

# VILLAGE OF ALEXANDRIA REGULAR COUNCIL MEETING MINUTES –

FEBRUARY 4, 2025

Mayor Sean Barnes called to order the Village of Alexandria Regular Council Meeting of February 4, 2025, at 7:00 pm. The Pledge of Allegiance was recited.

**Council Members Present:** Jeff Baer, Andrew Bottar-Dillen, Herb Lower, Cari Meng.

**Council Members Absent:** Mike Miller; (One vacancy remains.)

**Village Representation Present** - Mayor Sean Barnes. Solicitor David Ball, Fiscal Officer Carol Gissinger, Village Zoning Inspector Jacob Brooks, Village Administrator Kendra Borrer

**Village Representation Not Present** – Police Chief Dan Bunting

**Citizens Present:** Lyle Simpson, Shelly Simpson, Stephanie Taylor of S. Liberty Street.

## Minutes from Regular Council Meeting 1-21-2025

Cari Meng made a motion, seconded by Jeff Baer, to approve the 1-21- 2025 Regular Council Meeting minutes. All voted in favor and the Chair declared the motion carried.

## Agenda Change

Andrew Bottar-Dillen requested a change to the agenda and announced his resignation from Council, effective immediately. This left two open spots on the Council and there were two candidates who had already been interviewed at the last Council meeting. The Council accepted Mr. Bottar-Dillen's resignation with sincere appreciation for his dedicated service and contributions to the residents and Village of Alexandria.

Jeff Baer moved, with a second by Cari Meng, to appoint Sarah Chambers to the vacant seat resulting from the resignation of Kelly Reed. The term will expire on December 31, 2027. The motion was unanimously approved, and the Chair declared it carried.

Jeff Baer moved, with a second by Cari Meng, to appoint K. Lyle Simpson to the vacant seat resulting from the resignation of Andrew Bottar Dillen. The term will expire on December 31, 2025. The motion was unanimously approved, and the Chair declared it carried.

Mrs. Chambers and Mr. Simpson were sworn in by Mayor Barnes and took their seats on the Council.

The position of Village Secretary, formerly occupied by Sarah Chambers, is now vacant.

## Public Hearings/Communications-

The Village Deputy Marshall said they have a Ride Along program on Fridays between 7 a.m. and 3:00 p.m. Anyone interested can contact the Village Office.

## Legislation-

### RESOLUTION NO. 2025-03 - A RESOLUTION CONSENTING TO THE PROBATIONARY APPOINTMENT OF KENDRA BORROR AS VILLAGE ADMINISTRATOR OF THE VILLAGE OF ALEXANDRIA; AND DECLARING AN EMERGENCY

Cari Meng made a motion; seconded by Jeff Baer, to suspend the readings of **RESOLUTION NO. 2025-03**. All voted in favor and the Chair declared the motion carried.

Sarah Chambers made a motion, seconded by Cari Meng, to pass **RESOLUTION NO.2025-03**.

All voted in favor and the Chair declared the motion carried.

### ORDINANCE NO. 2025-02 - AN ORDINANCE AMENDING THE MAYOR'S COURT MAGISTRATE SALARY RANGE FOR THE VILLAGE OF ALEXANDRIA AND DECLARING AN EMERGENCY

Jeff Baer made a motion; seconded by Sarah Chambers, to suspend the readings of **ORDINANCE NO.2025-02**. All voted in favor and the Chair declared the motion carried.

Sarah Chambers made a motion, seconded by Cari Meng to pass **ORDINANCE NO 2025-02**. All voted in favor and the Chair declared the motion carried. The chair declared the motion carried.

## **Village Officer Reports**

### **Administrator's Report**

- Networking functionality has been restored to the printers in the Village Office.
- There is an immediate need to address the IT issues withing the Village Offices. There have been two interviews with IT companies, receiving a quote from one of them (Buckeye Cloud). This will address the immediate needs of fixing the current state of connectivity in the Village Offices but does not include the website. This request has not been acted upon because we haven't received the second quote.
- There has been one public records request that she is working on, along with catching up on all the record retention cleanup/filing.
- Dan Bunting was able to obtain 10 HP laptops for free from the State for use of Village Officers and Council Members.

### **Fiscal Officer's Report**

Carol distributed two reports – Revenue and Appropriations, and RITA Revenue Comparison for the last 5 years. A discussion item will be added to New Business to discuss adopting the 5<sup>th</sup> Year Estimate from RITA as our baseline for starting the year.

