

RECORD OF PROCEEDINGS

Minutes of

Meeting

GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 10148

Held _____ 20 _____

**MINUTES
BREWSTER VILLAGE COUNCIL
SEPTEMBER 2, 2025
7:00 P.M.**

Brewster Village Council met in regular session with Mayor Chuck Hawk presiding.

Council Members bowed their heads for the invocation provided by Mayor Hawk, followed by the Pledge of Allegiance to the flag.

The meeting took place in the Community Room.

COUNCIL MEMBER GODWIN MOVED, SECONDED BY COUNCIL MEMBER LONG and motion carried to excuse Council Member Dorkoff from tonight's meeting. The vote: All yes.

MEMBERS PRESENT:

Charles Hawk, Mayor

Dale Fox, Council Member

Tom Hilliard, Council Member

Sydney Radich, Council Member

David Godwin, Council Member

Brett Long, Council Member

VILLAGE OFFICIALS:

Michael L Miller, Village Administrator

Kris King, Clerk-Treasurer

Jerry Yost, Village Solicitor

MINUTES FROM THE AUGUST 18, 2025 REGULAR COUNCIL MEETING:

COUNCIL MEMBER GODWIN MOVED, SECONDED BY COUNCIL MEMBER FOX and motion carried to approve the minutes as presented. The vote: All yes.

PRESENTATION OF BILLS:

COUNCIL MEMBER GODWIN MOVED, SECONDED BY COUNCIL MEMBER LONG and motion carried to accept the bills in the amount of \$ 402,469.92. The vote: All yes.

AUDIENCE:

Jennifer Limbert of the Brewster-Sugarcreek Historical Society provided information to share with the Village. There will be a game night for anyone over 18 years of age on the second Tuesday of each month. There will be limited refreshments available for purchase. Admission is free. It will be held in the theater room at the Wandle House, 45 S Wabash Ave, Brewster. She invited everyone to come and enjoy the evening.

Fire Chief Chris Colucy came in towards the end of the meeting since he also had a Fire Department meeting.

PRESENTATION OF GUESTS:

None.

CONSIDERATION OF ORDINANCES: Titles of each read by Village Solicitor Jerry Yost.

RESOLUTION 42-2025: A Resolution Authorizing the Village Administrator to prepare and submit an application to Ohio Public Works Commission State Capital Improvement Program for a Clear Well Rehabilitation Project, and to execute contracts as required was given third reading.

COUNCIL MEMBER HILLIARD MOVED, SECONDED BY COUNCIL MEMBER LONG and motion carried to approve the legislation as read. The vote: All yes.

RESOLUTION 43-2025: A Resolution authorizing the Amendment and Appropriation of Additional Funds for 2025 was given third reading.

RECORD OF PROCEEDINGS

Minutes of

Meeting

GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 10148

Held _____

September 2 20 25 _____

COUNCIL MEMBER HILLIARD MOVED, SECONDED BY COUNCIL MEMBER GODWIN and motion carried to approve the legislation as read. The vote: All yes.

ORDINANCE 44-2025: An Ordinance of Supplemental Appropriations and Amending Ordinance 08-2025 relating to Appropriations and Providing for the Transfer of Funds within said Funds for the Fiscal Year ending December 31, 2025 was given third reading.

COUNCIL MEMBER HILLIARD MOVED, SECONDED BY COUNCIL MEMBER GODWIN and motion carried to approve the legislation as read. The vote: All yes.

ORDINANCE 45-2025: An Ordinance Authorizing the Amendment of an Employee Job Assignment Compensation Policy and the addition of the Policy as defined to the Village Employee Handbook was given third reading.

COUNCIL MEMBER GODWIN MOVED, SECONDED BY COUNCIL MEMBER LONG and motion carried to approve the legislation as read. The vote: All yes.

- A question was raised regarding the change to have the Mayor, with advice from the Police or Fire Chief, appoint officers (Captains, Sergeants, Lieutenants) rather than the Council.
- The rationale provided was to ensure consistency and efficiency, as other roles like Detectives and Training Officers are already appointed this way.
- This change aims to prevent past issues where appointments were missed at the Council level.
- The Council will retain authority over hiring the Police Chief, Fire Chief, and new entry-level personnel.
- The Mayor will have the final say on these internal promotions, dealing with the personnel on a day-to-day basis.

