARTMAN, JOSHUA JAMES	Direct Deposit [***902]	\$2,601.61	\$2,006.76
0000008550	WASF010	LICATE, GARY H.	Direct Deposit [***280]	\$362.17	\$300.00
0000008551	WASF010	LICATE, GARY H.	Direct Deposit [***746]	\$2,915.20	\$2,414.77
0000008552	00119	MAYLISH, TYLER J.	Direct Deposit [***751]	\$333.68	\$250.00
0000008553	00119	MAYLISH, TYLER J.	Direct Deposit [***209]	\$2,033.56	\$1,523.59
Direct Deposit (ACH file) Total:				\$60,801.70	\$48,806.99
Grand Total:				\$60,801.70	\$48,806.99

Village Of Jefferson

Special Pay Analysis

Payroll Period: 2026/9/4 BI-WEEKLY PAYROLL 8/17/2026-8/30/2026

Emp Number	Name	Pay Code	Hours	Amount
WASF140	ARTMAN, JOSHUA JAMES	O- OVERTIME	6	\$243.21
INCF080	BERKOWITZ, AMANDA L.	O- OVERTIME		\$3.53
INCF080	BERKOWITZ, AMANDA L.	L- LONGEVITY		\$400.00
STRF290	BURR, BLAZE P.	O- OVERTIME	1	\$52.79
STRF290	BURR, BLAZE P.	O- OVERTIME	1	\$52.79
STRF290	BURR, BLAZE P.	O- OVERTIME	1	\$26.40
POLF910	CUMMINS, JEROMEY W.	O- OVERTIME	10	\$390.24
STRF350	DEAN, RICHARD LEE	CALLOUT OVERTIME		\$14.41
STRF350	DEAN, RICHARD LEE	CALLOUT OVERTIME		\$14.41
STRF350	DEAN, RICHARD LEE	CALLOUT OVERTIME		\$7.21
POLF920	DYE, WILLIAM DAVID	O- OVERTIME	20	\$757.96
ADMF030	GUERINI, RONI S.	O- OVERTIME		\$2.17
ADMF030	GUERINI, RONI S.	O- OVERTIME		\$0.43
ADMF030	GUERINI, RONI S.	O- OVERTIME		\$1.74
POLF360	LACHEY, GREGORY F.	O- OVERTIME	15	\$620.31
WASF010	LICATE, GARY H.	O- OVERTIME	9	\$461.21
POLF940	MONROE, ELIJAH K.	O- OVERTIME	3	\$101.62
POLF060	NELSON, GARY W.	O- OVERTIME	4	\$165.90
POLF890	SCHOR, JOSEPH GENE	VP- VACATION PAYOUT	213	\$6,083.32
Grand Total:			282	\$9,399.65

Administrator's Report – September 8, 2026

To: Mayor Steven Sekanina and Members of Council

From: Andria R. Manor, Village Administrator

Reporting Period Ending: September 4, 2026

PROJECT STATUS

Wastewater Treatment Plant Projects

Project	Current Status	Funding	Project Cost
EQ Basin	OPWC-R39 – Contract awarded to Union Industrial	Engineering Grant: \$386,000; WPCLF Loan: \$500,000	\$1,728,000
Clarifier – Phase 1	OPWC-R38 – Contract awarded to Union Industrial	Grant: \$207,500; Loan: \$407,500	\$615,000
Clarifier – Phase 2	OPWC-R39 – Bid opening held August 13, 2026	Grant: \$216,000; Loan: \$621,500	\$837,500
Clarifier – Phase 3	OPWC-R40 – Submitted to DOD/EPA; resubmitting to OPWC-R40	Requested Grant: \$206,000; Loan: \$50,000	\$389,000

Engineer: Verdantas

Street & Transportation Projects

Project	Current Status	Funding	Project Cost
East Walnut Street	Bids exceeded the allowable 20% threshold. Project will be rebid. Drainage work is planned for 2026, with paving in Spring 2027.	Grant Awarded: \$287,200	\$322,800
Traffic Study	SS4A Grant – Project underway	Grant Awarded	\$150,000

Engineer/Consultant: Verdantas

DEPARTMENT UPDATES

Street Department

- Staff continued trimming trees along Village sidewalks.
- Sidewalks have been removed on East Walnut Street and West Satin Street. Grass seed will be placed in the disturbed areas.
- Chip and seal work in the Village parking lots is planned for the end of September.
- The East Walnut Street Project will be rebid after the bids received exceeded the allowable 20% threshold. Drainage work is expected to be completed this year, with paving planned for Spring 2027.
- New holiday banners have been ordered. They will be the same size as the military banners.

Zoning & Planning

- No report at this time.

Recreation Department

- Electrical work in the gym has been completed.
- Haunted Woods will be held October 9 and 10.

Wastewater Treatment Plant

- No report at this time.

UPCOMING DATES

- October 31, 2026 – Trick-or-Treat, 4:00 PM to 6:00 PM



DISPLAYSALES

952-767-4661
www.DisplaySales.com

Proof A

Art Number A26834
Date 08/27/2026
Client Jefferson, OH
Description D/S Pole Banner
Media 18oz. Vinyl
Process Digital Print
Finished Size 24" x 48"
Finishing Specs Grommets: 2
Pole Pocket: 3"
Game Image Front and Back
Sales/Design SG/BP
Revision History

Front View



Back View



Every effort has been made to create this proof accurately. We request that you review this proof carefully. Please review size, spelling, designation of ink color, and the placement of the design on the product.

ANY CRITICAL COLORS MUST HAVE A PMS NUMBER ASSIGNED. Display Sales cannot guarantee colors called out as CMYK or other formats. The appearance of colors may vary depending on your computer screen, the fabric, or printing process.

TO APPROVE THIS PROOF you may either reply to the proof email saying that you approve of a specified proof (e.g., "I approve of Proof A"), or print, sign, and return it via email or fax. We also accept Adobe E-Signatures.

ALL CUSTOM WORK IS A FINAL SALE. Printing trade customs relieve Display Sales of responsibility if work is printed per customer's approval.

