

RECORD OF PROCEEDINGS

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held

April 7

20

25

**The Village of Weston
Council Meeting Minutes**

April 7, 2025

Council Meeting was called to order by Mayor Rick Easterwood at 6:00PM, followed by the Pledge of Allegiance and presentation of the agenda. No objections to moving the Arbor Day Discussion/Presentation before Old Business. A roll call was taken: Mr. Craig Warner, Ms. Erica Rupp, Mr. Rob Myerholtz, Ms. Jessica Susor, Mrs. Ashley Patel, and Ms. Brittney Klockowski. *A motion to approve March 17, 2025 council meeting minutes as written was made by Ms. Klockowski, seconded by Ms. Rupp; Approved unanimously.*

Public Presentation

Ms. Klockowski invited Richard Gusky from First Energy/Toledo Edison to discuss potential collaboration on an Arbor Day celebration. Richard shared that Toledo Edison routinely participates in Arbor Day events by offering volunteer support, funding for tree plantings, and often donating a tree for Tree City USA proclamations. He also noted they conduct routine maintenance in the area and view Arbor Day as a good opportunity to give back. In addition, he provided a brochure outlining their separate green program. While Arbor Day is officially April 25th, the event does not need to occur on that exact date. Toledo Edison has a \$750 budget for the celebration. *Mr. Warner made a motion to send the Arbor Day Celebration proposal to the Community Development Committee, seconded by Ms. Klockowski; Approved unanimously.*

Old Business

An ordinance making supplemental appropriations for the fiscal year ending December 31, 2025 received a second reading. This ordinance amends appropriations to cover the cost of portapots in the parks.

An ordinance making supplemental appropriations for the fiscal year ending December 31, 2025 received a second reading. This ordinance amends appropriations to authorize expenditures from the Baseball/Softball Program Fund (2041) to spend down the fund.

Reports

Attendance: Stephanie Monts (Fiscal Officer), Harold Boggs (Village Administrator), Ken Taylor (Code Enforcement)

Mayor: Announced that EMS Clerk Jessie Kendall is officially retiring. Her service to the Village began around 1975, totaling approximately 50 years. Jessie originally served with EMS before transitioning to the clerk role. The Mayor publicly thanked her for her long-standing dedication and noted that more recognition or details may follow.

Fiscal Officer: An email went out to Council and Mayor with takeaways from a recent conference Stephanie attended, highlighting the need to update how items are referred to committees. Per best practices discussed at the conference and confirmed by the Solicitor, Council must formally vote to refer items to committee—committees cannot act independently. A prioritized list of policies will be developed for legal review. Additional recommendations were also shared, some of which are already on the Administrative Process Committee agenda. These include: a Conflict of Interest Policy, updates to the Purchase Order and Credit Card Policies, a resolution for auto-payments or routine expenses, a Grant Protocol, updates to the Employee Handbook and Council Rules, and a Social Media Policy. Annual review of these policies was recommended going forward. Two new policy drafts were presented: a revised Mailbox Policy recommending a reimbursement model similar to Weston Township's, and a new Professional Development Policy clarifying cost responsibilities. Stephanie also requested approval to move forward with a trial run of push notifications through the Village website, to replace Reach Alert. Although Reach Alert has been removed from the website and newsletter, no public announcement has been made via social media to allow the new system to be introduced simultaneously. Firehouse Subs grant for the Lucas device was not awarded, this grant is given quarterly and Kristi suggested we resubmit. Some items in the application should be revised. Mulch installation (under a Wood County Park grant) has been delayed due to weather and is now planned for mid-week next week. Rumpke is relocating the recycling dumpsters next week, with final timing to be confirmed through the County Program Coordinator. Weston Township's EMS contract was finalized with two legal changes by their attorney: Section 4 liability now applies to both parties, and a fiscal officer certification was added. One WSI league fee invoice has been received, with more pending.