Second Reading: An Ordinance approving a Memorandum of Understanding with Fairless Local School District for the Village to provide School Resource Officers from the Brewster Police Department for the 2025-2026 School Year.

Second Reading: A Resolution authorizing the Village administrator to prepare and submit an application to the Stark County Board Of Commissioners for a 2026 Municipal Road Fund Grant, and to execute contracts as required.

First Reading: An Ordinance to revise Section 7.06 Electronic Wireless Communications Device Use Policy and the Addition of the Policy to the Village Employee Handbook. There was a detailed discussion clarified that under the revised electronic use policy, any village-related records (like emails and texts) on personal devices are subject to public records laws and must be retained according to the village's retention schedule.

First Reading: An Ordinance to revise Section 6.10 Public Records Policy and the Addition of the Policy as revised to the Village Employee Handbook.

First Reading: An Ordinance to revise Section 6.09 Public Records Retention And Destruction Policy and the addition to the policy as revised to the Village Employee Handbook.

First Reading: An Ordinance Amending Brewster Codified 92.08 Personal Conduct and Replacing and Repealing any previous portions of Brewster Codified Ordinance 92.08 inconsistent with the provisions herein. Council Member Godwin asked what this was about. It prohibits using metal detectors on public property.

First Reading: An Ordinance Establishing Fees for response to false alarms from a commercial or residential fire security alarm system.

First Reading: An Ordinance to adopt Section 2.16 Federal Motor Carrier Safety Administration Clearinghouse Policy and the addition of the policy to the Village Employee Handbook.

RECORD OF PROCEEDINGS

Minutes of

Meeting

GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 10148

Held September 2nd 2025

MUNICIPAL DEPARTMENT REPORTS:

A. POLICE DEPARTMENT: Chief Nathan Taylor(excused)

1. September call to date: 32. August calls to date: 678. Year-to-date calls: 4,561.
2. We expect to switch dispatch to RED Center on September 22, 2025.

B. FIRE DEPARTMENT: Chief Colucy

1. Year-to-date calls: 670.
2. The tanker is fixed and ready to be put back into service.
3. The drinking fountain in the fire station is corroded and needs to be replaced. The Chief stated the person that fixed it stated it is because their water is so hard. He asked if the fire association would purchase a water softener system, would the village be willing to supply the salt. The water softener system would cost around \$6,000. The Chief also stated that this would be better for washing the trucks.
4. Chief Colucy provided a resignation letter from Cody Owens.

VILLAGE SOLICITOR: Jerry Yost

1. Solicitor Yost prepared the legislation for the metal detectors and the false alarms.
2. He is still working on legislation and what the requirements are needed to advertise on the website instead of the newspaper since Brewster doesn't have a local paper.
3. He is also working with the Village Administrator on a zoning appeal issue.

COMMUNICATIONS:

VILLAGE ADMINISTRATOR: Mike Miller

The Council received the Village Administrator's report last week to review.

COUNCIL MEMBER GODWIN MOVED, SECONDED BY COUNCIL MEMBER HILLIARD and motion carried to approve the Village Administrator's report as presented. The vote: All yes.

Items the Village Administrator wished to add or emphasize since his report went out:

- Mosquito spraying that was canceled on August 28th due to weather was rescheduled for the night of the meeting. The next mosquito spraying is scheduled for September 11th.
- An employee was greeted with a firearm at a residence because they were not recognized as a village employee. An employee ID policy will be developed to provide staff with clear identification.
- Several trees are being monitored: a maple on the boulevard, a rainbow crabapple in the park, and three raspberry spear trees are turning brown. Two Ginkgo trees that were in poor condition upon delivery will be replaced by the supplier. Two dying trees on the northeast/southeast corner are on the list to be cut down.
- Follow up with the contractor regarding two scuffs and missed tarring on driveways.

Administrator's report for period 8/19/2025 through 9/2/2025:

2025 Paving Project. All work on the 2026 Paving Project has been completed. We are waiting for the contractor to bill so the project can be closed out.

OPWC – Chestnut Widening and Resurfacing Project. Paving was completed the week of August 4th on Chestnut. We are waiting for the contractor to bill so the project can be closed out.

