

RECORD OF PROCEEDINGS
VILLAGE OF DEGRAFF COUNCIL
REGULAR SESSION

The Legislative body of the Village of DeGraff convened in regular session on June 3rd, 2025 from 7:00 P.M. to 8:17 P.M. 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: Kenneth McAlexander, Village Administrator

Mr. Rowley made the motion to suspend the reading and accept the May 20th, 2025 minutes as presented, seconded by Mr. Kean. Roll Call – All ayes. **MOTION**

Visitors – None

Zoning – Mr. McAlexander stated there are 12 Zoning Permits for 2025 with 3 more pending. He stated Mr. Osborne is working on property cleanup as well. There is someone on W. Miami Street that is wanting to put up a fence on an existing sanitary sewage easement.

Solicitor – Mr. Wagner talked about the fence that someone is wanting to erect over an existing sanitary sewage easement. He is preparing a resolution for Council to approve that essentially spells out that the Village of DeGraff has the right to access that area if necessary and if the fence has to be removed or is damaged in any way, that the property owners are solely responsible for the fence. He is also creating a memorandum of understanding which isn't a contract, but it's something for the landowner to acknowledge and will attached to the resolution. Both documents will be recorded at the Recorder's Office, so the document will stay with the property for future owners. He said that he thinks there are 3 property owners, but that he has request the deed for the property and the original easement. All property owners must sign the document.

Mr. Rowley asked if there was an answer if a family member of a Council member could work for the Village of DeGraff. Mr. Wagner stated that yes, a family member can work for the Village, but the family member on the Council would abstain from voting.

Village Administrator – Mr. McAlexander presented the following:

Water Treatment Plant

- Final County Inspection is complete.
- As built drawings were received and were not right. They have been sent back to the County Engineer's office.
- On the clear well there are some small calcium deposits. The engineer has looked at it and they have figured out that the area is where the ties go through the form, so to fix the issue it will need to be ground down and cemented.
- Security is done.
- Final Pay request is about 1.3 million as expected.

Paper Maps

- He is working on a quote for Access to compile all the maps into 1 updated map. There are too many variables on the maps and he is the only one with the history of changes made. So, he would like to have an updated map, so that everyone is on the same page. He said that Access does have some college students that could do this, so the quote may be cheaper.

Utility Clerk Open Job Position

- He has received 3 resumes so far and he is awaiting phone calls back from them to schedule the interviews. Once someone is hired, they will get the Frey training rescheduled.

Neighborhood Revitalization Grant

- Sidewalks are finished, all that is left is for the landscapers to come in and do the finishing touches, including grass seed. Should hopefully be done next week.

Mill Street Sewer Pump

- Fighting production for this pump. They had to pump up the wet well to see if there was possible something causing the malfunction with the pump. Did not find anything of concern. They are going to add some air valves and continue to monitor the situation. Pitless adapters are leaking at times, but there are new gaskets, so unsure of why this is happening. Pump seems to be stable right now.

Other

- Culvert for Sandra Drive has been ordered, but has not been received yet.
- Mr. McAlexander stated that he is awaiting dates from Bug-a-Boo for spraying of mosquitos, so that it can be advertised.
- Stephanie asked who they should contact about the Easton property where the home was removed. She said it looks terrible and it looks like they just threw grass seed on top of it. Mr. McAlexander stated that they should could Heather Martin at LUC, as they were in charge of the demolition program.

Safety Committee

Fire: None

Police: Mr. Kean presented the proposal for \$48 per hour from the Logan County Sheriff's Office (LCSO) to provide Police Services in DeGraff. Mr. Kean stated that the LCSO will help the Zoning Officer, but that he was told that they needed to call the Sheriff's Department directly, to not speak to the Deputies themselves to get it arranged. Mr. Kean also said that the LCSO can help with getting digital speed limit signs placed in different areas.

