The Village of Weston
Council Meeting Minutes
August 17, 2026

Meeting Commencement

The Village of Weston Council meeting was called to order by Mayor Rick Easterwood at 6:00 PM, followed by the Pledge of Allegiance and Roll call: Craig Warner, Travis Ackerman, Erica Rupp, Jessica Susor, Ashley Patel, Brittney Klockowski.

Agenda/Minutes

During the agenda review, miscellaneous items regarding the Ohio Public Works Commission (OPWC) and Washington Street project were added by Mr. Warner, Ms. Susor requested to add up-coming holidays; Halloween specifically, and blacktop repair for the Village Hall parking lot.. *A motion was made by Mrs. Patel, Second: Ms. Klockowski to approve the agenda as amended; Roll Call: Approved unanimously*. The minutes of the August 3, 2026 Council Meeting were presented for review, with a correction regarding the spelling of Ms. Klockowski's name *A motion was made to accept the minutes by Mr. Warner, seconded by Mr. Ackerman; Roll Call: Approved unanimously.*

Public Presentation

Northwest Water and Sewer District Board Representation: Bill Barnhart addressed the council regarding his desire to be reappointed as the board representative for the Northwest Water and Sewer District, a position he has held for six years. He highlighted recent changes at the executive level of the district, including retirements of the president and head engineer, and noted that the village's next major project involves constructing a retention basin at the sewage treatment plant to manage overflows during wet weather. It was clarified that Northwood, a long-standing partner, has officially joined the district, alongside three or four townships in Hancock County seeking resolution for municipal conflicts with the City of Findlay. Mr. Barnhart noted that Grand Rapids has joined as well. He offered to facilitate the transmission of a new nomination ballot from the district if the original has not been received by the Village. The Mayor and Council expressed support for the reappointment and requested the village clerk watch for the nomination ballot, which was not previously received.

Old Business - No new Business

Reports

Mayor: OPWC Project and Curb Replacement Estimate: Mayor Easterwood discussed a conversation with Helms and Son and OHM regarding the next phase of work. Correspondence from them was distributed, detailing an amended estimate for curb replacement. This estimate includes leveling storms and catch basins and replacing or fixing damaged sections up to the next joint, with an additional cost of approximately $1,800. This expenditure was verified by Michelle, OHM's financial and grant person, to meet OPWC and SIB qualifications. The total additional cost for the curb replacement and catch basin work was calculated at $4,300, offset by a $5,900 credit. *A motion was made and seconded to accept this additional expenditure. A roll call vote was conducted, with Mr. Ackman and Ms. Rupp voting yes.* Mr Warner questioned if these specifications deviated from the previously discussed parameters established during the Administrative Process committee session. The discussion clarified that this was the same project previously discussed and that the $1,800 was an increase on top of the original estimate for the curb replacement, which was within the scope of the OPWC project but outside the initial estimate. *A motion was made by Ms. Klockowski; Seconded by Mrs. Patel and approved unanimously by Council to authorize an additional $1,800 expenditure for the curb work.*

Fiscal Officer/Clerk: No updates

Administrator/Maintenance: Administrator Harold Boggs reported:

- He sent a text message to Victor regarding the lights that are not working, and he directed the matter to be submitted through the website. The request was completed. Follow-up was also made with the individual who previously inspected the lights regarding replacement of the remaining lights that were supposed to have been replaced some time ago. A text was sent 8/17, and a response is pending.
- The Public Works list was reviewed, and completed or addressed items were included in the email/report. The storm drain has been scheduled for inspection on Wednesday morning at 8:00 a.m.
- The sign near the market is scheduled to be installed tomorrow. After reviewing the location, it was determined that the pole directly in front of the market should not be used because it is frequently struck. The next pole down near Evon, on the right-hand side of the road, was preferred because speed-limit signs are typically placed on the right side. A photo was taken to assist with determining the best placement.
- Regarding signage, street signs and slow/speed signs are obtained through the county garage. Additional signs will be ordered through Jake, including a sign to be placed near the buses, with the goal of obtaining them during the upcoming week.

