

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

The Legislative body of the Village of DeGraff convened in regular session on December 2nd, 2025 from 7:00 P.M. to 8:05 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. McAlexander – Village Administrator, Mr. Wagner - Solicitor

Ms. Short made the motion to suspend the reading and accept the November 18th, 2025 minutes as presented, seconded by Mrs. Duckro. Roll Call – All ayes. **MOTION**

Ms. Short made the motion to amend the time to 7:00 to 7:45 pm for the October 21st, 2025 minutes, seconded by Ms. Hall. Roll Call – All ayes. **MOTION**

Visitors – None

Zoning – Mr. McAlexander asked about the property on Ellis Street. He asked the Council if one of the Council members wanted to come out to the property to decipher what is trash and what is not. The Council stated he should just use his judgement on what is trash and what is not. Mr. Wagner stated that due to the ordinance they have in place, that they can clean up the property and assess the charges to the property taxes. He was informed that there is also a junk vehicle on the property. Mr. Wagner stated that multiple ordinances could apply to a property, so they could use multiple ordinances on said property. Mr. Wagner stated if they would like, he could send a letter stating they have X days to get this done or action will be taken. He said he would need to know the violations and the address. Mr. McAlexander will get him this information.

Mr. Stalley's property with the car in the right of way was discussed. Mr. Wagner said that property can't be taken without due process. He can be warned that on such date if the vehicle is not removed, that the vehicle can be removed and the storage/applicable fees will need to be paid before the vehicle is released. He said that he can help draft a letter for that as well.

Solicitor – Mr. Wagner has been helping with the contract for the architect for the new Fire House. He said another lawyer at his firm, Terry Stolly is also helping with the contract, as that is more of his specialty. He said there are a few things that they have found that need addressed related to change orders.

Village Administrator –

Water

- **Water Plant:**
 - The coating for the tank is done and the clear tank is back online.
 - Most of the grant reimbursement for the generator has been received.

Utility

- Mr. McAlexander stated that with the new loan payment for the Water Plant that he recommended a \$2.50 raise on water. He said that the \$2.50 could be done over a few years or done all at once. The Utility Committee had agreed with his recommendation to do it all at the same time, so there is an ordinance that has been compiled for tonight, that will have 3 readings. He said that the deposit mimics the rate increase. He also said that they have noticed that there is shortfall on what they have to purchase for new taps vs what is charged, so the utility committee was okay with increasing the tape fees to 1800 for ¾" and 1" to \$2000.
- He said to break even, they would need a 0.50 increase on sewer. He said the Utility Committee recommended that they increase it to \$1, so they weren't just barely breaking even next year. He said that the deposit mimics the rate increase and the tap fees are increased for sewer as well. Additionally, he said there is an ordinance for this as well.

Sewer

- Heater for the Mill Street Pump Station has been installed.

Fire Department

He has found an appraiser that is qualified to appraise the Riverside Local School property that they are looking to purchase. The Appraiser is Cardinal Appraisers. Mrs. Walls stated if the bore samples would be before the appraiser. Mr. McAlexander stated he has spoken with the appraiser, but that the Architect contract and bore samples would need done before moving forward with the appraisal. Bore sampling will cost \$7000-\$8000.

Leaf Pickup

- Mr. McAlexander said that they are done with the leaf machine this year, but that residence can bag their leaves and the Village will pick them up.

Fiscal Officer

- New Fiscal Officer will be starting December 9th, 2025. Kaitlyn is able to contract and there is an ordinance for that tonight as well.

Evaluations

- Evaluations are complete. We will discuss later in the meeting due to needing to discuss it in executive session. Only one has not been completed due to her being out due to her husband having surgery.

Safety Committee - None**Finance Committee -**

- Kaitlyn explained the ordinances they have to discuss this evening. She said that ordinance 2025-51 is the final reading for the lease agreement with ILEMS for the EMS building. Ordinance 2025-54 is an ordinance regarding the temporary appropriations for next year. Ordinance 2025-56 is allowing full time employees to redeem accrued vacation leave for payment. Mr. McAlexander explained that they had discussed this a few meetings ago about employees being paid out for up to 3 weeks of vacation time. reallocations, so that there are enough funds to pay the vacation leave out, if it is agreed upon tonight. She said that she also needs additional funds to pay UAN as they want 2026 Quarter 1 payment by the end of December. She said that she also needs reallocations for funds for the independent contractor fees and for tax collection fees for RITA.
- Ordinance 2025-57 and 58 are the new water and sewer rate ordinances. She said that for 2025-59, she needs reallocations, so that there are enough funds to pay the vacation leave out, if it is agreed upon tonight.
- She said the Ordinance 2025-60 is for the independent contractor and she read the following from the Ordinance: The independent contractor will set its own hours, not be supervised, work at its discretion, not use any village equipment/property, and will be reimbursed for any out-of-pocket expenses. The independent contractor shall be issued a 1099 and shall be responsible for all of said independent contractor's taxes and other federal, state, and local withholdings

- She stated that she called and Carolyn's credit card has been cancelled and the Microsoft charges have been put in as fraud, since there is no proof that we okayed these purchases.