Ms. Susor made a motion to refer Stephanie's policy recommendations—including a Conflict of Interest Policy, updates to the Purchase Order and Credit Card Policies, a resolution for auto-payments or routine expenses, a Grant Protocol, updates to the Employee Handbook and Council Rules, and a Social Media Policy—to the Administrative Process Committee, seconded by Mr. Myerholtz; Approved unanimously. Mr. Myerholtz made a motion to approve proceeding with the trial run of push notifications through the website, as proposed by Stephanie, seconded by Ms. Rupp; Approved unanimously. Ms. Susor made a motion to have the draft Mailbox Policy submitted to Paul Skaff for review, seconded by Mr. Myerholtz; Approved unanimously. Mr. Myerholtz made a motion to have the draft Professional Development Policy reviewed by Paul Skaff, seconded by Ms. Susor; Approved unanimously. Ms. Susor made a motion for Stephanie and Kristi to revise and resubmit the Firehouse Subs Grant, seconded by Mr. Myerholtz; Approved unanimously. Ms. Klockowski made a motion to approve the WSI league fees, with a maximum not to exceed \$750, seconded by Mr. Myerholtz; Approved unanimously.

Administrator/Maintenance: Harold shared that they've been busy with brush pickup, especially after the storms left behind more of a mess than expected. They've gone through two rounds so far. He also mentioned he's been looking into getting guards for the bleachers. The first company he contacted doesn't sell just the guards, so he was referred to the manufacturer. He's still waiting to hear back but expects the cost to be around \$4,000 for both sets on the big diamond. Ms. Susor brought up the damaged drain at Taylor and Milton, which Harold confirmed is broken and needs to be fixed. It's tied to previous work done by NWWSD, but despite reaching out to them, Harold hasn't gotten a response. He suggested having JPX dig it up to fix the problem—and if it turns out NWWSD caused the damage, they'll have proof. Mayor Easterwood asked about a tree that fell near CSX property and ended up in the road, wondering if it's the Village's responsibility or CSX's. Ms. Rupp pointed out that it's a safety hazard. Stephanie will reach out to CSX.

Ms. Rupp asked how the public would be informed about the relocation of the recycle bins. Stephanie responded that she plans to post the update on the Village's social media and website. She also intends to include it in the digital newsletter, although it won't appear until the May edition. In the meantime, other options like using the trial run of the push notification proposal or placing a laminated sign on the existing wheeled signboard near the site were mentioned.

RECORD OF PROCEEDINGS

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10146

Held

April 7

20

25

Code Enforcement/Zoning: Since the last report, one permit has been issued for an accessory structure at 20173 Locust Street. On March 20th, Ken spoke with the Wood County Building Inspector about placing storage units—specifically, shipping containers—on the east side of Silver Street by the trailer park. The inspector stated that such units must be designed by an engineer and placed on an approved concrete base. Simply placing them on railroad ties, as had been suggested, is not allowed. If the area is properly zoned, containers could be installed on concrete but must also be secured or tied down. On March 21st, letters were sent to the property owners of 20401 Oak Street and 13240 Maple Street regarding the accumulation of trash in their yards. Both properties have since been cleaned up. On March 26th, Ken received a complaint about trash bags at 20310 Taylor Street; that issue has also been resolved. On March 27th, a property owner on Main Street inquired about storing roll-off containers for rental use at the rear of his property. Ken advised that this would require a rezoning to Commercial, which the owner has since applied for. The Planning Commission is tentatively scheduled to review it on May 21st. On April 1st, Ken received a phone call and email from the owner of the Silver Street property east of Lawndale Mobile Home Park, who is considering several uses for the land. Ken advised that each option would require Planning Commission approval and asked the owner to choose one specific plan before moving forward. No follow-up has been received yet. On April 2nd, Ken spoke with the owner of the 0 Oak Street property after she received a letter about junk in the yard. The conversation was productive, and the owner indicated that they frequently recycle and also deal with illegal dumping. Ken will continue to monitor the situation. During a drive around town on April 7th, Ken identified several property maintenance concerns and forwarded them to Stephanie. These included: a chicken coop without a permit at 20572 Russ Street, possibly housing a rooster and ducks; a deteriorating privacy fence at 13496 Center Street; similar issues with the fence at 13504 Center Street; and a failing fence surrounding the retention pond at Lawndale Mobile Home Park. Letters will be sent out for all violations. Ken was also asked about unlicensed vehicles sitting on properties. He explained that there is nothing in the current code that addresses unlicensed vehicles directly. The ordinance passed in 2023 defines inoperable vehicles as those that cannot be driven due to mechanical issues, missing or flat tires, or other safety concerns. Mr. Myerholtz suggested reviewing the ordinance to consider requiring valid license plates. Ms. Susor clarified that the existing ordinance was designed to be enforceable and aligned with what the sheriff would support. She also noted that vehicles must have a fitted car cover if not in active use or repair—generic tarps are not acceptable. Ken noted that cars not being actively worked on should be covered. Mayor Easterwood encouraged compiling a list of potentially non-compliant vehicles for follow-up. Mrs. Patel brought up derby cars, and Ken said as long as the owner is preparing them for events and they are kept in the backyard—not sitting along the street—there is no issue.