Mrs. Orsborne stated the following:

- The number of hours is up to the Council – Quincy is contracting for 10 hours.
- She told Sheriff Dodds that the big thing they are wanting is to get people to slow down, as there is a lot of speeding on the main highway.
- She said that Sheriff Dodds told her there may be someone interested in a K9 equipped cruiser.
- She told the Council that it was up to them if they wanted to keep the Police Cruiser for a year and see how it goes with contracting or they could choose to sell it.
- The Sheriff's department stated that the hours would be variable, not 6:00am-2:30pm every day.

Mr. Wagner answered a few questions and these were the answers:

- The Village is not required to have Police.
- Insurance possible may be cheaper with Police coverage.
- The cruiser would need to be auctioned, if they decide to sell.

There will no longer be Mayor's Court, the Mayor is now inactive for Mayor's Court.

Mr. Kean made the motion to accept the Police Protection Agreement from the Logan County Sheriff's Office for a total of 25 hours per week, seconded by Mrs. Duckro. Roll Call – All Ayes

MOTION

Finance

The following topics were discussed:

- Bank Reconciliation for March and April are completed.
- Bank Reconciliation for March was difficult. She had to go back through all transactions from January through March. She had to void some payments, due to double payments being entered into UAN. She also had to do receipt adjustments due to NSF for utility bill. The bank reconciliation for March was off by \$1533.00 when she was working on it. She was able to get it reconciled to the actual bank account being \$4.45 higher than the UAN bank balance. Richard, traveling clerk stated to put in a receipt for the \$4.45 and make a note stating she was reconciling a previous Fiscal Officer's work and that she was able to reconcile everything but \$4.45.
- April's bank reconciliation is complete. She had to put in an adjustment for the Mayor's Court fund due to the funds needing to go into the General Fund and she thought it was supposed to go in the Mayor's Court fund. Awaiting another check from the Mayor's Clerk, so that this can be remedied.
- She is working on May's Bank reconciliation now - She has about ½ of the data entered into UAN.
- Amended Certificate is incorrect due to ending totals from 2024 being incorrect. She will need to send Jack Reser, Logan County Auditor a letter about needing the amended certificate amended, but she wanted to talk with Mr. Wagner, as she believes an ordinance may need to be done before she can send it to Jack. Mr. Wagner said that he believes that if it is a purchase order issue, that the Mayor and Village Administrator have the authority over purchase orders, so an ordinance may not be needed.
- Payroll - Paychecks from May 16th, 2025 forward have the corrected vacation time and sick leave. She will need to go back and check everyone's vacation and sick leave and update to the correct amount, as most employees were not correctly accrued.
- Mr. Wagner stated that the Village of DeGraff does not have to offer Vacation or Sick Leave to part time employees. He said that information is based off of the Ohio Revised Code and the DeGraff Handbook. He said that the Village could choose to offer Vacation and Sick Leave to part time employees, but it is not mandatory.

Ms. Short made the motion to enter into executive session regarding compensation of an employee at 7:40 pm, seconded by Ms. Walls. Roll Call - Ayes

MOTION

Ms. Short made the motion to exit executive session at 8:00 PM. With no action taken, seconded by Mrs. Duckro. Roll Call - All Ayes.

MOTION

Mrs. Orsborne stated going forward the reimbursement for cellphones and payment of Fire Fighters for fire runs will be the following month after the end of that quarter, so that the full quarter is completed before employees are paid out for the reimbursement/fire runs attended.