- There was also discussion regarding ATVs, electric bikes, and other vehicles entering the baseball diamonds through the gates and riding through the fields. Rather than locking the gates, it was agreed that signs should be tried first, similar to the signage used along the walking path, stating that electric bikes/ATVs are not permitted. The gates are primarily intended for Village access, and locking them would limit community use. A sign will be installed, and Janetti will be notified by email. If needed, the gate can be secured with a chain and lock, with the key kept in the concession stand with the other keys.

Code Enforcement and Permits: Zoning Inspector Ken Taylor reported:
- Mr. Taylor addressed a zoning and land use matter pertaining to a proposed manufactured home at 20830 Sycamore Street. It was noted for the record that natural gas utility services have been inactive at the site since March 2023. The status of an unoccupied mobile home on Sycamore Street, held by CM Precision Properties, was evaluated. The structure was identified as non-compliant based on a vacancy exceeding three years and the subsequent expiration of its legal non-conforming status. Deliberations proceeded with a notation that certified letters were sent on the 23rd. Subsequent to failed outreach efforts to the property owner, the premises were declared a nuisance. *A motion was made by Mr. Warner, Seconded by Mrs. Patel and Approved unanimously by Council.*
- A ten-day correction period was established, after which the Village reserves the right to initiate formal legal proceedings for the removal of the structure.
- Formal approval was granted for a greenhouse and circular driveway on Sycamore Street, along with auxiliary storage sheds located at 13285 High Street and 13316 Main Street.
- Developmental considerations for Brooke Lane were addressed, specifically focusing on the infrastructure requirements for water, sanitary sewer, and roadway extensions necessary to facilitate future construction.
- Council reviewed the rezoning criteria for the former Kendall property on Evon Lane as a prerequisite for potential residential development at the site.

Committee Reports

It was noted the Cemetery Board meeting previously slated for August 6, 2026 at 6:00PM was canceled.

Administrative Process 8/10: Presented by Mr. Warner; In Attendance: In attendance were Jessica Susor, Erica Rupp, Craig Warner, Mayor Easterwood, Stephanie Monts, Justin Beaudry, Jeremy Schroeder, Brittany Klockowski, Rob Myerholtz, and Harold Boggs.

OJ Tech Website Platform/Cost: Jeremy and Justin from OJ Tech presented information about a new website platform designed to help residents and staff. The platform allows for direct issuance of permits through the website and integrates with Google Drive for residents to view meeting agendas. It is designed to meet the needs of residents, village staff, and council members. The cost quoted was approximately $1,000 per year, excluding text messages, plus a one-time $150 setup and content backfill fee. OJ Tech agreed to lock in the $1,000 annual price for a period. Ms. Susor requested a detailed breakdown of what was included in the annual cost.
Cybersecurity: The committee also discussed cybersecurity considerations and a quote received from EK Computers.
Washington Street OPWC Project: The Washington Street OPWC project was mentioned, with the village planning to apply for OPWC funding this year. The quote for Washington Street was initially $172,000 but was significantly higher based on recent email correspondence. A discussion ensued about whether the road would be dropped or if the grindings would be used as backfill after new piping was installed. The current drainage system on the sides of the road was described, with water running into drains.
Sheriff Department: The sheriff department's hours were discussed, with the Village not seeing a sufficient benefit to increasing them at this time, and the village will continue to promote the sheriff department's non-emergency numbers.

Records Commission 8/10: Presented by Mayor Easterwood; In Attendance: Mayor Easterwood, Stephanie Monts, Paul Skaff, Anette Davis (Secretary) and Brittney Klockowski; Penny Taylor unable to attend.
The previous minutes were approved
Records Retention Schedule: Reviewed and discussed proposed updates to align with the state model and address technological changes, including audio/video recordings, electronic records, emails, and text messages.
Paper/Electronic Records: The schedule will recognize both formats where applicable. Electronic records are subject to the same retention periods as paper records. Records requiring retention beyond the life of the software/system must be transferred, exported, or otherwise preserved in an accessible format.
Audio/Video Recordings: Meeting recordings will include both audio and video and be retained for **one year**, provided the content is substantially reflected in the official minutes.
Texts/Emails: Retention will depend on the context and purpose of the communication. Transitory communications may be deleted when no longer administratively necessary.
Correspondence: Retention will follow the state model: routine/form correspondence – **1 year**; general – **2 years**; legislative – **3 years**; executive – **5 years**.

