

**RECORD OF PROCEEDINGS
VILLAGE OF DEGRAFF COUNCIL
REGULAR SESSION**

The Legislative body of the Village of DeGraff convened in regular session on November 4th, 2025 from 7:00 P.M. to 7:50 P.M. at 107 S. Main St., DeGraff, OH 43318.

Mayor Stephanie Orsborne called the meeting to order at 7:00 P.M. with the following Council Members and staff Present:

Mayor Stephanie Orsborne – Present
Sue Walls, Council Member – Present
Gabe Kean, President Pro Tempore – Present
Nancy Hall, Council Member – Present
Sandra Short, Council Member – Present
Tom Rowley, Council Member – Present
Heidi Duckro, Council Member – Present

Staff Present: Kaitlyn Bailey – Fiscal Officer, Mr. Wagner – Village Solicitor, Kenneth McAlexander – Administrator

Ms. Short made the motion to suspend the reading and accept the October 21st, 2025 minutes as presented, seconded by Ms. Hall. Roll Call – All ayes.

MOTION

Visitors – None

Zoning – Mr. McAlexander stated that Mr. Orsborne has written 34 permits this year. He said he needs to know which of the properties that were sent letters need additional cleaning by the Village. Ms. Hall stated that this could be discussed in old business.

Solicitor – None

Village Administrator –

Water

- Water Plant: The coating for the tank is still in the works. He said thankfully they did the coating, as this brought out a bug in the system. This bug had to be addressed before the coating could be done. He said if they hadn't done this project, they would not have known about the issue and if this had not been fixed, it could create a large problem in the future, so he is glad that this was brought out now.
- Hydrant – Hydrant at Mead and Cretcher has been delivered, should be installed in the next week or so.
- Meters – The maintenance men have been switching out old meters with the new meters. Will be ongoing.

Sewer

- Heater for the Mill Street Pump Station has been delivered, just needs to be installed.
- He said the air release valves that were installed are working well, but now he needs 2 more, as they have to be put below ground, before the extreme cold.

Street

- There are 2 holes from sewer repair and water leaks. He said this time of year, asphalt doesn't set up, so they are going to be filled in with concrete at this time. Hoping to have this done this week.

Leaf Pickup

- Mr. McAlexander said that in the last few weeks leaf pickup has started. Mr. Rowley asked how long they would continue to pick up the leaves, as it seems the leaf are coming down more slowly this year. Mr. McAlexander stated they would do it as long as possible, but are unable to pick up leaves in the snow.

Park

- Winterized as of today. Mr. Rowley asked about the water in the bathroom that was not working. Mr. McAlexander said it is a solenoid below the sink that needs to be replaced. Mr. Rowley made a recommendation of possibly switching back to handles instead of touchless. It was taken into consideration.
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Safety Committee

Fire: None

Finance Committee

Kaitlyn Bailey presented the following information:

- She stated that the Buckeye credit card with the fraudulent charges have been cancelled. She received a letter from the credit card company that the Facebook charges were fraudulent and a credit has been put on our account. She said that she still needs to call about the other credit card that has fraudulent charges.
- She said she has been working on updating the ordinances for the Utility department, so that has taken up a lot of her time.
- Kaitlyn went over each ordinance in detail with the Council. She said that the only thing that she needed input on was the ordinances for the rules and regulations and the water/sewer rates. She asked if the council could give their recommendation on the amount of time the Utility Department should go back to count the 3 times of NSF. They agreed that 1 year would be sufficient.
- It was brought to Kaitlyn's attention that the title for Ordinance 2025-49 should say sewer instead of water. Mr. Wagner stated that an amendment could be done for the title before passing the ordinance.

Park Committee –

- Ms. Short asked if the semi at the park could be moved as it has been sitting there for 2 months. Mrs. Orsborne state Mr. Klingler asked if he could leave it there a few days, but agrees that it has now been 2 months that it has sat there. Mr. McAlexander said he would give Mr. Klinger a call to have it removed.