Name

Date

	JEFFERSON POLICE DEPARTMEN 104 EAST JEFFERSON ST JEFFERSON, OH 44047	Statistics Overview
		RMS Statistics for Month: 08 Year: 2026
		Print Date: 09-01-2026 Print Time: 07:41

System	Total
Arrests	7
Incident Reports	29
Citations	21
Crashes	0
CFS	258
Field Contacts	0
SWC	0
Towed Vehicles	1
Warnings	0
Warrants	1

62 Traffic Stops

	JEFFERSON POLICE DEPARTMEN 104 EAST JEFFERSON ST JEFFERSON, OH 44047	IBR Code	
		RMS Statistics for Month: 08 Year: 2026	
		INCIDENTS	
		Print Date: 09-01-2026	Print Time: 07:42

IBR Code	Count
4511.21-Speeding	3
2919.27-Violate Protection Order or Consent Agreement	3
2913.31-Forgery	2
72-THREATS/HARASSMENT	2
130-FRAUD	2
2903.21-Aggravated Menacing	2
120-UNWANTED PERSON	1
16-DEAD ON ARRIVAL	1
26-FIGHT / DISTURBANCE	1
2903.13-Assault	1
2907.09A3-Public Indecency _ appear to be sex act	1
2913.00-Wire Fraud	1
2913.02-Theft	1
2919.25A-Domestic Violence _ knowingly cause physical harm	1
82-DISABLED VEHICLE/MOTORIST ASSIST	1
2923.13A4-Having Weapons While Under Disability _ alcohol or drug dependence	1
436.01-DRIVER'S LICENSE REQUIRED	1
4510.11-DRIVING UNDER SUSPENSION	1
4510.14-Driving Under OVI Suspension	1
4511.19A1C-Driving While Under the Influence of Alcohol/Drugs .096 of 1% or more but less than .204	1
4511.19-Driving While Under the Influence of Alcohol/Drugs	1
60-SUSPICIOUS VEHICLE/PERSON	1
2917.11-Disorderly Conduct	1

	JEFFERSON POLICE DEPARTMEN 104 EAST JEFFERSON ST JEFFERSON, OH 44047	Charge
		RMS Statistics for Month: 08 Year: 2026
		CITATIONS
		Print Date: 09-01-2026 Print Time: 07:42

Charge Description	Count
DRIVER'S LICENSE REQUIRED	2
Driving While Texting Effective	5
Driving While Under the Influence of Alcohol/Drugs .096 of 1% or more but less than .204 of 1% by we	1
FAILURE TO CONTROL	1
SPEED	8
Speeding	3
UNSECURED LOAD	1

	JEFFERSON POLICE DEPARTMEN 104 EAST JEFFERSON ST JEFFERSON, OH 44047	Activity	
		RMS Statistics for Month: 08 Year: 2026	
		CFS	
		Print Date: 09-01-2026	Print Time: 07:43

Activity Type	Count
MEDICAL CALL	58
TRAFFIC STOP	54
SUSPICIOUS PERSON	10
ASSIST OTHER UNIT	8
SUSPICIOUS ACTIVITY	8
SUSPICIOUS VEHICLE	8
ANIMAL CALL	7
BURGLAR ALARM	7
PUBLIC SERVICE	6
DISTURBANCE	6
LOCKOUT OF VEHICLE (P)	6
SPECIAL DETAIL	6
911 HANG UP OR OPEN LINE RESPONSE NEEDED	6

Jefferson Police Department

Crashes By Time Of Day Report between 8/1/2026 and 8/31/2026

Report Generated By **A1 - Abbott, Maria** On 9/1/2026 8:32:13 AM

Hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
2	0	0	0	0	0	1	0	1
9	0	0	0	0	0	0	1	1
17	0	1	0	0	0	0	0	1
Total	0	1	0	0	0	1	1	3

Jefferson Fire Department

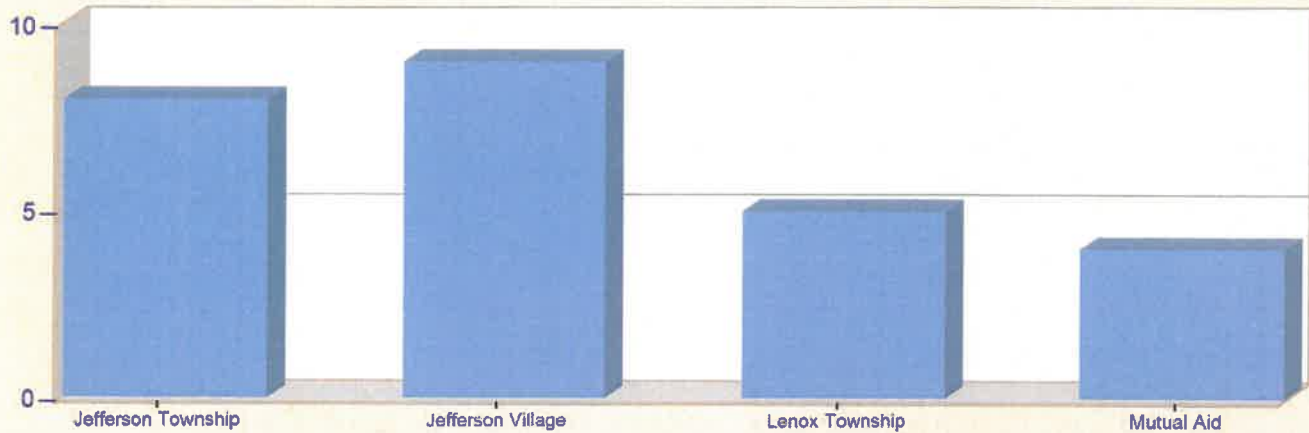
Jefferson, OH

This report was generated on 9/1/2026 9:37:07 AM



Incident Type Count per Zone for Date Range

Start Date: 08/01/2026 | End Date: 08/31/2026



ZONES	INCIDENT TYPE	COUNT
Jefferson Township - Jefferson Township		
	118 - Trash or rubbish fire, contained	1
	400 - Hazardous condition, other	1
	444 - Power line down	3
	735 - Alarm system sounded due to malfunction	1
	743 - Smoke detector activation, no fire - unintentional	2
	Total Incidents for Jefferson Township - Jefferson Township:	8
Jefferson Village - Jefferson Village		
	311 - Medical assist, assist EMS crew	1
	324 - Motor vehicle accident with no injuries.	3
	412 - Gas leak (natural gas or LPG)	1
	500 - Service Call, other	1
	531 - Smoke or odor removal	1
	700 - False alarm or false call, other	1
	735 - Alarm system sounded due to malfunction	1
	Total Incidents for Jefferson Village - Jefferson Village:	9
Lenox Township - Lenox Township		
	324 - Motor vehicle accident with no injuries.	2
	444 - Power line down	2
	542 - Animal rescue	1
	Total Incidents for Lenox Township - Lenox Township:	5

Zone information is defined on the Basic Info 3 screen of an incident.
Only REVIEWED incidents included.



emergencyreporting.com
Doc Id: 1404
Page # 1 of 2

ZONES	INCIDENT TYPE	COUNT
Mutual Aid - Mutual Aid		
	322 - Motor vehicle accident with injuries	2
	400 - Hazardous condition, other	1
	531 - Smoke or odor removal	1
	<i>Total Incidents for Mutual Aid - Mutual Aid:</i>	4
Total Count for all Zone:		26

Zone information is defined on the Basic Info 3 screen of an incident.
Only REVIEWED incidents included.



