THE VILLAGE OF PHILLIPSBURG
REGULAR COUNCIUL MEETING
September 1, 2026

Mayor Simpson called the meeting to order at 7:00 p.m.

Pledge of Allegiance

Roll Call: Heather Craft – yes, Hope Hoard – yes, Chrystal Beavers – yes, Jacob Cramer – yes. (Zach Moore-yes)

Council Member Appointment – Zach Moore was sworn in and took his seat at Council table.

Official meeting attendance: Heather Craft – yes, Hope Hoard – yes, Chrystal Beavers – yes, Jacob Cramer – yes, Zach Moore-yes

Public Comment: Mayor asked if there was anyone present at the meeting who wished to speak. No Public Comments.

Zoning: Nate Davis – Mr. Davis sent out grass letters. Discussions were had regarding minimal standards letters.

Iworx contract was updated and sent to all council via email. While council approved the purchase of the Code Enforcement Module of the Iworx program at a previous meeting, a discrepancy in the wording of the contract and how it was presented to Council, a re-vote was needed. The contract was originally presented to Council as a 1-year contract at $1,500 with no increase in price for as long as the Village used the program services. The contract indicated that it would be a 3-year contract at $1,500 per year, with a 5% increase each year. Nate indicated that he was able to get the 5% increase waived. Further discussions were had regarding budget for zoning. If approved, Council will have to authorize to move monies within the general fund.

There was discussion about how this program would help Mr. Davis complete his job duties. Hope Hoard stated that she had been in contact with a couple of municipalities that use the program, specifically the module that the Village would purchase, and those that she spoke with stated that the Code Enforcement module was not easy to use, that for code enforcement, it is traditionally easier to use a Word document where specific violations can be described and photos included in the notices provided to residents. The mayor asked if there was a motion on entering into the contract with Iworx. No motion was made.

The Mayor asked for a vote of council to not enter into the contract with Iworx. A role call vote was taken voting to NOT purchase the program: Heather- yes, Hope- yes, Crystal- yes, Jake – yes, and Zach – yes.

Nate Davis slammed his keys on the table and resigned and left the meeting. The Mayor then called for a motion to accept his resignation.

Hope motioned to accept Nate Davis' resignation. Heather Craft seconded the motion. VOTE: Hope – yes, Heather-yes, Crystal – yes, Jake – yes, Zack yes. Approved by unanimous vote.

Special Guest – Dokken Burns – Crew Member from Crew 47, Brookville.
Attended the Community event and noticed that the park bleachers are getting up in age and one set completely unusable. He spoke with Ms. Hartman and Mayor Simpson regarding the condition of the bleachers. He offered to restore the bleachers at fields 2 and 3 as his Eagle Scout project. The money that was allotted for (the Village to complete) that project will not be used. This project will be funded by the Eagle Scout Candidate having a fund raiser. On September 26, 2026, at 9 am, the project will commence. Mayor Simpson asked if any tools are needed to complete the project and explained that we can provide them as needed. Ms. Hoard asked if a refreshment center was needed and Dokken agreed that would be a good idea. Any donations that exceed what is needed for the project will be donated to Village, as a donation to the parks department.

Reports :

Police Chief David Birk (Clay Township)

Chief Birk provided traffic sign reports. Chief Birk indicated that the township remains active in the Village and reported 42 calls for service, 19 miscellaneous calls, 14 traffic stops, 4 citations issued, 3 warnings issued, 1 criminal trespass and 1 warrant arrest. The township assisted with 2 medic calls, one being an overdose. Chief reported 71training hours, 26 sick hours used, 15 hours vacation and 15 hours of comp time earned.

Chief Birk reported from camera 1 – Aug 18 to present we had 62,000 cars coming through 49. The other camera was 60,000 coming the other way, 5,600 on main street and 3,900 on the other camera. The cameras reported speeds up to 70 to 75 mph.

There are some issues that need to be addressed in reference to couple junk vehicles. There are other municipalities that issue violation letters for junk vehicles. Lori was provided with a copy of the letter(s) for the planning commission to review. Chief indicated that he would be happy to assist with those violations, however, he is not able to enforce the ordinance but will help any way that he can.

Chief indicated that with the amount of vehicles coming through the Village, there could be an eligibility for grants.

Fiscal Officer – Lori Hartman

After the Executive Session held at the August 18, 2026 meeting, that was called to discuss the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, Council voted to move forward on the restructuring of village personnel and prepare an official ordinance that establishes each position within the village, classifying each position, every position being part time, if the position is regular or seasonal, exempt or non-exempt (hourly or salary). At that time they also voted to advertise two of the newly created and defined positions. All positions within the village were looked at because no job descriptions were found that included all of the duties that each individual position was currently providing and what the expectations for each position held. The committee that worked on the project defined each job description, detailed expectations, and provided the parameters of each position. No changes have been made to the descriptions since the last meeting. There are 2 positions that will eventually be removed, the General Support Technician and the Zoning and Code Enforcement Officer. The original plan was for the Village Administrator to take over the zoning and code enforcement officer responsibilities, as described in the Village Administrator's job description. The position will remain within the current ordinance, that way if the Mayor or Village Administrator decides to hire someone in the short term, they will be able to do so. The General Support Technician will be phased out as the other positions are filled in as the committee suggested.

