

## RECORD OF PROCEEDINGS

Minutes of

Regular

Meeting

BARRETT BROTHERS - DAYTON, OHIO

Form 6101

Held

Tuesday, January 23, 2024

The Pandora Village Council met in Regular Session on Tuesday, January 23, 2024 at 7:00 PM at the Municipal Building with Mayor, Jeremy Liechty, presiding.

Members Present: Burkholder, Eisenbach, Dettrow, Fricke, Braidic, Gray  
Members Absent: None

Also in attendance: Village Administrator, Rick Morrison / Fiscal Officer, Kimberly Reese/ Solicitor, Scott Basinger.

Guest Present: Nancy Hovest

The meeting was opened with the Pledge of Allegiance.

Motion was made by Mr. Eisenbach, seconded by Ms. Dettrow, to approve the January 9, 2024 Regular Meeting Minutes with one correction.  
Voting: All Yea.

Motion was made by Mr. Eisenbach, seconded by Mrs. Braidic, to approve the January 15, 2024 Special Meeting Minutes. Voting: Burkholder-Yea; Eisenbach-Yea; Dettrow-Abstain; Fricke-Yea; Braidic-Yea; Gray-Yea.

Motion was made by Mr. Burkholder, seconded by Mr. Gray, to approve the bills as presented; total non-payroll of \$41,824.02 and payroll of \$13,817.79 for a total of \$55,641.81. Voting: All Yea.

Mr. John Recker, Customer & Ext. Affairs Manager, with AEP Ohio, was present to discuss with Council the renewal of a 50 year franchise agreement between AEP Ohio and the village. This is a mutually beneficial, non-exclusive franchise, which allows AEP Ohio to serve residents within the village.

Ordinance No. 614-2024: AN ORDINANCE GRANTING FRANCHISE TO OHIO POWER COMPANY, ITS SUCCESSORS AND ASSIGNS, THE RIGHT TO ACQUIRE, CONSTRUCT, MAINTAIN, AND OPERATE IN THE STREETS, THOROUGHFARES, ALLEYS, BRIDGES, AND PUBLIC PLACES OF THE VILLAGE OF PANDORA, STATE OF OHIO, AND ITS SUCCESSORS, LINES FOR THE TRANSMISSION AND DISTRIBUTION OF ELECTRIC ENERGY TO THE VILLAGE OF PANDORA, STATE OF OHIO, AND THE INHABITANTS THEREOF FOR LIGHT, HEAT, POWER, AND OTHER PURPOSES, AND FOR THE TRANSMISSION AND DISTRIBUTION OF THE SAME WITHIN, THROUGH, OR ACROSS SAID VILLAGE OF PANDORA, STATE OF OHIO. Motion was made by Mr. Fricke, seconded by Ms. Dettrow, to place Ordinance No. 614-2024 on its first reading. Voting: Burkholder-Abstain; Eisenbach-Yea; Dettrow-Yea; Fricke-Yea; Braidic-Yea; Gray-Yea.

Riley Township Trustees; Mark Kinsinger, Scott Meyer, and Fiscal Officer, Marcia Schutz were in attendance as well as Township Fire Department representatives; Chief Craig Fischer, Assistant Chief Luke Karhoff, Lieutenant Steven LaBillois, and Captain Joe Karhoff. Council was informed that former Chief Jason Kinsinger, had resigned and that there will be new fire department officers every 4 years. Chief Fischer discussed with Council (1) The fire department had 40 calls in 2023. (2) Insulation on the overhead doors at the department are bad and need to be replaced, they would also like to have remote openers. (3) Department purchased a new battery operated extrication tool, they will be holding fund raisers to raise the additional \$8,000 that grant funding did not cover. (4) There is maintenance that needs to be done on the fire department building. They have a lot of guys that can do the work. (5) Applied for a grant for turnout gear. Still short a few radios.

Ordinance No. 615-2024: AN ORDINANCE APPROVING, ADOPTING AND ENACTING AMERICAN LEGAL PUBLISHING'S OHIO BASIC CODE, 2024 EDITION, AS THE CODE OF ORDINANCES FOR THE MUNICIPALITY OF PANDORA, OHIO. Motion was made by Mr. Burkholder, seconded by Mr. Gray, to place Ordinance No. 615-2024 on its first reading. Voting: All Yea.

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Council conducted the quarterly review of Procurement and Credit Card accounts currently held by the village as well as the listing of employees that have issued cards on these accounts. Council President, Rick Fricke, signed off on the Procurement Card account and Mayor, Jeremy Liechty, signed off on the Credit Card account.

Motion was made by Ms. Dettrow, seconded by Mrs. Braidic, to approve the current credit card statement in the amount of \$738.78. Voting: All Yea.

Village Administrator, Rick Morrison, presented the following report; (1) Have been working on annual maintenance items at the water plant, such as servicing equipment. (2) Currently working on year-end reports. (3) Required service line inventory for the EPA is due by October, 2024. RCAP was contacted to see if they could possibly assist with this requirement. This is all part of having to identify any lead lines within the village, including within resident's homes. We may have to send letters to homeowners for their assistance.

Ms. Dettrow exited the meeting due to a fire alarm at the Hilty Home.

Council reviewed a plat survey for Scott Gratz, creating new inlots 682 and 683. Motion was made by Mr. Burkholder, seconded by Mr. Gray, to approve said plat survey. Voting: All Yea.