Jefferson Fire Department

Jefferson, OH

This report was generated on 9/1/2026 9:36:39 AM



Completed Inspection and Scheduled Inspection Count by Personnel for Date Range

Start Date: 08/01/2026 | End Date: 08/31/2026

Inspector Name	Completed Inspection Count	Scheduled Inspection Count
Rice, Jacob M	4	
Total:	4	

Displays the number of completed and scheduled inspections by Assigned Inspector (Occupancy Info page) for the given Date Range.



Jefferson Fire Department

Jefferson, OH

This report was generated on 9/1/2026 9:36:12 AM



Count of Classes and People by Class Category with Class Hours and Man Hours for Date Range
Passed/Failed: Both Passed and Failed | Start Date: 08/01/2026 | End Date: 08/31/2026

	CLASS COUNT	TOTAL CLASS HOURS	COUNT OF PEOPLE	TOTAL MAN HOURS
Firefighter Training	2	3:15	17	27:15
GRAND TOTALS:	2	03:15	17	27:15

This report lists the actual count of Reviewed classes and the class hours, and the number of people who attended those classes and the total Man Hours for each Class Category. This report pulls training hours from the Training Code Hours field on the Info Page.



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Doc Id: 1625
Page # 1 of 1

ORDINANCE NO. 26-O- 3450
AN ORDINANCE TO SUPPLEMENT CURRENT EXPENSES
AND OTHER EXPENDITURES OF THE VILLAGE OF JEFFERSON, OHIO DURING
FISCAL YEAR ENDING DECEMBER 31, 2026

BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF JEFFERSON, OHIO that:

Section 1: To provide for the current expenses and other expenditures of the Village of Jefferson, Ohio during the fiscal year ending December 31, 2026, the sums included in the consolidated statement contained herein, be and they are hereby set aside and appropriations as hereinafter set forth.

<u>ACCUMULATED APPROPRIATIONS</u>	
<u>GENERAL FUND</u>	<u>Amendments</u>
Police Law Enforcement (110)	0.00
Fire Dept (220)	0.00
Community Planning and Zoning (410)	0.00
Streets Department (620)	0.00
Administrative Offices (710)	0.00
Mayor and Council (730)	0.00
Clerk – Treasurer (740)	40,400.88
Lands and Buildings (750)	0.00
County Auditor and Treasurer's Fees (770)	0.00
State Examiner's Fees (780)	0.00
Solicitor - Attorneys (785)	0.00
Income Tax Administration (790)	0.00
Transfers/Advances (795)	0.00
Total General Fund	\$40,400.88
 <u>ENTERPRISE FUNDS</u>	
Village Recreation Fund (204)	0.00
Federal Grant Fund (District XI) (205)	0.00
Central Park Hall (206)	0.00
Forfeitures (217)	0.00
Sewer Improvement Fund (509)	0.00
Refuse Fund (510)	7,000.00
Wastewater Treatment Fund (520)	63,384.57
Total Enterprise Funds	\$70,384.57
 <u>ASSESSMENTS</u>	
Special Assessments Elliott Avenue (803)	0.00
Total Special Assessments	\$0.00
 <u>DEBT SERVICE</u>	
Memoiral Field (310)	0.00
Fire Truck Loan (320)	0.00
Total Debt Service	\$0.00
 <u>SPECIAL REVENUE FUNDS</u>	
Street Construction, Maintenance and Repair Fund (201)	13,500.00
State Highway Improvement Fund (202)	0.00
Special Street Repair Fund (Voted) (207)	0.00
Street Lighting (Voted) (209)	18,000.00
Permissive Auto License Fund (210)	0.00
Enforcement and Education Fund (213)	0.00
State Reimb Training Fund (214)	0.00
Court Fines Police Capital (215)	0.00
Opioid distribution (216)	0.00
K-9 FUND (218)	0.00

Safety Services (219)	67,440.87
Fire Apparatus Fund (221)	6,733.54
Special Fire Apparatus Fund (Voted) (222)	11,079.64
Special Police Levy Fund (Voted) (223)	0.00
Lottery Escrow (230)	0.00

Total Special Revenue Funds	116,754.05
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CAPITAL PROJECTS

Recycling Grant (430)	400.00
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Total Projects	400.00
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CAPITAL IMPROVEMENT (224)

Police Capital	110	0.00
Recreation Capital	310	0.00
Streets Maint and Repair Capital	620	0.00
Street Contruction Capital	685	0.00
Street Storm Sewer Drains Capital	688	0.00
Streets Sidewalk Capital	689	0.00
County collection fees	770	0.00
Land Improvement	775	0.00
Income Tax Capital	790	0.00

Total 224	0.00
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TRUSTS

Unclaimed Funds (704)	0.00
Village Reacreation Rental Deposits (706)	0.00
Bid Performance Bond (707)	0.00
Utility Deposit Fund- Sewer (708)	0.00
Scholarship Fund (709)	0.00
Jefferson Marketing Fund (710)	7,000.00

Total Trusts	7,000.00
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TOTAL ALL APPROPRIATIONS

\$234,939.51		
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Section 2: This Resolution is hereby declared to be and is passed as an emergency measure necessary for the immediate preservation of the public peace, health, safety and welfare of the inhabitants of the Village of Jefferson, and for reason that in order to obtain this funding, immediate action is necessary; wherefore, Therefore, this Resolution shall take effect immediately upon its passage.

PASSED: _____

ATTEST: _____

Jamie J. Arcaro, Fiscal Officer

APPROVED: _____

Mayor Sekanina

APPROVED AS TO LEGAL FORM:

Jason L. Fairchild, Esq.
Village Solicitor

RESOLUTION NO. 2026-R- 3461

A RESOLUTION DECLARING A LIST OF ITEMS OWNED BY THE VILLAGE OF JEFFERSON TO BE NO LONGER NEEDED FOR MUNICIPAL PURPOSES AND AUTHORIZING THE SALE OF EACH TO THE HIGHEST AND BEST BIDDER AS IS

WHEREAS, the Council of the Village of Jefferson has decided that the following list of items that are owned by the Village of Jefferson which could be worth more than \$1,000.00, are no longer needed for public purposes, and that they should be sold AS IS:

11 ft. Gledhill Snowplow With Husting Hitch, Model # 11SBPR2-29ROOT;
10 ft. Fisher Snowplow With Husting Hitch;
New Holland 702D Power Angle Snowplow 60" Wide, Model #702D TCI;
HLA V Plow 48" Wide Model # VP60KUL30O;
Ford 903 3 Point Hitch Auger With 9" and 24" Auger Bits; and
Henderson Stainless Steel Under Tailgate Hydraulic Salt Spreader Model # 96x6xDDx304SS

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

SECTION 1. The following listed items that are owned by the Village of Jefferson which may be worth more than \$1,000.00 are no longer needed for municipal purposes;

11 ft. Gledhill Snowplow With Husting Hitch, Model # 11SBPR2-29ROOT;
10 ft. Fisher Snowplow With Husting Hitch;
New Holland 702D Power Angle Snowplow 60" Wide, Model #702D TCI;
HLA V Plow 48" Wide Model # VP60KUL30O;
Ford 903 3 Point Hitch Auger With 9" and 24" Auger Bits; and
Henderson Stainless Steel Under Tailgate Hydraulic Salt Spreader Model # 96x6xDDx304SS

SECTION 2. The Village Administrator is directed to sell the above-mentioned items of equipment AS IS to the highest and best bidder, after advertising the sale for not less than two, nor more than four, consecutive weeks.