Agendas/Notices: Council meeting agendas will remain at **6 years**. Meeting notices will be changed to **1 year**.
RC-1, RC-2 & RC-3: Retention will change from **20 years to permanent** in accordance with the state model.
Contracts/Agreements: General contracts not covered by a specific record series will be retained **15 years after expiration or termination**.
Digital Photos: Retained until no longer current, then reviewed for historical value.
Policies, Rules & Procedures: Retained until suspended, with one copy maintained until audited when not covered by another record series.
General Correspondence: 2-year retention when not covered by another record category.
Website/Social Media: Added to the retention schedule. No arbitrary retention period will be assigned; retention will be based on the content and context of the communication and the applicable underlying record series.
Cemetery Records: Identified as a state matter and will be addressed accordingly.
Zoning Records: Updated to align with the state model: zoning maps – **permanent**; zoning permit applications, permit records, and zoning change requests – **5 years**, provided no action is pending; zoning variance case files – **5 years after final decision**, provided no action is pending.
Annexation Documents: Permanent retention.
Overall Updates: The revisions will modernize the Village's retention schedule while maintaining consistency with the state model and applicable retention requirements for both paper and electronic records.

Tree Commission 8/11: The report was presented by Brittney Klockowski; In attendance were Logan Wick, Dean Babcock, Rick Easterwood, Harold Boggs, Brittney Klockowski. The previous meeting minutes were approved.
Old Schoolhouse Park: Harold was updated regarding the trees scheduled to be cut down in Old Schoolhouse Park.
Arbor Day Event: Logan suggested holding a chalk party as part of next year's Arbor Day event.
Budget: Rick is working to simplify the budget items for Fiscal Officers.
Tree Ordinance: Edits were made to the draft tree ordinance by Paul Skaff, and the revised ordinance will be sent back to him for review.
Tree Ordinance Amendments: Key edits to the draft ordinance include:

- Adding a definition for "nuisance tree."
- Changing the fine amounts.
- Adding the word "public" to the utility listing.
- Removing the paragraph regarding increased casualty costs.
- Changing the minimum fine for damages to $1,000.

Upcoming Meetings: Community Development on August 18th at 5:30 PM, Public Safety on August 24th at 6:00 PM, Public Works on August 25th at 6:00 PM, and Cemetery Board on September 3rd at 6:00 PM.

New Business:

Wood County Park District Grant / Emergency RES 2026-10 to participate in WCPD Grant

The Wood County Park District grant was introduced as Resolution 2026-10, authorizing the village to participate in the grant program. It was proposed to be made an emergency resolution. *A motion to suspend the rules was made by Ms. Klockowski; Seconded by Ms. Susor; Roll call: Approved unanimously. A motion to accept Resolution 2026-10, authorizing the village to participate in the Wood County Park District's grant program. was then made by Ms. Klockowski; Seconded by Ms. Rupp. Approved unanimously* A discussion ensued regarding what the village was applying for, Ms. Susor noted that this was just to authorize participation in the application process.

The conversation then shifted to potential projects for the grant. Ideas included fixing a broken piece of equipment at Merrill Park (a swivel seat with failed bearings), a boat lift, mulch, a net for pickleball, and a bathroom at Alumni Park. The base model for a vault bathroom was quoted at $97,000. Stone for the walking path was also mentioned as a potential project. The application deadline is in October, allowing time to get quotes and vote at the next council meeting. The mulch and pickleball net were considered good starting points. *A motion was made by Mr. Warner; Seconded by Ms. Susor; Rollcall Approved unanimously, to include mulch and stone in the grant application. A motion was then made by Ms. Susor; Seconded by Ms. Klockowski; Approved Unanimously by Roll cal, to include park equipment, the broken swivel seat, swings, and other miscellaneous park items for consideration in the community development meeting.*

Emergency ORD 2026-9, Amend Appropriations for John Deere Zero Turn:
The meeting moved to an Ordinance making supplemental appropriations for the fiscal year ending December 31, 2026, and declaring an emergency. . This ordinance is for $18,000 for machinery and furniture, increasing the original appropriation of $5,000 by $13,000. The reason for the increase was related to a deal for a John Deere zero-turn lawnmower, which is a complete replacement for services needed in the reservoir and is expected to have a limited life. *A motion to suspend the rules, by Mr. Warner, Seconded by Ms. Susor; Approved unanimously by roll call vote. A motion to approve Ordinance 2026-9, amending appropriations for the fiscal year ending December 31, 2026, was made by Mr. Warner, Seconded by Ms. Susor; Approved unanimously by Roll Call.* Ms. Klockowski clarified that the quote for this item expires in 30 days, which is why no orders have been placed yet.

