**The Byesville Village Council met in Regular Session on Wednesday, October 13, 2021, at 5:30 pm, at Village Hall.**

**Those in attendance included Mayor Jay Jackson, Village Administrator Brennan Dudley, and Fiscal Officer Angela Gombeda**

**Mayor Jackson led The Pledge of Allegiance.** **Administrator Dudley offered a prayer.**

**Roll Call: p. – Kenworthy, p. – Neff, p. – Albright, p. – Warner, p. – Haren, p. – Port**

***Guest: Dan Nowak (Tarzan & Jane Tree Service) – 284 S. 2nd Street addressed council regarding the need for additional time to clean up his yard. Mr. Nowak stated that he has been working diligently to get the wood piles removed and to another location outside of the village. He stated that he had close to ½ of the work completed and asked for an additional 45 days to get the remainder finished. Mr. Dudley suggested an additional 30 days and they could reassess at that time. Mr. Nowak and council agreed that was an acceptable compromise. Mr. Nowak is granted an additional 30 days to complete the cleanup of his property.***

***-Ron Gombeda (Guernsey County CDC) – Mr. Gombeda was present to discuss the purchase of a village owned building at 183 S. 2nd Street. The building was placed up for bid with an ad in the newspaper running for five weeks. The Guernsey County CDC was the only bid at $20,000. Mr. Gombeda stated that the CDC has a tenant lined up for the property and believes that the new business will be a great addition to downtown Byesville. The buildings that the CDC owns and have recently renovated have thriving businesses in them. The renovation of the Warehouse building, cost around $67K and currently houses two businesses. The renovation on the Ramage building total approximately $45K for the business that is currently occupying the bottom portion of the building. There are plans to eventually renovate the upstairs portion and most likely turn it into an apartment. The CDC plans to begin work on the 2nd Street building at the beginning of the year and Mr. Gombeda thought that a conservative estimate on completion would be 6-8 months. The new business would be the fifth business that the CDC has helped bring to downtown Byesville, with six total businesses within CDC owned buildings.***

***Clerk:***

Councilman Haren made a motion, seconded by Councilman Kenworthy to approve the September 8, 2021, meeting minutes.

Yea (6) Kenworthy, Neff, Albright, Warner, Haren, Port

Councilman Kenworthy made a motion, seconded by Councilman Haren to approve the bills.

Mr. Albright asked for clarification on a check that stated it was voided, however, had an amount in the line adjacent. Mrs. Gombeda verified that it was a clerical error and the check had in fact been voided.

Yea (6) Kenworthy, Neff, Albright, Warner, Haren, Port

***Administrator:*** Presented by Brennan Dudley

**Water Operations**

Routine Maintenance and Operation: Clean and maintain sediment basins, maintain chemical levels, ensure proper backwash and operation of pressure filters and UF units.

**Waterline Projects:**

* + Plan to resurface E. Spruce by the end of the week.
	+ S 2nd bid came back $131,000 below the estimate. We are assessing the contractors references at this time. Once this is complete, we will present with a contract at the next meeting. I have also applied for additional funding through the State and HB 161 Infrastructure Funding.
	+ We will be starting on N 8th ASAP.

**PLC Replacement:** Over the past year we have encountered several problems with the PLC control unit for the UF trains. We are awaiting a replacement PLC. Expected in February.

**Membrane Replacement:** We are preparing to order the next set of membranes for replacement on Train #2. These membranes take approximately 6 – 8 months to receive. Council will need to vote on the purchase because it exceeds $50,000. The quote is for $66,191.70.

**Distribution:** Disconnects/reconnects, OUPS tickets. Leaks on Race and S 2nd.

**Personnel:** Interviewed several candidates for the open distribution position. We have a filled the position at this time. The new hire has a Class I Water Certification and 4 years of experience in Water operation/distribution.

**Wastewater Operations**

Routine Maintenance and Operation: Pressing and composting as scheduled, routine, and preventative maintenance as scheduled.