Cemetery

- Ms. Short asked Mr. Wagner if he would answer questions for the Cemetery Board. She said that the Trustees said that due to home rule that he is also the board's lawyer. Mr. Wagner said that is not what home rule is and he explained that it would be a conflict of interest for him to be the cemetery board's lawyer as well. He recommended that he give one of the lawyers at Smith, Smith and Montgomery a call to see if they would represent the Cemetery Board.

Joint Sewer Board

- Mrs. Walls presented the following:
 - October plant results are all good.
 - Low Level mercury is still under the 12.5 ng/l threshold
 - Proposed 2026 items: VFD installation for Rotors: \$8000 for 2 units and replacing the East Clarifier drive, quote in October was for \$20305. Crane rental is \$600 to \$800. If both projects are done, it would be around \$30000. We will have to see if we can appropriate funds for this next year.
 - She stated that there is a concern about the electricity, as Quincy locked in the rate for the sewer plant at the residential rate, rather than a reduced rate for municipalities. Mr. McAlexander said at the rate for next year, electricity could be around \$60,0000. Mrs. Walls said that Quincy should be voting on a lower rate tonight, so this issue might be fixed.
 - The Monthly flows for September were Quincy 36% and DeGraff at 64%.

Ordinances & Resolutions:

Mr. McAlexander asked if the police vehicle needed to be sold to another police department, since it has the police computer still in it. Mr. Wagner stated that in the ORC, that there isn't anything specific about selling this type of vehicle. Mr. Wagner asked if only entities could bid on GovDeals. Mr. McAlexander stated he believes there is a way to choose who could bid on the vehicle. The price was discussed, but Mr. Wagner said it may be better to wait and find out from other police departments for their opinion on pricing of the vehicle. Mr. Wagner gave Mr. McAlexander a few recommendations on who to contact.

Ordinance 2025-44 AN ORDINANCE AUTHORIZING THE MAYOR AND/OR VILLAGE ADMINISTRATOR TO CONTRACT FOR INTERNET AUCTION SERVICES TO DISPOSE OF UNNEEDED VILLAGE OWNED PERSONAL PROPERTY AND DECLARING AN EMERGENCY IN THE VILLAGE OF DEGRAFF, OHIO.

Mr. Rowley made the motion to table this ordinance until the ordinance could be completed, seconded by Mrs. Walls. Roll Call – All Ayes

MOTION

Ordinance 2025-46 AN ORDINANCE REALLOCATING FUNDS FROM APPROPRIATIONS ORDINANCE AND AMENDING THE APPROPRIATIONS ORDINANCE FOR PURPOSES PAYING OPERATING EXPENSES FROM APPROPRIATED FUNDS AND DECLARING AN EMERGENCY IN THE VILLAGE OF DEGRAFF, OHIO.

Mrs. Duckro made the motion to suspend the 3-reading rule for Ordinance 2025-46, seconded by Ms. Short. Roll Call – All Ayes.

MOTION

Ms. Short made the motion to accept Ordinance 2025-46, seconded by Ms. Hall. Roll Call – All Ayes.

MOTION

Ms. Short made the motion to adopt Ordinance 2025-46, seconded by Mrs. Duckro. Roll Call – All Ayes.

MOTION

Ordinance 2025-47 VILLAGE OF DEGRAFF RULES AND REGULATIONS GOVERNING THE USE OF MUNICIPAL UTILITIES, AND DECLARING AN EMERGENCY

Mr. Kean made the motion to suspend the 3-reading rule for Ordinance 2025-47, seconded by Mrs. Walls. Roll Call – All Ayes.

MOTION

Ms. Short made the motion to accept Ordinance 2025-47, seconded by Mrs. Duckro. Roll Call – All Ayes.

MOTION

Mrs. Walls made the motion to adopt Ordinance 2025-47, seconded by Ms. Short. Roll Call – All Ayes.

MOTION

Ordinance 2025-48 AN ORDINANCE TO ESTABLISH WATER RATES, FEES AND CHARGES TO MUNICIPAL UTILITIES AND REPEALING ANY ORDINANCES IN CONFLICT HEREIN

Ms. Short made the motion to suspend the 3-reading rule for Ordinance 2025-48, seconded by Mrs. Duckro. Roll Call – All Ayes.