SECTION 3. It is hereby found and determined that all formal actions of this Council concerning and relating to the adoption of this ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and of any of its committees that resulted in those formal actions were in compliance with all legal requirements, including Ohio Revised Code §121.22.

SECTION 4. 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**

Effective Date: _____

AUTHENTICATION:

Jamie Arcaro
Fiscal Officer

Steven M. Sekanina
Mayor

Date

Date

APPROVED AS TO LEGAL FORM:

Jason L. Fairchild, Esq.
Village Solicitor

ORDINANCE NO. 2026-O-3460

**AN ORDINANCE ADOPTING A CYBERSECURITY, ACCEPTABLE USE, INCIDENT
RESPONSE AND DISASTER RECOVERY POLICY IN ACCORDANCE WITH OHIO
REVISED CODE SECTION 9.64**

WHEREAS, Ohio Revised Code § 9.64, which became effective on September 30, 2025, requires the Village of Jefferson to establish and adopt a cybersecurity program to safeguard the Village's data, information technology, and information technology resources to ensure availability, confidentiality, and integrity; and

WHEREAS, the Village Administrator has worked with Hudson Communications LLC to develop a Cybersecurity, Acceptable Use, Incident Response & Disaster Recover Policy in compliance with Ohio Revised Code § 9.64; and

WHEREAS, Council for the Village of Jefferson desires to establish and adopt a cybersecurity program in compliance with the law to protect the Village's data, information technology, and information technology resources.

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

Section 1. The Village of Jefferson hereby adopts the Cybersecurity, Acceptable Use, Incident Response & Disaster Recovery Policy developed by the Village Administrator and Hudson Communications LLC in compliance with Ohio Revised Code § 9.64.

Section 2. That all formal actions of this Council concerning the passage of this Ordinance were adopted in an open meeting, and all deliberations of this Council, or any of its committees, which resulted in such formal actions, were in a meeting open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section 3. This Ordinance shall take effect and be in full legal force and effect from and after the earliest period allowed by law.

Passed by Council on the _____ day of _____ 2026.

_____ Yeas _____ Nays

AUTHENTICATION:

Jamie Arcaro
Fiscal Officer

Steven M. Sekanina
Mayor

Date

Date

APPROVED AS TO LEGAL FORM:

Jason L. Fairchild, Esq.
Village Solicitor

VILLAGE OF JEFFERSON, OHIO

CYBERSECURITY,
ACCEPTABLE USE, INCIDENT RESPONSE
& DISASTER RECOVERY POLICY

POLICY REFERENCE	Section 5.9
VERSION	1.0
ADOPTION DATE	
EFFECTIVE DATE	
RESOLUTION / ORDINANCE NO.	
POLICY OWNER	Village Administrator
MANAGED IT PROVIDER	Hudson Communications LLC
INTERNET AND TELEPHONE CARRIER	Spectrum Business

COUNCIL ACTION

Presented for review and formal adoption by the Village Council. Operational contact information and recovery procedures shall be maintained by the Village Administrator and reviewed at least annually.

Document Control

This policy supersedes prior stand-alone versions of the Village's computer and email usage policy, cybersecurity strategic plan, incident response plan, cybersecurity awareness training program, and disaster recovery plan to the extent they address the same subject matter.

Security-sensitive information. Records related to the cybersecurity program and framework and statutory incident reports are not public records under Ohio Revised Code § 9.64(E). Records identifying cybersecurity-related products, services, vendors, or projects are security records under Ohio Revised Code § 9.64(F) and § 149.433. Detailed configurations, credentials, diagrams, and incident evidence shall be maintained separately with access limited to authorized personnel.

Document owner	Review cycle	Approval authority	Distribution
Village Administrator	At least annually and after material incidents or system changes	Village Council	Officials, employees, contractors, and service providers as applicable

Contents

- Part I — Policy Administration and Governance
- Part II — Acceptable Technology, Email, and Internet Use
- Part III — Cybersecurity Program and Training
- Part IV — Cybersecurity Incident Response
- Part V — Disaster Recovery and Continuity
- Part VI — Records, Testing, and Policy Maintenance
- Appendix A — Cybersecurity Incident Report Form
- Appendix B — Cybersecurity Training Log
- Appendix C — Council Adoption and Signatures

Part I — Policy Administration and Governance

1. Purpose

The Village of Jefferson depends on reliable information systems, communications, and data to provide public services. This policy establishes the Village's standards for responsible technology use, cybersecurity risk management, incident response, backup, restoration, and continuity of operations following a disruptive event.

The objectives are to protect the confidentiality, integrity, and availability of Village systems and records; reduce the likelihood and impact of cyber incidents; restore essential services in a controlled order; satisfy applicable legal and audit requirements; and assign clear responsibilities before an emergency occurs.

2. Scope

This policy applies to all Village departments, elected and appointed officials, employees, volunteers, contractors, and third-party service providers who access Village technology systems or data. It applies to Village-owned or managed computers, mobile devices, servers, networks, email, cloud services, telephone systems, surveillance systems, removable media, software, and data.

Law-enforcement use of internet resources and criminal-justice systems—including LEADS/NCIC, CRIS, CAD, OLEN, and successor systems—remains subject to all applicable criminal-justice security requirements. Nothing in this policy limits authorized investigative use.

3. Legal and Administrative Basis

Ohio Revised Code § 9.64 requires political subdivisions to adopt a cybersecurity program and establishes incident-reporting and ransomware-response requirements.

Ohio Revised Code § 149.433 addresses the treatment of security and infrastructure records under Ohio public-records law.

Village records-retention schedules apply to electronic records according to their content and function, not merely their format.

Additional obligations may apply to particular systems or data, including criminal-justice, payment-card, health, grant, insurance, contractual, and records-management requirements.

Ransomware payments. No ransom payment or other compliance with a ransom demand may be authorized except through the formal legislative action required by Ohio Revised Code § 9.64 and after consultation with the Law Director, insurer, law enforcement, and incident-response professionals.

4. Governance and Responsibilities

Role	Primary responsibilities
Village Council	Adopts this program; provides oversight and resources; takes any formal legislative action required by law.

