

RECORD OF PROCEEDINGS

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held February 18

20 25

**The Village of Weston
Council Meeting Minutes**

February 18, 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. A request was made to add an emergency reading for RES 2025-3 and WSIB to Miscellaneous Business, with no objections. A roll call was taken: Mr. Craig Warner, Ms. Erica Rupp, Mr. Rob Myerholtz, Ms. Jessica Susor, and Ms. Brittany Klockowski. *A motion to approve February 3, 2025 council meeting minutes as written was made by Ms. Susor; seconded by Mr. Warner; Approved unanimously.*

Old Business

The grant writer contract extension will be included in the Administrative Process report.

An ordinance authorizing the execution of certain agreements for United States Army armaments for cemetery display received its second reading.

A resolution approving acceptance of UAN equipment received a second reading.

Reports

Attendance: Stephanie Monts (Fiscal Officer), Harold Boggs (Village Administrator)

Mayor: Mr. Easterwood reported having a busy week as the newly appointed Mayor and expressed appreciation for Stephanie and Harold's support in helping him get up to speed. He acknowledged their patience in handling his frequent phone calls as he worked to ensure he was fulfilling his responsibilities. Additionally, he mentioned having a Mayor's meeting for Parks and Recreation, which would be discussed later.

Fiscal Officer: Stephanie reported that she plans to finalize and submit the Spring/Summer 2025 print newsletter to the Copy Shop by the end of the month. This edition will cover March through August and will focus on stormwater drainage in Weston, downtown vacancies and building ownership, and income tax with RITA. She also intends to include key dates such as Memorial Day events, Large Trash Day, Community Garage Sales, Volunteer Appreciation, Tax Day, Brush Pickup, and upcoming events from organizations and churches. If space permits, she will also include information about the November election, which will feature the Mayor's seat and four Council seats. She encouraged anyone with additional important dates to provide them by Friday, February 21.

Administrator/Maintenance: Harold reported that he still needs a quote for striping, while the survey cost is confirmed at \$3,000 - for the parking lot grant. He also informed everyone on the salt shortage, stating that unless the county receives more, the village will run out, though the timeline remains uncertain. In the meantime, pea gravel will be used at intersections. Mr. Myerholtz asked if commercial providers had been contacted, but Harold shared that the county confirmed that all available salt had been depleted.

Code Enforcement/Zoning: Since Ken was absent, Stephanie read his written report aloud.

Committee Reports

Cemetery: Discussed obtaining a new laptop, with Jodie receiving a quote from Stephanie for \$427.94. They also considered using the old UAN laptop, but after an email exchange between Stephanie and Mr. Warner, it was determined that the UAN laptop was likely not a viable option. Ms. Susor provided updates on the Memorial Day ceremony, including information about speakers, logistics, and potential promotions for local businesses. The board also discussed the possibility of hosting only the ceremony without a parade, with the option to introduce the parade in future years depending on the event's success. The Spring Cleanup Day is scheduled for May 3rd from 9 AM to Noon, with a rain date of May 10th. The board discussed holding it as a standalone event to encourage more community participation. Harold is obtaining a quote for the removal of pre-existing stumps. The America 250 Grant has been submitted. Discussed the Army M5 anti-tank gun donation, confirming that it will be officially deeded to the village. There was also discussion about installing a plaque, as requested by a resident, and the re-certification timeline for the donation was presented. Reviewed a proposed price increase for foundation work. The current rate is \$0.30 per square inch (\$336 total). The new pricing structure would charge \$30 per cubic foot, raising the total cost to \$466.66.