GPS Wastewater line: Phase III is 92% complete. The line is operational through temporary pumps. The structure will be set in place tomorrow. Commissioning planned over the next couple of weeks.

**Street**

Routine Maintenance and Operation: Clean catch basins and culverts, repair leak holes, sweep streets, assist distribution crew as needed.

**Patching and Leak Holes:** Village personnel have been working on leak holes and general patching throughout the Village.

**Jetter/Vactor Truck:** Repairs have been completed and the unit is back in service.

**Culvert:** Used jetter truck to clean 36” culvert off Pioneer Rd.

**Glass Ave:** A portion of the roadway had a subsidence issue. Following an assessment, Village personnel made repairs to the roadway. This section has been on ongoing problem dating back 20 years. We are hoping this repair will provide a more stable sub-base for the roadway.

**Paving:** Due to a miscommunication issue with the Township, we were unable to get the alley between N 5th and N 6th chip/seal. We went ahead and paved the alley. The cost of the resurface was $2,414. This alley was damaged by the contractor on the Glass Ave project. A deduction was made by the contractor for $5,000. Residents along the alley are pleased.

Misc. Work: Maintain streets, repair, clean, maintain equipment and facilities, patch holes as material is available. Clean, jet, and repair culverts and catch basins.

**General Administration**

Routine Administrative Functions: Oversee operations at the Street, WTP and WWTP departments, review and sign PO’s and invoices, H.R. functions, payroll preparation, work cooperatively with the Mayor, Fiscal Officer, Income Tax, Utilities Clerk, Park Liaison, Building Inspector, Village Council, Police and Fire to ensure the day-to-day operation of the Village.

**Zoning:** 2 Building Permits/7 ROW Construction Permits. A lot of Zoning activity and questions over the last 30 days.

**Grants:** Submitted a grant for S 2nd St waterline project, awaiting notification.

**Legislation:**

* Ordinance for emergency supply agreement with Noble County. Email sent to Council on 9/24/21.
* Ordinance for ROW fees. This ordinance must be passed so that we can send each utility our invoice for reimbursement. Email sent to Council on 9/30/21.

**Health Insurance**: I am working on renewal options. Our current policy expires 11/30.

**Cyber Application:** Our cyber coverage through our liability insurance provider will be changing. I completed a 17-page cyber assessment and submitted to the underwriter for consideration of alternate underwriters.

**Covid and Village Offices:** We have had several employees either quarantined or with Covid, this has caused the offices to be closed and utility departments to be short staffed. Please be patient with our personnel as we struggle through these unprecedented times.

BWC Training: In order to receive discounts on our policy, I completed 3 hours of virtual training through the BWC. The discounts will total several thousand dollars.

**183 S. 2nd St**: Following the required 5 weeks of advertising, we received one bid for $20,000. The buyer has plans to rehabilitate the building and make it conducive to a new business. The Village purchased the building in 2016 for $6,000.

***Mayor:*** Presented by Mayor Jackson

Continuing to work on beautification efforts. The mayor wanted to thank Jodey Dolan for donating corn stalks and helping put them up downtown. The mayor also thanked Kaleb Graham for the senior banners being displayed downtown. Mayor Jackson stated that there were many events being planned for the Halloween Weekend. Trick or Treat will be held on October 31, 5:30-6:30. The mayor and the police chief have been working with OMEGA to apply for grants to fund new bodycams. Chief Dolan is also working on the purchase of in-car and portable radios.

***Park:*** Disc golf held a tournament in which there were 50 players. That helped bring business into the village. There were people from out of state. The wood surrounding the pump near the restrooms will need to be replaced soon.

