REGULAR MEETING MARCH 3, 2026

PRESIDING OFFICER, THOMAS J. GARDNER, MAYOR

ROLL CALL:
PRESENT: Joe Bourne, Brandie Bourne, John Little, Jeff Gardner, Jeff McDonald
ABSENT: Steve Adams
OTHER ATTENDEES: DJ Meek (Zoning/Mayor's Asst), Donna Meek (Tax Administrator)
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 Jeff Gardner to dispense with the reading of the minutes and accept the minutes from regular meeting held February 17, 2026. All council members present were in favor.

VISITORS
* No Reporting

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, Jeff Gardner yay, Jeff McDonald yay, John Little yay.

POLICE
*No Reporting - Absent

STREET
*Tim Bryant was absent due to death in family. Mayor Gardner reported that he and Bryant reviewed the alleys in the village that are not blacktopped – which would need gravel applied. Council approved for Bryant to purchase what is needed for the alleys.

SOLICITOR MARK PERLAKY
*Perlaky indicated that he needed to discuss pending ligation in executive session (See executive session notes)

ZONING/MAYOR'S ADMINISTRATIVE ASSISTANT
*Heard that one zoning permit is out for an Arch Street Resident that would like to install a shed.
*Was informed that Schilling Electric will be completing the Traffic Light/Generator Project any day.

INCOME TAX ADMINISTRATOR
No Reporting

MAYOR
*Mayor Gardner indicated that the quote from Yoder Roofing for $1450 could be split 50/50 with the Historical Society Group. This quote is to reattach downed spouting on the Historical Society Building and to do a complete check on all other spouting.
Motion made by Joe Bourne and seconded by Jeff McDonald to approve and proceed with contracting with Yoder Roofing for the spouting job. Cost to the village would be $725. Roll call taken and all council members present were in favor.
*Was informed that Gardner met with American Drilling Company who will be handling the new Fire Well Project at Belden Park. The village received a donation of $25,000 from the Kimble Foundation for the project. Total cost is approximately $50,000 in which the village will absorb the reminder of the project cost. The project will be completed in the very near future.
*Gardner noted that the new railroad flashing lights have been installed on South Saint Clair Street. New gates will follow in the near future.
*Reminder that Christmas/Winter arrangements should be removed from the grave sites at Union Cemetery by Easter (April 5th).
*Set Spring Clean Up for April 17th & 18th. Two roll off dumpsters will be brought in for the clean-up weekend. Refuse containers will be located at 105 W Main Street Rear - in the lot behind what was once known as the Old Ugly Mug. No tires or hazardous waste will be accepted.
*Heard that Mayor Gardner will schedule for the upcoming season for mosquito spraying control.

JOE BOURNE
*Distributed the February Fire Dept Report. 2 Auto Accidents reported.

BRANDIE BOURNE
*Reminder – Delaware Fire Dept. - Spaghetti Dinner – Free Will Donation to be held March 15, 2026 from 12pm –3pm. There are also Gun Raffle Tickets available. Anyone wishing to purchase tickets – should contact a fire fighter on the Delaware Volunteer Fire Dept.
***Motion made by Brandie Bourne and seconded by Jeff Gardner** to purchase a sympathy keepsake item for the Tim Bryant family. Roll call taken and all council members present were in favor.

STEVE ADAMS
*No Reporting-Absent

JOHN LITTLE
*No Reporting

JEFF MCDONALD
*No Reporting

JEFF GARDNER
*No Reporting

FISCAL OFFICER

*__Motion made by Brandie Bourne and seconded by Jeff Gardner__ to authorize Fiscal Officer Lute to close the secondary bank account with Huntington Bank and move all funds to the primary bank First National Bank of Dennison. Roll call taken as follows: Joe Bourne yay, Jeff Gardner yay, Brandie Bourne yay, John Little yay and Jeff McDonald yay. The closing of the account will eliminate unnecessary monthly fees and give the village an opportunity to invest funds with higher quantity of funds.

TREASURER'S REPORT

* **Motion made by John Little** and seconded by Joe Bourne to accept the February 2026 Treasurer's report with the following: $476,693.38 General Fund, $ 46,838.26 Street Construction, $313.07 State Highway, $1.60 Cemetery Fund, $15,391.09 Permissive Vehicle Tax, $3012.63 Capital Project. With a total of all funds $542,250.03. 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.

EXECUTIVE SESSION

Motion made by Joe Bourne and seconded by Jeff Gardner to proceed into an executive session to discuss pending ligation. Roll call taken as follows: Joe Bourne yay, Jeff Gardner yay, Brandie Bourne yay, John Little yay and Jeff McDonald yay. Time: 7:29pm

*Discussed the necessary ligation for the land contract forfeiture on a property owned by the village. No action was taken by council. Heard that Solicitor Perlaky will proceed with the process to file for the forfeiture of the land contract and serve the parties involved.

Motion made by Jeff Gardner and seconded by Jeff McDonald to resume back to the regular session of council meeting. Roll call taken as follows: Joe Bourne yay, Jeff Gardner yay, Brandie Bourne yay, John Little yay and Jeff McDonald yay. Time: 7:45pm

Next meeting will be held on March 17, 2026 at 7:00pm.
Meeting Adjourned

_____ _____Date
Thomas J. Gardner, Mayor

_____ _____Date
Darissa R. Lute, Fiscal Officer

RESOLUTIONS & ORDINANCES

Heard second reading on **Ordinance #2026-04** for establishing a social media policy for the Village of Port Washington. The third and final reading will be held on March 17, 2026.