THE VILLAGE OF PHILLIPSBURG COUNCIL MEETING

Date: 3/18/2025

Call to order: 7:05pm

Pledge of Allegiance

Roll Call: Members present were Mayor Shawna Newsom, Village Administrator Steve Woolf, President Pro-Temp Donna Mullins, Brandon Myers, Heather Craft, Steve Booker, Chris Steiner and Hope Hoard excused, Charity Grill Fiscal Officer, Village Solicitor Ben Mazer, Matt Buker Fire Chief, Mark Wysong Zoning/Police Chief, Wendell Harleman Street & Water Commissioner excused.

Village Administrator Steve Woolf let the public know that if they wanted to speak at the meeting, they're encouraged to fill out the form and they would get 3 minutes to speak.

Mayor Newsom asked for approval of all items on Resolution #25-0025, approval of the agenda for the 3/18/2025 meeting, approval of the fiscal officer paying the bills, approval of the mayor preparing and disbursing of payroll, approval of the date of the next regular meeting, approval of the 2/18/2025 meeting minutes, approval of adopting the operational procedures forms and guidelines for 2025. Brandon Myers requested a vote to amend the meeting minutes from 2/18/2025 with a correction to Steve Booker's vote from abstained to recused. Brandon Myers moved to motion, Donna Mullins 2nd, all in favor of five members, all in favor of against zero members, approved by unanimous vote. Brandon Myers moved to motion to adopt the amended minutes from 2/18/2025, Donna Mullins 2nd, all in favor of five members, all in favor of against zero, approved by unanimous vote.

New business – John Mineer from Montgomery County Solid Waste District is seeking approval of the Solid District Waste Plan contract that is updated every five years. John stated that the solid districts are required to develop plans to manage solid waste over a period of 15 years that gets updated every 5 years. John stated 27 out of 28 districts are participating. The contract will be for five years and will be increased by 6% each year. The village currently has a contract with Clay Township for trash service provided by Republic Services. Council member Heather Craft stated "Republic Services is one of the higher costing trash companies and they do not perform their services like they should, they're never on time to pick up the trash, Her concern is we're already paying too much for trash service that doesn't show up and do their job and if they have to get out of their truck to do anything they leave it." John Mineer stated that Clay Township will review our contract and make recommendations to them regarding going out for bid. John also stated that Waste Management is coming back to the residential market for trash pickup. Village Administrator Steve Woolf introduced Annie Smith from Republic Services to address the council. Annie Smith, Municipal Manager at Republic Services, stated that the contract gets renewed every 5 years they do a proforma to figure the current rate, the terms and conditions will remain the same. Annie will investigate the concerns with the trash service. Steve Woolf

stated that the management side with Clay Township included a bonus for management fees and Clay Township used the fees 100% without offering any to Phillipsburg. Steve Booker stated that he has never seen a trash company help take out trash but stated the trashman helped his neighbor by walking up and getting the trash and returning the can. Annie stated that if someone needs assistance with taking the trash out it needs to be approved at the city level.

Mayor Newsom announced the Committee assignments as listed below.

Finance – Charity Grill Fiscal Officer, Chairs, Steve Woolf, Shawna Newsom, Ben Mazer and two residents.

Street – Chair Chris Steiner Council, Steve Woolf, Shawna Newsom, Bez Mazer and two residents.

Park – Chair Hope Hoard Council, Chairs, Steve Woolf, Shawna Newsom, Ben Mazer and two residents.

Water – Chair Donna Mullins Council, Chairs, Steve Woolf, Shawna Newsom, Stephanie Booker, Ben Mazer and two residents.

Fire – Chair Heather Craft Council, Chairs, Matt Buker Fire Chief, Steve Woolf, Shawna Newsom and two residents.

Police – Chair Brandon Myers Council, Chairs, Steve Woolf, Shawna Newsom, Mark Wysong

Mayor Newsom stated the Chairs are responsible for reaching out to community residents that are involved, they will meet once a month and minutes will be kept.

Steve Woolf stated they have placed brochures on the sign-in table if any residents wanted to volunteer to be on a committee, he encouraged residents to get involved in the community to make it a better place.

Charity Grill, Fiscal Officer stated that she needs approval for four (4) resolutions.
Resolution #2025-0026 A Resolution to provide the Fiscal Officers with the ability to create Blank Certificate orders up to $10,000.00 and to expire by December 31, 2025. Steve Booker motioned, Donna Mullins 2nd, approved by unanimous vote. Resolution #2025-0027 A Resolution to approve Supplementation/Reallocation of Temporary Appropriation that occurred between January 1 and March 12, 2025. All of which were necessary to pay bills and process employee payroll. Donna Mullins motioned, Steve Booker 2nd, approved by unanimous vote. Resolution #2025-0028 A Resolution to provide Interfund Transfers that occurred on 02/13/2025 and 03/12/2025. Chris Steiner motioned, Donna Mullins 2nd, approved by unanimous vote. Resolution #2025-0030 A Resolution to make appropriations for the Current Expenses and other Expenditures of the Village of Phillipsburg, Montgomery County, Ohio during the fiscal year ending December 31, 2025. Resident Josh Simpson was reciting from his phone and mentioned ORC several times. Steve Woolf asked Council if they would like to vote to allow the discussion to continue. Brandon Myers would like Ben to look at the statue, Brandon Myers motioned to allow Ben to look at the statue, Donna Mullins 2nd, approved by unanimous vote. Ben Mazer stated the Village of Phillipsburg is a statutory village and can vote to

