REGULAR MEETING JANUARY 6, 2026

PRESIDING OFFICER, THOMAS J. GARDNER, MAYOR

ROLL CALL:
PRESENT: Joe Bourne, Brandie Bourne, John Little, Jeff Gardner, Jeff McDonald, Steve Adams
ABSENT: N/A
OTHER ATTENDEES: DJ Meek (Zoning), Donna Meek (Income Tax Admin.), Tim Bryant (Street Supervisor)
VISITORS: Nancy Bourne & John Bourne

MOMENT OF SILENCE/PLEDGE
The meeting was opened with The Pledge of Allegiance led by Mayor Gardner.

OATH OF OFFICE
*Solicitor Mark Perlaky administered the Oath of Office to incoming (new & re-elected) council members: NEW: Jeff McDonald and Jeff Gardner RE-ELECTED: Brandie Bourne and John Little.

PRIOR MEETING MINUTES
Motion was made by John Little and seconded by Brandie Bourne to dispense with the reading of the minutes and accept the minutes from regular meeting held December 30, 2025. All council members present were in favor.

VISITORS
* No Reporting

OPEN BOOKS
***Motion made by Brandie Bourne** and seconded by Jeff McDonald to open the books for year 2026. All council members present were in favor.

COUNCIL PRESIDENT
***Motion made by John Little** and seconded by Steve Adams to nominate and appoint Joe Bourne as Council President for Year 2026. Roll Call as follows: Joe Bourne yay, Steve Adams yay, Jeff Gardner yay, John Little yay, Jeff McDonald yay, Brandie Bourne yay.

POLICE
*Patrolman Kyle Lawver reviewed the police dept. yearend report for 2025. The following information was noted:
*1756 hours were worked during year 2025
*125 calls were handled through the village police dept.
*31 Traffic Citations were issued
* 7 Criminal Arrests
*73 Traffic Stops
*New cruiser dash cam and body cam purchased in late 2024 is working flawlessly.
*New tires have been installed on the cruiser.
*Officers have exceeded the required number of hours needed for continuing education hours (24 hrs is required).

STREET

*Street Supervisor Tim Bryant reported that the furnace at the street dept. garage has been repaired. The furnace had a faulty ignitor and was not operating. Kelly's Heating and Cooling repaired at no cost (warranty coverage).

COMMITTEES FOR YEAR 2026

***Motion made by Brandie Bourne and** seconded by Jeff McDonald to approve the proposed committees for year 2026. All council members present were in favor.

Committees	
Finance	John Little, Jeff McDonald, Brandie Bourne
Street	Joe Bourne, Steve Adams, John Little
Public Safety	Steve Adams, Jeff Gardner, Jeff McDonald
Park Board	Joe Bourne, Jeff Gardner, Brandie Bourne
Tri-County	Jeff McDonald or Brandie Bourne(Alternate)
Delaware Valley	Joe Bourne, Jeff Gardner
Cemetery	Tom Gardner
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	Tim Bryant
Park Caretaker	Malinda Adams
Planning Commission:	Tom Gardner, John Little, DJ Meek, Steve Adams, Jennifer Robinson
Union Cemetery	Traci Barker, Richard Barker, DJ Meek, Tom Gardner
Zoning Appeals Board:	John Little, Teresa Jones, Adrian Endlich, Jennifer Robinson, Steve Adams
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, John Little
Audit	Darissa Lute, Tom Gardner, Joe Bourne

CEMETERY REPORTING

*Reviewed the 2025 Union-Salem Cemetery report with expenses of $29,222.11 and receipts of $26,193.37. The ending balance to be carried over to year 2026 was $61,401.20.

ZONING/MAYOR'S ADMINISTRATIVE ASSISTANT
*Heard that the Fire Well Project will be completed in the Spring of 2026. This project is being funded through a donation of $25,000 from the Floyd & Doris Kimble Foundation along with the Village of Port Washington contributing $25,000 to complete the project.

SOLICITOR MARK PERLAKY
*Perlaky reported that there is still one more village resident who has not complied with the village income tax ordinance. This case is still going through the court process.
*Council discussed the deadline for the eviction of tenants in a property that the village owns on East Main Street. The tenants have until February 12, 2026 to vacate the property. An issue with fencing with an adjacent neighbor has come to light. Discussion to remove fencing on the village property which the tenant installed is pending until the village solicitor can review the land contract and the surveying of property.

INCOME TAX ADMINISTRATOR
No Reporting

MAYOR
*Reviewed proposed projects for year 2026
1. Continue to follow the progress of the ODOT Safe Sidewalk to School Grant which is to begin in year 2026.
2. Continue to improve the properties at 100, 102 and 104 East Main Street. These properties were recently purchased by the village and a possible demolishing project may follow in 2026.
3. Continue to work on a grant to replace eight Lamp Poles and Lights on the Village Square.
4. Complete the new Fire Well at the Belden Brick Park.