Park Committee

- Mr. Rowley said that the trash can lids had come off of some of the trash cans at the park. Mr. McAlexander said he would take a look.

Cemetery – None**Joint Sewer Board**

- Mrs. Walls presented the following:
 - November plant results are all good.
 - Low Level mercury is still under the threshold.
 - Permit modification for the mercury has been submitted. Right now, they are doing 24 samples at \$72 per sample. If the permit modification is approved, they could go down to 4 samples per year.
 - Proposed 2026 items: VFD installation for Rotors is \$8000. DeGraff has the funds, Quincy thinks they have the funds. Mr. Coy is getting new quote, hoping to get it purchased this year. Next year looking at replacing a clarifier drive for \$20000, if there is money available for it.
 - The Monthly flows for September were Quincy 35% and DeGraff at 65%.

Ordinances & Resolutions:

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.

Ms. Short made the motion to adopt Ordinance 2025-51 on the third and final reading, 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

Ordinance 2025-54 AN ORDINANCE MAKING TEMPORARY 2026 APPROPRIATIONS FOR THE CURRENT AND ORDINARY EXPENDITURES OF THE VILLAGE OF DEGRAFF, OHIO, PENDING RECEIPT OF THE AMENDED OFFICIAL CERTIFICATE OF ESTIMATED RESOURCES DURING PART OF THE FISCAL YEAR ENDING DECEMBER 31, 2026, AND DECLARING AN EMERGENCY.

Mrs. Walls made the motion to suspend the 3-reading rule for Ordinance 2025-54, seconded by Mrs. Duckro. Roll Call – All Ayes.

MOTION

Ms. Short made the motion to accept Ordinance 2025-54, seconded by Mrs. Duckro. Roll Call – All Ayes.

MOTION

Mr. Kean the motion to adopt Ordinance 2025-54, seconded by Ms. Short. Roll Call – All Ayes.

MOTION

Ordinance 2025-55 AN ORDINANCE REGULATING THE KEEPING OF ANIMALS AND FOWL/POULTRY WITHIN THE VILLAGE OF DEGRAFF AND DECLARING AN EMERGENCY IN THE VILLAGE OF DEGRAFF, OHIO

Ms. Short made the motion to table Ordinance 2025-55 due to the ordinance not being ready to discuss, seconded by Ms. Hall. Roll Call: All Ayes

MOTION

Ordinance 2025-56 AN ORDINANCE ESTABLISHING A POLICY ALLOWING THE VILLAGE OF DEGRAFF'S EMPLOYEES TO REDEEM ACCRUED VACATION LEAVE FOR PAYMENT AND DECLARING AN EMERGENCY

Ms. Short made the motion to suspend the 3-reading rule for Ordinance 2025-56, seconded by Mrs. Walls. Roll Call – All Ayes.

MOTION

Mr. Kean made the motion to accept Ordinance 2025-56, seconded by Mrs. Duckro. Roll Call – All Ayes.

MOTION

Ms. Short the motion to adopt Ordinance 2025-56, seconded by Mr. Kean Roll Call – All Ayes.

MOTION

Ordinance 2025-57 AN ORDINANCE TO ESTABLISH WATER RATES, FEES AND CHARGES TO MUNICIPAL UTILITIES AND REPEALING ANY ORDINANCES IN CONFLICT HEREIN AND DECLARING AN EMERGENCY IN THE VILLAGE OF DEGRAFF, OHIO.

Ms. Short made the motion to accept Ordinance 2025-57 on the first reading, seconded by Mrs. Duckro. Roll Call: Mrs. Duckro – Aye, Mr. Rowley – Nay, Ms. Hall – Aye, Mr. Kean – Aye, Mrs. Walls – Aye, Ms. Short – Aye

MOTION

Ordinance 2025-58 AN ORDINANCE TO ESTABLISH SEWER RATES, FEES AND CHARGES TO MUNICIPAL UTILITIES AND REPEALING ANY ORDINANCES IN CONFLICT HEREIN AND DECLARING AN EMERGENCY IN THE VILLAGE OF DEGRAFF, OHIO.