### **Solicitor's Report**

- The Income Tax Resolution, submitted by Solicitor David Ball, has been accepted by the Licking County Board of Elections and will appear on the May 6, 2025, ballot.
- David has researched the fair and reasonable profit allowed on our water/sewer and it is determined to be 25% of the amount we are charged, which may not be the same amount that we are charging our residents. That may change our 5-year plan.

### **Mayor's Report**

- Sean is in the process of compiling a list of acceptable and unacceptable tree species as the Village works toward achieving a Tree City designation. Future plans include organizing an Arbor Day celebration and other tree-related events within the Village.
- He is working with Kendra on the IT issues in the Village Offices.
- We need to refresh the rules and water rates.

### **Zoning inspector Report**

- Jacob has been driving the streets of the Village, taking photos, checking for abandoned vehicles that are violations, and looking at some ADUs.
- How do we deliver non-compliance notices? Rules say to mail the 1<sup>st</sup> notice by regular mail and the second by certified mail. They would have 14 days to respond.

### **Police Department**

No report at this time.



## **Old Business**

The Council discussed the Water Fee Increase Schedule. Granville has implemented a rate increase of 20% for the current year, with an additional 10% increase planned for the following year, and subsequent annual increases of 3% over the next three years.

- David Ball will draft an ordinance for consideration at the next Council meeting, proposing an increase in the Village's water rate from the current \$10.12 to \$12.20 for the upcoming year. This adjustment is intended to provide the Village with a financial buffer to address potential emergencies or necessary infrastructure repairs.
- There are 3 categories of water customers in the Granville contract. Will the rate increase (20%) be applied to all of those categories? Sean will ask for a written contract from Granville so that Council can learn more about the 3 categories for water usage and the topic will be discussed at the next Council meeting.

## **New Business-**

Using the 5th Year Estimate from RITA, as outlined in the Fiscal Officer's report, to serve as the baseline for the beginning of the fiscal year, the difference between the estimated and actual RITA income provides some flexibility for adjustments in compensation for certain Village officers. After discussion regarding salary matters, David Ball was directed to draft an Ordinance reflecting the pay increase for the following positions:

- Village Administrator: Increased to \$1,500 per month, citing the expanded responsibilities of the position.
- Zoning Inspector: Increased to \$500 per month, recognizing the outstanding performance of Jacob in this role.
- Fiscal Officer: A 10% salary increase, bringing the monthly compensation to \$2,200. Carol has not received a raise in almost three years.
- Police Chief: Provide an increase in work hours from 15 to 20 hours per week, allowing for extra time for the Chief to tend to administrative duties.
- Rick Fitch, who serves as the substitute Sewer Technician when Jack Liggett is on vacation, has notified the Village of an increase in his rates. His compensation will be increased from \$250 to \$300 per week when he is filled in for Jack Liggett, for up to six weeks per year. The EPA requires that the Village have a designated Village employee as backup for this role. Cari Meng made a motion, seconded by Jeff Baer, to approve the compensation increase. The motion carried with one dissenting vote from Herb Lower, and the Chair declared it passed.
- Additional discussion of the topic of IT Service quotes from the Village Administrator's report: Several Council members would like to see the second quote before making a decision. Jeff Baer, in looking at the figures provided to Council Members in an email, said it made sense to look at the savings discount we would receive if we signed up for the managed service. He also cited the need for tight cybersecurity. Discussion will continue at the next Council meeting

## **Citizen Comments (3-minute time limit)**

- Huge fissure in street front of Chloe and Ragamuffins and may be related to large hump in the road at the S. Liberty and Main Street intersection. under the traffic light. Sean will ask Jim Jasper, Village Maintenance, to look at it.
- What is happening with the Quarry? Answer: The quarry is not nearing the end of its operational life as previously believed; instead, it is expanding its operations. A resident has raised concerns that work is occurring at all hours and encroaching near her property. This matter should be referred to the Township to ensure the business is in compliance with all applicable regulations. Sean will pass on that information.

## **Meeting Announcements**

Regular Council Meeting (includes Committee meetings) February 18, 2025, at 7pm.

Planning Commission Regular Meeting-February 5, 2025<sub>3</sub> and MORPC workshop February 19 at 5:30 p.m.

## Adjournment

Cari Meng made a motion, seconded by Jeff Baer to adjourn the council meeting. All voted in favor and the Chair declared the meeting adjourned at 9:18 p.m.

Respectfully submitted, (February 16, 2025)



Sarah Chambers,

Certified 

Sean Barnes, Mayor/Chairperson

Date 3/4/25