

RECORD OF PROCEEDINGS
VILLAGE OF DEGRAFF COUNCIL
REGULAR SESSION

The Legislative body of the Village of DeGraff convened in regular session on October 7th, 2025 from 7:00 P.M. to 8:53 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 – Solicitor, Mr. McAlexander – Village Administrator

Ms. Short made the motion to suspend the reading and accept the September 16th, 2025 minutes as presented, seconded by Mr. Rowley. Roll Call – All ayes.

MOTION

Visitors – Mr. Carl Magoto and Ms. Allison Feety Of 110 S. Boggs Street stated that they have a Boulevard tree that is out front of their home, that is dead and some branches are falling off. She said that one of her friends sent her information that stated that if a Boulevard tree is a threat to a home or will fall onto the road then it needs to be taken down. She said that a gentleman who was cutting down trees in the area saw the tree and let her know that it was rotted and that it may fall onto their house or onto someone's property. She stated that from the information she got from her friend, that the village must take down that tree. She said that the highest quote that she received for removal of the tree was \$1500 and the lowest that she received was \$900. She said that she does not mind paying half, but the laws of Logan County say that it must be taken down by the village. Mr. McAlexander explained that in 2010, their previous solicitor told them that it was not the villages responsibility to remove the trees. Ms. Feety read off laws in Ohio that she found online. After she read two different excerpts from the laws on her phone, she then realized that it states that the homeowner is responsible for removing the tree. She then asked if they needed permission to remove the tree. They were told that it was their tree, so they could have it removed if they'd like. They asked, if needed, could the road be closed when the tree is removed. Mr. McAlexander stated that if the tree removal company needs the road closed down, he can do that. He said he could also talk to Quest and let them know that the road would be closed, as this is the main way they travel. The homeowners also asked if they could plant another tree. They were told they could plant another tree and the council gave them some suggestions on things to avoid, but ultimately it is their choice where to place this tree.

Zoning – Mr. McAlexander stated that he needed authorization from the Village Council to clean up the properties of the residents that were sent letters. He said the Council needs to discuss what properties have been cleaned up enough and what properties are not cleaned up enough, as now the Village will be responsible for cleaning up those properties. He then discussed with the Council regarding the pricing they wanted for cleaning up the properties. He said that the backhoe pricing that was on the water and sewer rates is \$125 per hour and labor is \$50 per hour. He stated he called Vandalia Rental to get pricing from them on what it would cost to rent equipment for a day and he then calculated hourly what this would cost. He said for a skid loader it would be \$52.75 per hour, front fork \$8.13 per hour, bush hog \$37.50 per hour, broom 21.50 per hour, and dump truck \$72.38 per hour. It was discussed that they also could hire a contractor instead to clean up the properties. Ms. Short asked for Mr. McAlexander's recommendation for pricing. He said he would look over the pricing that he received from Lakeview and they could then discuss it in old business.

Solicitor – None

Visitors – Vic and Mr. Steven Butler presented information about the plans for the old grocery store in town. It is located at 300 Cretcher Ave. He bought the property in 2023 and then leased it to someone else, which did not go well and the store closed. They are going to put in a gas station and then use a portion of the old building as a grocery store. He said that he currently owns 11 locations, with a new gas station being built in Urbana. He said that gas tanks will be three double walled and they are manufactured in Wisconsin. There is leak detection, and if a leak is detected the system, it will automatically shut down. There are yearly inspections of the tanks. They have spoken with the EPA and the new gas tanks will not affect the villages wells or tiles. He plans on replacing all the coolers, shelving, etc., so must everything will be new. There will be an electric sign that is placed on the outside of the building and the outside of the building will also be repainted. He said that the portion of the building that they do not use could be leased to another business. They plan on having cheaper gas than the store across the street. Mr. McAlexander asked how they would keep the tanks from floating in the high-water table. Mr. Butler said that the engineers would look at this and it would have to be anchored down. Vic stated that if there's any drug activity, to let him know as he will shut the business down immediately. It takes about six months for the tanks to be ready, but he can start construction before this after inspections from the Department of Commerce. He is using Craig Dillon from Springfield as his architect. Mr. Butler asked about if they would need a zoning permit and he was told to call the zoning officer to find out. The Council wished him luck on his endeavors.

Village Administrator –

Water: Hydrant flushing is done for the year. The hydrant at Mead and Cretcher is out of order. A new hydrant has been ordered for \$3741.87.

Sewer: They had issues at the pump station on Monday and then on Tuesday they found a large bolt in the pit. It has been removed and the pump station is back up and running. The two manholes by the river have been sealed. The sewer at 527 S. Main has been hooked up.

Fire Department: The request for qualifications have been received. The village received three requests, including Andrew Circle Architecture, Garmin Miller, and Freytag and Associates. Mr. McAlexander and Mrs. Orsborne went over the three requests with a grading scale. Andrew Circle Architecture won the grading scale as the timeline fits and they are also more cost effective. They are a smaller firm but have plenty of experience.