Role	Primary responsibilities
Mayor	Supports executive coordination and serves as, or designates, an authorized public spokesperson.
Village Administrator / Cybersecurity Lead	Owns the policy; coordinates implementation, incidents, recovery, training, testing, vendors, and annual review; may activate the disaster recovery plan.
Fiscal Officer	Approves technology purchasing within Village procedures; maintains financial, insurance, contract, and adoption records; supports continuity of financial operations.
Law Director	Advises on legal obligations, privilege, public records, notifications, law-enforcement coordination, contracts, and legislative action.
Hudson Communications LLC	Provides managed IT support, monitoring, security administration, incident containment assistance, restoration, and technical recommendations under the current agreement.
Department heads	Maintain departmental continuity procedures, identify critical records and systems, preserve evidence, report incidents, and account for staff during disruptions.
All users	Follow this policy, protect credentials and Village information, complete required training, and immediately report suspected incidents.

Part II — Acceptable Technology, Email, and Internet Use

5. Ownership, Business Use, and Privacy

Village technology systems, accounts, files, software, and communications are Village property and are provided primarily for official business. Limited incidental personal use may be permitted when it is lawful, brief, does not interfere with work, does not create expense or risk, and is not otherwise prohibited by this policy or a supervisor.

Users should have no expectation of personal privacy in Village systems, subject to applicable privilege and law. The Village may monitor, access, preserve, or disclose system activity and communications for legitimate operational, security, supervisory, records-management, legal, or investigative purposes.

6. Hardware, Software, Accounts, and Data

Only authorized personnel or Hudson Communications may install, remove, connect, or reconfigure Village hardware, software, network equipment, or cloud services.

Software must be properly licensed and approved. Users may not install personal software, browser extensions, unauthorized applications, or copies of software from home.

Village programs, records, and data may not be copied for personal use or stored in unapproved locations. Nonbusiness music, video, or other large files may not be stored on Village systems.

Users must protect passwords and multi-factor authentication methods, use only assigned accounts, and never share credentials except through an authorized secure process established for continuity or administration.

Village devices may not be removed from Village premises or transferred to another user without authorization. Lost or stolen equipment must be reported immediately.

Users shall save critical files only in approved locations covered by the Village's backup and retention practices.

7. Email, Internet, and Electronic Communications

Village email and internet access are provided to conduct public business efficiently. Senders remain responsible for ensuring time-sensitive information reaches the intended recipient. Email and other electronic communications may be public records and must be retained according to the Village's approved retention schedules.

Use professional, respectful language and verify recipients and attachments before sending.

Do not open suspicious links or attachments, approve unexpected authentication prompts, or respond to requests for credentials, gift cards, payments, banking changes, or sensitive information without independent verification.

Do not use Village systems for harassment, discrimination, threats, obscene or sexually explicit material, illegal activity, political campaign activity, commercial ventures, chain letters, or content that compromises the integrity of the Village.

Do not participate in web-based surveys or interviews on behalf of the Village, subscribe to paid services, or download software without authorization.

Respect copyright, licenses, trade secrets, confidentiality, and access restrictions. Do not interfere with other users or attempt unauthorized access.

Personal email or storage accounts shall not be used for Village records unless expressly authorized and records are promptly captured in an approved Village system.

8. Work Requests, Purchasing, and Enforcement

Technology purchases, consulting services, subscriptions, and material system changes require approval under Village purchasing procedures, including review by the Fiscal Officer and coordination with the Village Administrator and Hudson Communications as appropriate. Technology work requests shall be submitted through the applicable department head using the approved support method.

Users must immediately report policy violations or security concerns to a supervisor, the Village Administrator, or Hudson Communications. Violations may result in loss of system access and discipline, up to and including termination, consistent with Village policy, collective bargaining obligations, and applicable law.

Part III — Cybersecurity Program and Training

9. Cybersecurity Objectives and Controls

The Village shall maintain a cybersecurity program appropriate to its size, operations, systems, resources, and risks. The program shall be consistent with generally accepted cybersecurity practices, including the National Institute of Standards and Technology Cybersecurity Framework and Center for Internet Security best practices, scaled to the Village's needs. Security controls will be implemented based on practical risk reduction and reviewed with the managed IT provider.

Control area	Village standard
Asset and account management	Maintain current inventories of managed devices, systems, administrators, vendors, and critical data owners; promptly disable access when roles change or service ends.
Identity and access	Use unique accounts, least-privilege access, strong passwords, and multi-factor authentication for administrator-level and other supported high-risk access.
Endpoint and email protection	Maintain centrally managed anti-malware, endpoint monitoring, email filtering, and security updates on supported Village systems.
Network protection	Use managed firewalls, secure configurations, intrusion-prevention features, approved remote access, and appropriate separation of critical systems.
Patch and vulnerability management	Apply security updates based on risk and vendor guidance; periodically review vulnerabilities and remediate material findings.
Data protection	Use approved storage, encryption where appropriate, backup controls, access restrictions, and secure disposal practices.
Logging and monitoring	Retain and review relevant logs and alerts consistent with system capability, risk, contracts, and incident needs.
Recovery readiness	Maintain tested backups, restoration procedures, critical-system priorities, vendor contacts, and alternate work procedures.

10. Current Managed Security Services

At the time of adoption, the Village's managed environment includes the following tools or service categories. Hudson Communications may recommend equivalent or successor products; product changes do not require Council amendment when the control objective remains satisfied and the change is documented in the annual review.

Bitdefender GravityZone endpoint protection on managed computers.

Microsoft Defender for Office 365 Plan 2 for email security, attack simulation, and related training capabilities.

Fortinet firewall protections, including intrusion prevention, application control, and packet inspection.

NinjaOne/NinjaRMM or successor remote monitoring and management services.

Synology backup infrastructure and Synology C2 cloud backup, as further described in Part V.

11. Vendor and Third-Party Risk

Service providers with access to Village systems or data must be approved, given only necessary access, and required to protect Village information through appropriate contract or service terms.

The Village Administrator and Fiscal Officer shall maintain current agreements, support contacts, renewal dates, and available security or service documentation.

Hudson Communications' services and recommendations shall be reviewed at least annually, including backup status, licensing, security controls, and significant unresolved risks.

Vendor access must be removed or revised promptly when a contract, project, or employee assignment ends.

12. Cybersecurity Awareness Training

Audience	Minimum frequency	Delivery / record
All Village employees; officials and contractors with system access	Annually	Approved online or instructor-led training tailored to duties; completion documented.
New users	Within 30 days of access or as soon as practicable	Orientation plus cybersecurity module; access may be limited until completed.
Privileged or high-risk roles	As assigned	Role-specific training for finance, administration, public safety, records, or technical duties.
All users	Periodic	Phishing simulations, alerts, or refresher communications based on risk.

Training shall address phishing, ransomware, malware, suspicious activity, safe email and internet use, password and multi-factor authentication practices, data protection, incident reporting, applicable Ohio requirements, and Village-specific procedures. The Village Administrator shall maintain the training log and may suspend access for failure to complete required training.

