

# RECORD OF PROCEEDINGS

Minutes of

Meeting

DAYTON LEGAL BLANK, INC. FORM NO. 1014B

Held

May 19

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## The Village of Weston Council Meeting Minutes

May 19, 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 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 May 5, 2025 council meeting minutes as written was made by Mrs. Patel, seconded by Ms. Klockowski; Approved unanimously.*

### Old Business

Resolution 2025-6 to approve and adopt a mailbox policy received a final reading. *A motion to approve Resolution 2025-6 was made by Mr. Myerholtz, seconded by Ms. Susor; Approved unanimously.*

Resolution 2025-7 to approve and adopt a professional development policy received a final reading. *A motion to approve Resolution 2025-7 was made by Mrs. Patel, seconded by Ms. Rupp; Approved - 5, Opposed - 0, Abstained - 1, Ms. Klockowski.*

An ordinance establishing a Designated Outdoor Refreshment Area (DORA) in the Village of Weston, Ohio received a second reading.

### Reports

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

**Mayor:** Mayor Easterwood noted the acceptance of the resignation of Jessie Kendall on March 31st. Jessie served as the Village EMS clerk and chose not to attend the recognition because she prefers to avoid the spotlight. Mayor Easterwood took a moment to acknowledge her many years of dedicated service to Weston EMS and formally recognized her contributions with a proclamation. A plaque, donated by Third Generation Printing, was also presented.

**Fiscal Officer:** Stephanie reminded everyone that she will be out of the office from June 27 to July 3 and encouraged departments to plan ahead for purchase orders and any necessary arrangements. She also noted that office closure updates are posted on the Village website, her office door, the digital newsletter, and in reports.

Council addressed two voting items from the shared folder. First, the expired RITA delegate form required the appointment of a new Delegate and Alternate Delegate to participate in official voting for Regional Council of Governments matters. *Ms. Klockowski made a motion to nominate Jessica Susor as Delegate and Stephanie Monts as Alternate, seconded by Mrs. Patel; Approved unanimously.* Second, Council voted on trustees for the COSE Health and Wellness Trust, the Village's health insurance provider. Stephanie recommended using a proxy vote to approve the entire slate of nominees, as there were no contested positions. *Mrs. Patel made a motion to use the proxy vote and approve the entire slate of nominees, seconded by Ms. Rupp; Approved unanimously.*

**Administrator/Maintenance:** Harold reported that he received two quotes for relocating electrical service and installing a new panel at the bus garage to support the upcoming demolition. He also obtained a quote for concrete removal to accompany the demolition work. The catch basin at Locust and Broadway was replaced, as the previous one had been completely crushed and unusable. Harold is also working on installing the Hometown Hero banners, aiming to have them all up by Friday, weather permitting. The trash drop off day went well on Saturday.

**Code Enforcement/Zoning:** Ken spoke with the property owner at 20235 Taylor Street on May 10 regarding fence permit requirements. On May 15, he approved permits for a fence at 13255 Maple Street, an accessory structure at 20820 Taylor Street, and a chicken coop at 19737 Sand Ridge Road. On May 19, he submitted a list of code violations including tall grass, weeds, unpermitted construction, and leftover brush. He also informed Mr. Warner that for locating control points on State Route 235, the state and county do not require flag signage or lane closures due to the short duration of the work.

### Committee Reports

**Cemetery:** No report.

**Parks & Rec:** Received an unofficial quote of \$125 for the Old Schoolhouse Park electric pole project and awaiting the official quote before proceeding. Updates on Weston Fun Day in July included plans to hire a DJ for the car show and to map out the event layout for visitors. The board discussed organizing a volunteer day on June 7, with initial plans to paint park equipment. They also plan to take down, repaint, and remount the Michael Merrill Park sign. Board members intend to attend the Library Board's meeting to explore their involvement in

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future Arbor Day and Earth Day events. Kristyne is working on setting up the parks and rec computer. Doug spoke with Chris Smalley about securing funding for handicapped accessible equipment and will continue those discussions. During the organization of the maintenance building storage, all items were accounted for from purchase lists. The board unanimously approved to discontinue having a council liaison. Additionally, the board inquired about the availability of the CSX lot for village events; the clerk reported that CSX previously denied permission due to liability concerns and restricts access except for contracted mowing.

