

PRESIDING OFFICER, THOMAS J. GARDNER, MAYOR

ROLL CALL:

PRESENT: Joe Bourne, Brandie Bourne, John Little, Ed Steffek, Nate Penrod, Steve Adams

ABSENT: N/A

OTHER ATTENDEES: Rick Swiger

VISITORS: Nancy Bourne & John Bourne

MOMENT OF SILENCE/PLEDGE

The meeting was opened with The Pledge of Allegiance led by Mayor Gardner.

PRIOR MEETING MINUTES

**Motion was made by Brandie Bourne** and seconded by Ed Steffek to dispense with the reading of the minutes and accept the minutes from regular meeting held December 30, 2024. All council members present were in favor.

VISITORS

\* No Reporting

OPEN BOOKS

**\*Motion made by Brandie Bourne** and seconded by Nate Penrod to open the books for year 2025. All council members present were in favor.

PAY BILLS

**\*Motion made by Brandie Bourne** and seconded by Joe Bourne to pay bills from respective funds. Roll call as follows: Joe Bourne yay, Brandie Bourne yay, John Little yay, Steve Adams yay, Ed Steffek yay, Nate Penrod yay.

COUNCIL PRESIDENT

**\*Motion made by Steve Adams** and seconded by Nate Penrod to nominate and appoint Joe Bourne as Council President for Year 2025. Roll Call as follows: Joe Bourne yay, Steve Adams yay, Nate Penrod yay, John Little yay, Ed Steffek yay, Brandie Bourne abstain.

POLICE

\*Patrolman Tom Casimir distributed the police dept. yearend report for 2024. The following information was noted:

\*1219 hours were worked during year 2024

\*84 calls were handled through the village police dept with an additional 56 calls handled by the Tuscarawas County Sheriff's dept

\*37 Traffic Citations were issued

\*10 Criminal Arrests

\*72 Traffic Stops

\*New cruiser dash cam and body cam was purchased and installed

\*A crash module to the state reporting software system was installed

## STREET

\*Street Supervisor Rick Swiger expressed gratitude for John Bourne, Steve Adams and Quinton Cottrell for the help of removing the Christmas Lights.

\*Swiger expressed gratitude to council member Nate Penrod for snow plowing Wood St and E. Canal Street.

## COMMITTEES FOR YEAR 2025

**\*Motion made by Brandie Bourne and** seconded by John Bourne to approve the proposed committees for year 2025. All council members present were in favor.

**Committees**

Finance	John Little, Nate Penrod, Brandie Bourne
Street	Joe Bourne, Steve Adams, John Little
Public Safety	Steve Adams, Ed Steffek, Nate Penrod
Park Board	Joe Bourne, Ed Steffek, Brandie Bourne
Tri-County	Nate Penrod or Brandie Bourne
Delaware Valley	Joe Bourne, Ed Steffek
Cemetery	Tom Gardner, Nate Penrod (Alternate)
Board of Tax Review	Sandra Welsch, Kathy Sullivan, Kathy Huston
Solicitor	Atty. Mark Perlaky
Income Tax Administrator	Donna Meek
Chief of Police	Rocky Dusenberry
Mayor's Administrative Assistant	DJ Meek
SM&R	Rick Swiger
Park Caretaker	Malinda Adams
Planning Commission:	Tom Gardner, John Little, DJ Meek, Teresa Jones
Union Cemetery	Traci Barker, Richard Barker, DJ Meek, Tom Gardner
Zoning Appeals Board:	John Little, Teresa Jones, Adrian Endlich, Jennifer Robinson
Income Tax Review Board:	Sandra Welsch, Kathy Sullivan, Kathy Huston
Records Retention Board:	Tom Gardner, Rocky Dusenberry, Darissa R. Lute
Historical Society:	Mike Conaway, Kathy Sullivan, John Little
T. C. Health Advisory Board:	Brandie Bourne
Audit	Darissa Lute, Tom Gardner, Joe Bourne

## CEMETERY REPORTING

\*Reviewed the 2024 Union-Salem Cemetery report with expenses of \$16,509.35 and receipts of \$33,432.54. The ending balance to be carried over to year 2025 was \$64,429.94.

## ZONING/MAYOR'S ADMINISTRATIVE ASSISTANT

\*No Reporting - Absent

## SOLICITOR MARK PERLAKY

\*Perlaky requested a need to renew the membership with the Ohio Municipal Attorneys Association for year 2025.

**Motion made by Brandie Bourne and seconded by Joe Bourne** to approve renewing the Ohio Municipal Attorneys Association membership at a cost of \$350 for year 2025. Roll call taken and all council members present were in favor.

## INCOME TAX ADMINISTRATOR

No Reporting - Absent

## MAYOR

\*Heard that Ordinance #2024-01 continues to be in force for rules and regulations for the upcoming year.

\*Mayor Gardner requested that council approve the application for the "Ready Grant" in order to participate and commit to a street light project for the village. This project is in conjunction with other villages and the Tuscarawas County Economic Development Corporation. The village would be committed to a grant match of \$2500 for the contract with Environmental Design to assist in the planning and preparation of the projects involved.

**Motion made Joe Bourne and seconded by Steve Adams** to approve and proceed with the Ready Grant application. Roll call taken and all council members present were in favor.