Part IV — Cybersecurity Incident Response

13. What Must Be Reported

A cybersecurity incident includes any known or suspected event that threatens the confidentiality, integrity, availability, or authorized use of Village systems or data. Examples include unauthorized access or attempted access, phishing, malware, ransomware, denial-of-service activity, lost or stolen devices, data exposure, misuse of Village technology, unexpected account activity, and material system outages.

Report immediately. Users must report suspected incidents at once. Do not wait to confirm that an event is malicious. Early reporting gives the Village and Hudson Communications the best opportunity to limit harm.

14. Immediate User Actions

Disconnect the affected computer from the network by unplugging the network cable or disabling Wi-Fi. Do not power off the device unless directed or necessary for safety.

Call or physically alert the Village Administrator, department head, and Hudson Communications. If email may be compromised, do not use email to report the incident.

Stop using the affected device or account until authorized technical personnel provide instructions.

Preserve evidence. Do not delete messages, clear logs, forward suspicious content, run unapproved tools, or attempt your own investigation.

Record what happened using the Incident Report Form in Appendix A, including the time, device, messages observed, and actions already taken.

15. Incident Response Phases

Phase	Required actions
Preparation	Maintain current contacts, inventories, monitoring, backups, training, insurance information, and access to response resources.
Identification	Validate the report; identify affected users, devices, systems, data, indicators, and likely scope; begin an incident record and timeline.
Containment	Isolate affected assets and accounts; block malicious activity; preserve evidence; protect unaffected services; coordinate with Hudson Communications.
Eradication	Identify and remove the cause; patch vulnerabilities; reset credentials; remove unauthorized access or malicious code; validate configurations.
Recovery	Restore from known-good backups; test functionality and security; reconnect in stages; monitor for recurrence; authorize return to service.
Post-incident review	Document the timeline, impact, decisions, notifications, costs, lessons learned, and corrective actions; update this policy and training as needed.

16. Authority, Communications, and Notifications

The Village Administrator serves as incident coordinator unless authority is transferred to a documented designee. Hudson Communications leads technical investigation and recovery within its scope. Department heads account for operational impacts and preserve departmental information. The Law Director advises on privilege, legal duties, notifications, public records, and law enforcement. The Mayor or Village Administrator is the authorized public spokesperson unless another spokesperson is designated.

Cybersecurity and ransomware incidents shall be reported as soon as possible after discovery and within the deadlines established by Ohio Revised Code § 9.64: to the Ohio Department of Public Safety, including the Ohio Homeland Security cyber integration center, no later than seven days after discovery; and to the Auditor of State no later than thirty days after discovery. The Village shall also notify law enforcement, insurers, affected individuals, regulators, or other parties when required or advised.

Communications control. Only authorized personnel may communicate externally about an incident. Staff shall not post incident information to social media, discuss it with the media, or contact potentially affected parties unless directed.

Part V — Disaster Recovery and Continuity

17. Activation and Recovery Objectives

The Village Administrator may activate this plan following a cyber incident, equipment failure, utility interruption, facility loss, severe weather event, telecommunications failure, or other disruption that materially affects Village operations. If the Administrator is unavailable, the Mayor or an officially designated acting administrator may activate the plan.

Recovery Time Objective (RTO) is the target time to restore a service after disruption. Recovery Point Objective (RPO) is the maximum target period of data loss measured backward from the disruption. Targets guide priorities but do not guarantee restoration within a stated period.

18. Critical Systems and Business Impact

System / service	Priority	Target RTO	Target RPO	Owner / support
Internet / WAN connectivity	1	Carrier dependent	Not applicable	Spectrum Business / Hudson
Firewall and network core	1	4 hours	Configuration backup	Hudson Communications
Email / Microsoft 365	1	1 hour; cloud dependent	Cloud service	Hudson Communications
Authentication / domain services	1	8–12 hours	Most recent verified backup	Hudson Communications
SSi services / critical applications	1	8 hours	24 hours	Village / Hudson
File and application servers	2	8–12 hours	24 hours or latest verified backup	Hudson Communications
Spectrum telephone / VoIP service	2	Carrier dependent	Not applicable	Spectrum Business / Hudson
Surveillance / camera systems	3	24–48 hours by site	As available	Village / Hudson
End-user workstations	3	Up to 7 days by priority	Approved server/cloud data	Hudson Communications

19. Backup and Restoration

Backup control	Current standard
Solution	Synology Active Backup for Business or approved successor
Schedule	Daily, currently scheduled for 11:00 p.m.
Retention	One year, subject to capacity, legal holds, and approved retention requirements
Onsite repository	Secured Synology NAS
Offsite / cloud repository	Synology C2 Cloud or approved successor
Encryption	AES-256 or equivalent approved encryption
Most recent recorded restore test	July 2, 2026

Hudson Communications shall review backup job status and investigate failures under the current service arrangement. Restoration will begin only after the incident coordinator and technical lead determine that the recovery source and target environment are sufficiently trustworthy. Restored systems must be validated for functionality, access, data integrity, and security before general use resumes.

20. Infrastructure Recovery Sequence

Order	System / component	Responsible party	Planning estimate / dependency
1	Internet / WAN connectivity	Spectrum Business	Carrier restoration; use approved cellular fallback if available
2	Firewall / network core	Hudson Communications	Approximately 4 hours after required connectivity and equipment are available
3	Authentication / domain services	Hudson Communications	Approximately 8–12 hours
4	Critical file and application servers	Hudson Communications	Approximately 8–12 hours; restore by business priority
5	Email and Spectrum telephone / VoIP	Spectrum / Hudson	Cloud or carrier dependent; use alternate communications
6	Surveillance systems	Village / Hudson	Approximately 24–48 hours by site
7	End-user workstations	Hudson Communications	Restore by departmental priority; may require up to 7 days

The technical lead may change the sequence when dependencies, safety, evidence preservation, equipment availability, or operational needs require a different order. Every material change shall be recorded in the incident timeline.

21. Alternate Operations

If Village Hall or another primary facility cannot be used, the designated alternate operating location will be the Jefferson Area Local Schools Board of Education Office, 121 Poplar Street, Jefferson, Ohio 44047, subject to availability and coordination with school officials. If that location is unavailable, the Village Administrator will designate another safe Village-owned facility or authorized location. Departments shall use approved laptops, mobile devices, paper forms, secure remote access, and cellular communication only as directed.

Minimum equipment: approved laptop or workstation, power, printer/scanner when needed, secure connectivity, current contact list, and required paper forms.

Connectivity: approved Spectrum service at the alternate site or an authorized cellular hotspot/failover connection configured with Hudson Communications.

Manual procedures: departments shall maintain essential paper or offline procedures for payroll, purchasing, receipting, public inquiries, public safety support, and regulatory reporting as applicable.

Records created during alternate operations must be protected, tracked, and entered into the appropriate Village system when service is restored.