*Reviewed Year 2025 Accomplishments
1. Trimmed trees at Belden Park Union Cemetery entrance, and removed large Maple Tree within the cemetery by Mast Tree Service for $5,750.00.
2. Amended Section 503.5 of the Zoning Ordinance which deals with setbacks of accessory buildings or structures.
3. Spring clean-up was held in April 2025.
4. Revised Ordinance 2025-02 dealing with junk cars, boats, and storage sheds.
5. Village Audit was completed by the State of Ohio with no errors.
6. Constructed Wheel Chair sidewalks from the two park pavilions to the restroom area.
7. Ordinance 2025-04: dealing with Keeping of Certain Animals within the Village of Port Washington.
8. $43,100.00 used for paving of streets and alleys.
9. Purchase of mower by the Union Cemetery Board.
10. Honored Rick Swiger after 22 years of Service to the Village of Port Washington as Street Commissioner by naming an alley as "Rick Swiger Lane".
11. Hired Tim Bryant as Street Commissioner of 7-15-25.

JOE BOURNE
*Reviewed the December Delaware Fire Department Report with 5 calls handled. Two assisting calls for Newcomerstown, two auto accidents and one alarm.
*Discussed setting the Village Yard Sale Weekend Event for the Weekend after Memorial Day. More on this event to follow in upcoming months.

BRANDIE BOURNE
*Heard that the Delaware Fire Dept Breakfast for January 10, 2026 will be from 8-10am.

STEVE ADAMS
*Noted: Congratulations to the two new council members (Jeff Gardner & Jeff McDonald)

JOHN LITTLE
*No Reporting

JEFF MCDONALD
*Discussed the issue of double parking along St. Rt 36.

JEFF GARDNER
*No Reporting – commented that as a new councilmember – he is looking forward to working with the current administration.

FISCAL OFFICER
*No Reporting

TREASURER'S REPORT
* **Motion made by Brandie Bourne** and seconded by Joe Bourne to accept the December 2025 Treasurer's report with the following: $476,155.41 General Fund, $ 43,147.99 Street Construction, $272.56 State Highway, $1.60 Cemetery Fund, $14,797.26 Permissive Vehicle Tax, $3012.63 Capital Project. With a total of all funds $537, 387.45. 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 20, 2026 at 7:00pm.
Meeting Adjourned

_____ _____Date
Thomas J. Gardner, Mayor

_____ _____Date
Darissa R. Lute, Fiscal Officer

RESOLUTIONS & ORDINANCES

Motion moved by Brandie Bourne and seconded by Joe Bourne approving the Rules of Operation and Procedures for the Governance of the Village of Port Washington as stated on an emergency basis. **(ORDINANCE 2026-01)** Roll call as follows: Joe Bourne yay, Jeff Gardner yay, Brandie Bourne yay, John Little yay, Jeff McDonald yay, Steve Adams yay.
Motion made by Joe Bourne and seconded by Jeff Gardner to pass and enact said **ORDINANCE 2026-01**. Roll call as follows: Joe Bourne yay, Jeff Gardner yay, Brandie Bourne yay, John Little yay, Jeff McDonald yay, Steve Adams yay.

Motion moved by Brandie Bourne and seconded by Jeff McDonald approving the consent for the Project Agreement with ODOT for the Safe Sidewalk Legislation as stated on an emergency basis. **(ORDINANCE 2026-02)** Roll call as follows: Joe Bourne yay, Jeff Gardner yay, Brandie Bourne yay, John Little yay, Jeff McDonald yay, Steve Adams yay.
Motion made by Steve Adams and seconded by Joe Bourne to pass and enact said **ORDINANCE 2026-02**. Roll call as follows: Joe Bourne yay, Jeff Gardner yay, Brandie Bourne yay, John Little yay, Jeff McDonald yay, Steve Adams yay.

Motion moved by Brandie Bourne and seconded by Jeff Gardner to authorize using Blanket Purchase Orders as stated on an emergency basis. **(RESOLUTION 01-2026)** Roll call as follows: Joe Bourne yay, Jeff Gardner yay, Brandie Bourne yay, John Little yay, Jeff McDonald yay, Steve Adams yay.
Motion made by Joe Bourne and seconded by John Little to pass and enact said **RESOLUTION 01-2026**. Roll call as follows: Joe Bourne yay, Jeff Gardner yay, Brandie Bourne yay, John Little yay, Jeff McDonald yay, Steve Adams yay.

Motion moved by Brandie Bourne and seconded by Joe Bourne to establish monthly credit card expense limits and users as stated on an emergency basis. **(RESOLUTION 02-2026)** Roll call as follows: Joe Bourne yay, Jeff Gardner yay, Brandie Bourne yay, John Little yay, Jeff McDonald yay, Steve Adams yay.
Motion made by Jeff Gardner and seconded by Jeff McDonald to pass and enact said **RESOLUTION 02-2026**. Roll call as follows: Joe Bourne yay, Jeff Gardner yay, Brandie Bourne yay, John Little yay, Jeff McDonald yay, Steve Adams yay.