MOTION

Ms. Hall made the motion to accept Ordinance 2025-48, seconded by Mrs. Walls. Roll Call – All Ayes.

MOTION

Ms. Short made the motion to adopt Ordinance 2025-48, seconded by Mrs. Duckro. Roll Call – All Ayes.

MOTION

Ordinance 2025-49 AN ORDINANCE TO ESTABLISH WATER RATES, FEES AND CHARGES TO MUNICIPAL UTILITIES AND REPEALING ANY ORDINANCES IN CONFLICT HEREIN

Ms. Hall made the motion to amend the title of ordinance 2025-49 from water rates to sewer rates, seconded by Ms. Short. Roll Call – All Ayes **MOTION**

Ms. Short made the motion to suspend the 3-reading rule for Ordinance 2025-49, seconded by Mrs. Walls. Roll Call – All Ayes. **MOTION**

Ms. Short made the motion to accept Ordinance 2025-49, seconded by Mrs. Duckro. Roll Call – All Ayes. **MOTION**

Mr. Kean made the motion to adopt Ordinance 2025-49, seconded by Ms. Short. Roll Call – All Ayes. **MOTION**

Ordinance 2025-50 AN ORDINANCE AUTHORIZING THE MODIFICATION OF CERTAIN PROVISIONS OF THE VILLAGE OF DEGRAFF, OHIO EMPLOYEE HANDBOOK AND DECLARING AN EMERGENCY IN THE VILLAGE OF DEGRAFF.

Mrs. Walls made the motion to suspend the 3-reading rule for Ordinance 2025-50, seconded by Mrs. Duckro. Roll Call – All Ayes. **MOTION**

Mr. Kean made the motion to accept Ordinance 2025-50, seconded by Ms. Short. Roll Call – All Ayes. **MOTION**

Mrs. Short made the motion to adopt Ordinance 2025-50, seconded by Mr. Kean. Roll Call – All Ayes. **MOTION**

Ordinance 2025-51 AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A COMMERCIAL LEASE AGREEMENT WITH INDIAN LAKE EMS JOINT AMBULANCE DISTRICT TO LEASE VILLAGE PROPERTY LOCATED AT 105 S. BOGGS ST., DEGRAFF, OHIO FOR THE PROVISION OF EMS SERVICES IN AND AROUND THE VILLAGE OF DEGRAFF, OHIO AND DECLARING AN EMERGENCY IN THE VILLAGE OF DEGRAFF, OHIO.

Mr. Rowley made the motion to suspend the 3-reading rule for Ordinance 2025-51, seconded by Mrs. Walls. Roll Call: Mrs. Duckro – Abstain, Mr. Rowley – Aye, Ms. Hall – Aye, Mr. Kean – Abstain, Mrs. Walls – Aye, Ms. Short – Aye **MOTION**

Ms. Short made the motion to accept Ordinance 2025-51, seconded by Ms. Hall. Roll Call: Mrs. Duckro – Abstain, Mr. Rowley – Aye, Ms. Hall – Aye, Mr. Kean – Abstain, Mrs. Walls – Aye, Ms. Short – Aye **MOTION**

Mrs. Short made the motion to adopt Ordinance 2025-51, seconded by Mrs. Walls. Roll Call: Mrs. Duckro – Abstain, Mr. Rowley – Aye, Ms. Hall – Aye, Mr. Kean – Abstain, Mrs. Walls – Aye, Ms. Short – Aye **MOTION**

Old Business:

The properties that need to be cleaned up by the Village, as those properties that received letters have not cleaned up the properties to the Villages satisfaction are: Mr. Easton's Property and the property on Ellis Street.