Administrative Process: Discussed the potential renewal of the grant writer's contract, with Kristi Galarza providing updates on all active and proposed grant opportunities. The committee recommended renewing her contract, and Kristi confirmed her willingness to continue. Updates were provided on the America 250 Grant, which remains promising due to a lack of regional competition. The USDA Rural Development Grant, with a February 28th deadline, was also discussed, and it was noted that the application scoring system could award up to 30 points based on the village's project management experience. To maximize these points, council members and others involved were asked to submit résumés by the end of the week. The application will also require letters from local businesses detailing how the project will benefit the community, with five points awarded per letter. The committee is currently at 125 points, with a target of 130 or more to be in a strong position for approval. Additional letters are being gathered, and Harold has been

RECORD OF PROCEEDINGS

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held February 18

20 25

actively working to obtain the necessary quotes. Public Works is also moving forward with gathering information for the SEARCH Grant, which will support stormwater studies. This grant still requires a point person, GIS rental and purchase quotes, and estimated internship hours with a timeline. Other grants in progress include the T-Mobile Grant, which is awaiting further updates, and the Wood County Development Block Grant, which will open in 2026. The State Farm Grant for speed signs was submitted. Still waiting to hear back from the county on certified revenue for FY2025. The new UAN computer and printer have arrived, and the transfer process is underway. Personnel discussions included the ongoing development of a wage schedule, proposing a flat rate of \$16 per hour for per diem positions and \$18 per hour for heavy equipment operation, specifically for the 5-ton truck and backhoe. Additionally, the committee recommended transferring responsibility for employee safety training to the safety committee, pending mayoral approval. The committee also reviewed the pickleball project, debating whether to proceed with a permanently mounted net with two mounting sleeves or a portable unit. The additional cost for the mounted sleeves is \$1,500, which remains within the allocated budget for the grant match. Mr. Warner shared that after negotiations, the contractor agreed to reduce the price to \$375 per sleeve, making the total additional cost \$750. Further discussions covered the cost of downtown decorative lighting, with an additional \$20.43 per month for the north side of the tracks and \$21.15 per month for the south side. This information has been passed on to the Community Development Committee for future discussions. The possibility of a Weston app was also considered, with Ms. Klockowski scheduled to meet with the Whitehouse administrator to discuss their system, which runs through GoGov. Stephanie will explore additional cost options. If adopted, the app could replace Reach Alert and the mailed newsletter. Other ongoing matters included awaiting a quote for bonds and faithful performance insurance. House Bill 331 remains on the agenda as the committee explores future opportunities related to garbage disposal, human services, and other community needs.

Ms. Klockowski made a motion to approve the grant writer contract extension, seconded by Ms. Susor; Approved unanimously. Mr. Warner made a motion to move forward with the mounted pickleball unit, seconded by Ms. Rupp; Approved unanimously.

Community Development & Public Affairs: Met with Regional Urban Foresters to discuss the establishment of a Tree Commission. They provided valuable guidance on structuring the commission, with a key takeaway being the need to revamp an outdated ordinance before moving forward. It was noted that the village's original ordinance dates back to the 1800s, and while a template exists, further modifications are necessary to align it with modern standards. The foresters confirmed that a Tree Commission would qualify as a human resource board under Ohio's House Bill 331 due to its role in improving residents' quality of life. To achieve Tree City USA status, the village must meet specific criteria, including maintaining a designated budget for tree care, which Weston already exceeds with its \$10,000 allocation. Additionally, an Arbor Day proclamation must be formally established and observed annually. The application deadline for Tree City USA recognition is December 1st, and the foresters encouraged the village to attend the upcoming April 16th awards ceremony in Bowling Green to gather insights from other communities. The Humanities Spark and T-Mobile Hometown grants remain on hold, pending discussions on eligible projects until the vacant council and committee seat is filled. Meanwhile, the Rural Business Development Grant is nearly complete, with the remaining requirement being the inclusion of additional résumé details in the experience section. A review of the village's Subdivision Code was also discussed, as it has remained unchanged since its establishment in 1998. Updates and clarifications may be necessary to ensure it aligns with current needs. Community engagement efforts include the planning of a Volunteer Appreciation Event, with a possible tie-in to the opening day of ball season to encourage higher attendance. Additionally, Otsego Serves Day, scheduled for May 2nd, is being expanded to involve all committees. Project ideas for participation must be submitted by February 28th. A proposed initiative, Operation Weston Glow Up: Revive, Restore, and Refresh, has been introduced. This initiative would focus on beautification efforts, including park and ball field cleanup, reservoir maintenance, and the planting of flowers. Discussions also covered the Prairie Project, with plans to have Harold conduct a controlled burn of the area in either July or August when his schedule allows. It was suggested that the existing Main Street decorative lights remain unchanged for now. However, transitioning the Main Street pole lights to all-weather, LED, color-changing lights is recommended, requiring submission to the Administrative Process for budgeting and quotes. Additionally, the need for all-weather signs and display boxes for parks and walking paths was addressed.

