

**WOODVILLE VILLAGE COUNCIL**  
REGULAR MEETING  
COUNCIL CHAMBERS 530 LIME STREET  
**JANUARY 8, 2024 – 7:00 p.m.**

- I. **CALL TO ORDER** – Mayor Ty Tracy
- II. **ROLL CALL** – Elected Officials - Fiscal Officer, Barb Runion
- III. **ROLL CALL** – Administration & Audience – Fiscal Officer, Barb Runion
- IV. **PLEDGE TO THE FLAG** – Mayor Ty Tracy
- V. **ELECTION OF PRESIDENT OF COUNCIL PRO TEM**  
~Nominations
- VI. **2024 COMMITTEE CONFIRMATIONS**
- VII. **APPROVAL OF MINUTES**
  - a. Regular Council Meeting and Finance Committee meetings on December 18, 2023
  - b. *Public Meeting Dec 18, 2023*
- VIII. **AUDIENCE PARTICIPATION**
  - a.
- IX. **CORRESPONDENCE**
  - a. Letter announcement – Dr. Kenneth Myers, DDS
- X. **OLD BUSINESS**
  - a.
- XI. **REPORTS:**
  - a. ADMINISTRATIVE & PERSONNEL – Riffle
  - b. PUBLIC WORKS & MAINTENANCE – Dunn
  - c. ENVIRONMENTAL & COMMUNITY DEVELOPMENT – O'Connor
  - d. FINANCE – Throop  
~Finance Ordinance #1807
  - e. PUBLIC SAFETY – Fetzer
  - f. RECREATION & PARKS DEVELOPMENT – Ransom
  - g. VILLAGE ADMINISTRATOR – Brickley  
~See attached
  - h. POLICE DEPARTMENT – SGT. Steve Gilkerson  
~ New Hire
  - i. SOLICITOR – Kuhlman
- XII. **FISCAL OFFICER'S REPORT**

ORD #1: AMENDING THE VILLAGE OF WOODVILLE PAY RANGES  
ORD #2: AUTHORIZING THE MAYOR AND FO TO ENTER INTO CONTRACT WITH THOMAS A. BRICKLEY  
RES #3: AUTHORIZING THE VA AND FO TO ENTER INTO A WSRLA AGREEMENT FOR THE WATERLINE IMPROVEMENTS PHASE 3 PROJECT  
ORD #4: AMP - 2025-2028 Fixed Volume Energy Supply Schedule
- XIII. **NEW BUSINESS**
- XIV. **MAYOR'S REPORT**
- XV. **EXECUTIVE SESSION** (if necessary)
- XVI. **ADJOURNMENT**

**MINUTES – December 18, 2023**  
**WOODVILLE VILLAGE COUNCIL – REGULAR MEETING**

Minutes of the Regular Meeting of Woodville Village Council held on Monday, December 18, 2023 in Council Chambers 530 Lime St. at 7:00pm. Present at Roll Call: Mayor Ty Tracy, Council Members- Patrick Dunn, Denny Fetzer, Kelly O'Connor, Earl Ransom, Joe Riffle, and Tammi Throop. Administration: Village Administrator Tom Brickley, Village Solicitor Bob Kuhlman, Chief Roy Whitehead, and Fiscal Officer Barb Runion. Audience: Kevin Shipman, Tom Dunn, Jan Busdeker, Jason Hindall, and Deb Wallace of the Suburban Press.

Mayor Tracy called the meeting to order and led the Pledge to the Flag.

Minutes of the Finance Committee and Regular Council meetings on November 27, 2023 were approved as presented.