Mr. Kean made the motion to accept Ordinance 2025-58 on the first reading, seconded by Mrs. Walls. Roll Call: Mrs. Duckro – Aye, Mr. Rowley – Nay, Ms. Hall – Aye, Mr. Kean – Aye, Mrs. Walls – Aye, Ms. Short – Aye

MOTION

Ordinance 2025-59 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.

Mr. Kean made the motion to suspend the 3-reading rule for Ordinance 2025-59, seconded by Ms. Hall. Roll Call – All Ayes.

MOTION

Ms. Short made the motion to accept Ordinance 2025-59, seconded by Mrs. Walls. Roll Call – All Ayes.

MOTION

Mrs. Duckro the motion to adopt Ordinance 2025-59, seconded by Mr. Kean. Roll Call – All Ayes.

MOTION

Ordinance 2025-60 AN ORDINANCE AUTHORIZING THE VILLAGE TO ENTER INTO A CONTRACT WITH AN INDEPENDENT CONTRACTOR TO PROVIDE FISCAL OFFICER TRAINING SERVICES AND DECLARING AN EMERGENCY IN THE VILLAGE OF DEGRAFF, OHIO.

Mr. Kean made the motion to suspend the 3-reading rule for Ordinance 2025-60, seconded by Ms. Short. Roll Call – All Ayes.

MOTION

Ms. Short made the motion to accept Ordinance 2025-60, seconded by Mrs. Walls. Roll Call – All Ayes.

MOTION

Ms. Hall made the motion to adopt Ordinance 2025-60, seconded by Mr. Kean. Roll Call – All Ayes.

MOTION

Old Business:

Ms. Short made the motion to enter into executive session regarding the compensation of an employees at 7:37 pm, seconded by Mrs. Duckro Roll Call – All Ayes **MOTION**

Ms. Short made the motion to exit executive session at 7:44 PM with no action taken, seconded by Mrs. Duckro. Roll Call – All Ayes. **MOTION**

Ms. Short made the motion to increase maintenance workers' hourly rate by \$1 effective January 1st, 2025, seconded by Mrs. Walls. Roll Call – All Ayes.

Ms. Short made the motion to increase the Utility Clerks' hourly rate by 0.50 effective January 1st, 2025, seconded by Ms. Hall. Roll Call – All Ayes.

Mrs. Walls made the motion to increase the Village Administrator's salary by 3% effective January 1st, 2025, seconded by Mrs. Duckro. Roll Call – All Ayes.

Ms. Short made the motion to increase the Zoning Officer's salary by 3% effective January 1st, 2025, seconded by Ms. Hall. Roll Call – All Ayes.

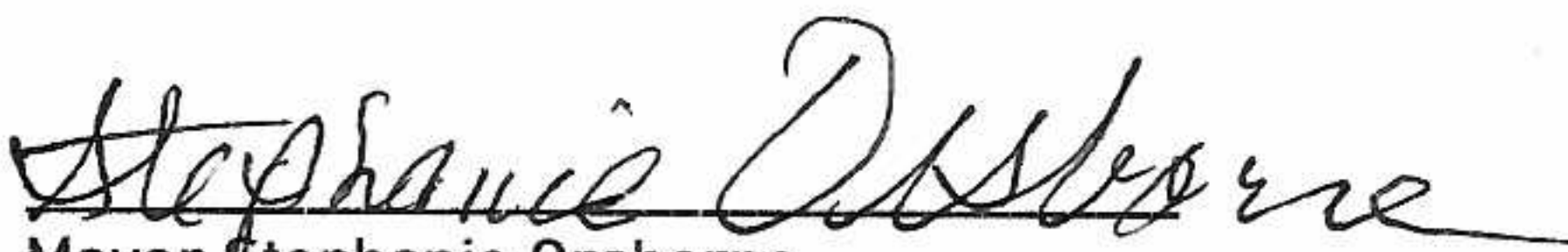
New Business: Mrs. Walls stated they had a Community Meeting with United Way. Mrs. Walls stated they discussed the needs of the community. It was discussed about having a Community Center for youth to seniors. United way stated they could help with this project and Mrs. Walls will be following up on this project.

Mr. Kean presented the possible rate increases for the Fire Contracts. He stated he figured out how much each vehicle costs per call. He then calculated the number of vehicles per each run and times it by how many of each type of runs occurred to get a total run cost per entity. He recommended instead of increasing to what we should be charging based on run volume next year, he split it down the middle. The following if the proposed contract prices for 2026:

Pleasant: \$9391.63, Miami: \$7857.57, Harrison: \$2786.15, Washington: \$3623.54, and Union Township \$5187.08. The Council agreed that they wanted to move forward with those proposed contract prices. Mrs. Orsborne asked if Mrs. Bailey could have those resolutions ready for the next meeting, she said yes.

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 8:05 PM, seconded by Ms. Short. 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.