Ms. Short made the motion to permit Mr. McAlexander to negotiate terms of contract with Andrew Circle Architecture, seconded by Mrs. Walls. Roll Call: All Ayes **MOTION**

Streets: Berm work on East Miami and South Mill Street is completed. Asphalt repairs by quality paving is completed and they are ready for winter.

Mr. McAlexander finally received quotes for new light poles. He said that he has been trying for two and a half years to get quotes for new light poles. They only can do three light pulls at this time which would be \$1491. Mr. McAlexander will move forward with this quote. He said that they also have turned in eight to ten lights that are out and he doesn't know if these have been replaced yet.

Administrative: He presented information about the medical insurance quotes that he received. He said that the new pricing will begin November 1st. The one that he recommends which would allow the employees to keep with their providers and keep the current coverage, would be staying with the same company. Currently the yearly policy total is \$75,138.96 and would increase to \$87,430.32. Mr. McAlexander said the next best quote require five personnel and since Mrs. Bailey is not taking the insurance, they are not able to do that plan.

Mr. Kean made a motion to approve renewing the policy with the current insurance company, seconded by Mrs. Duckro. Roll Call: All Ayes **MOTION**

Mr. McAlexander brought up the topic of full-time employees possibly being able cash in their comp time/vacation time. It was previously discussed in executive session. He has spoken with the employees and they are ok with moving forward with the cashing in of their comp time/vacation time. Mr. McAlexander stated he couldn't remember what the Council had discussed, if it was 2 or 3 weeks that could be taken at one time. Mrs. Orsborne asked if they still like the twice yearly. The Council agreed that twice yearly would be ok. Mrs. Orsborne made the suggestion that in be in May/June and maybe November, since appropriations won't be finished at the beginning of the year.

Mr. Wagner stated he did not know if comp time was allowed, he thought maybe they would have to be paid for overtime. Mr. McAlexander stated their previous lawyer and FSLA stated they could do comp time; it was one or the other. Mr. Wagner stated he would look into this topic.

Properties: Mr. Stallings property, the weeds are as tall as his shoulders. He did find where the pins were located and Mr. Stalling is stating that since it is not his property in front of the home, that he does not have to mow that part of the property. Mr. McAlexander wanted to know how to handle the vehicle being in the way, as they could not cut the grass with his vehicle in the way. Also, there is gravel and stumps in that portion of the yard and he is wondering if they can legally move those items. Mr. Wagner said that because they have the junk ordinance, they are able to remove those items from the village's property. He said that if street parking is legal and there's no ordinance stating that they can't park in the yard or on the street, then they can't prevent him from parking there. Mrs. Duckro asked if the road could be closed to do the mowing and he would have to move his vehicle, as everyone would have to move their vehicle. Mr. Wagner stated he was not sure, but he thinks that Mr. McAlexander has the authority to close down roads for maintenance, so he should be able to close the road to mow the grass and if the vehicle is still there, it can be towed.

Cruiser: Mr. McAlexander stated that the battery on the cop car is almost always dead, so they cannot get to their items in the shop. It is now sitting outside of the building. It was discussed about selling the vehicle.

Mrs. Duckro made the motion to sell the police cruiser, seconded by Mr. Kean. Roll Call: All Ayes

MOTION

Safety Committee

Fire:

- Mr. Kean met with Mr. Beatty, Fire Chief about the runs and format they are wanting to see to collect data, to look at pricing for the fire contracts. Mr. Kean asked Mrs. Bailey to please send him copies of the current fire contracts.
- Mrs. Orsborne stated that for the EMS building, they will have to ensure the building and the tower and then the townships will have to reimburse them for these costs. Ms. Short asked if Mrs. Bailey could pay the Village of DeGraff, since she works for both entities. Mr. Wagner didn't see an issue with it but he said that the Ethics Commission could be contacted. Ms. Short stated that maybe Miami Township could pay Pleasant Township for the insurance and then Pleasant could pay the Village of DeGraff. Mrs. Orsborne stated that Mr. McAlexander could look at the building any time, all he would have to do is contact Mr. Kean.
- Ms. Short stated that there is an RV that sits out on the road and it is very hard to see past and she is worried that someone might get hurt, especially children. It is located at SR235 and Miami St. She did contact the Sheriff's Department and gave them all the information and nothing has been done about it. Mrs. Orsborne stated maybe there is not a law in place for this, so they aren't able to force them to remove the RV.
- Mr. Wagner said that they may be able to put yellow spray paint on these areas, since it abuts SR 235, which would indicate no parking, but that would have to be done by the State. Mrs. Orsborne plans on talking to Mr. Dodds, Sheriff, about this issue as well.