**AUDIENCE PARTICIPATION** – None

**CORRESPONDENCE**- None

**OLD BUSINESS**- None

**REPORTS:**

**ADMINISTRATIVE & PERSONNEL**- Riffle – No report

**PUBLIC WORKS & MAINTENANCE** – Dunn - No report.

**ENVIRONMENTAL & COMMUNITY DEVELOPMENT** – O'Connor reported the village had advertised for the refuse and recycle collection contract bids, and two (2) sealed bids were received and opened in a public meeting earlier tonight. Stevens Disposal was the lowest and best bid received. O'Connor made a motion to award the 5-year Refuse & Recycling contract to Stevens Disposal. Riffle second. VOTE- Yeas- O'Connor, Riffle, Fetzer, Ransom, and Throop. Nays – None. Abstain – Dunn. **MOTION CARRIED 5-0-1**  
Shipman and T. Dunn exited the meeting at 7:06pm

**FINANCE** – Throop made a motion to adopt Finance Ordinance #1806 in the amount of \$133,010.81 Fetzer second. VOTE-Yeas- Throop, Fetzer, Dunn, O'Connor, Ransom, and Riffle. Nays- None **MOTION CARRIED 6-0.**

**PUBLIC SAFETY**- Fetzer will set a committee meeting in January to discuss the Chief's retirement and upcoming internal promotions.

**RECREATION & PARKS DEVELOPMENT** – Ransom - No report

**ADMINISTRATOR** – Brickley reported:

- **WATER PLANT:** LSSV (Limited Site Scope Visit) Inspection on December 1 everything was good. Will be making a couple of recommendations - 1. Continue to develop a new well field. 2. Abandon Well #5
- **SEWER PLANT:** 1. Phase 5 sewer inspection updates: 4 violations to date. 2. Hired Fishbeck Engineers to assist with the Corrective Action Plan (CAP) response to the EPA that is due January 5, 2024. They will also apply for an Ohio Water and Sewer grant opportunity for future upgrades at the Wastewater Treatment Plant.
- **ELECTRIC DEPT:** The south side of the substation was maintenance on Dec 7. Requesting quotes to replace the medium voltage vacuum breaker.
- **STREETS:** Cleaned up the downtown blocks on Dec 8.
- **PROJECTS:** 1. Provided council with updated information from Zenner on their Advanced Metering Infrastructure (AMI) program and estimated revenue increases. (attached)
- **FYI:** Recommended a change of employment status for MaryLou Evans from Part-time to Full-Time. The change is recommended due an increase in time needed to complete daily tasks, to be fully available for the major utilities program upgrade, and to offer her previous experience with executing the new AMI program. Full time status, with all eligible full-time benefits would begin December 25, 2023. Negotiated vacation time as follows – 80 hours beginning January 1, 2024, and in accordance with the Employee Personnel Manual, 120 hours beginning January 1, 2024.

Dunn made a motion to change the employment status of MaryLou Evans to full time beginning December 25, 2023 with all full-time benefits per the Employee Personnel Manual, and negotiated vacation time beginning January 1, 2024. Riffle second. VOTE – Yeas – Dunn, Riffle, Fetzer, O'Connor, Ransom, and Throop. Nays- None. **MOTION CARRIED 6-0.**



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**POLICE DEPARTMENT-** Chief Whitehead reported there was a written threat incident today at the school. It was handled quickly and efficiently by local law enforcement and the school officials.  
Chief Whitehead thanked everyone for their amazing support during his entire career. He is grateful for the opportunity to be nearby to watch the Police Department continue to succeed.

Mayor Tracy recommended the permanent hire of Officer Jerald Darow after the successful completion of his 6-month probation on December 12, 2023. O'Connor made a motion for the permanent hire of Jerald Darow as a full-time officer at a wage of \$24.00/hr. Fetzer second. VOTE – Yeas – O'Connor, Fetzer, Dunn, Ransom, Riffle, and Throop. Nays – None.  
**MOTION CARRIED 6-0.**

**SOLICITOR** – Kuhlman - No report

**FISCAL OFFICER-** Runion presented the following ordinances and resolution for council's consideration:

ORD #23: EMPLOYING ROBERT A. KUHLMAN AS THE VILLAGE SOLICITOR- 3<sup>rd</sup> READING O'Connor made a motion to adopt Ordinance #23-2023. Fetzer second. VOTE – Yeas – O'Connor, Fetzer, Dunn, Ransom, Riffle, and Throop. Nays – None. **MOTION CARRIED 6-0.**