Parks & Rec: Mr. Easterwood started the meeting by emphasizing the need for a board to oversee projects that have already been approved. The budget appropriations were then reviewed, with a focus on the breakdown of line item allocations. Ron asked about the park board's inventory list, and it was agreed to create a new one. He also asked about the vision of the previous board and was informed that their primary goal was to improve community pride and image. The donation policy was discussed. Ron expressed interest in improving advertising for parks and rec events. Mr. Easterwood swore in Ron Dallas and Doug Marion to the board. A question was raised regarding the possibility of hosting video calls for meetings to allow remote attendance. The clerk clarified that while citizens could attend virtually, board members must be present. Additionally, the host must activate the meeting unless Google has updated its system, and board members would need training on setting it up. The March meeting will be rescheduled to a later date.

WSIB Discussion: Ms. Susor raised concerns about the Weston Sports Initiative Board's (WSIB) financial transition, as their funds remain under the village's line items. The three-year utility hold, previously approved by the council, may delay their full independence. She requested a review of when this vote took place and suggested discussing possible

RECORD OF PROCEEDINGS

Minutes of

Meeting

DAYTON LEGAL BLANK, INC. FORM NO. 10148

Held February 18

20 75

solutions in the Administrative Process meeting. To expedite their removal from village finances, Mr. Easterwood proposed identifying a large purchase to reduce their balance more quickly. Ms. Susor will attend WSIB's February 25th meeting to discuss options. WSIB has officially registered and submitted its EIN and notarized articles, which should be reviewed and added to the Administrative Process folder. She also requested that Paul Skaff attend the next Administrative Process meeting for further discussion.

Upcoming Meetings: Planning Commission Variance Hearings 2/19 at 6PM and 6:30PM, Safety 2/24 at 6PM, WSIB 2/25 at 5:30PM, Public Works 2/26 at 6PM

New Business

Ordinance 2025-3 received an emergency reading: Authorizing and directing the Fiscal Officer to create a ODNR Nature Works Capital Project Fund within the established financial and budgetary accounting system for the purpose of segregating funds received and expended for the capital improvements to the Alumni Park Basketball Court. Mr. Myerholtz asked when the funds would be transferred. It was explained that once the ordinance is passed, the fund will be established, but the funds will not be received until the project has been paid for. This ordinance is simply to set up the process. *A motion to suspend the rules for Ordinance 2025-3 was made by Mr. Warner, seconded by Ms. Rupp; Roll Call Vote: Mr. Warner - Yes, Ms. Rupp - Yes, Mr. Myerholtz - Yes, Ms. Susor - Yes, Ms. Klockowski - Yes. A motion for passage of Ordinance 2025-3 was made by Mr. Myerholtz, seconded by Ms. Klockowski; Approved unanimously.* A purchase order to Rutter & Dudley for the asphalt and Sportscape for the equipment and lines will be issued once the fund is set up.