***Fire/EMS:*** Asst. Chief Bacon stated that they had just finished a 36-hour class. We had two people attend. They are finishing working on their class finals and then will be ready to test. The paper ran a nice article about the fire department and we have already received calls from five potential new members. We are working on purchasing equipment that we received a grant for from ODNR. Asst. Chief Rice stated that 106 is still in the shop getting brakes repaired. He has a paramedic showing interest in coming to the fire/EMS department. Mr. Rice contacted the state regarding PPE that they were giving away. It was statewide and he was able to get the request in quickly, so he is hopeful that it will be fulfilled. There are a couple people getting ready to take their EMT test. Fire Chief Haren stated that he wanted to show his appreciation to the department for their continued service and hard work. He noted that approximately 90-95% of recent calls have been COVID positive cases. Chief Haren also extended his appreciation to council for approving the incentive/retention plan. He is seeing an increase in response, as well as people contacting the department to become members. Chief Haren stated that he had a medic reach out and he feels certain that it is due to the program they have put into place.

***Solicitor:*** ----

***Village Services:*** The paving is about 90% complete and they plan to work on E. Spruce at the end of the week. There is about $21K left in the paving budget. Mr. Dudley stated that the extra is mostly because they did not pave the park as planned and if it was not used, it would rollover to next year. There are still alleys that will hopefully be paved this year.

***Finance:*** Finance Committee meeting was scheduled for 5:30 pm on October 20, 2021.

***Police*:** ----

***Legislative***:

Mr. Kenworthy asked for a motion and a 2nd to approve the purchase of the membrane for the WTP.

Motion to Approve Purchase: Albright 2nd: Neff

Yea (6) Kenworthy, Neff, Albright, Warner, Haren, Port

Mr. Kenworthy presented the following legislation:

Resolution 2021-16 A Resolution Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying them to the County Auditor

Motion: Port 2nd: Haren

Yea (6) Kenworthy, Neff, Albright, Warner, Haren, Port

Ordinance 2021-25 An Ordinance Amending 147.07 of the Codified Ordinances of the Village of Byesville

2nd Reading

Ordinance 2021-26 An Ordinance Amending 141.03 of the Codified Ordinances of the Village of Byesville

2nd Reading

Ordinance 2021-27 An Ordinance Authorizing the Mayor to Enter into Contract with Noble County for Emergency Water Supply

Motion to Suspend the Rules: Warner 2nd: Haren

Yea (6) Kenworthy, Neff, Albright, Warner, Haren, Port

Motion to Approve: Port 2nd: Neff

Yea (6) Kenworthy, Neff, Albright, Warner, Haren, Port

Ordinance 2021-28 An Ordinance Setting the Costs for the Certificate of Registration Fee and the Construction Permit Fees for the Right-of-Way Program and Declaring an Emergency

Motion to Suspend the Rules: Neff 2nd: Haren

Yea (6) Kenworthy, Neff, Albright, Warner, Haren, Port

Motion to Approve: Haren 2nd: Warner

Yea (6) Kenworthy, Neff, Albright, Warner, Haren, Port

A Legislative Committee meeting was scheduled to directly follow the Finance Committee meeting on Wednesday, October 20, 2021.

***Additional Business:***

**Kenworthy:**

**Neff:** --

**Albright: Mr. Albright asked if there is any money in the budget to give the part-time police officers a raise. Mr. Dudley stated that he felt that it should be looked at and discussed in the finance meeting. Mr. Albright asked if parking blocks and lines could be placed in the parking lot on Seneca.**

**Warner: Mrs. Warner wanted to show her appreciation to Mr. Port for coordinating and organizing the Halloween Festivities. Mr. Port stated that it is a group effort and there are many people working on the festivities.**

**Haren: Mr. Haren stated that he noticed the business has moved out of the old police department and asked if a new business would be going in that space. Mayor Jackson stated that he was not sure what was happening with the building at this time.**

**Port: FedEx has expanded their lot to bring in more trucks for more business. Ridge Tools is expanding and should be done by 2025. FabriForm is going out of the current building, but CIC is working to get someone new in there. The powerplant is now up to 31 jobs.**

**Media:**

***Meeting Adjourned***:

Motion to Adjourn: Kenworthy 2nd: Port

Yea (6) Kenworthy, Neff, Albright, Warner, Haren, Port

Meeting Adjourned: 6:34p

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**Mayor Jay Jackson**

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**Minutes prepared by Village Fiscal Officer, Angela Gombeda**