Committee Reports

Community Development & Public Affairs: Discussed amending the Tree Commission Ordinance and sending the updated version to Stephanie Foster-Miller at the Division of Forestry for approval. Additionally, the Thrive and Revive program was reviewed. The committee also addressed the Humanities Spark Grant project, with Ms. Rupp serving as the point of contact. The committee is under the understanding that there is already an existing list of vacant/nuisance properties for the Ohio Department of Development. Regarding the T-Mobile Hometown Grant, the committee discussed how a bathroom facility would enhance the area by providing basic comfort and convenience, encouraging longer and more frequent visits. This is especially important for parents who want to avoid accidents, and it promotes repeat visits. The committee decided to ask for Ken's opinion on updating the Subdivision Code. For Otsego Serves Day, the committee is awaiting a response from Ashley, the school principal. Ashley has been provided with a detailed explanation of locations, addresses, the number of students requested by the Boards, and a list of tasks. Correspondence is ongoing with Jeanettie and Doug. Discussed the potential establishment of a Designated Outdoor Refreshment Area (DORA) as an economic development tool to help increase foot traffic and support the Village's two downtown main businesses. Key elements required in a DORA ordinance were reviewed, including clearly defined boundaries, the number and placement of signs, operating hours, safety and sanitation plans, staffing for both public safety and waste management, and a requirement that all alcoholic beverages be served in plastic or non-glass containers. The proposed boundaries would include both sides of Main Street from Locust to Cherry/Center Street. Ten signs were suggested, to be placed strategically throughout the area, including at Cherry/Center and Main, the railroad tracks, Locust Street, Mill Street, and near the gazebo. Suggested hours of operation were from noon to 9:00PM, with one officer assigned to continuously patrol the area. Restroom access was proposed at Porky's, Horns and Halos, and Village Hall, and one person would be responsible for maintaining trash receptacles. All beverages would need to be served in non-glass containers. Mr. Myerholtz emphasized that the DORA should be written specifically for special events, though Ms. Rupp noted that opinions on this matter differ. Ms. Susor raised concerns about hidden costs, including the patrol, trash, and signage for the event, and expressed a preference to see how DORA works for special events first. Doug Marion mentioned that council has lost touch with business owners but noted that business owners are generally in support of DORA. Ms. Klockowski questioned Mr. Myerholtz about previous concerns from residents regarding Parks and Rec hosting events, specifically referencing the July 15th meeting where Deanna Couch expressed that Parks and Rec should focus on maintenance rather than events, and Mr. Myerholtz had agreed with her. Ms. Klockowski noted that Mr. Myerholtz is now actively supporting the implementation of DORA. He clarified that DORA is intended to support business activity rather than being driven by individual taxpayers. Ms. Klockowski asked whether any of the residents who previously voiced concerns had provided negative feedback about DORA. Mr. Myerholtz responded that, at this point, he has not heard any complaints.

