

RECORD OF PROCEEDINGS  
Village of Ottoville Council

Minutes of

Meeting

GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 10148

Held November 27, 2023 20

Members of Village Council met this day in regular session in Council chambers, Municipal Center of Ottoville, Ohio at 7:00 pm.

Present William D. Miller Daniel Honigford  
Sarah Zeller – arrived 7:22 pm Adria Petrick  
Joe Moreno Charlie Buss

Solicitor: Theresa Von Sossan

Presiding: Mayor Ronald N. Miller, presiding

The October 23 special, October 23 regular, and November 2 special meeting minutes were provided to each Council member prior to the meeting and approved as written.

Mr. Buss moved to approve bills presented for payment (see register attached), seconded by Mr. Moreno. A vote of four yeses passed this motion, Mr. Miller abstained.

Mr. Chris Hunt was present to answer any questions concerning the third round of covid grant funds through the Ohio Department of Development. Ms. Pam Ewing of Great Lakes Community Action Partnership (GLCAP) will be submitting the application for the \$5 million grant Tuesday, November 28 if Council approvals the resolution.

Fire Department

- Fire Board approve the fire department’s yearly budget prior to giving to council each year.
  - Have a list of when equipment needs maintenance, this will help with budgeting.
- Council recommends the fire department communicating with the fire board monthly.
  - Supply the fire board monthly financial reports.
- Will have a purchasing policy worked up first part of 2024.
  - \$1000 or less; ok to purchase.
  - \$1001 - \$4999; call fire board for prior approval.
  - \$5000 and up attempt to obtain 3 quotes.
- Fire Department will put a description of what the invoice covers along with a signature on the invoice. After fire board approves invoice, send to village fiscal officer for payment.
- Discussion on retirees’ abilities and limitations.
  - Fire department bylaws state retirement at age 65.
  - More research is needed; belief that ORC states fireman must have an active fire card or a CDL to drive the trucks whether emergency or non-emergency. Chief Derek Ricker will look up the ORC # and get back to the village and fire board.
    - Active card = 54 hours every 3 years
    - Village purchased insurance confirmed the retirees are covered while driving trucks whether emergency or non-emergency.
- Pager app – communications are sent to firemen active & retirees via app - some retirees were removed, this was corrected.
- Discussion on truck maintenance.
- New truck anticipated arrival, summer of 2024.
  - Suggested to service truck 111 since new truck will not arrive timely.
- Fire Department applied for \$52,000 MARC’s radio state funded grant. Will know if received grant by December 2023/ January 2024.
- \$32,000 - \$33,000 ARPA Funds – Fire Department received via the county. This does not run through the village.
  - Help purchase MARC’s radios; old radio’s go offline July 2025.
  - Turn out gear.
- Reminder to watch speed and traffic signs when going on runs.
- Much appreciation to the fire department for bringing in the school buses for local events. This is admired by many, including surrounding villages.



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BPA Report presented by Noah Helms

- Received one quote for the muffin monster at the WWTP from JWC Environmental for approximately \$21,000. Other options are being sought out. If we replace, it is a 3-month lead time.
- Buckeye Power Sales replaced the voltage adjustment meter on the generator.
- EJP replaced the bottom seat on the hydrant by the cemetery on Walnut Street.
- J&M Excavating will be making the water and sewer tap for Jim Miller’s property east of town. These taps will supply his personal building that is being built, any additional taps will have to be more thoroughly discussed.
- The postcards from 120 Water went out over the weekend. Thus far, the utility department has received three phone calls on this matter. Mr. Knippen was able to help the residents.
- Our Source Water Protection Plan was fully endorsed by the Ohio EPA, this is good for 5 years.
- Discussion on Well #7. No definitive conclusions on what will help with the sulphur, research will continue. The Utility Department would like to still try flushing it when the conditions are agreeable.
- It was suggested to put on Facebook and OTEC to leave water drip during cold spells.

Fiscal Officer

- Reschedule December’s meeting to Sunday, December 10 at 6:00 pm with Christmas party to follow.
- Fiscal Officer will be attending the UAN conference in Columbus December 7th.
- Last day for leaf pick up will be November 29. Mr. Miller posted on Facebook.