Ms. Short made the motion to allow the Village to clean up Mr. Easton's property and the property on Ellis Street, seconded by Mr. Rowley. Roll Call – All Ayes **MOTION**

Ms. Short made the motion to allow the Village of DeGraff to send a letter to Mr. Stalling about his property needing cleaned up, seconded by Ms. Hall. Roll Call – All Ayes **MOTION**

New Business:

Mrs. Orsborne stated that Kaitlyn had given her resignation as Fiscal Officer effective December 22nd, 2025 due to her being concerned about the conflict because she works for Miami Township and for the Village of DeGraff.

Mr. Rowley made the motion to accept Kaitlyn's resignation, seconded by Mrs. Walls. Roll Call: Mrs. Duckro – No, Mr. Rowley – No, Ms. Hall – Yes, Mr. Kean – No, Mrs. Walls – Yes, Ms. Short – Yes. Due to a tie, Mrs. Orsborne had to vote, her vote was yes.

MOTION

Ms. Short made the motion to pay the bills, seconded by Mrs. Duckro. Roll Call – All Ayes

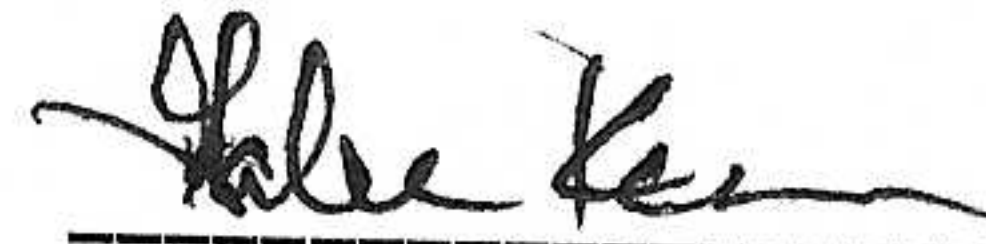
MOTION

Mr. Kean made the motion to adjourn at 7:50 PM, seconded by Mrs. Walls. Roll Call – All Ayes

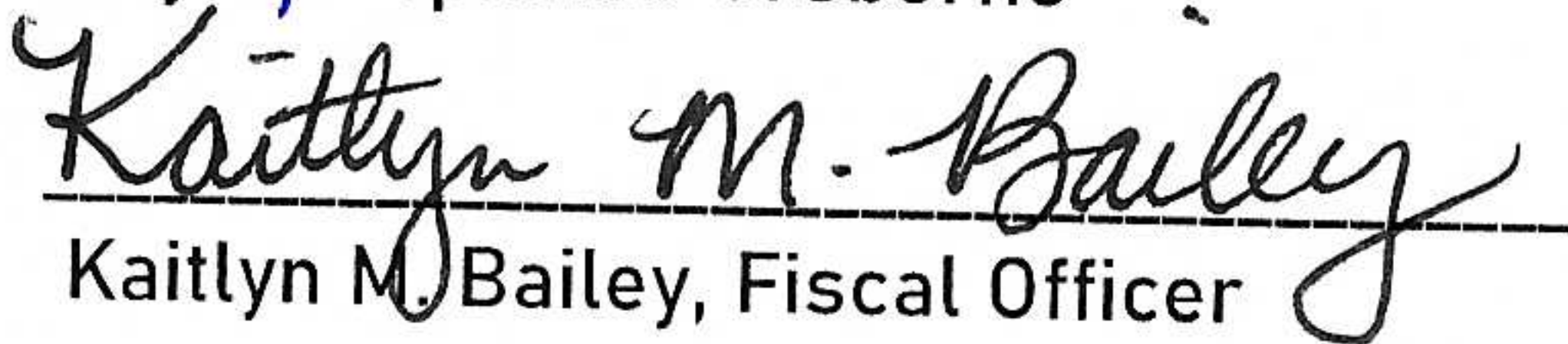
MOTION



Mayor Stephanie Orsborne



Gabe Kean, Council Pro Tempore



Kaitlyn M. Bailey, Fiscal Officer

All formal actions of the VILLAGE OF DEGRAFF COUNCIL concerning and relating to the adoption of Ordinances, Resolutions and/or motions passed at this meeting were adopted in a meeting open to the public, in compliance with the law, including section 121.22 of the Ohio Revised Code.

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