The Village's request for financial assistance from the Ohio Public Works Commission Infrastructure Program was approved at the State level for Chestnut Widening and Resurfacing Project. The OPWC agreement has been signed. The contract with Superior for Chestnut (Alternate #2) has been signed. Chestnut will be completed at the same time as the 2025 Paving Program.

The OPWC financial assistance is in the form of an OPWC Grant for \$27,524. The engineer's estimate of total cost for the project was \$51,479.50. The actual low bid was \$38,645.

RECORD OF PROCEEDINGS

Minutes of

Meeting

GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 10148

Held _____ September 2nd _____ 20 25 _____

2026 Paving Program. In order to have plans completed for an OPWC Application for Resurfacing West Main, plans were completed for the 2026 Paving Program. Once we have a Pavement Condition Rating (PCR) completed for alleys, we can add those alleys deemed worst and within the proposed budget to the list of streets and alleys to be paved.

OPWC – Clearwell Rehabilitation Project. Based on a recent interior inspection completed of both the Village’s clearwell, the clearwell shows a number of rust spots and the possible need for repair and/or recoating/painting the interior. In addition, there are a number of safety upgrades required.

For background, the Village’s clearwell serves the primary purposes of:

1. Storing water in a reservoir (can hold 300,000 gallons) for the Village’s filtered and disinfected water that is ready to be pumped out to our residents and businesses. By storing water prior to distribution, it avoids the fluctuations in filtration rates that increases (or decreases) based on fluctuations in demand. It also provides adequate time to complete disinfection.
2. For use to backwash the Village’s water filters, which extends the useful life of the Village’s water filters versus using raw water from the Village’s wells.
3. Prolonging the life of the Village’s, as with the clearwell they are only required to pump at 10 psi pressure versus at 60 psi prior to the clear well. The higher psi puts much more stress on the wells.

Dixon Engineering is in the process of completing plans and specifications for the Clearwell Rehabilitation Project Dixon Engineering prepared the specifications for the North Water Tower Safety Improvements and Rehabilitation Project and the painting/coating specification portion of the Water Filter Media Replacement & Vessel Rehabilitation Project.

I have drafted legislation to apply for OPWC funding for the Brewster Clearwell Rehabilitation Project. Third reading is scheduled for the September 2nd Council Meeting.

Wabash South West Side Manhole Project. The contract with Border Patrol has been executed for the Wabash South West Side Manhole Project. A preconstruction meeting was held August 21st. Construction will begin once the manhole is delivered, estimated to be 6-8 weeks.

To summarize where the Village is regarding finances for the project:

- the Village was awarded OPWC funding in the amount of a \$41,000 OPWC Grant and a \$34,330 OPWC Loan at 0% for 20 years towards the project, or \$75,360 in OPWC funds towards the Project.
- The Village was also approved for a WPCLF **construction** loan in the amount of \$91,940 with a Small Government Loan Forgiveness designation. That means that when the Project is successfully completed, the loan in essence becomes a grant.
- The final WPCLF Loan was reduced to the amount of \$59,230 plus \$6,000 contingency. The \$59,230 is the amount of the contract entered into with the low bidder.
- As the Village received WPCLF **AND** OPWC funding, those two (2) need to be coordinated.
- I have spoken with OPWC about how to use the 41,000 OPWC Grant and a \$34,330 OPWC Loan to pay for the costs of the project not covered by the WPCLF Construction Loan. Those costs would include items such as administrative costs, construction administration, and construction inspection. To accomplish that it was agreed that 10% of the construction costs would be billed to OPWC to “justify” the associated costs.
- OPWC funds that are not used are returned to District 19 (Stark County) to be used in future funding.
- WPCLF Funds that are not used are returned to the State and used statewide.

Ultimately, with the combination WPCLF Funds and OPWC Funds the Village should not have to pay any more Village funds to complete the project.

RECORD OF PROCEEDINGS

Minutes of

Meeting

GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 10148

Held _____ September 2nd _____ 20 _____ 25 _____

OPWC Application – Wastewater Treatment Plant Upgrades. Progress continues to complete specifications for the Wastewater Treatment Plant Upgrades Project.

OPWC Application – Resurfacing West Main. As I discussed at the June 30th Council Meeting, it is to the Village's benefit to submit a third OPWC application this year. I looked at the streets that are due to be paved in 2026 based on the PCR, and West Main is projected as the most costly. Based on requesting 74% of the estimated project cost (26% Village match) will return the Village the largest grant.