Other Business

- Mr. Moreno moved to pass the second reading of Ordinance 2023-02, Income Tax Ordinance, seconded by Mr. Honigford. Roll Call Vote: Moreno, yes; Zeller, yes; Miller, yes; Honigford, yes; Petrick, yes; and Buss, yes.
- Mr. Moreno moved to pass the third reading of Ordinance 2023-03, An Ordinance Providing for the Posting of Ordinances and Resolutions, seconded by Mr. Miller. Roll Call Vote: Moreno, yes; Zeller, yes; Miller, yes; Honigford, yes; Petrick, yes; and Buss, yes.
- Mrs. Petrick moved to pass the third reading, with Mrs. Von Sossan’s indicated updates, of Ordinance 2023-04, An Ordinance to Amend the Time and Place of Regular Meetings of The Council for The Village of Ottoville, seconded by Mrs. Zeller. Roll Call Vote: Moreno, yes; Zeller, yes; Miller, yes; Honigford, yes; Petrick, yes; and Buss, yes.
- Mr. Miller moved to pass the third reading of Ordinance 2023-05, An Ordinance Establishing a Reasonable Method to Provide Notice of The Time and Place and Purpose of Special and Emergency Meetings, seconded by Mr. Buss. Roll Call Vote: Moreno, yes; Zeller, yes; Miller, yes; Honigford, yes; Petrick, yes; and Buss, yes.
- Mr. Moreno moved to pass Resolution 2023-11 A Resolution Hiring Village Solicitor as an emergency resolution to meet deadlines, with the update of one year, 2024 instead of two year, at which time council will re-evaluate, seconded by Mrs. Zeller. Roll Call Vote: Moreno, yes; Zeller, yes; Miller, yes; Honigford, yes; Petrick, yes; and Buss, yes.
- Mr. Miller moved to pass Resolution 2023-10 A Resolution Authorizing the Mayor, To Apply For, Accept, And Enter into A Cooperative Agreement for Design of Wastewater Treatment Phosphorus Reduction Between the Village of Ottoville and The Ohio Water Development Authority as an emergency resolution to meet deadlines seconded by Mrs. Petrick. Roll Call Vote: Moreno, yes; Zeller, yes; Miller, yes; Honigford, yes; Petrick, yes; and Buss, yes.



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- Mr. Moreno moved to pass Resolution 2023-14 A Resolution Authorizing The Mayor To Prepare and Submit an Application to Participate in The Ohio Water And Wastewater Infrastructure Grant Program And To Execute Contracts As Required as an emergency resolution to meet deadlines seconded by Mrs. Zeller. Roll Call Vote: Moreno, yes; Zeller, yes; Miller, yes; Honigford, yes; Petrick, yes; and Buss, yes.

Mr. Joe Moreno

- Insurance Committee met to discuss employee HSA and HRA options. It was the recommendation of the committee to stay with the HRA. The fiscal officer will let Fortman Insurance know.
- Discussion concerning whether the village should apply for the Second Street and Red Maple Court Storm Sewer Projects for the ODOT grant funds. This is the same grant the village is seeking for the WWTP Phosphorus Reduction Project. It was decided not to submit so it doesn't hurt the village's chances to receive the funds for the Phosphorus Reduction Project. Mr. Moreno will contact Choice One to let them know.
- Steve Pothast asked to cover the swale in his back yard due to maintainability.
  - Offered to pay 100% of council determined size tile and catch basins.
  - The village does have an easement per Mrs. Von Sossan.
  - Mrs. Von Sossan suggested inviting Mr. Pothast to a meeting.
  - No decision was made at this time.

Mr. W.D. Miller

- Mr. Miller made a motion to purchase spiral hams for each employee and contracted employee this Christmas season seconded by Mrs. Zeller. 6 yeses passed this motion. Mr. Miller will order.

Mayor Ronald Miller

- Add one security light by priest's house and park building, 287 N Church Street. The fiscal officer will call AEP to see if a light can be added to the existing power pole.

Mrs. Theresa Von Sossan

- The Chamber of Commerce purchased new lights for the Christmas lights around the village. Mrs. Von Sossan asked that the village pay the invoice and the Chamber will reimburse. Mr. Moreno made a motion to pay for the lights and allow the Chamber to reimburse seconded by Mr. Buss. 6 yeses passed this motion.

Mr. Moreno moved to go to executive session at 8:39 pm including Council and Mayor to consider the compensation of public employees, second by Mr. Miller. Roll Call Vote: Moreno, yes; Zeller, yes; Miller, yes; Honigford, yes; Petrick, yes; and Buss, yes.

Regular meeting resumed at 8:59 pm with general discussion of benefits.

With no further business, the meeting was adjourned at 9:08 p.m.

Ronald N Miller  
Mayor

Nichelle T. W. ...  
Fiscal Officer