ORD #25: SETTING THE 2024 TEMPORARY APPROPRIATIONS. Fetzer made a motion to suspend the rules. O'Connor second. VOTE – Yeas - Fetzer, O'Connor, Dunn, Ransom, Riffle, and Throop. Nays- None. **MOTION CARRIED 6-0.** Fetzer made a motion to adopt Ordinance #25-2023. O'Connor second. VOTE – Yeas - Fetzer, O'Connor, Dunn, Ransom, Riffle, and Throop. Nays- None. **MOTION CARRIED 6-0.**

RES #26: AUTHORIZING THE FISCAL OFFICER TO INCREASE REVENUES, AMEND APPROPRIATIONS, AND REQUEST AND AMENDED CERTIFICATE FROM THE COUNTY AUDITOR. Fetzer made a motion to suspend the rules. O'Connor second. VOTE – Yeas - Fetzer, O'Connor, Dunn, Ransom, Riffle, and Throop. Nays- None. **MOTION CARRIED 6-0.** Fetzer made a motion to adopt Resolution #26-2023. O'Connor second. VOTE – Yeas - Fetzer, O'Connor, Dunn, Ransom, Riffle, and Throop. Nays- None. **MOTION CARRIED 6-0.**

ORD #27: AMENDING THE 2023 APPROPRIATIONS. Fetzer made a motion to suspend the rules. O'Connor second. VOTE – Yeas - Fetzer, O'Connor, Dunn, Ransom, Riffle, and Throop. Nays- None. **MOTION CARRIED 6-0.** Fetzer made a motion to adopt Ordinance #27-2023. O'Connor second. VOTE – Yeas - Fetzer, O'Connor, Dunn, Ransom, Riffle, and Throop. Nays- None. **MOTION CARRIED 6-0.**

ORD #28: AUTHORIZING THE VILLAGE ADMINISTRATOR AND FISCAL OFFICER TO ENTER INTO A CONTRACT FOR THE COLLECTION OF REFUSE AND RECYCLING WITHIN THE VILLAGE LIMITS. Fetzer made a motion to suspend the rules. O'Connor second. VOTE – Yeas - Fetzer, O'Connor, Ransom, Riffle, and Throop. Nays- None Abstain - Dunn. **MOTION CARRIED 5-0-1.** Fetzer made a motion to adopt Ordinance #28-2023. O'Connor second. VOTE – Yeas - Fetzer, O'Connor, Ransom, Riffle, and Throop. Nays- None. Abstain - Dunn. **MOTION CARRIED 5-0-1.**

**NEW BUSINESS** – Chief Whitehead reported on the status of the development of the Liskai lots off Victoria Place. Liskai would like to acquire two sets of water and sewer taps (for the lots) in exchange for land to change the location of the street, Victoria Place. After a lengthy discussion, Council tabled the conversation until more information is collected.

**MAYOR'S REPORT-** Mayor Tracy reported:

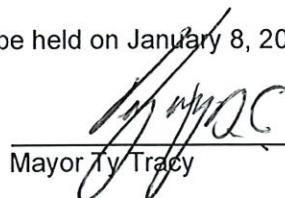
- Next meeting: 1. Renewal of Tom Brickley's contract. 2. Committee assignments
- Roy's retirement party is scheduled from 1:00pm – 3:00pm on February 3 in the Fellowship Hall of the United Methodist Church
- Thanked Council, Administration, and staff for a great year.

**EXECUTIVE SESSION:** None

The next Finance Committee and Council meetings will be held on January 8, 2024 at 6:30pm/ 7:00pm respectively.

Mayor Tracy adjourned the meeting at 8:09pm

  
Barbara J. Runion, Fiscal Officer

  
Mayor Tracy