

VILLAGE OF ALEXANDRIA REGULAR COUNCIL MEETING MINUTES

November 4, 2025

Meeting was called to order by Mayor Sean Barnes at 7:00 pm.

Pledge of Allegiance.

Council Members Present:

Jeff Baer
Herb Lower
Mike Miller

Sarah Chambers
Cari Meng
Lyle Simpson

Village Representation Present:

Mayor Sean Barnes
Administrator Kendra Borror
Fiscal Officer Carol Gissinger

Solicitor David Ball
Police Chief Dan Bunting
Zoning Inspector Jacob Brooks

Citizens Present:

Josh Price, Shannon Stubbs-Griffith, Kelly Bunting, Shelby Simpson & Mitch Peters

Approval of Council Minutes

Councilman Baer made a motion; seconded by Councilman Miller, to approve the 10/21/2025 Regular Council Meeting minutes. Roll Call Vote: All Yes. Chair declares motion carried.

Public Hearings/Communications

Reading of Proclamation for Staff Sergeant Robert Hickman, a World War II Veteran & War Hero grew up on Hardscrabble Rd, Alexandria. Ceremony scheduled at Museum for Sunday Nov. 16th at 2pm.

Jared Price – new cybersecurity law presentation regarding HB96.

LEGISLATION

AN ORDINANCE APPROVING AND ADOPTING A REVISED PUBLIC RECORDS POLICY FOR THE VILLAGE OF ALEXANDRIA AND DECLARING AN EMERGENCY

Councilwoman Meng made a motion; seconded by Councilwoman Chambers to suspend the readings of ORDINANCE NO. 2025-11 Roll Call Vote: 5 Yes 1 No. Chair declares motion carried.

Councilman Baer made a motion; seconded by Councilman Lower, to pass ORDINANCE NO. 2025-11. Roll Call Vote. 5 Yes 1 Abstain. Chair declares motion to table carried.

VILLAGE OFFICE REPORTS

Administrator's Report

- Spectrum came out and cleaned up more wires at the poles. They identified 4 poles that have phone lines hanging, I am working on getting Bright speed and Spectrum out here to take care of what is theirs.
- We are renewing our software subscription. Our current contract expires soon. Due to HB 96 and new cybersecurity regulations and record retention (RC2), we want to ensure nothing lapses, cost increase of \$740. Working with our IT company to handle seamlessly.
- Along with this I am working on a cybersecurity policy in compliance with Ohio House Bill 96 to include how to report a cyber incident, required within 7 days, cyber incident response plan, cybersecurity training for all employees to mention a few. Needs to be in place by July 2026.
- Working on updating Records Retention Policy with Licking County Records & Archive office.

- Time Keeping Policy was adopted on Sept. 2, 2025
- Planning the Village 2026 event calendar
- All employees please have planned vacation and time off requests for 2026 turned in to their Dept Head by Feb 2026.
- Credit Card Logs have been created to aid Carol with the double verification of credit card usage and receipts.
- At the August 5th Council Meeting, Councilwoman Meng asked about Electric Aggregate that will expire in Dec. Effective Dec 2025 AEP-Columbus Southern will renew the community aggregation program through Dynegy approved by Licking County for a fixed rate of 10.29 cents per kWh for a term to end Dec 2026. We don't need to do anything to adopt this.
- Maintenance Report – Jeff has been working on completing painting the parking spaces, cleaned up weeds at the water tower, mowed, replaced flags on Main St, sealed park benches, started leaf pick up last week, and patching small potholes.
- Water Department Report – there are 3 accounts currently delinquent in amounts ranging from \$300 to \$500. Notices have been sent.

Fiscal Officer's Report

- Working on 2026 Appropriations - need to be passed by Jan. 1, 2026
- Please get 2026 wish list in before next meeting

Solicitor's Report

- Working with Auditor questions on Jersey Township litigations and Laura Vanscoy issue

Mayor's Report

- Awarded grant for sidewalk improvement & Crosswalk grant \$330,000 total for the two, with 2026 design and 2027 constructions.
- JAG water & sewer questions answered to EPA
- Trick or Treat went well
- Submitted Tree City application to Arbor Day foundation award with be in 2026.
- Captain Scott House update – Sean & Jerry did a walk-through talking renovations of house and construction of grounds making community friendly. Estimated potentially \$500,000 to complete. Jerry offered a potential of a 99-year lease for \$1.00. Museum Board not able to be involved at this time.