Ordinance 2025-4 received an emergency reading: Authorizing and directing the Fiscal Officer to advance monies from the general fund to the recently created ODNR Nature Works Capital Project Fund, to return an equivalent sum to the general fund after grant funding, to amend appropriations. Mr. Myerholtz asked whether utilizing the funds before reimbursement would create a shortfall in the general fund. Stephanie explained that the funds would come from the unappropriated variance. While a large project could temporarily create a shortfall, the current project amount would not impact any specific budget. *A motion to suspend the rules for Ordinance 2025-4 was made by Mr. Myerholtz, seconded by Mr. Warner; Roll Call Vote: Mr. Warner - Yes, Ms. Rupp - Yes, Mr. Myerholtz - Yes, Ms. Susor - Yes, Ms. Klockowski - Yes. A motion for passage of Ordinance 2025-4 was made by Ms. Klockowski, seconded by Mr. Myerholtz; Approved unanimously.*

Resolution 2025-3 received an emergency reading: A resolution authorizing the Village Administrator and/or Mayor to apply for and administer the Rural Business Enterprise Grant (RBEG) and/or Rural Business Opportunity Grant (RBOG). Stephanie stated that Kristi mentioned the Rural Business Development Grant requires a board-approved resolution to authorize the application, administration, and designation of a signer for grant documents. *A motion to suspend the rules for Resolution 2025-3 was made by Ms. Susor, seconded by Mr. Warner; Roll Call Vote: Mr. Warner - Yes, Ms. Rupp - Yes, Mr. Myerholtz - Yes, Ms. Susor - Yes, Ms. Klockowski - Yes. A motion for passage of Resolution 2025-3 was made by Ms. Klockowski, seconded by Ms. Rupp; Approved unanimously.*

Approval of Expenditures

Council reviewed a summary of the bills (\$32,881.59) and outstanding invoices (\$4,891.68).

A motion to approve the summary of the bills and payment of outstanding invoices, with warrant #491 separated, was made by Mr. Myerholtz, seconded by Mr. Warner; Approved unanimously. A motion to approve warrant #491 was made by Mr. Warner, seconded by Ms. Susor; Approved - 4, Opposed - 0, Abstained - 1; Ms. Susor.

Miscellaneous Business

Ms. Rupp provided an update on Otsego Serves Day, noting that the deadline to submit project ideas is February 28th, with the actual service day taking place on May 2nd. The proposed Operation Weston Glow Up: Revive, Restore, and Refresh initiative would focus on beautification and cleanup efforts, including work at the parks, reservoir, ball field, and potential flower planting. She plans to confirm whether the project submission needs to be a single item or broader in scope. A list of ball park maintenance tasks will be compiled by Jerrod from the Sports Initiative Board and provided by February 25th so it can be submitted in time. Any additional project ideas should be sent to Ms. Rupp as the main point of contact. The work will be carried out by students aged 14-17, supervised by a crew from the school with possible involvement from the Village Administrator. The village has gardening tools and other supplies available, and larger cleanup tasks may utilize village trucks if needed.

Mr. Myerholtz raised two items for discussion. First, he proposed that a committee evaluate the possibility of hiring a professional cleaning service for the building on a regular basis, noting that a local company could provide the service. Second, he suggested that a committee review the necessity of having council liaisons. Mr. Myerholtz believed that board members should attend council meetings to report directly, rather than relying on a liaison, to improve communication. Mr. Easterwood referenced concerns expressed at a recent Parks and Rec meeting about a disconnect between the council and the boards. Mr. Myerholtz noted that while the liaison role was not historically required, it was introduced when Jeremy restructured the boards. Ms. Susor also mentioned that the Cemetery Board's levy may require a liaison, which should be verified. Stephanie explained that the Planning Commission, Cemetery Board, and Parks and Rec Board are independent and responsible for keeping and submitting their minutes. Mr. Easterwood and Mr.

RECORD OF PROCEEDINGS

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 1014B

Held

February 18

20

25

Myerholtz suggested that if board members do not attend council meetings, they should at least submit written reports to the Fiscal Officer for record-keeping. Mr. Myerholtz clarified that the liaison role for the Parks and Rec Board was established by an approved document rather than an ordinance. Mr. Easterwood recommended reviewing existing records to ensure compliance with any legal requirements before making changes.