waive the three (3) reading rules. Brandon Myers would like to go back to the Resolutions passed at this meeting and vote on them to waive the three (3) reading rules. Resolution #2025-0026 A Resolution to provide the Fiscal Officers with the ability to create Blank Certificate orders up to $10,000.00 and to expire by December 31, 2025. Brandon Myers motioned, Donna Mullins 2nd, approved by unanimous vote. Vote to waive the three (3) reading rule on Resolution #2025-0027 A Resolution to approve Supplementation/Reallocation of Temporary Appropriation that occurred between January 1 and March 12, 2025. All of which were necessary to pay bills and process employee payroll. Donna Mullins motioned, Brandon Myers 2nd, approved by unanimous vote. Vote to waive the three (3) reading rule on Resolution #2025-0028 A Resolution to provide Interfund Transfers that occurred on 02/13/2025 and 03/12/2025. Brandon Myers motioned, Donna Mullins 2nd, approved by unanimous vote. Vote to waive the three (3) reading rule on Resolution #2025-0030 A Resolution to make appropriations for the Current Expenses and other Expenditures of the Village of Phillipsburg, Montgomery County, Ohio during the fiscal year ending December 31, 2025. Brandon Myers motioned, Donna Mullins 2nd, approved by unanimous vote. Fiscal Officer Charity Grill stated that she has completed the year end for 2024, she has completed the bank reconciliation for November 2024, December 2024, January 2025, she is currently working on February 2025. Charity stated that she has discovered that several firefighter employees have not been having OPERS taken out of their pay checks in the prior years, they have been paying into Social Security, she has reached out to OPERS and they are currently investigating to see if the firefighters need to pay into OPERS. Charity stated that OPERS will go back three (3) years.

Fire Chief Matt Buker stated that he has ordered background checks for two candidates that applied last month, he is reaching out to get some new applicants for the Fire Department. Chief Matt Buker stated they have acquired 9006 Brookville Phillipsburg Road for a live burn to do fire training. Chief Matt Buker said he is finalizing the contract for Adam Welsh to be the Medical Director. Steve Woolf stated he would like attorney Ben Mazer to review the contract. Chief Matt Buker asked to approve Resolution #2025-0036 A Resolution accepting the resignation of Jason Petito effective 3/31/2025. Steve Woolf stated that all the Human Resource files will be moving to the office from the fire house due to various incongruencies with the law, and the Human Resource Director will be maintaining all the human resource files. Resolution #2025-0036 A Resolution to accept the resignation of Firefighter Jason Petito effective March 31, 2025. Donna Mullins motioned, Steve Booker 2nd, Steve Booker yes, Donna Mullins yes, Heather Craft yes, Chris Steiner yes, Brandon Myers abstained from voting, motion passes.

Police Chief/Zoning Mark Wysong – Mark Wysong stated that he has been providing weekly reports to the Mayor and Village Administrator. Mark asked for approval to renew Microsoft Office for his department. Mark will have to purchase it with his credit card and wanted to make sure that he would get reimbursed for the expense. Mayor Newsom stated that if it was under $750, he did not need approval. Mark said the cost to renew Microsoft Office would be $99.00. Heather Craft asked if Mark had any updates on the school. Mark stated that he had sent out a letter to them to board up the windows and that the building needs to be secure. Village Attorney Ben Mazer is going to research what can be done legally with the school.

Street Commissioner Wendell Harleman has nothing new to report.

Village Administrator Steve Woolf stated that the Fire Department Certificate for EMS Billing for Medicare and Medicaid have not been completed by prior chiefs for the past eight (8) years. Steve estimates that the Village has lost out on approximately $100,000 in billing money. Steve is currently working with the Ambulance Billing Network on getting us set up to receive payments from Medicare and Medicaid runs. Steve Woolf stated that the State Audit is still ongoing they have found some irregularities.

Old business –

Public – Josh Simpson questioned passing resolutions without voting for waiving the three (3) reading rule as required by the Ohio Revised Code. Josh also stated that Steve Woolf had been appointed as Village Administrator before the position was created by the council. Josh asked if there's a Park Board, because the playground needs fixed, and he was told that the village is waiting to apply for grants.

Public – Lori Hartman stated that three (3) members were appointed into their positions that were selected by individuals and that a Woolf in sheep's clothing has entered the mix and has convinced the Mayor and council he has the solution to all their problems. Lori asked council to make corrections to your past actions by voting to rescind all the Resolutions passed in 2025.

Per the Agenda Mayor Shawna Newsom would like to move to an executive session pursuant to Ohio Revised Code Section 121.22 (G)(1), Topic of Discussion: Investigation by Legal Counsel of Internal Operations. Steve Booker motioned to enter into executive session, Donna Mullins 2nd, Steve Booker yes, Heather Craft yes, Donna Mullins yes, Brandon Myers yes, Chris Steiner yes, invited into the executive session is Village Attorney Ben Mazer and Village Administrator Steve Woolf.

Entered executive session at 8:16pm

Returned from executive session at 8:46 pm

After executive session, Councilmember Heather Craft informed the Council she was going home and would not attend the rest of the meeting.

Heather motioned to adjourn the meeting at 8:50, Donna Mullins 2nd, approved by unanimous vote.

Meeting adjourned 8:50

**All resolutions and remaining items not addressed from 3/18/2025 Agenda of the regular Council Meeting will be transferred to the 4/15/2025 Agenda for the Regular Council Meeting.

Mayor: Shawna Newsom

Fiscal Officer: Charity L Lewis