Park Committee

- Mr. Rowley communicated the following:
 - The Boggs Lodge used the shelter house for the Easter Egg Hunt, he asked if that was for free. Mrs. Orsborne stated that there was no charge.
 - The free lunches start tomorrow and are every Wednesday from 11:30 am to 1 pm at the park. Mr. Rowley will open the bathrooms for them.
 - There is a large Tournament that will occur this weekend at the park.
 - The Association is asking if they can hold the 8 and under tournament at the park for 3 days after the 4th of July. It is after the season is over. Mrs. Orsborne stated that they would need the dates to make a decision. Mr. Rowley stated he would find out the dates for the tournament.
 - He stated that there is still a lot of debris at the park that have not been picked up. Mrs. Orsborne suggested that the Park Committee and the Ball Association meet and discuss this issue. Ms. Short stated she had a discussion with the Ball Association and what they

are required to do. The Ball Association stated they never got a list. Sandi went over in detail what their responsibilities are each evening after the games are over.

- o Next Monday, June 9th, 2025, there will be a second Health Department Inspection at 2 pm.
- o Mr. McAlexander stated that Pat would be mowing tomorrow and that he will try to show him the cleaning portion of the job, but it is dependent on if he has the time.

Cemetery

- o Meeting will be on 06/9/2025.

Joint Sewer Board

- o Ms. Walls presented the following:
 - o Mike Coy will be out June 17th – June 21st, 2025.
 - o Continuing maintenance issues.
 - o Flow Rates: Quincy 31%, DeGraff 69%
 - o Next Meeting: July 7th, 2025
- o Mr. McAlexander stated that they would find out the new rate for 2026 next month, thinking it should be in the mid 60 percent range.

Ordinances & Resolutions:

Ordinance 18-2025: AN ORDINANCE AUTHORIZING THE MODIFICATION OF CERTAIN PROVISIONS OF THE VILLAGE OF DEGRAFF, OHIO EMPLOYEE HANDBOOK

Ms. Short made the motion to adopt Ordinance 2025-18 on the 3rd reading, seconded by Ms. Hall. Roll Call – All Ayes. **MOTION**

Ordinance 2025-23: AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A POLICE PROTECTION AGREEMENT WITH THE LOGAN COUNTY SHERIFF'S OFFICE ON BEHALF OF THE VILLAGE OF DEGRAFF AND DECLARING AN EMERGENCY IN THE VILLAGE OF DEGRAFF, OHIO.

Mr. Kean made the motion to suspend the 3-reading rule for Ordinance 2025-23, seconded by Mrs. Duckro. Roll Call – All Ayes. **MOTION**

Mr. Kean made the motion to accept Ordinance 2025-23, seconded by Ms. Walls. Roll Call – All Ayes. **MOTION**

Ms. Short made the motion to adopt Ordinance 2025-22, seconded by Mrs. Duckro. Roll Call – All Ayes. **MOTION**

Old Business:

Ms. Walls asked about the property on the corner of Mill Street/Moore Street and Stephanie said it had been mowed.

There is a pontoon boat sitting on gravel on someone's property. The owner uses the pontoon to stop people driving on his property. Mr. Wagner asked that someone send him the junk vehicle ordinance and he would look into if this ordinance could help with the pontoon issue.

The Logan County Land Reutilization Corporation demolition program was brought up again, Mr. McAlexander and Mrs. Orsborne stated that they weren't sure if they would have the time this year to tackle this project.

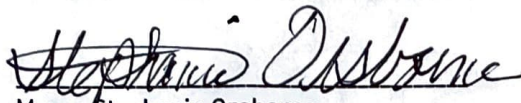
The bell and cupola of the Fire Department will be coming down this month per Mr. McAlexander.

Ms. Short made the motion to table the motion made at the May 20th, 2025 meeting regarding the Cemetery Levy and moving forward by contacting Mr. Reser, until we receive more information from the Cemetery Committee, seconded by Mr. Rowley. Roll Call – All Ayes **MOTION**

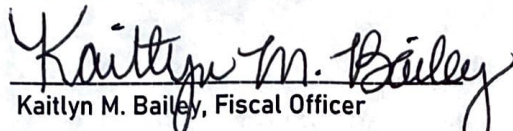
New Business:

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

Mrs. Duckro made the motion to adjourn at 8:17 PM, seconded by Mr. Kean. 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.