22. Emergency and Vendor Contacts

Function	Organization / contact	Telephone / reference
Village incident coordinator	Andria R. Manor, Village Administrator	Village Hall: 440-576-3946; mobile: 440-645-9946
Managed IT support	Hudson Communications LLC	Support: 844-442-6667
IT escalation	Jesse Kehres / Jake Hudson	Jesse: 440-296-7990; Jake: 440-738-8749
Internet and telephone carrier	Spectrum Business	Account and support numbers maintained by Fiscal Officer
Legal counsel	Jason Fairchild, Law Director	Current direct number maintained by Village Administration
Cyber insurance	Current carrier and policy	Policy and claim hotline maintained by Fiscal Officer
State cybersecurity reporting	Ohio Homeland Security cyber integration center / Auditor of State	Use current official reporting instructions

Part VI — Records, Testing, and Policy Maintenance

23. Incident and Recovery Records

The incident coordinator shall maintain a controlled incident file containing, as applicable, the initial report, timeline, decisions, affected systems and data, evidence references, communications, notifications, expenses, restoration validation, insurance correspondence, legal guidance, and corrective actions. Access shall be limited according to operational need, privilege, and applicable law.

24. Testing and Exercises

Backup monitoring: review routinely under the managed service arrangement and escalate unsuccessful jobs.

Restore testing: perform at least annually and after material backup-system changes; document the date, sample restored, result, and corrective action.

Tabletop exercise: conduct at least annually using a realistic cyber or outage scenario involving administration, finance, affected department heads, Hudson Communications, and other partners as appropriate.

Live or technical recovery test: perform at a frequency recommended by Hudson Communications and approved by the Village Administrator based on risk, cost, and operational impact.

Training and after-action review: document attendance, results, identified gaps, responsible owners, and target completion dates.

25. Review, Change Control, and Exceptions

The Village Administrator and Hudson Communications shall review this policy at least annually and after a significant incident, audit finding, legal change, major system change, or material vendor change. Administrative updates to names, contact details, product names, recovery estimates, or operational procedures may be documented without Council action when they do not change the policy's substantive requirements. Material policy changes shall be presented to Council for approval.

Any exception must be documented, limited in scope and duration, approved by the Village Administrator after consultation with Hudson Communications and other officials as appropriate, and reviewed for compensating controls. No exception may waive a legal requirement.

Change Log

Version	Date	Description	Approved / updated by
1.0		Combined and professionally revised cybersecurity, acceptable-use, incident-response, training, and disaster-recovery policy	Village Council

Appendix A — Cybersecurity Incident Report Form

Submit immediately. Call the Village Administrator and Hudson Communications first. If email may be compromised, do not use email to report the incident. Complete this form as soon as circumstances permit.

Date and time of report

Reporter's name

Title / department

Safe callback number

Date and time incident was first noticed

Location, device, account, or system affected

Incident Type

- ☐ Phishing or suspicious email ☐ Malware / virus ☐ Ransomware ☐ Unauthorized access
☐ Data exposure or breach ☐ Lost / stolen device ☐ System outage ☐ Other: _____

Description

Describe what occurred, what you observed, any messages or warnings, and the sequence of events.

Actions Already Taken

☐ Disconnected affected device ☐ Stopped using device/account ☐ Notified supervisor/Administrator

☐ Contacted Hudson Communications ☐ Preserved screenshots/logs ☐ Other: _____

Details

Attachments / Evidence

☐ Email or screenshot ☐ Log files ☐ System alert ☐ Photograph ☐ Other: _____

Description and secure location of evidence

Initial Assessment — IT / Administrator

Severity: ☐ Low ☐ Moderate ☐ High ☐ Critical State reporting: ☐ Yes ☐ No ☐ Pending

Initial containment and next actions

Reporter signature: _____ Date: _____ Time: _____

Received by: _____ Date: _____ Time: _____

Appendix B — Cybersecurity Training Log

The Village Administrator shall retain completion certificates or equivalent evidence with this log in accordance with applicable records-retention requirements.

Employee / official	Department / role	Training title	Completion date	Certificate / notes

Appendix C — Council Adoption and Signatures

The Village Council of the Village of Jefferson, Ohio, hereby adopts this Cybersecurity, Acceptable Use, Incident Response & Disaster Recovery Policy, including its appendices, effective on the date stated below. This policy shall be administered and maintained as provided herein.

Adopted on: _____

Resolution / Ordinance No.: _____

Steven Sekanina, Mayor Date

Andria R. Manor, Village Administrator Date

Karen Roderick, President of Council Date

Jaime Arcaro, Fiscal Officer Date

Jason Fairchild, Law Director — Approved as to form Date

RESOLUTION NO. 2026-R-3459

**A RESOLUTION AUTHORIZING THE VILLAGE ADMINISTRATOR TO
ENTER INTO A CONTRACT WITH UNION INDUSTRIAL CONTRACTORS,
INC. FOR THE JEFFERSON WASTEWATER TREATMENT PLANT
CLARIFIER IMPROVEMENTS - PHASE 2 PROJECT KNOWN AS PROJECT
NO. 40066**

WHEREAS, the Council of the Village of Jefferson desires to make certain improvements to the Village of Jefferson's Wastewater Treatment Plant; and

WHEREAS, the Village Administrator solicited bids for the Jefferson Wastewater Treatment Plant Clarifier Improvements – Phase 2 Project known as Project No. 40066; and

WHEREAS, the bids received were opened and tabulated on August 13, 2026; and

WHEREAS, it was determined that the bid received from Union Industrial Contractors, Inc. for the Jefferson Wastewater Treatment Plant Clarifier Improvements – Phase 2 Project known as Project No. 40066 is responsive and is the lowest and best bid.

**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 Village Administrator to take all actions necessary to enter into a contract with Union Industrial Contractors, Inc. on behalf of the Village of Jefferson based upon the terms of the bid submitted by Union Industrial Contractors, Inc. for the Jefferson Wastewater Treatment Plant Clarifier Improvements – Phase 2 Project known as Project No. 40066 for the total amount of Seven Hundred Four Thousand and 00/100 Dollars (\$704,000.00).