Ms. Klockowski made a motion to approve the cost of year-round color-changing rope lights for Main Street poles, seconded by Mrs. Patel; Approved unanimously. Other actionable items include: determining a date for a Community Open Session Public Meeting to promote transparency and gather input from the community; confirming with the Administrative Process and/or PEP whether implementing DORA will cause any changes in insurance rates (Stephanic confirmed that the insurance agent has stated there will be no impact on premiums); and verifying with Safety or Administrative Process whether the weekly Sheriff patrol can be adjusted to ensure coverage during DORA hours. *Ms. Susor made a motion to schedule a special meeting to specifically discuss DORA, seconded by Ms. Klockowski; Approved unanimously.* *Mr. Warner then motioned to hold the special meeting on April 21st at 6PM, followed by the council meeting at 7PM, or immediately after the special meeting adjourns, seconded by Ms. Susor; Approved unanimously.* Ms. Susor also raised a concern regarding the Historical Society and the Spark Grant, emphasizing that the grant writer is working on behalf of the village, rather than for outside entities.

WSI: The board was informed that Village Council is drafting a building maintenance agreement, and updates were shared from the Administrative Process meeting with Paul Skaff regarding WSI articles, equipment, utilities, and port-a-pots. For Otsego Serves Day, WSI requested 10 student volunteers, with adult supervision at the field. Preparations for the coaches meeting are underway, and it was discussed to provide helpful information at the concession stand. The Team Reach app will be used for communication, alongside League Lineup for scheduling and updates. A \$749.69 equipment bag purchase for the 14U team is on hold pending NOBBL

RECORD OF PROCEEDINGS

Minutes of

Meeting

JAYTON LEGAL BLANK, INC. FORM NO. 10148

Held

April 7

20 25

confirmation. A free umpire clinic is scheduled for April 6 at 1:30PM in Rising Sun, with the softball coaches meeting on April 12 at 10AM. Opening Day on May 17 will include a parade, National Anthem singer, Freddy & Frieda, 50/50 raffle, food trucks, vendors, team photos, and games. A visit from Muddy and Madonna is being considered. Business insurance through Erie was approved at \$1,380/year. The board approved starting a Payment Cloud merchant account. A Venmo account will also be opened for registration fees. Mark Tolles outlined transfer documentation due within two weeks, and the board is working on article amendments with legal counsel. Village Hall was requested to be reserved for an April 10 board amendment meeting. The next regular meeting is April 30 at 5:30PM. Action items include requesting use of the Village PA system, approving last year's parade route, and opening a tax-exempt Payment Cloud account. The Fiscal Officer advised that ongoing charges requiring stored payment info should be the program's responsibility. Additional clarification is needed on Payment Cloud, as the Village already uses Square.

There was discussion regarding the ownership of the PA system, as it was purchased using a Parks & Rec line item from the general fund. *Ms. Susor made a motion for WSI to request permission from Parks & Rec to use the PA system for the May 17th Opening Day events, seconded by Ms. Klockowski; Approved unanimously.*

Safety: EMS has had 72 runs so far this year. The committee discussed a potential incident response training for citizens, presented by Mr. Richards, which would be a 2-3 hour event covering how to respond in hostile situations. The committee expressed interest in offering the training if the budget allows. Plans for a non-certification CPR course and a potential Safety Town program are still being developed, public input is welcome. Discussed billing practices and recommended no longer budgeting a fee from Weston EMS for unpaid runs, while increasing the mileage rate to \$17. Contract discussions for municipalities served by Weston EMS resulted in task assignments to gather information from Custar Village, Milton Center, and Milton Township about combining their contracts, and from Jackson Township regarding the rate North Baltimore may charge them. The committee also plans to contact PERRP and PEP about potential costs for employee safety training. Kathy reviewed the HIPAA compliance form draft, suggested changes, and recommended staff complete the revised version.

Regarding Mr. Richards' training, it is typically \$100 per person, but he offered a flat rate of \$500 for an unlimited number of attendees. The program includes active threat response techniques and tourniquet training, equipping participants with knowledge on how to respond in high-risk situations. Committee members noted the value for business owners and public-facing organizations. Mayor Easterwood voiced concern about using Village funds for the event and suggested presenting the idea to local businesses to gauge their interest and potential support.

