

PRESIDING OFFICER, THOMAS J. GARDNER, MAYOR

ROLL CALL:

PRESENT: Joe Bourne, Steve Adams, Brandie Bourne, Michelle Green, Ed Steffek, James Thornton

ABSENT: N/A

OTHER ATTENDEES: Rick Swiger, Donna Meek

VISITORS: John Bourne, Nancy Bourne, Alvin Moore

MOMENT OF SILENCE/PLEDGE

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

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 29, 2020. All council members present were in favor.

VISITORS

\* Heard from Alvin Moore from the Tri-County EMS District. Moore expressed gratitude for the donation of \$7400 from the village; which was used for the purchase of a new mobile home for housing purposes.

PAY BILLS

\*No bills to be paid

**\*Motion made by Brandie Bourne** and seconded by Steve Adams to open the books for year 2021. All council members present were in favor.

**\*Motion made by Michelle Green** and seconded by Steve Adams to nominate and appoint Joe Bourne as Council President for Year 2021. Roll Call as follows: Steve Adams yay, James Thornton yay, Brandie Bourne yay, Ed Steffek yay, Michelle Green yay.

**\* COMMITTEES APPROVED FOR 2021:**

Finance: Michelle Green, James Thornton & Brandie Bourne

Street: Joe Bourne, Steve Adams and James Thornton

Public Safety: Steve Adams, Ed Steffek and Michelle Green

Park Board: Joe Bourne, Ed Steffek and Brandie Bourne

Tri-County Ambulance: James Thornton or Brandie Bourne

Delaware Valley Fire Board: Joe Bourne and Ed Steffek

Cemetery Board: Tom Gardner

Board of Tax Review: Sandra Welch, Kathy Sullivan and Kathy Huston

Planning Commission: Tom Gardner, Bruce Hibinger, Larry Laisure and DJ Meek

Zoning Appeals Board: John Little, Teresa Jones, Adrian Endlich, Jennifer Robinson, Bruce Hibinger

Audit Board: Darissa Lute, Tom Gardner, Joe Bourne

Records Retention Board: Tom Gardner, Jeff Stearns, Darissa R. Lute

Historical Society: Kathy Sullivan, Michelle Green, Bruce Hibinger

T.C. Health Advisory Board: Steve Adams

Shade Tree Commission: John Little, John Bourne, Curtis Chandler, Tom Gardner, Michelle Green

## FISCAL OFFICER

\*F.O. Lute indicated that the permanent appropriations would be ready for the next regular meeting scheduled for Jan. 19th.

\*Heard that all of the CARES FUND revenue and expenditures has been updated and posted to the Ohio Budget Commission portal as required.

## POLICE

\*No Reporting

## STREET

\*No Reporting

## ZONING

\*No Reporting - Absent

## COCHRAN

\*No Reporting - Absent

## INCOME TAX ADMINISTRATOR

\* Heard that the mailing of 176 residential and 34 businesses has been completed for the filing of 2020 municipal income tax returns. Tax administrator, Donna Meek expressed a need for additional stamps.

**\*Motion made by Brandie Bourne** and seconded by Joe Bourne to approve the purchase of necessary stamps for the income tax administrator. All council members present were in favor.

## MAYOR

\*Heard that Gardner attended the cemetery board meeting and the cemetery has a balance of \$27,725.70 for a carryover balance into year 2021. Also heard that the cemetery sold \$5000 worth of lots in year 2020

\*Mayor Gardner reviewed some of the accomplishments for year 2020 as follows:

1. Passage of renewal levies for Union Cemetery and for the Village General Fund Maintenance
- 2 Purchased a lap top computer for the income tax administrator
- 3 Replaced Fire Department Door
- 4 Installed a sound system in council chambers
- 5 Received \$5000 Donation from Zimmerman Foundation for new fencing at Union Cemetery
- 6 Purchased a new desk top computer for Mayor/Tax Administrator
- 7 Appointed Jeff Stearns as the village police chief replacing Paul Rossi
- 8 Paved Railroad, Cherry, Rio Streets (\$29,400)
- 9 Received \$44,000 in donations to be used for a new street dept. truck. \$22,000 each from Rosenberry & Reeves Foundation
- 10Received \$1500 from Harold Weber in donations to be used for the police dept, historical society and village
- 11Purchased body camera for the police dept.