First Reading to Amend Wage Schedule: A proposal to amend the current wage schedule. This amendment is necessary because the hours for a part-time position were changed from $16 to $20. The discussion concluded with a motion to mark this as the first reading.

Approval of Expenditures

Council reviewed a summary of the bills ($34,710.83) and outstanding invoices ($18,486.23). A motion to approve the summary of bills and payment of outstanding invoices was made by Ms. Rupp, seconded by Mr. Ackerman, Approved unanimously.
July Bank Reconciliation: A motion was made to approve the July bank reconciliation by Ms. Klockowski, Seconded by Ms. Rupp; Approved unanimously.

Miscellaneous Business:
OPWC Grant for Washington Street
The discussion began with the OPWC grant for Washington Street. Initially, it was estimated at nearly $3,000, making OPWC a viable option for self-funding. However, the current estimated cost is significantly higher than the initial $173,000 estimate. The Council discussed the possibility of proceeding with the OPWC grant application for the higher cost, which is $260,000, with the grant covering $130,000. This is still lower than the $173,000 they could potentially fund outright. *A motion to approve the plan was made by Ms. Susor; Seconded by Mr. Warner; Roll call: Approved unanimously, to apply for the OPWC grant for $260,000 for Brook Lane, with the understanding that the highest option would be pursued for maximum benefit.*

Holiday Events: The conversation then shifted to miscellaneous business regarding holidays. The fire department's chicken barbecue is scheduled for October 31st from 11 AM to 2 PM. The committee agreed to coordinate trick-or-treating with the fire department on this date for public safety and candy distribution. This date was chosen as they currently lack a partner for this event. The committee also discussed standard village events: tree lighting, trick-or-treat, and the fire department's Easter egg hunt. *Due to the absence of a board or commission to oversee these, a motion was made by Ms. Susor; Seconded by Ms. Klockowski; Roll call: approved unanimously, to send these three events to Community Development for collaboration and to ensure they do not fall through the cracks.*
Road/Blacktop Issue:
Finally,Ms. Susor addressed the Council regarding an issue with the Village Hall blacktop breaking up on the edges of the road, which was noted on the building inspection last year. *A motion was made by Ms. Susor; Seconded by Ms. Klockowski; and approved unanimously by Roll call to send to Public Works for discussion and potential milling and reconstruction*. It was clarified that the issue is not related to water but rather paving, and potentially some reconstruction. The cause of the degradation was attributed to the removal of a former island that used to be present when the location was a gas station.

Ms. Susor expressed her appreciation to Ms. Rupp for her efforts in painting the Village flower pots. She also mentioned the new flower box out front of the Village office and how nice it all looks, with thanks to the Maintenance crew.

Citizens & Visitors

In Attendance: Shirly Moore, Bill Barnhart; Online: Ron Dallas

Mr. Ron Dallas addressed the council to clarify that the entity being discussed was a "Park Commission" rather than a "board," noting that the term was a matter of habit. Ron Dallas also provided feedback regarding the use of netting behind the pickleball courts. Ron Dallas recommends using bird netting for pickleball because it is durable, suitable for outdoor use, small enough to stop a ball, and less expensive than alternative materials

Postmaster Complaints:
Mrs. Patel reported that many people have been complaining about the postmaster. She has been directing individuals to email addresses and phone numbers, as some believed the village was responsible for bringing the postmaster in. She clarified that complaints can be filed on USPS.com, but require specific details like time, date, and information. She emphasized that this issue is not within the village's control, as it is a government matter.

Adjournment

Mayor Easterwood called for adjournment at 7:01 PM
Motion: *Ms. Susor;* ***Second:*** *Mrs.Patel;* ***Roll Call:*** *Motion carried.*

Rick Easterwood, Mayor

Anette Davis, Clerk