Public Works: Dean and Sheila Fausnaugh, property owners on Brook Lane, attended the meeting to inquire about combining their parcels for development. They questioned who would be responsible for constructing a road to allow for driveway installation. It was clarified that the village is not responsible for road construction, and the discussion also addressed maintenance responsibilities. The owners were advised to seek permission from the adjacent property owner and to consult with Ken Taylor regarding zoning considerations. Bob Desmond provided further clarification on utility connections and paving requirements. Harold provided an update on the bleachers at the main ball diamond, he is awaiting a quote from DWA Recreation for railings and will also reach out to Sportscape for an additional quote. He also reported on the relocation of the dumpsters and requested funding for fencing installation around them. *Mr. Warner made a motion to move the fencing request to Administrative Process, seconded by Ms. Susor; Approved unanimously.* Discussed several infrastructure projects. For the ODOT sidewalk project connecting Cherry and Milton to Merrill Park, project selection is expected by April 1. For the TAP grant, due in September, the proposed sidewalk would connect Broadway to Dollar General and include a reinforced drive for farm equipment and ADA-compliant curb ramps. Concrete versus asphalt options were discussed, and the project will require a 20% local match. The village is still waiting on an official award from OPWC to determine the amount they can request under SIB. Regarding road maintenance on Silver and Oak Streets, Harold proposed using a backhoe bucket to dig out the worn area about two feet wide and backfill it with proper stone and driveway material. Coordination with Suburban Natural Gas, who is currently working in the area, was suggested to potentially complete this work simultaneously. Harold will also obtain quotes for building inspections at both Village Hall and the Post Office. The GIS mapping quote provided by GLCAP was discussed, and the committee expressed interest in pursuing funding through the Search Grant. Recommending moving forward with demolishing the bus garage, which has been compromised, and replacing it with a temporary structure. Although a new roof was considered, the recommendation is to tear it down. Contents will temporarily be moved to the salt building, though Mayor Easterwood raised concerns about corrosion due to existing salt. The insurance claim for the garage is expected to yield \$19,143.68, though the check has not yet been received.

Mr. Warner made a motion to demolish the bus garage, and discuss the contents in Public Works, seconded by Ms. Susor; Approved unanimously. Mr. Warner made a motion to replace the catch basin at Locust Street and Broadway for \$7,508.53 by JPX, seconded by Ms. Rupp; Approved unanimously. There was discussion on budget availability, with about \$20,000 potentially available for drainage-related projects, Stephanie will provide an appropriation amendment for the next meeting. Harold found a used leaf vac for approximately \$4,000 to replace the broken one. This model is newer, features a John Deere engine, and was considered a cost-effective option given the alternative of purchasing new equipment. Transport logistics and inspection were discussed, and it was agreed that if the equipment needed additional service, expenses beyond \$3,000 could still be reimbursed with proper documentation to insurance. *Mr. Warner made a motion to approve the purchase of the \$4,000 used leaf vac, seconded by Ms. Klockowski; Approved unanimously. Mr. Warner made a motion to approve the GIS mapping proposal from GLCAP and authorize Kristi to pursue a grant application through the SEARCH grant, seconded by Ms. Klockowski; Approved unanimously.*

Cemetery: Debbie Vollmar with Modern Woodmen will be sending out emails and invitations for Cemetery Clean-Up Day, scheduled for May 10, 2025, from 9AM to 12PM. Modern Woodmen will again provide lunch for the cleanup crew. Harold plans to reach out to Tom to see if he is interested in returning just to mow. Approval for stump removal will be discussed at the next meeting when all members are present; however, the removal of the stump by the cannon was previously approved and will be completed before Memorial Day. Harold plans to lay grass seed in two weeks, depending on the weather, and Jodie will be preparing foundation orders for him. There are no updates on the M5 Anti-Tank gun paperwork. Jodie expressed interest in exploring either tar and chip or Dura-Patch for the drives, with grants being the suggested starting point. There were no burials reported. The board will also be discussing whether to retain their liaison or do away with the position entirely; they would like the full board present to make that decision. If the liaison is kept, they will take unofficial notes to share with council, understanding that official meeting minutes will be delayed by a month due to the board's approval process. Bob Clark will be preparing flyers and brochures, and will also bring wreaths

RECORD OF PROCEEDINGS

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held

April 7

20

25

and poppies for the Memorial Day Ceremony. The next Cemetery Board meeting has been rescheduled to May 6 at 6PM.