OPWC Application – Wabash Water Main Replacement Project. The engineer, Engineering Associates (EA) has completed the preliminary plans for the Wabash Water Main Replacement Project and have provided copies for review to the Village and utilities.

Hillview Mobile Home Park Pump Station & Force Main Project – Construction. The Project is still awaiting:

- SCADA. **No current estimate on SCADA.**
- Back-up Generator installation. **The most recent estimate (which EA is verifying) is that the back-up generator is to be delivered October 1st.**
- Air release vault – installation scheduled for week of September 1st.
- Connect force main to east side manhole on Wabash South.
- Demo Existing sewer plant after install of lift station – following pump station going live.
- Final clean-up/ seed and straw to disturbed areas to follow.

Because of the delay with some items, the intention is to:

- Get air release vault installed.
- Connect force main to east side manhole on Wabash South.
- GET PLANT RUNNING - without the backup power and SCADA at start up.
- As soon as new pump station is functional and sewer is switched over, get existing facility demolished.
- Install back-up power when generator arrives.
- Install SCADA as soon as it is available.

The Village will:

- provide the power to the pump station. We will get dumb meter installed so power can be turned on. (Smart meter is long delivery time) Without (hopefully) jinxing ourselves, Brewster seldom has outages, and if we have one we have our own crew to restore power quickly in the Village. This would not account for a transmission outage with First Energy or worse, but it covers the vast majority of power outage issues. Only concern will be what happens if power goes out for an extended period of time, but based on past experience those odds are low.
- We can operate initially without SCADA, as our Wastewater staff can check the pump station daily to assure power is on and it is functioning.

The plan has been approved by EPA.

Village's Natural Gas Aggregation Program. We have received a communication from Independent Energy Consultants (the Village's consultant for its natural gas aggregation program) about the Village's natural gas aggregation program. The next 12-month natural gas rate has been set with the Village's Aggregation Program - IGS has locked in our rate at \$5.97/Mcf or \$0.597Ccf.

A letter will be going out from IGS, the Village's natural gas aggregation provider. It will be an opt-out letter for the new term of the natural gas aggregation program. The letters are scheduled to be mailed on September 5th. Starting with the October 2025 meter reads (November 2025 Billing Cycle) the Village's program will have a fixed rate of \$0.597/Ccf for 12-months, through September 2026, ending at the October 2026 meter reads.

As background Council authorized entering into a master services agreement with IGS Energy via Ordinance 33-2022 passed on May 16, 2022. Council subsequently authorized entering into a

RECORD OF PROCEEDINGS

Minutes of

Meeting

GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 10148

Held _____ September 2nd _____ 20 _____ 25 _____

Supply Agreement with IGS for 2022-2026, based on the 4-year adder of \$1.96.

The Village's natural gas aggregation program is an opt-out program. Residents who do not wish to participate in the Village's Natural Gas Aggregation Program have the option to choose their own supplier via PUCO **AT NO COST/PENALTY**. Residents can also choose to opt-out and stay with Columbia Gas. PUCO lists a number of suppliers on their Apples-to-Apples chart with a wide variety of costs, terms, and fees. If residents choose a natural gas supplier on their own their choice MAY preclude them from participating in the Village's opt-out program – for example, the length of the term (contract) and/or the early termination fee would be the main two (2) variables.

There is nothing else at this point the Village/Council needs to do. There will be a formal notification by IGS to all Village residents eligible to participate in the Village's Natural Gas Opt-Out Program in the coming weeks.

This is the last year of the current contract for natural gas aggregation. Next year the Village will have to go through the process of choosing its next natural gas aggregator for October 2026 and beyond.

Lining Sanitary Sewer Line on West Main (Boulevard) between McKinley and Wabash. The Wastewater Department had a contractor complete relining the sanitary sewer line on West Main (Boulevard) between McKinley and Wabash. A sink hole had developed closer to McKinley, which was inspected by camera to identify the problem. It was determined from that inspection that the most cost-effective fix was to reline the entire length to not only fix the current issue but to avoid future issues. In the past the line was spot lined only at the point of the issue. There were at least four (4) locations that had been spot lined. Those were cut out to allow the entire line to be uniformly repaired, which should last considerable time.