Hope motioned to declare emergency and waive the 3 reading rule for Ordinance 2026-0012: An Ordinance establishing municipal job positions, classification titles, pay ranges, and the reporting structure for employees of the Village of Phillipsburg, Ohio; approving and adopting official job descriptions; repealing all prior conflicting legislation; and declaring an emergency. Heather seconded the motion.

Heather- yes, Hope – yes, Crystal – yes, Zach - yes Jake – yes. Motion Passes unanimously.

Hope motioned to approve Ordinance 2026-0012: An Ordinance establishing municipal job positions, classification titles, pay ranges, and the reporting structure for employees of the Village of Phillipsburg, Ohio; approving and adopting official job descriptions; repealing all prior conflicting legislation; and declaring an emergency. Heather seconded the motion.

Heather – yes, Hope – yes, Crystal – yes, Zach – yes, Jake – yes. Motion Passes unanimously.

Hope needed to be dismissed from the meeting due to a prior commitment.

Fire Chief, Patrick Alrich

Personnel Report: Staffing levels have dropped in the past several months, however the department remains fully staffed 80% of the time or better. Brookville had to make two patient transports out of the Village, and one in our contracted area of Clay Township due to not having 2 people on duty. Some monies were used for that.

Calls: Total 29 dispatch calls in August: 10 were in our contracted Fire and EMS area, an additional 4 were in the Village for a total of 14. 3 calls were in the EMS area of Verona. So, 17 calls were ours and we went mutual aid of some type of call 12 times.

Budget: No information

Equipment: All equipment is doing well.

Waffle Fry: Sunday, September 13th. The money will go to new tires for the chief's vehicle. Hoping to raise $600 for that.

Kevin Fidler: Reports that it's time to start thinking about fall leaf collection.

In March 2026, a Rumpke dump truck knocked over a "Dead End" street sign on Poplar. Rumpke agreed to replace the sign, but there was no follow-up from the previous Village Administrator.

During the winter (2025-2026) a watermain break at Ludlow and Fernwood caused damage to the corners of the road and a storm sewer grate. Mr. Fidler suggested that the storm sewer grate and the corners of the road be addressed prior to winter weather.

Water: The transition to Jonathon Moore as the Operator of Record has been smooth.

Cross training of all employees of the village to do daily water testing has started and all new employees will be trained as well. Mr. Fidler also suggested that the Mayor and at least 2 council members be trained in the event of any emergency.

All chlorine tanks have been updated in all of our active wells. This will assist in the completing of daily rounds and monitoring of chlorine levels.

The new water shut off valve has been installed at well 4. When FREBCO installed the new plumbing at well 4, the new valve could not be completely closed, but was closed enough that the repairs needed could be installed. There is no information about what Derek discussed with the company that installed the shut off valve, so further discussions will need to be had to find out if they will be returning to problem shoot the issue of the valve not completely turning off and level the soil around the valve.

Chlorine test meters have been calibrated by Jonathan. The spare meter that the Village must have on hand has been found to be defective and no longer works properly. The cost of a new meter is approximately $700. Mr. Fidler explained that if the Village fails to test the chlorine levels in the water each day, the Village could face fines of at least $1000 per day. Mr. Fidler also said that it has been found that there are no spare parts for much of the equipment needed to operate the water plant efficiently and asked that council approve for him to purchase up to $1200 in supplies, which included the new water testing kit, from USA Bluebook to make sure that the needed supplies were purchased.

Heather motioned for replacement of water supplies up to $1200. Chrystal seconded. Heather – yes, Hope – Not in attendance at this time, Crystal – yes, Zach – yes, Jake – yes. Motion Passes.

Kevin is working on an inventory of additional spare parts and equipment that may be needed in the future.

The Ohio EPA is planning to come and take raw water samples at Well 2 on 9/8/2026. The issue is that there is not currently a raw water test value at Well 2. The estimated cost to install the test valve is $1900. Mr. Filder would like for council to approve up to $2500 to install the test valve, this will give a buffer if the plumber needs to complete additional work while installing the test valve.

Heather motioned for replacement of water supplies up to $2500. Jake seconded. Heather – yes, Hope – Not in attendance at this time, Crystal – yes, Zach – yes, Jake – yes. Motion Passes.

MOWING
Mr. Fidler conducted a time study of mowing village owned properties in the months of June, July, and August. To mow all village owned properties, it takes approximately 7 hours. This does not include trimming or driving time to each location. There are some adjustments that could be made to increase efficiency that could be used to plan for the 2027 season.

Motion to Adjourn made by Heather. Chrystal seconded. Approved by unanimous vote.

Joshua V. Simpson, Mayor

Lori L. Hartman, Fiscal Officer