Citizens & Visitors

Howard Lashuay, Luann Hunt, Ashley Patel, Ron Dallas (Virtual), Jigar Patel (Virtual), Josh Tschappat (Virtual), call in visitor (Virtual)

Luann Hunt, representing the Weston Sports Initiative Board (WSIB), requested a blanket purchase order (PO) for \$5,000 to prepare for opening day and cover various expenses. The request included \$3,000 for concession stand food items and \$2,000 for equipment, such as an inventory control and credit card payment system, a printer, and other miscellaneous supplies. Luann confirmed that WSIB has an EIN number and a bank account, which was opened with a \$100 deposit. While the 501(c)(3) application has been submitted, they have not yet received confirmation. She also mentioned that field maintenance and equipment needs would be discussed at the next meeting, with potential future funding requests. Additionally, she inquired about the status of a contract or lease agreement for WSIB. *A motion to approve the \$5,000 PO was made by Mr. Myerholtz, seconded by Ms. Rupp; Approved unanimously.*

Jigar Patel inquired about the current balance in the general fund. Stephanie provided the figure of \$506,705.21 but clarified that there are additional funds to consider beyond the general fund. She explained that the village has both a primary checking account and an investment account, with the primary checking account typically sustaining revenues and expenditures. The investment account, which is not frequently used, accrues interest over time. When combining all funds from both accounts, the total available balance amounts to approximately \$1,147,768.95. Jigar then asked if there was a set amount that must be kept in reserve for emergencies. Stephanie explained council regularly discusses in committee an appropriate reserve amount but has not yet determined a fixed figure due to the village's size and revenue variability. Jigar also asked Mr. Warner for an update on a previously discussed infrastructure survey for the town's underground systems. Mr. Warner responded that a grant is being pursued for a summer intern program to conduct the assessment. Jigar questioned whether existing funds could be used to expedite the process, but Mr. Warner noted that the grant would cover a more comprehensive infrastructure assessment than originally planned. Mr. Warner emphasized that while some projects may proceed independently, the preference is to secure grant funding rather than piecing out smaller projects, which could reduce overall value. Jigar acknowledged the approach but expressed concerns about potential flooding issues and the need for a proactive plan.

Ron Dallas inquired about a streetlight assessment and whether a one- or two-year cost analysis had been conducted. Stephanie and Mr. Easterwood clarified that while there is an ongoing assessment for streetlight improvements, no recent study had been conducted. It was noted that a prior initiative replaced old streetlights with LEDs, which resulted in cost savings. The annual streetlight assessment was reduced from approximately \$26,000 to \$22,000, saving around \$4,000. Rather than further reducing costs, discussions in Public Works focused on using the savings to add new lights in certain areas. Stephanie added that past Toledo Edison billing errors had affected the calculations, but she could provide a report at the next meeting to summarize the updated savings. Ron then suggested WSIB reach out to First Solar for sponsorship opportunities, such as advertising along Route 235, to help fund lighting for night games as part of a sports initiative.

Executive Session


Mr. Warner made a motion to enter executive session at 7:11PM to discuss candidates for the open council seat, seconded by Ms. Rupp; Approved unanimously. Mr. Warner made a motion to exit executive session at 7:36PM, seconded by Ms. Susor; Approved unanimously. Candidates for the open council seat were discussed.

Ms. Susor made a motion to open nominations, seconded by Mr. Warner; Approved unanimously. Mr. Warner nominated Ashley Patel, Mr. Myerholtz nominated Howard Lashuay. Ms. Susor made a motion to close nominations, seconded by Mr. Warner; Approved unanimously. Roll call vote was taken as follows: Mr. Warner - Ashley, Ms. Rupp - Howard, Mr. Myerholtz - Howard, Ms. Susor - Ashley, Ms. Klockowski - Ashley. Mayor then swore in Ashley Patel to the open council seat, term expiring 12/31/2025.

A motion to adjourn at 7:42PM was made by Mr. Warner, seconded by Ms. Rupp; Approved unanimously.



Rick Easterwood, Mayor



Stephanie Monts, Fiscal Officer/Clerk