Storm Sewer in Front of the Fire Department. A sink hole developed in front of the Fire Station. A plate was put over it, and the contractor who was inspecting the sanitary sewer line on West Main (Boulevard) between McKinley and Wabash inspected the storm line on East Main between Wabash and Cleveland while they were here. While the storm line is structurally sound, there is a gap in the joint at the location of the sinkhole that is allowing water and surrounding material in, creating the sink hole. We are getting a price to line the storm line on East Main from Wabash to Cleveland, as well as to rehabilitate the Manhole on Wabash. I will keep Council informed.

Crack Sealing Streets. Our Street Superintendent and our crack sealing contractor from last year have reviewed Village streets and identified a list of streets to be crack sealed in 2025. The price per square yard is down slightly from last year's contract, and the projected amount (\$22,484.05 – final number yet to be determined) fits within our budget. Crack sealing extends the life of pavement by protecting the pavement structure from moisture damage and decreasing further crack deterioration.

Mosquito Spraying. The upcoming tentative schedule for Brewster mosquito spraying by the Stark County Health Department is:

- Spraying scheduled for August 28th was delayed due to weather – combination of rain and temperature.
- September 11th 2025
- September 24th, 2025
- The 8th spraying will be worked in based on weather and/or need.

As in past years, the sprayings are tentative because weather may cancel/ postpone events. Cancelled spray events will be rescheduled as soon as possible. As in past years, the standard conditions/admonitions apply:

- SPRAYING WILL TAKE PLACE AFTER 8:00 PM ON THE SCHEDULED DATE.

RECORD OF PROCEEDINGS

Minutes of

Meeting

GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 10148

Held _____ September 2 20 25 _____

- IN CASE OF RAIN, HIGH WINDS, OR COLD TEMPERATURES, SPRAYING WILL BE POSTPONED.
- PERSONS WHO SUFFER WITH RESPIRATORY AILMENTS MAY VACATE THE AREA.
- BEEKEEPERS SHOULD TAKE THE NECESSARY PRECAUTIONS TO PROTECT THEIR HIVES.
- PLEASE DO NOT APPROACH THE VEHICLE

The Village's certified employee is slated to ride along with the County to become more familiar with the spraying routine. The Village is close to being able to supplement the County's mosquito spraying if necessary.

Efficiency Smart - Appliance Recycling. Efficiency Smart's Appliance Recycling Rewards program is back for a limited time! Schedule a FREE pickup of a working fridge, freezer, dehumidifier, or window air conditioner by September 30th, and you can get \$100 for each unit responsibly recycled. There is a limit of four appliances per household per year. Call Efficiency Smart at 877-889-3777 or visit www.energysmart.org/appliance-recycling-rewards and select "Appliance Recycling Rewards" to learn more and to schedule your pick up!

Efficiency Smart - Window Air Conditioner Promotion. Efficiency Smart has also tripled the rebate for window air conditioners to coincide with the appliance recycling promotion. Through September 30th, residents who purchase an eligible ENERGY STAR-certified window air conditioner can receive a \$150 rebate. When combined with the \$100 incentive for recycling their old unit, this offer offsets most of the cost of a new, more efficient model. Visit www.energysmart.org/brewster-ohio and select "Home Energy Rebates" to learn more.

Additional Flock Cameras. In April of 2024 Council held a Safety Committee Meeting to discuss installation of three (3) flock cameras. The Village moved forward with their installation. Those three (3) cameras have proved valuable in solving crimes in the Village. However, based on our experience over the last year we have identified blind spots where individuals who are committing crimes can/have entered and left the Village without going past the three (3) Flock cameras – Chestnut and 7th Street SW.

Flock notified Chief Taylor that they have a special, where in addition to a camera with a license plate reader (\$3,500 per year) they can add a "regular" camera as well for \$5000 aimed the opposite direction. The locations for those paired cameras have been identified. There are funds available to add these cameras, and the cost is low when compared to the benefit of being able to better protect our residents.

As a reminder from April 2024, the Flock cameras are designed to read only the plates of the car and the make, model, and color. There is no facial recognition. There will be a transparency portal that can be put on our website. In the case of a missing child or other widespread emergency, it can be coded to go national instead of just local. The video has a 30- day retention period unless it is an ongoing case. If these cameras are leased, the video will go on our retention schedule. Chief Taylor stated then and continues to believe that the gain for the village is getting criminals off the street and knowing if there are felons going through our Village. The use of the system enables probable cause for police to stop the vehicles. It is not used for traffic violations and is not connected to the BMV. The Supreme Court has ruled that it is a legal tool for the police to use as long as it is not used for traffic.