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:

Jamie Arcaro
Clerk/Fiscal Officer

Steven M. Sekanina
Mayor

Date

Date

APPROVED AS TO LEGAL FORM:

Jason L. Fairchild, Esq.
Village Solicitor

RESOLUTION NO. 2026-R-3462

A RESOLUTION SUPPORTING IMPLEMENTATION OF A SAFE TRANSPORTATION NETWORK TO ELIMINATE ROADWAY FATALITIES AND SERIOUS INJURIES, AND TO COMPLETE A ROADWAY SAFETY ACTION PLAN AS A PART OF THE SAFE STREETS AND ROADS FOR ALL GRANT FROM THE FEDERAL HIGHWAY ADMINISTRATION

WHEREAS, crashes on the Village of Jefferson's streets and roadways necessitate a comprehensive and coordinated approach to transportation planning, roadway design, policy development, enforcement, education, communication, and related safety initiatives in order to reduce and ultimately eliminate roadway fatalities and serious injuries; and

WHEREAS, Vision Zero is a strategy to eliminate all roadway fatalities and serious injuries while creating a safe, equitable, and accessible transportation system for all users; and

WHEREAS, the Village of Jefferson affirms its commitment to the United States Department of Transportation's Safe System Approach in support of Vision Zero principles and recognizes that human mistakes should not result in death or serious injury; and

WHEREAS, the Village of Jefferson has been awarded a Safe Streets & Roads for All (SS4A) Grant Program for the 2026 Fiscal Year in the amount of \$120,000 from the Federal Highway Administration (FHWA) with a required \$30,000 local match, and;

WHEREAS, the Village of Jefferson accepts the grant awarded and agrees to the matching funds in order to complete a Roadway Safety Action Plan, and;

WHEREAS, the Village of Jefferson is committed to evaluating transportation safety conditions, engaging residents and stakeholders, identifying priority safety improvements, and developing strategies to create a safer transportation network for all roadway users; and

WHEREAS, the Village of Jefferson has embarked on a Vision Zero planning process and has adopted the goal of eliminating roadway fatalities and injuries by 2040.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Village of Jefferson, Ohio, as follows:

Section 1. The Village of Jefferson supports implementation of a safe mobility system using data-driven, multidisciplinary, and Safe System Approach principles in the design and planning of the transportation network within the Village of Jefferson.

Section 2. The Village of Jefferson hereby adopts the goal to eliminate roadway fatalities and serious injuries within the Village by 2040.

Section 3. It is hereby found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open

meeting of this Council, and that all deliberations of this Council that resulted in such formal action were held in meetings open to the public and in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section 4. This Resolution shall become effective immediately upon its passage.

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

_____ Yeas _____ Nays

AUTHENTICATION:

Jamie Arcaro
Fiscal Officer

Steven M. Sekanina
Mayor

Date

Date

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

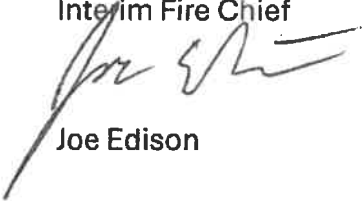
August 26, 2026

To Mayor Sekanina and Village council,

I recommend moving David Robinson from New Hire with no certification to Volunteer Firefighter. David has successfully passed his Volunteer Firefighter class and has obtained his State of Ohio Volunteer Firefighter certification. David has shown great interest in the department and has been a great asset since he had been hired.

Respectfully,

Interim Fire Chief



Joe Edison

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

August 27th, 2026

Ref: Full-Time Officer Appointment

Mayor Steven Sekanina,
Safety Committee, and Council

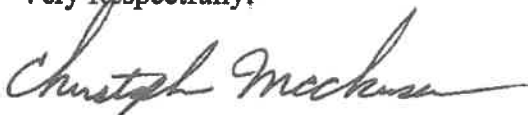
On August 25, 2026, Mayor Steven Sekanina, Sgt. Lachey, and I interviewed a candidate to fill the open full-time police officer position with the Village.

Following the interview process, we deliberated and unanimously agreed that John Cudnik is the best candidate for the position. John has 9 months of law enforcement experience with the Painesville Police Department, John expressed that he is seeking the opportunity to work in a smaller community where he can further embrace the community-service aspect of policing.

Based on the interview and his prior experience, I believe John will be a valuable asset to the Jefferson Police Department for years to come. As Chief, I have no reservations in recommending John Cudnik for appointment as a full-time Police Officer with the Jefferson Police Department.

If approved, John would begin employment two weeks after completion of his physical examination.

Very Respectfully,

A handwritten signature in cursive script that reads "Christopher Mackensen".

Christopher Mackensen
Chief of Police
Jefferson Village Police Department

**Please return to:
Village of Jefferson
27 E Jefferson St.
Jefferson, OH 44047
ATTN: Employment Application**

Name and Address of College or Trade School Attended	Attendance		Major Specialty	Type of Diploma, Degree License or Certificate earned
	From	To		
Cleveland Heights Police Academy	2024	2025		CPOTA Certificate

2. Employer <u>Painesville Police</u>	Your Job Title <u>Patrol officer</u>
Address [REDACTED]	Describe Your Work <u>Conduct patrol operations,</u>
Supervisor <u>Lt. Burgett</u>	<u>Respond to calls for service, enforce state and</u>
Supervisor's Title	<u>local laws, investigate incidents Complete reports</u>
Telephone <u>440-392-5840</u>	<u>Conduct traffic enforcement.</u>
Employed From <u>09-23-24</u>	
Employed To <u>06-10-25</u>	
Starting Salary [REDACTED]	
Ending Salary [REDACTED]	Reason For Leaving <u>Resigned to further develop my</u>
	<u>confidence and preparedness for law enforcement</u>
Account for time between jobs <u>N/A</u>	<u>career.</u>

3. Employer <u>Sonny's Carwash Chemist</u>	Your Job Title <u>Machine operator</u>
Address [REDACTED]	Describe Your Work <u>Fill 15-30 gal Drums With</u>
Supervisor <u>Anthony Keller</u>	<u>Chemical and label and prepare for</u>
Supervisor's Title <u>Production Supervisor</u>	<u>Shipping</u>
Telephone <u>440-344-6158</u>	
Employed From <u>6-01-23</u>	
Employed To <u>6-25-24</u>	
Starting Salary [REDACTED]	
Ending Salary [REDACTED]	Reason For Leaving <u>To go to the police academy</u>
Account for time between jobs <u>N/A</u>	

Have you ever been convicted of a felony or a misdemeanor in which a fine in excess of \$50 was imposed within the last 10 years? Yes ☒ No ☐ (This question will not necessarily exclude you from employment, but will be used to weigh the relationship between the offense(s) and the position applied for.) Include convictions of a general court-martial while in the military service.

February 22nd 2021 Failure to yield.

Use this space for additional or explanatory information or other information you consider relevant for consideration of your application for employment.

I previously attended the Cleveland Heights Police Academy and
employed as a patrol officer at Painesville PD. I voluntarily resigned after recognizing
I needed additional experience and confidence before continuing my law enforcement
career. Since then, I have maintained full time employment, continued my physical

and remain committed to my career in law enforcement.

The information supplied by me in this application is complete and true to the best of my knowledge and belief. I understand that my misstatement of material facts will cause forfeiture of all my rights to any employment or result in dismissal from employment, if hired, in the service of the Village of Jefferson.

I authorize the release of any job-related information that the Village of Jefferson may request from the above sources including the physician's records which may exist now or in the future. Yes ☒ No ☐

I understand that I am required to pass a physical examination to establish my ability to perform certain jobs.
I understand that my fingerprints and police record will be checked.

Date Signed 7-13-26

Signature [Signature]

THE VILLAGE OF JEFFERSON IS AN EQUAL OPPORTUNITY EMPLOYER

Your application will be considered solely on merit.