\*Mayor Gardner reviewed some of the proposed projects for year 2021 as follows:

- 1 Replace sidewalk from South Saint Clairsville Street to the Municipal Building.
- 2 Enact the shade tree commission and enforce village ordinance for tree & brush issues in the village
- 3 Make changes to the zoning ordinance.
- 5 Sell the village property at 105 W. Main St. (Ugly Mug).
- 6 Proceed with the obtaining and razing of vacant homes in the village as funds permit.

JOE BOURNE

\*No Reporting

JAMES THORNTON

\*Heard that there is a safety issue with the sidewalk at the post office. Mayor Gardner will contact the owner of the building on this matter.

MICHELLE GREEN

\*Green expressed interest in whether establishing a village library would be beneficial & feasible in the village.

STEVE ADAMS

\*No Reporting

BRANDIE BOURNE

\*Heard possible improvement projects for year 2021. Replacing park pavilion roof with steel, installing downspout on the Old Town Hall, and leveling out cement in front of village hall/fire department.

ED STEFFEK

\*No Reporting

TREASURER'S REPORT

\* **Motion made by James Thornton** and seconded by Brandie Bourne to accept the December Treasurer's report with the following: \$423,338.77 General Fund, \$49,316.58 Street Construction, \$2,728.20 State Highway, \$17.03 Cemetery Fund, \$27,272.64 Permissive Vehicle Tax, \$9,617.34 Capital Project, \$0 Mayor's Court, .84 Coronavirus Relief Fund. With a total of all funds \$512,291.40. 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 19, 2020 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 Brandie Bourne authorizing Blanket Purchase Orders for Year 2021 as stated on an emergency basis. **(RESOLUTION 01-2021)** Roll call as follows: Joe Bourne yay, Steve Adams yay, Michelle Green yay, Brandie Bourne yay, Ed Steffek yay, James Thornton yay. **Motion made by James Thornton** and seconded by Steve Adams to pass and enact said **RESOLUTION 01-2021**. Roll call as follows: Joe Bourne yay, Steve Adams yay, Michelle Green yay, Brandie Bourne yay, Ed Steffek yay, James Thornton yay.

**Motion moved by Brandie Bourne** and seconded by Michelle Green establishing monthly credit card expense limits and users for Year 2021 as stated on an emergency basis. **(RESOLUTION 02-2021)** Roll call as follows: Joe Bourne yay, Steve Adams yay, Michelle Green yay, Brandie Bourne yay, Ed Steffek yay, James Thornton yay. **Motion made by Joe Bourne** and seconded by Steve Adams to pass and enact said **RESOLUTION 02-2021**. Roll call as follows: Joe Bourne yay, Steve Adams yay, Michelle Green yay, Brandie Bourne yay, Ed Steffek yay, James Thornton yay.

**Motion moved by James Thornton** and seconded by Steve Adams entering into an agreement with the Tuscarawas County Public Defender for year 2021 as stated on an emergency basis. **(RESOLUTION 03-2021)** Roll call as follows: Joe Bourne yay, Steve Adams yay, Michelle Green yay, Brandie Bourne yay, Ed Steffek yay, James Thornton yay. **Motion made by Brandie Bourne** and seconded by Joe Bourne to pass and enact said **RESOLUTION 03-2021**. Roll call as follows: Joe Bourne yay, Steve Adams yay, Michelle Green yay, Brandie Bourne yay, Ed Steffek yay, James Thornton yay.

**Motion moved by Brandie Bourne** and seconded by James Thornton establishing the Rules of Operation and Procedures for Year 2021 as stated on an emergency basis. **(ORDINANCE 2021-01)** Roll call as follows: Joe Bourne yay, Steve Adams yay, Michelle Green yay, Brandie Bourne yay, Ed Steffek yay, James Thornton yay. **Motion made by Joe Bourne** and seconded by Steve Adams to pass and enact said **ORDINANCE 2021-01**. Roll call as follows: Joe Bourne yay, Steve Adams yay, Michelle Green yay, Brandie Bourne yay, Ed Steffek yay, James Thornton yay.