**Administrative Process:** Mr. Myerholtz provided a brief update on EMS and ongoing contract discussions with Weston Township, Liberty Township, Milton Township, and Jackson Township. Budget concerns from the May 5th Fiscal Officer report were reviewed. A quote is pending for Village Hall and Post Office inspections, with plans to fund it within the current budget. An RFP has been prepared to gather quotes for Village Hall cleaning services in 2026, and Stephanie will also check with other clerks about cleaning vendors. The Village website and official social media will continue to be used for communication. The mailed newsletter will end after the fall edition, with 2026 editions available through opt-in mailings and local pickup. The bulletin board at the concession stand is missing a key and has old plexiglass—Stephanie found and ordered a replacement under \$100. Plans to install fencing around the recycling dumpsters are on hold due to budget constraints and a pending parking lot grant application. The current sidewalk and reserve funds totaling \$20,000 will be used for engineering costs related to the TAP Grant Sidewalk Project to Dollar General. ODOT sidewalk funding confirmation is still pending. OPWC is awaiting project closures before allocating funds to the paving project award. Washington Street may proceed, pending quotes for both the full street and the section between Brown and Brooke Lane. Mr. Myerholtz suggested exploring a levy or income tax increase to assess actual needs like storm water and paving. Council is recommended to vote on whether Administrative Process should research further. The employee pool discussion was revisited, Stephanie clarified that the Village Administrator has the authority to hire based on need, while council approves the pay structure and budget. The Mayor and Stephanie will meet with Harold to review staffing and report back for budgeting. Reimbursement concerns were raised about past purchases made without prior approval or purchase orders, especially for seminars and events. Updates to the Employee Handbook were reviewed. Approval is recommended for Section 3.1 revisions on monthly pay, and the removal of the Job Descriptions section, which is already maintained in the HR binder. Additional updates for salaried employee policies will be added and reviewed at the next meeting, along with a recommendation to include a process for employee evaluations. Actionable items recommended to Council include updating Section 3.1 of the Employee Handbook to reflect bi-weekly pay and removing the Job Descriptions section. Revisions to the Professional Development Policy were also recommended to clarify eligible reimbursements, such as mileage, and define criteria for overnight stays. *Ms. Klockowski made a motion for Administrative Process to begin research into potential levy or income tax increase, seconded by Ms. Rupp; Approved unanimously.* Funding for building inspections is also recommended and is already on the Administrative Process agenda, pending receipt of quotes.

**Upcoming Meetings:** Community Development & Public Affairs 5/20 at 5:30PM, Special Parks & Rec Meeting 5/20 at 5:30PM at the Library, Planning Commission Hearing 5/21 at 6PM, Public Works 5/27 at 6PM, Safety moved to 5/29 at 6PM

## New Business

Ordinance 2025-13 received an emergency reading: Ordinance making supplemental appropriations for the fiscal year ending December 31, 2025. This ordinance is to account for the Village resuming responsibility for utility services at the maintenance building due to the closure of the WaterShed. *A motion to suspend the rules for Ordinance 2025-13 was made by Ms. Susor, seconded by Mr. Klockowski; Roll Call Vote: Mr. Warner - Yes, Ms. Rupp - Yes, Mr. Myerholtz - Yes, Ms. Susor - Yes, Mrs. Patel - Yes, Ms. Klockowski - Yes. A motion for passage of Ordinance 2025-13 was made by Mr. Myerholtz, seconded by Mr. Warner; Approved unanimously.*

As reported in the Administrative Process report, there is a recommendation to update Section 3.1 of the Employee Handbook to reflect current payroll practices and include general housekeeping changes. Stephanie noted that the proposed revisions update the language to specify bi-weekly employee pay, replace outdated job titles with "Village Administrator and FT/PT/Seasonal Maintenance Workers," and clarify that bi-weekly employees must track their time using the uAttend system. The requirement for timesheet submission is generalized by removing the phrase "for hourly employees." References to quarterly EMS volunteer pay are removed and replaced with monthly EMS volunteer honoraria, while the Cemetery Board is removed from the pay list as they are no longer compensated. A new provision will require the Fiscal Officer to provide a pay schedule at the start of each year. *A motion to approve the highlighted changes in Section 3.1 of the Employee Handbook as written was made by Mrs. Patel, seconded by Ms. Susor; Approved unanimously.*

## Approval of Expenditures

Council reviewed a summary of the bills (\$32,024.94) and outstanding invoices (\$11,693.88). A motion to approve the summary of the bills and payment of outstanding invoices was made by Mrs. Patel, seconded by Mr. Warner; Approved unanimously.