\*Reviewed proposed projects for year 2025

1. Working on a grant to replace eight pole lights on the Village Square which haven't been replaced in 25 years.
2. Paving project to upgrade Bates Drive and widen Marion Frank Lane.
3. Continue paving projects for streets and alleys.
4. To continue to monitor the Safe Sidewalk Project until it is completed in 2026.
5. Increase police department patrolling hours for the village and issue cleanup notices and junk vehicle violations as needed.
6. Continue to look for young men and women to volunteer for the Fire Dept.
7. Project for updating wiring in the Historical Society Building

\*Reviewed 2024 Accomplishments as follows:

1. Property at 206 E. Main St. was razed and property was sold.
2. CPR and First Aid equipment was provided in the Fire Station.
3. Joint meeting with the Railroad, ODOT Railroad and ODOT Representatives to replace the Railroad Crossing in Year 2026.
4. Repaired the Flag Pole on the Village Square.
5. Malinda Adams was hired as Belden Park Administrator.
6. Security System at the Historical Building was installed.
7. Unnamed Alley was named "Lamneck Drive"
8. Extended N. High Street to the Village Corporation.
9. Harold Webber donated \$2500 to the village and \$500 to the Delaware Valley Fire Dept. to honor his father (Paul Webber) who had been the Port Washington Fire Chief. The village used his donation to place a furnace in the Street Dept. Building

## CONT'D MAYOR – 2024 Accomplishments

10. Unnamed alley was named “Patsy Lane” to honor Patricia Lafferty.
11. New Police Cruiser computer and camera equipment and body camera installed.
12. Union Cemetery received additional property from the Ruth Stocker Family Trust.
13. Ordinance passed to prohibit recreational marijuana processing dispensaries within the village.
14. Reset headstones in the Old Cemetery, plus trimming of trees.
15. Historical Society Building was opened for Christmas Tour with 300 in attendance for tour.

## JOE BOURNE

- \*Reviewed the December Delaware Fire Department Report with 6 calls handled. All six calls were assisting other departments. Two assisting calls for Newcomerstown, one call each for West Lafayette, Liberty, Arrowhead and Tri-County.
- \*Discussed possible sidewalk projects for pavilion area.
- \*Discussed replacing garage doors on the Street Dept. building with insulated garage doors.
- \*Discussed possibly purchasing a 50-foot strip of land next to the Street Dept. Garage.

## NATE PENROD

- \*Penrod noted how nice the village was lite up for the holiday season with many residents participating in displaying Christmas lights.

## BRANDIE BOURNE

- \*Heard that the Delaware Fire Dept Breakfast for January 11, 2025 is cancelled due to predicted inclement weather. The next Breakfast will be February 8, 2025 from 8-11am.

## STEVE ADAMS

- \*No Reporting

## JOHN LITTLE

- \*No Reporting

## ED STEFFEK

- \*No Reporting

## FISCAL OFFICER

- \*F.O. Lute distributed the proposed Permanent Appropriation Ordinance # 2025-01 for passage. Council reviewed the proposed appropriations with the following fund totals as follows: General Fund \$365,545.00, Street Construction Fund \$42,000.00, State Highway Fund \$4,200.00, Cemetery \$9,005.37.

## TREASURER'S REPORT

\* **Motion made by Joe Bourne** and seconded by Brandie Bourne to accept the December 2024 Treasurer's report with the following: \$524,307.24 General Fund, \$ 23,025.87 Street Construction, \$1,188.94 State Highway, \$5.37 Cemetery Fund, \$8,708.61 Permissive Vehicle Tax, \$3012.63 Capital Project, \$0 Mayor's Court. With a total of all funds \$560,248.66. Reports included the Bank Reconciliation Report, bank statements, payment listing, receipt detail report, fund status report, appropriation status report. All council members present were in favor.

Next meeting will be January 21, 2025 at 7:00pm.

Meeting Adjourned

\_\_\_\_\_  
Thomas J. Gardner, Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Darissa R. Lute, Fiscal Officer

\_\_\_\_\_  
Date

**RESOLUTIONS & ORDINANCES**

**Motion moved by Brandie Bourne** and seconded by Steve Adams approving the 2025 permanent appropriations as stated on an emergency basis. **(ORDINANCE 2025-01)** Roll call as follows: Joe Bourne yay, Nate Penrod yay, Brandie Bourne yay, John Little yay, Ed Steffek yay, Steve Adams yay.

**Motion made by Ed Steffek** and seconded by Brandie Bourne to pass and enact said **ORDINANCE 2025-01**. Roll call as follows: Joe Bourne yay, Nate Penrod yay, Brandie Bourne yay, John Little yay, Ed Steffek yay, Steve Adams yay.

**Motion moved by Joe Bourne** and seconded by Steve Adams to authorize using Blanket Purchase Orders as stated on an emergency basis. **(RESOLUTION 01-2025)** Roll call as follows: Joe Bourne yay, Nate Penrod yay, Brandie Bourne yay, John Little yay, Ed Steffek yay, Steve Adams yay.

**Motion made by Brandie Bourne** and seconded by Nate Penrod to pass and enact said **RESOLUTION 01-2025**. Roll call as follows: Joe Bourne yay, Nate Penrod yay, Brandie Bourne yay, John Little yay, Ed Steffek yay, Steve Adams yay.

**Motion moved by Joe Bourne** and seconded by Nate Penrod to establish monthly credit card expense limits and users as stated on an emergency basis. **(RESOLUTION 02-2025)** Roll call as follows: Joe Bourne yay, Nate Penrod yay, Brandie Bourne yay, John Little yay, Ed Steffek yay, Steve Adams yay.

**Motion made by Brandie Bourne** and seconded by Ed Steffek to pass and enact said **RESOLUTION 02-2025**. Roll call as follows: Joe Bourne yay, Nate Penrod yay, Brandie Bourne yay, John Little yay, Ed Steffek yay, Steve Adams yay.

