

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

The Legislative body of the Village of DeGraff convened in regular session on May 6<sup>th</sup>, 2025 from 7:00 P.M. to 9:05 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: Ken McAlexander - Administrator, Greg Beatty - Fire Chief, Zeb Wagner - Solicitor

Mr. Kean made the motion to suspend the reading and accept the April 15<sup>th</sup>, 2025 minutes as presented, seconded by Mrs. Duckro. Roll Call - All ayes. **MOTION**

**Visitors** - Greg Beatty stated that one of the garage door openers went at the Fire Department. He said priced them and they are under \$250.00. He said he would like approval to buy a new garage door opener. Ms. Short made the motion to approve the purchase of a new garage door opener under \$250.00, seconded by Ms. Hall. Roll Call - All Ayes **MOTION**

**Zoning** - Per Mr. McAlexander he said Mr. Osborne, Zoning Officer has issued 8 permits, 3 outstanding permits, and has issued some tags in regards to cleaning up properties.

**Solicitor** - Mr. Wagner wanted to remind everyone of the BZA Zoning Training on Monday, April 21<sup>st</sup>, 2025. He said he was reading the minutes and asked if he needed to look into anything regarding Mr. Pope. He was told that it will need addressed. He said he knows what the question is and he will look into it.

**Village Administrator** - Mr. McAlexander provided the following information:

- **Water Plant**
  - Still waiting on as built drawings, operator/equipment manuals for the Water Plant
  - There is one final County Inspection
  - Cost of new water plant thus far is \$1313561.62
  - EPA complete, metrics report complete
- **Neighborhood Revitalization Grant**
  - Either Friday or next week, work to start up again
  - Subcontractor's will be doing sidewalks on Koke Street tentatively starting on May 28<sup>th</sup>.
- **Sewage Pump Station**
  - Air Release Valves have had to be replaced.
  - Due to rain, pumps have been working non-stop
  - Heater at Mill Street Station will need to be replaced, non-issue currently
- **Roads**
  - Culvert on Sandra Drive is rusted out, will need replaced. Ken stated that they are going to put back the same style as they currently have, as putting in a 60-inch culvert that may help with flooding issues, is not doable. It may be around \$1800.

- Park
  - The water foundation, men's bathroom, etc., has been fixed.
  - Still have another coat of paint to put on the ceilings
- Electricity
  - Residential Aggregation Program
  - Only have a 1-year contract. Need to sign a Power of Attorney Paperwork to allow the Priority Power Management, LLC to negotiate, execute, and deliver a municipal electric aggregation supply agreement "contract" with the selected electrical supply bidder on behalf of municipality.
    - Ms. Short made the motion to approve the mayor in signing the Power of Attorney Paperwork to allow the Priority Power Management, LLC to negotiate, execute, and deliver a municipal electric aggregation supply agreement "contract" with the selected electrical supply bidder on behalf of municipality, seconded by Ms. Walls. Roll Call – All Ayes **MOTION**
- Buildings
  - Fire: The building stabilization for the bottom portion has been finished. Mr. McAlexander presented pictures to the Council of the stabilization. The Weight of the bell and cupola is causing the top of the fire house to tilt, due to water getting in from the leaking roof and weakening the boards. He has gotten a quote to fix the roof and to do some stabilization. This would give it more time and make it more structurally sound. He said that he would like the council's opinion on the price of \$18915 for the work of fixing the roof and stabilization of the top of the Fire House. Mr. McAlexander can approve the quote for this and all council members agreed that he should go forward, if he believes this is the right thing to do. No motion was needed due to Mr. McAlexander having the power to approve the quote.

#### Safety Committee

- Fire: N/A
- Police: Stephanie let the council know that Mr. Brentlinger, Police Chief has handed in his resignation. His last day will be May 15<sup>th</sup>, 2025. Mr. Kean made the motion to approve Mr. Brentlinger's resignation as Police Chief, seconded by Mrs. Duckro. Roll Call – All Ayes **MOTION**
- They discussed the different options for the Police Department going forward, either hiring someone or going with the Sheriff's Department. It was discussed what they thought would be best for the community. Mr. Kean stated that the community sees the Sheriff's department patrolling the area already, so that may be a selling point. They would also be available 24/7 and some of the deputies live around this area. They also spoke about the financial changes that may occur, either with contracting or having their own Police Department. No decision was made as to the future plans of the Police Department.

#### Finance

- Kaitlyn stated the grant for the Fire Fighter 1 course that was spoken about in a previous meeting, was not approved, so the Village of DeGraff will need to pay for this course for their Fire Fighter. Kaitlyn stated she needs approval to be able to pay the \$1559.76. Mr. Kean made the motion to approve the payment of \$1559.76 to Clark State Community College for the Fire Fighter 1 course, seconded by Ms. Short. Roll Call – All Ayes **MOTION**
- Mr. McAlexander stated that he would like to table the Frey Course for now, so no money will need move as of yet, as the training may need to be moved.
- Kaitlyn and Ken explained that for the employer portion of the Administrator's OPERS and Medicare, that there was not enough money in those funds to pay for April/May's portions to OPERS. Ken stated that after some investigation it was found that Mr. Coy, Sewer Plant



Operator's OPERS employer's portion was being taken out of the administrator's appropriation account incorrectly. The same thing occurred with the Medicare portion as well. Kaitlyn stated she would need money reallocated to be able to pay the rest of the year for Ken's OPERS portion and that she would get Mr. Coy's payroll corrected.