The cost is \$3,500 per Flock camera and \$500 per "regular" camera, or a total addition of \$8,000 per year.

It is the intention to move forward unless there is an objection from Council.

Bimeler Park – Water Line Work. Last week the Water Department, with the assistance of the Street Department, completed digging in Bimeler Park near Field #1 so that:

- Running a water line for a new drinking fountain at the walking path near Field #1.

RECORD OF PROCEEDINGS

Minutes of

Meeting

GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 10148

Held _____ September 2 20 25 _____

- Isolating that new water line so that a drinking fountain (if funds are available) can be placed at the walking path near Field #1 and can be turned off seasonally without turning off water to the rest of the park (especially bathrooms).
- Isolating the drinking field hydrant and drinking fountain at Field #3 so they can be turned on and off seasonally.

That work allows the Village to keep the new bathrooms operational all winter, and to install new drinking fountains this Spring and be able to concrete around them should Council decide to do so.

Bimeler Park – Field #3 Storage Shed. This past week Ryan Swan reroofed the storage shed for Field #3 with a metal roof, addressing the hole in the roof that was rendering the shed nearly unusable.

Electronic Records – New Language in Policies. I recently took the Ohio Attorney General's Public Records Training, and one of the slides caught my attention regarding electronic records. It stated that specific language should be included in public records policy(s). While the Village has language regarding public records, three (3) policies have been revised to incorporate the language included in the Ohio Attorney General's training:

- 6.09 Public Records Retention – added in Section I language in red.
- 6.10 Public Records Policy – we had similar language, but have strengthened it with OAG language in Section D - changes in red.
- 7.06 Electronic Wireless Communications Use Policy - added in language section B in red.

Ordinances have been prepared to make the revisions.

Storm Drainage Projects. The current list of storm sewer projects in their priority order, with updates on their status. These are not necessarily on a first come/first serve basis but based on their criticality and/or ability to fit into the schedule. Three (3) items on the list have been completed or eliminated:

1. East Main. **Address sink hole that developed in front of Fire Station as well as rehabilitation manhole at Wabash and East Main.**
2. Muskingum. **Replaced collapsing storm sewer on Muskingum from Buckeye north to the dead end. COMPLETE except for patching trench.**
3. Dartmouth/Amherst relief line. **Easement has been signed. Need surveyor to set pins. Work to start when it can be scheduled and weather permits.**
4. Drainage from Harmon west of 264 Harmon. **Survey needs to be completed.**
5. At the East end of 1st Street SE. **Will have to coordinate with US Army Corps of Engineers.**
6. Open ditch east of Mohican. **We are consulting with Stark County Soil & Water.**

VILLAGE MAYOR: *Charles Hawk*

1. Meeting for our Old-Fashioned Christmas in Brewster will be September 3rd 10AM at Village Hall.
2. The residents at 193 West 5th Street would like a Handicap Parking spot. An ordinance will need to be created for this.
3. There will be a Tree Board meeting on September 17th at 10AM.
4. Fairless Food Cupboard/Fairless Toy Distribution donation. We donated \$1,000 last year. Residents can also donate new toys, clothes, or money.
5. Appoint Larry Trusty to Brewster Fire Department for staffing.
6. Accept the resignation of Cody Owens.

VILLAGE CLERK-TREASURER: *Kris King*

1. Check register and bills were available for Council's review and signatures.
2. Louie Carroll passed away August 8, 2025. Louie worked in the Street Department from 12-01-1982 until his retirement on 12-31-2007. Louie was a hard and conscientious worker with a kind soul. His family requested a donation to the Brewster-Sugarcreek Historical

RECORD OF PROCEEDINGS

Minutes of

Meeting

GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 10148

Held _____ September 2 20 25 _____

Society in lieu of flowers. Would Council like a donation to be made to the historical society in his memory? VA Miller reminded the Clerk that there is a policy for this.

