

PRESIDING OFFICER, THOMAS J. GARDNER, MAYOR

ROLL CALL:

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

ABSENT: Steve Adams

OTHER ATTENDEES: Chief Jeff Stearns, Tom Coutts, DJ Meek

VISITORS: Nancy Bourne

MOMENT OF SILENCE/PLEDGE

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

OATH OF OFFICE

Solicitor Michael Cochran administered the oath of office to Brandie Bourne and Nate Penrod. They are incoming council members from the November Election.

NOMINATIONS-COUNCIL

**Motion was made by Brandie Bourne** and seconded by Joe Bourne to nominate and appoint Ed Steffek to an open council seat. Roll Call as follows: Nate Penrod – yay, Joe Bourne – yay, Brandie Bourne yay.

**Motion was made by Joe Bourne** and seconded by Nate Penrod to nominate and appoint John Little to an open council seat. Roll Call as follows: Nate Penrod – yay, Joe Bourne – yay, Ed Steffek-yay, Brandie Bourne – nay.

Solicitor Michael Cochran administered the oath of office to Little & Steffek as appointed council members. Little and Steffek both have previous experience as council members for the village.

PRIOR MEETING MINUTES

**Motion was made by Joe Bourne** and seconded by Brandie Bourne to dispense with the reading of the minutes and accept the minutes from regular meeting held December 28, 2021. All council members present were in favor.

VISITORS

\* Resident/Visitor Jacquie Price indicated that with weather permitting; she will handle the removal of the Christmas Lights/Tree/Decorations.

\*Approval was given to Price to hold an annual Holiday Lighting Event each year.

**\*Motion made by Brandie Bourne** and seconded by Nate Penrod to allow Jacquie Price to organize and handle Food Truck Events for the summer of 2022. Food trucks will be set up twice a month on opposite Saturdays from the Delaware Volunteer Fire Department Breakfast. Roll call taken and all council members present were in favor.

**\*Motion made by Joe Bourne** and seconded by Ed Steffek to open the books for year 2022. 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 as presented. All council members present were in favor.

**\*Motion made by Ed Steffek** and seconded by John Little to nominate and appoint Joe Bourne as Council President for Year 2022. Roll Call as follows: Nate Penrod yay, John Little yay, Brandie Bourne yay, Ed Steffek yay.

#### FISCAL OFFICER

\*F.O. Lute indicated that the permanent appropriations would be ready for the next regular meeting scheduled for Jan. 18th.

#### POLICE

\*Chief Jeff Stearns reported that there was a total of 213 calls for year 2021

\*Heard that Stearns will be reviewing information for a purchase of a new body camera system; as the current system is experiencing issues that have not been resolved by the company.

\*Stearns announced the promotion of Patrolman Tom Coutts to Assistant Police Chief. Coutts has 27 years' experience in law enforcement.

#### STREET

\*No Reporting -Absent

#### ZONING

\*Heard that DJ Meek issued a violation to a property on Main Street across from village hall for the constructing of a porch without a permit. The property is owned by Jerry L. Wright. Wright is now deceased and a relative indicated that the property is in probate. However, Solicitor Michael Cochran checked the county website and no probate for Jerry L. Wright is currently listed.

#### COCHRAN

\*No Reporting

#### INCOME TAX ADMINISTRATOR

\* No Reporting

#### MAYOR

\*Reviewed proposed projects for year 2022

1. Pave Union Cemetery Rd from Arch Street and all paved roads with the cemetery
2. Replace side walk in front of the Mayor's Office
3. Replace sidewalk around 105 East Main Street and South St. Clairsville Street. This is along the sides of the Fire Dept/Village Hall.
4. Repaint canons on the square
5. Clean up cemetery: Old Cemetery needs stones reset and tree limbs removed. Union Cemetery needs tree trimming completed.
6. Replace trash containers on the square & Belden Park & both baseball fields.
7. Lead Manager Jacquie Price will be spear heading a Flag Pole Project

\*Reviewed 2021 Accomplishments as follows:

1. Paved South St. Clairsville Street from railroad to the bridge
2. Removed seven trees from Main Street and the old cemetery
3. Purchased new Street Dept. Truck-2021 Ford
4. Sold the 2003 Ford 350 Street Dept. Truck for \$15,000
5. Sold Village Property at 105 W. Main Street for \$11,100
6. Revised the Junk Car Ordinance #2021-3
7. 2019&2020 State Audit was completed with accounts in order
8. New Taser for Police Dept. was purchased
9. Christmas Lights were placed on AEP Poles on Main Street and village square with the Lead Project Manager Jacquie Price
10. Purchased adjoining property to the Fire Dept/Village Hall
11. Updated bathrooms in the village hall and Belden Park with the CARES Monies.
12. Wi-Fi was placed at Belden Park
13. Reconstruction of the 3rd floor of the Historical Town Hall was completed with more work to be continued in year 2022.

\*Reviewed Mayor's Court 2021 Statement as follows:

1. 43 Traffic Violations
2. State of Ohio was paid \$1612.50
3. Tusc. Cty South Court was paid \$64.50
4. Port Washington Village was paid \$4294.00

\*Heard that Gardner attended the cemetery board meeting and the cemetery has a balance of \$34,000 for a carryover balance into year 2022.

\*Was reported that Mayor Gardner and DJ Meek purchased a used PA System for village events for \$550 from Hummingbird in Sugarcreek. This price also included stands, mics and speakers.

JOE BOURNE

\*Was reported that 5 calls were handled by the Delaware Vol. Fire Dept. in December with 45 ½ hours of coverage.

\*Discussed options of a paving project for year 2022 with an estimate of \$25,000 to \$27,000

NATE PENROD

\*No Reporting

BRANDIE BOURNE

\*No Reporting

STEVE ADAMS

\*No Reporting-Absent

JOHN LITTLE

\*No Reporting

ED STEFFEK

\*No Reporting

TREASURER'S REPORT

\* **Motion made by Joe Bourne** and seconded by Ed Steffek to accept the December Treasurer's report with the following: \$454,444.85 General Fund, \$85,041.80 Street Construction, \$2,888.51 State Highway, \$8.42 Cemetery Fund, \$34,208.43 Permissive Vehicle Tax, \$3,012.63 Capital Project, \$0 Mayor's Court, 29,593.32 Local Fiscal Recovery/ARPA Fund. With a total of all funds \$609,197.96. 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 18, 2022 at 7:00pm.

Meeting Adjourned

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**RESOLUTIONS & ORDINANCES**

**Motion moved by Joe Bourne** and seconded by Ed Steffek authorizing Blanket Purchase Orders for Year 2022 as stated on an emergency basis. **(RESOLUTION 01-2022)** Roll call as follows: Joe Bourne yay, Nate Penrod yay, John Little yay, Brandie Bourne yay, Ed Steffek yay.

**Motion made by Brandie Bourne** and seconded by Ed Steffek to pass and enact said **RESOLUTION 01-2022**. Roll call as follows: Joe Bourne yay, Nate Penrod yay, John Little yay, Brandie Bourne yay, Ed Steffek yay.

**Motion moved by Brandie Bourne** and seconded by Ed Steffek establishing monthly credit card expense limits and users for Year 2022 as stated on an emergency basis. **(RESOLUTION 02-2022)** Roll call as follows: Joe Bourne yay, Nate Penrod yay, John Little yay, Brandie Bourne yay, Ed Steffek yay.

**Motion made by Ed Steffek** and seconded by Joe Bourne to pass and enact said **RESOLUTION 02-2022**. Roll call as follows: Joe Bourne yay, Nate Penrod yay, John Little yay, Brandie Bourne yay, Ed Steffek yay.

**Motion moved by Joe Bourne** and seconded by Nate Penrod establishing the Rules of Operation and Procedures for Year 2022 as stated on an emergency basis. **(ORDINANCE 2022-01)** Roll call as follows: Joe Bourne yay, Nate Penrod yay, Brandie Bourne yay, John Little yay, Ed Steffek yay,

**Motion made by Ed Steffek** and seconded by Joe Bourne to pass and enact said **ORDINANCE 2022-01**. Roll call as follows: Joe Bourne yay, Nate Penrod yay, Brandie Bourne yay, John Little yay, Ed Steffek yay.