- She also explained that she would need money moved to pay for the outstanding invoice from Ford Management Group for training of the Fiscal Officer and also would like to have extra money in that account for further training.
- Kaitlyn stated she would need approval for the Village to sell green trash bags again/pay invoice as they had already started being resold and she needed to pay the invoice.
  - Mr. Rowley made the motion to approve the selling of the green bags and the payment of the invoice of \$812.50, seconded by Ms. Short. Roll Call – All Ayes **MOTION**
- She said she did look at the Fire Department budget and there are enough funds to pay for the turnout gear for the price of 11509.00. Ms. Short made the motion to approve the purchase of the turnout gear for 11509.00. Ms. Walls seconded the motion. Roll Call – All Ayes **MOTION**
- Kaitlyn explained that the Village should not be paying the 0.243/gallon tax on fuel and that they currently are at Wren's. She said that Wren's removes the 0.243/gallon tax off of diesel, but not gasoline. She said she was going to try to go down and see if she can use the WEX credit card, as the credit card company removes the tax, but she was told by the receptionist at Wren's that their credit card machine may not take the fleet card. She said that she has spoken with Mr. McAlexander and Mrs. Orsborne and they have agreed to give the employees the WEX credit cards back, so that they can get gasoline in the Village and no longer charge the gasoline at Wren's.
  - Ms. Short stated she believed that had talked with someone recently that could help them with finding extra money or tax money that they shouldn't have paid, about getting that back. She said she believed it was approved in 2024. He said that this gentleman gets a percentage of what the Village gets back, so they don't directly pay for his service, it is taken out of the funds they receive back.
- Kaitlyn stated that she is working on the bank reconciliation for March.
- Kaitlyn stated she was informed by the traveling Fiscal Officer, Richard Ford, that the employees should be providing invoices showing how much they pay monthly for their cell phone bills. She said that to be able to reimburse them the correct amount, she would need the bills, as she was informed anything we reimburse over what they actually pay is considered income, which would need taxed. Mrs. Orsborne asked that Kaitlyn research this a little more and then bring back that information back to the Council.
- The following were approved at the meeting:
  - Ms. Short made the motion to reallocate \$8650 from 5201-790-690-0000 (Other-Other) to 5201-541-211-0000 for current and future payment of April through December OPERS Admin Employer Portion, seconded by Mr. Rowley. Roll Call – All Ayes **MOTION**
  - Ms. Short made the motion to reallocate \$850.00 from 5201-790-690-0000 (Other-Other) to 5201-541-213-0000 for current and future payment of May through December Medicare Admin Employer Portion, seconded by Mr. Rowley. Roll Call – All Ayes **MOTION**
  - Ms. Hall made the motion to reallocate \$1000 from 1000-725-221-0000 to 1000-725-399-0000 to pay for the current Ford Management Group Invoice and also to have some money in that account for further training, seconded by Mrs. Duckro. Roll Call – All Ayes **MOTION**

#### Park Committee

- Mr. Rowley asked if someone had been hired to do the mowing at the park. Mr. McAlexander stated they had found someone for mowing and cleaning of the restrooms at the park.

- Mr. Rowley asked about the trash dumpster and how often they are dumped. Mr. McAlexander stated he believed it was twice monthly. They will be keeping an eye on this and make sure that it is done as scheduled.
- Baseball started last Friday.
- Ms. Short stated she had not heard about a decision on the KFC grant. They have until June 2<sup>nd</sup>, 2025 to let her know the decision.

#### **Cemetery**

- Plots are \$400 total.

#### **Joint Sewer Board**

- Ms. Walls stated that at the meeting the Mike Coy went over the report.
- There is a lot of ongoing maintenance that they are taking care of, with some they are doing themselves, so it is saving a little bit of money.
- Biosolids were removed from site on 04/16/2025.
- Summer limits started on May 1<sup>st</sup>, which means they have more limits on testing of certain things. Biology of temperature is what Mr. McAlexander stated. He said that with every increase of 10 degrees, biological activity changes. Mike will be out June 16-21, 2025. Mr. McAlexander and Mr. Webber will share the responsibilities when Mike is off.
- Percentages were Quincy 29% and DeGraff 71%, with some of the percentage changes being due to the increase of rain.
- Quincy flow meter was out for a little while, but it has been replaced now.
- Grouting won't occur for at least 3 years per Mr. McAlexander. Grouting will help with the penetration of water into the sewer lines.

#### **Ordinances & Resolutions:**

Resolution 17-2025 RESOLUTION AUTHORIZING THE VILLAGE ADMINISTRATOR AND/OR MAYOR TO ENTER INTO AN AGREEMENT FOR THE PURCHASE OF ELECTRICITY FOR THE VILLAGE'S ELECTRICITY AGREGATION PROGRAM

- Mr. Kean made the motion to table indefinitely Resolution 17-2025, seconded by Ms. Walls. Roll Call – All Ayes **MOTION**

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 accept Ordinance 18-2025 on the first reading, seconded by Mr. Kean. Roll Call – All Ayes **MOTION**

**Old Business: None**

#### **New Business:**

Mr. Kean made the motion to enter into executive session regarding the appointment, employment, dismissal, discipline, promotion, demotion or compensation of an employee or official, or the investigation of charges or complaints against an employee, official, licensee or student, unless the employee, official, licensee or student requests a public hearing and the purchase of property for public purposes or the sale of property at 8:15 pm, seconded by Ms. Short. Roll Call – All Ayes **MOTION**

Ms. Short made the motion to exit executive session at 9:03 PM. With no action taken, seconded by Mr. Rowley. Roll Call – All Ayes. **MOTION**

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

Ms. Short made the motion to adjourn at 9:05 PM, seconded by Mrs. Duckro. 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.