3. From the Auditor of State: The biennial state budget requires increased security efforts by all public entities. The Auditor of State is supporting the new requirements for local governments to formally adopt cybersecurity programs. The key areas to include:
 - Identifying critical functions and risks
 - Setting up threat detection systems
 - Creating response procedures
 - Planning for recovery and ongoing security
 - Security training for all employees based on their job dutiesThe auditor also discussed a "No Ransom Policy". This policy will be reviewed in the audit. This policy will also be exempt from public records requests.
4. The online billing system is moving forward. We discovered a possible security issue with our account numbers and residents moving. We had to postpone the implementation date to October 6th to allow us to ensure that all resident information is secure. It will involve each resident having a PIN number in addition to their account number. Our other goal is to put together an instruction sheet for the residents.
5. Depository agreements with Consumers National Bank (5 years) and Huntington Bank (4 years) have been signed and sent back to the banks. This keeps us legal with ORC Chapter 135.
6. The checks mailed from Brewster Post Office on June 2nd have been postmarked August 27th in Columbus and are starting to arrive at their destinations. Stop payments have been made for all the checks that were mailed, and replacement checks were issued.
7. Council Member Hilliard was concerned that the Parks and Grounds Fund was in the negative. Clerk King stated this is temporary until the quarterly income tax transfer is made.
8. Council Member Hilliard stated that he hadn't received his bill for September yet and asked when they were mailed. They were mailed on Friday, August 29th at the Brewster Post Office. Clerk's note: They were still not out to the residents as of Wednesday's mail.

VILLAGE SPEAKS (Communications received by Council Members from Village Residents):

COMMITTEES or COUNCIL REPORTS: *The Goal of any committee meeting is to discuss an issue or proposal and to provide, by consensus of the committee members, ONE recommendation to Council.*

1. VA Miller reported that the street department and the water department are working together to get Field #3 leveled out. They rented a rockhound to use on the field and are going to get quality grass seed so the field will be ready in the spring.

PENDING EXPENDITURE REQUESTS:

1. None.

PENDING PROPOSALS FROM PAST MEETINGS:

1. None.

OLD or NEW BUSINESS: Council Rules require a two-week waiting period before any expenditure of funds unless determined to be an emergency.

COUNCIL MEMBER HILLIARD MOVED, SECONDED BY COUNCIL MEMBER LONG and motion carried to accept the resignation of Cody Owens from the fire department. The vote: All yes.

COUNCIL MEMBER HILLIARD MOVED, SECONDED BY COUNCIL MEMBER LONG and motion carried to accept the Mayor's recommendation of hiring Larry Trusty to the fire department for staffing. The vote: All yes.

COUNCIL MEMBER HILLIARD MOVED, SECONDED BY COUNCIL MEMBER GODWIN and motion carried to create an ordinance designating a handicap parking space in front of 193 W. 5th Street. The vote: All yes.

RECORD OF PROCEEDINGS

Minutes of

Meeting

GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 10148

Held _____

September 2 20 25 _____

AUDIENCE COMMENTS:

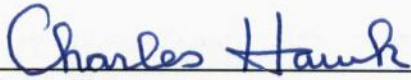
1. Clerk King asked if Council wanted to continue with the summer concert series. Council Member Hilliard discussed cutting them back but as long as the money is there, he is fine with them. The Mayor stated that the food vendors were happy with the amount of sales they had at the concerts and asked to come back next year. Having a backup location for the concerts in case of rain was discussed. Moving the concerts to Wednesdays instead of Thursdays was also discussed.
2. Clerk King asked if Council would consider having a food truck day next year. There was a discussion on what day would be best that would not compete with local restaurants.
3. Council Member Long verified that Council had chosen Thursday, October 30th from 6:00 - 7:30 for trick-or-treat this year.
4. Chief Colucy stated that the fire department had two life saves in the last two weeks:
 - Ross, Taylor, and Walter responded to a scene and brought back a gentleman but unfortunately, he ended up passing four days later.
 - Colucy, Baer, Bair, and Robinson responded to a gentleman and we able to bring him back. This gentleman is now off the vent and doing much better.
 - Mayor Hawk thanked the fire department for all they do for the village.

COUNCIL MEMBER FOX MOVED, SECONDED BY COUNCIL MEMBER RADICH and motion carried to adjourn the meeting at 7:51 p.m. The vote: All yes.

Respectfully submitted,



Kris King, Clerk-Treasurer



Charles Hawk, Mayor