Finance Committee

Kaitlyn Bailey presented the following information:

- There are fraudulent credit card charges for Facebook for \$4.06, \$55.00, \$54.00. She contacted the credit card company and because she was not on the account with a credit card company, she could not make any changes. She had to wait for a letter to be delivered to her home, as they will not send it to a PO Box. She filled out the paperwork and it was delivered to the Credit Card Companies PO box on September 26th. She called the credit card company today and they said it could take up to 30 days for her to be added to the account, so she could not make any changes. It was discussed that once she is able to get into the account, she will let them know that the Facebook charges are fraudulent, so they need to be refunded back to the Village. It was also discussed that they should probably cancel that credit card as well.
- She explained Ordinance 2025-39: this ordinance is for reallocation of funds for the USDA loan for the cruiser and dump truck. She said that she needs to make a purchase order for both the USDA loan and Buckeye State Bank loan for the white truck. She said that she needs these funds moved so that she can pay the invoice for the USDA loan and the Buckeye State Bank loan for the next three months.
- She explained that they now are required to have a cybersecurity policy, as a new law was enacted, ORC 9.64. Kaitlyn explained that she received an example for a cyber security policy from the Ohio Township Association, so she revamped that for the Village. Resolution 2025-40 is for the adoption of said policy.
- She also stated that she looked at the appropriation status and it looks like multiple accounts may need additional funds reallocated before the end of the year. She said these accounts are for electricity, natural gas, OPERS, medical insurance, and Bay Bridge.
- She also informed the committee that the interest revenue for the general fund is lower than expected by end of the 3rd quarter, but this could be due to the lower interest rate of the CD.

Park Committee

- Mr. Rowley present a list of things that they would like done at the park next year. He said 90% of the list is the same as last year, as it was not completed. A few things that he mentioned were that the handicap pads still need to be painted, shelter houses need painted, bathrooms need painted, bushes by bike rack need to be taken out, and light poles removed/sold. It was asked if there was any money left that they could do some of the projects this year and Kaitlyn let them know that there was \$6.25 that had not been encumbered, so there was no money left for projects this year.
- Mr. Alexander stated that he found a company that could provide parts for the snail that was broken. They parts are \$600 to \$700. If they do not get the funds from the Squirrel Linet fund, then they may look into repairing the snail.

Cemetery – Ms. Short Stated that the next meeting is next Monday.

Joint Sewer Board – Mrs. Walls presented the following:

- Low level mercury is lower than the level that can be detected.
- Mr. Coy is awaiting application approval to be able to decrease the low-level mercury testing.
- Potential projects for 2026 is the VFD rotors. It would be two units for \$8000 and this would conserve electricity. The other project is replacing the East Clarifier drive which separates water and solids. It is currently 21 years old. One Drive is \$25,000.
- The biosolids are good until next fall.
- Flow rates: Quincy: 35%, DeGraff 65%

Ordinances & Resolutions:

Ordinance 2025-39 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

Ms. Short made the motion to suspend the 3-reading rule for Ordinance 2025-39, seconded by Mrs. Duckro. Roll Call – All Ayes.

MOTION

Mrs. Walls made the motion to accept Ordinance 2025-39, seconded by Ms. Short. Roll Call – All Ayes.

MOTION

Ms. Short made the motion to adopt Ordinance 2025-39, seconded by Mrs. Duckro. Roll Call – All Ayes.

MOTION

Resolution 2025-40 RESOLUTION ADOPTING A CYBERSECURITY POLICY

Ms. Short made the motion to suspend the 3-reading rule for Resolution 2025-40, seconded by Ms. Hall. Roll Call – All Ayes

MOTION

Ms. Hall made the motion to accept Resolution 2025-40, seconded by Ms. Short. Roll Call – All Ayes.

MOTION

Ms. Short made the motion to adopt Resolution 2025-40, seconded by Ms. Hall. Roll Call – All Ayes.

MOTION

Old Business:

Mr. McAlexander presented the pricing for clean up:

Employees would be paid \$50 per hour. He would change the Dixie chopper mower to \$12 per hour, the dump truck to \$72 per hour, the backhoe/tractor to \$125 per hour, and the skid loader to \$60 per hour including attachments. The remaining charges on the Lakeview property cleanup form he would keep the same, including the base fine of \$500 per parcel.

Ms. Hall made the motion to approve the pricing that Mr. McAlexander recommended for property cleanup, seconded by Ms. Short. Roll Call: All Ayes

MOTION

Mr. Wagner said that this would need to be put into an ordinance, he said he would prepare it.

Ms. Short brought up Ordinance 2021-19. She said that the last meeting it was discussed that \$150 per day per violation may be hard to fight in court, so the \$500 parcel fee may be a better choice.

Miss Short made a motion to approve the changing of the fine in Ordinance 2021-19 from \$150 per day to \$500 per parcel, seconded by Mrs. Duckro. Roll Call: All Ayes

MOTION

Mr. Wagner stated that this would need to be a new ordinance, which he would update.

Mr. Kean asked Mrs. Bailey to look into if we have cybersecurity insurance. Mrs. Bailey stated she would contact the insurance provider.

Mr. McAlexander stated that he had to have authority to proceed in cleaning up the properties. He needed to know which properties needed to be cleaned up by the Village.

Ms. Short made the motion to allow Mr. McAlexander to proceed in cleaning up the properties that were sent letters, seconded by Ms. Hall. Roll Call: All Ayes

MOTION

It was discussed that since the ordinance regarding property cleanup rates will not be discussed/approved until next meeting, Mr. McAlexander will not be able to move forward with cleaning up those properties.

New Business: None

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 8:53 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.