Mr. Warner made a motion to suspend the rules for council meeting time extension, seconded by Mrs. Patel; Roll Call Vote: Mr. Warner - Yes, Ms. Rupp - Yes, Mr. Myerholtz - Yes, Ms. Susor - Yes, Mrs. Patel - Yes, Ms. Klockowski - Yes. Mr Warner made a motion to extend the council meeting no more than 30 minutes, seconded by Ms. Rupp; Approved unanimously.

Parks & Rec: Reviewed new equipment catalogs provided by Stephanie for the parks. The electric pole movement at Brittany Hilliard Park (Old Schoolhouse Park) is still in progress, and the board decided to have Council contact Victor Coleman Jr. from Toledo Edison to help with the relocation. Rick Easterwood attended the meeting to ask for volunteers for the Fire Department's Easter Egg Hunt, and the board approved a \$200 budget for baskets. Volunteers were confirmed, and a flyer with the year's events, including Weston Community Fun Days, Monster Mash, Trick-or-Treat, and the Tree Lighting, will be distributed during the Easter egg hunt. The summer events were set for July 19th, August 23rd, and September 20th, with ideas like karaoke, car shows, and a cornhole tournament. The board discussed organizing the storage area and will attend the Library Board meeting on April 14th to explore potential partnerships for smaller events.

Upcoming Meetings: Administrative Process 4/14 at 6PM, Community Development & Public Affairs 4/15 at 5:30PM, Public Works 4/22 at 6PM, Safety 4/28 at 6PM

New Business

An ordinance amending EMS rates received a first reading. This ordinance increases the mileage rate from \$12.15/mile to \$17.00/mile. Stephanie also pointed out that "...the previously established" needs to be struck since this ordinance is an amendment.

Approval of Expenditures

Council reviewed a summary of the bills (\$32,758.74) and outstanding invoices (\$18,056.08). A motion to approve the summary of the bills and payment of outstanding invoices was made by Mr. Myerholtz, seconded by Mrs. Patel; Approved unanimously.

The March bank reconciliation was presented and reviewed. A motion to approve was made by Mr. Myerholtz, seconded by Ms. Klockowski; Approved unanimously.

Citizens & Visitors

Doug Marion, Richard Gusky (First Energy), Howard Lashuay (Virtual), Ron Dallas (Virtual)

Doug Marion: Shared that the goal is to collaborate with several entities to create a destination event for the community. He mentioned hearing comparisons to events like the Apple Butterfest and noted that many other villages have their own signature events. He added that the effort is starting to gain momentum, which he sees as a positive sign.

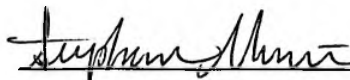
Ken Taylor: Ken mentioned that the topic of subdivision regulations came up after it was brought to his attention. Initially, when he raised the issue, he was unaware that the Village already had subdivision regulations in place and noted that they had never been reviewed. He wasn't sure how in-depth the review should be but recalled someone asking whether there were already suggestions for updates. Ken confirmed he now has a copy of the current regulations, and would begin evaluating it for any necessary updates or adjustments. Ken then shifted to the GIS program, noting that Council had approved and signed off on it, and asked if everyone understood what they were getting. Mr. Warner clarified that the GIS work is focused on stormwater mapping. Ken expressed concern about GIS being potentially very expensive and possibly straining the budget.

Ron Dallas: Expressed appreciation and thanked Stephanie for putting together the flyer if events for Parks & Rec.

A motion to adjourn at 8:03PM was made by Mr. Warner, seconded by Ms. Susor; Approved unanimously.



Rick Easterwood, Mayor



Stephanie Monts, Fiscal Officer/Clerk