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## Miscellaneous Business

Mr. Warner reported that the Village received clarification regarding its storm water GIS mapping project, which is moving forward in partnership with GLCAP. This initiative, aimed at supporting future grant applications and infrastructure planning, requires an analysis of the current storm water system. GLCAP has agreed to take on the \$17,000 project at no cost to the Village. The Village's financial responsibility will begin after the three-year grant period ends. At that point, the Village must decide whether to purchase software to manage the GIS data or pay approximately \$400 annually for GLCAP to host the data. Deliverables will include digital files on a thumb drive, large printed wall maps, and a book of maps. The Village will be responsible for managing and updating its data going forward, and will need to determine the best approach for handling the digital files. The mapping will also support integration with other infrastructure systems, such as electric and gas. The data will be accessible as needed, and there was discussion about mapping along Route 235, which may involve coordination with ODOT. GLCAP will also assess problem areas in the storm water system, and Mr. Warner is seeking funding to help address those issues. *Mr. Warner made a motion to request a formal memo of understanding from GLCAP, seconded by Ms. Klockowski; Approved unanimously.*

## Citizens & Visitors

Paul Skaff (Village Solicitor), Alyssa Malanowski, Tesla Serrato, Jaidan, Steven Sterling, Ron Sterling, Shirley Moore, Ron Dallas (Virtual), Jigar Patel (Virtual)

Ron Sterling, who recently built a house at the end of Brown Lane, addressed concerns about persistent storm water issues in the area. He explained that although he raised the ground level during construction and his own drainage is manageable, his rear neighbor's property—owned by the Hummels—contains a low-lying area that holds water and drains poorly. He requested assistance from the Village to assess the situation and find a solution, expressing frustration with the ongoing issues such as standing water, mosquito problems, and an inability to mow due to soggy conditions. Harold reported that after the last meeting, he visited the site following a recent rain and took photos showing minimal water in the catch basins, with nothing above the inlet pipes, indicating they are functioning properly. However, some gravel buildup was noted. He believes the catch basins are working, but there may be issues with the outflow toward the ditch, particularly near the corner of Washington and Brook Lane, where a basin requires cleaning. Mr. Myerholtz noted that the area in question was originally private development and was only later absorbed by the Village, complicating maintenance responsibilities. The discussion included the possibility of trenching a new drainage line to an existing catch basin, but challenges arise since much of the standing water is on private property, restricting what the Village can do. Mayor Easterwood explained that the broader storm water mapping and improvement project currently underway may eventually help identify long-term solutions, though no immediate fix is available. Ron asked about any available fill dirt or use of equipment like a bulldozer to help address the issue in the short term, but Mayor Easterwood stated that neither is available to the public. He assured him the issue is on the radar, and emphasized the process will take time.

Steven Sterling expressed concern about the impact of a nearby train that passes through about five times a night. He explained that some railcars have flat spots on their wheels, causing a severe vibration that feels like a "200-ton jackhammer," which he fears could damage the foundation of his new house. He asked if the Village could intervene to require the railroad to maintain their wheels properly. Stephanie and Mayor Easterwood explained that dealing with the railroad, specifically CSX, is difficult due to federal regulations and the lengthy, often unproductive process of addressing such concerns. Council advised Steven to contact CSX directly, though they cautioned that dealing with the company often involves long wait times and multiple transfers between offices in different states. Mr. Myerholtz also noted that while CSX likely has a maintenance budget, it is beyond the Village's control and enforcement would be subject to federal oversight.

A motion to adjourn at 6:51PM was made by Mr. Warner, seconded by Mr. Myerholtz; Approved unanimously.



Rick Easterwood, Mayor



Stephanie Monts, Fiscal Officer/Clerk