Zoning Inspector Report

- Jacob Brooks submitted Zoning Report - See Exhibit A

Police Department

- Trick or Treat - officers worked had no incidents
- Christmas festival officers scheduled to work 10-hour days
- AGO Audit passed
- Firearms qualification 3 officers completed 3 left to complete

Planning Commission Report

- Comprehensive plan steering committee meeting Nov 6th
- Survey results are completed will be mailed out next week

OLD BUSINESS

Christmas in the Village now has a committee that has met and is starting the planning. We are working with the Fire Department and several businesses that are willing to decorate and possibly be open during the activities on Saturday Dec 6th.

Fred Nichols Bench dedication has been postponed until spring.

NEW BUSINESS

Alexandria Community Hero Recognition Program discussed by Sarah Chambers & presented a draft up for discussion by council.

Citizen Comments (3-minute time limit)

Dan Bunting - The Alexandria Business Association is working on reorganizing \$10 per month or \$120 per year.

Sarah Chambers – new trees beautiful

Meeting Announcements

Planning Commission Meeting Nov 12, 2025, at 5:30 pm

Safety Committee Meeting Nov 18, 2025, at 7pm.

Public Service Meeting Nov 18, 2025, at 7pm

Regular Council Meeting Nov 18, 2025, at 7pm.

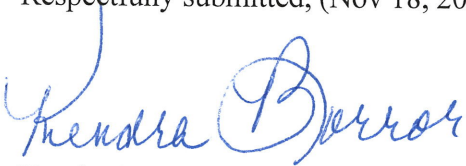
Planning Commission Meeting Nov 26, 2025, at 5:30 pm

Adjournment

There was no more business to come from Council.

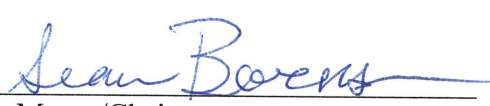
Councilman Miller made a motion, seconded by Councilman Baer to adjourn the council meeting. All voted in favor; the Chair declared the meeting adjourned at 8:27p.m.

Respectfully submitted, (Nov 18, 2025)



Kendra Borrer, Administrator

Certified


Sean Barnes, Mayor/Chairperson

Date

11/18/25

Approved: 11/18/2025

4 open Permits for the Month of October
 1 Conditional Use Permit pending
 0 Violations

No new village permits with Licking County for the month

Zoning Inspector will aid village Administrator and Public Service needs by performing village wide sidewalk evaluation as needed following award of Sidewalk Safety Grant from ODOT on 11/4/25.

Activity and Permits as follows:

				VILLAGE: ZONING INSPECTOR - REPORTING - ACTIVITY AND PERMIT / VIOLATION LOGS				ONGOING item
				UPDATED: 10-07-2025, JBrooks				CLOSED item with Village
#	ADDRESS	ORIGINATOR	DATE	CONCERN	INSPECTOR FOLLOW UP	ADDITIONAL COMMENTS	PERMIT # / VIOLATION #	
81	E Main	Permit 2025-??	8-Oct	Small LB lot surrounded by Residential scope	Proposed business owner presented scope of requests for parking spaces off alley for presented business type to Planning Commission. ZI arranged to have property owner present to Commission.	10/22/25 - Planning wants to take one more look at situation at first November meeting	2025-??	
93	N Liberty	Link hole in berm	8-Oct	Looked at sinkhole situation with Mayor Barnes and resident Brian Dague	Appears to storm sewer blind tap on NNE angle under street that has failed at connection on W side berm. Mr. Dague to provide village admin costs to exploratory dig to determine full scope of repair needed			
26	S Liberty	Permit 2025-09	11-Oct	Conditional Use Permit Hearing	For use of Agriculture purposes per Village Ordinance 2025-07. ZI placed 3 hard copy hearing notices in established public places and mailed 4 hearing notice letters to adjacent property owners for Oct 22 hearing		2025-09	
6	N Liberty	Observation	11-Oct	Lawn area out of code overgrown	ZI helped resident pickup sticks and debris from yard so resident could mow grass			
45	S Liberty	Violation follow up	11-Oct	Abandoned Vehicles	ZI confirmed last of several observable abandoned vehicles in rear lawn along Park Alley has been removed			
32	W Main	Fence Permit request	11-Oct	Resident wants to install fence on NE to NW corner of parcel	ZI met with resident and walked property and explained code to resident. ZI prepared majority of the Permit for resident for Ms. Reese review and her submission for permit when ready		2025-??	
all	village	Sidewalk Evaluations	13-Oct	ZI put together criteria list for evaluations	ZI sent email to Mayor, Admin, and Secretary for their awareness and follow up discussion as needed			
26	S Liberty	Permit 2025-09	22-Oct	Conditional Use Permit Hearing	535pm hearing held as first portion of Planning regular meeting. Planning has 30-days to make a determination on Permit			
38	Collage	Resident Fence request	23-Oct	Privacy Fence along E side of property	ZI reviewed and approved fence permit application with notes from zoning code to help resident with appropriate layout		2025-10	