Fiscal Officer, Kimberly Reese, reviewed with Council three Ag District renewal requests that have been received. Also discussed was if the village wanted to create a new Ag District for the Industrial Park land that is currently being leased as farmland. It was the consensus of Council to have Solicitor, Scott Basinger, do further research to determine if the village should create an Ag District for the Industrial Park land.

Fiscal Officer, Kimberly Reese, discussed with Council requirements for meeting notices and publication notices per Ohio Revised Code. The village currently has an Ordinance regarding publication notices which does not address meeting notices. It was the consensus of Council to have Village Solicitor, Scott Basinger, prepare an Ordinance regarding meeting notices.

Mayor Liechty presented the Committee Appointments for 2024. Please see attached.

Mayor Liechty presented the annual Mayoral Address before Council. Please see attached.

With no further business to discuss, the meeting was adjourned upon a motion by Mr. Fricke, seconded by Mr. Gray. Voting: All Yea.

SIGNED: \_\_\_\_\_

Mayor

SIGNED: \_\_\_\_\_

Kimberly D. Reese  
Fiscal Officer

## 2024 Village of Pandora Committee Appointments

**Personnel:** Chairman: Amanda Dettrow, Rick Fricke

**Finance:** Chairman: Diana Bradic, Paul Burkholder

**Streets, Alleys, Sidewalks, Curbs Signs Lights and Marking:** Chairman: Lee Eisenbach, Diana Bradic

**Fire and Law Enforcement:** Chairman: Rick Fricke, Lee Eisenbach

**Buildings and Grounds:** Chairman: Paul Burkholder, Tim Gray

**Water, Sewer, Drainage, and Sanitation:** Chairman: Tim Gray, Amanda Dettrow

**Records Commission:** Chairperson – Jeremy Liechty, Secretary – Kim Reese, Rick Morrison, Scott Basinger, Rick Fricke

**Selection Committee –Consultant Evaluation: Chairperson:** Jeremy Liechty, Rick Fricke, Paul Burkholder/Diana Bradic

**Board of Tax Review:** Angela Gray, Judy Stahl, Mark Painter

**Representative to Putnam County CIC:** Rick Morrison

**Representative to Port Authority of NW Ohio:** Rick Morrison

**Representative to Tax Incentive Review Council:** Rick Morrison (council), Kim Reese (Council), Vance Nofziger (School)

**Zoning Commission:** Tom McCullough, Cary Arthur, Diana Bradic, Angela Gray, Mark Painter

**Zoning Board of Appeals:** Nathan Sprunger, Nate Neuenschwander, Kevin Swary, Lori Painter

**Zoning Inspector –** Rick Morrison

**Village Review Board;** Mayor – Jeremy Liechty, Council –Tim Gray, Fire Chief – Craig Fischer

**Tree Commission:** Paul Burkholder, Rick Morrison, Lee Eisenbach

**Community Reinvestment Area (CRA) Housing Council:** Rick Fricke (Village Council) Lee Eisenbach (Village Council), Angie Basinger (school board), Kathi Amstutz (school board)

**Housing Officer:** Rick Morrison

**A/L Community Center Board:** Chariman – Brian Miller, Secretary/Treasurer – Kevin Vance, Operations – Roy Hermiller, Sean Dulling, Trustee Kevin Swary, Village Liaison – Amanda Dettrow

**A/L Community Center Operations Coordinator –** Gina Schlumbohm

**Fire Prevention Officer:** Craig Fischer

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**ANNUAL STATE OF THE VILLAGE REPORT**  
**JANUARY 23, 2024**  
**MAYOR, JEREMY LIECHTY**

2023, the year of finally getting it done! January and February was business as usual. Appropriations, rules regulations adopted. In March Village Admin Rick Morrison reported that K&R would be starting the tree replacement. They would replace trees in the park as well as around town. Utilizing K&R, they would also be watering all the new trees through the summer.

In May, Chief Stant had brought to the attention of council the many cars parked in yards creating a mess down the street from wet or muddy yards. He would investigate an ordinance for this issue as the village would like to keep the streetways maintained. At the June 27<sup>th</sup> meeting Ordinance 609-2023 was passed prohibiting storage of vehicles in town and required them to be parked on improved surfaces.

July discussions included cemetery plots in the old Pandora cemetery, water tower colors and logos, tree trimming and the Hilty Memorial Home. Councilmember Paul Burkholder and Council President Rick Fricke presented to council that they had sent letters to legislators, local business and Churches to help voice opinion in keeping the building open for a possible new site for the Veterans of Ohio.

After several discussions and quotes, Rick Morrison let the council know that the new salt bin building had started at the beginning of September. Employees Joe Karhoff and Ryan Shartel would be constructing the building to house the villages salt under just one roof. For many years, the salt was stored at a facility that the township had. With the new structure, Pandora would be able to utilize this on their own. The bin was completed by the end of September in hopes that the salt would be used for winter weather.

In October, the old Pandora cemetery was finally addressed and closed after the last of the discussion with the plots that were sold years before. Ordinance no . 615-2023 would be passed banning all future sale and or distribution of new cemetery plots in the cemetery. This was a concern as the area is land locked and the records were lost in county floods. We were concerned to disturb the existing plots and thus the reason for closing.

After many drawn out long meetings, decisions, establishments discussions and paint schemes, we finally broke ground on Dec 18, 2023 for the 200,000 gallon water tower. With a substantial completion date of June 30, 2024 the new tower should be completed. On Oct 1, 2024, we hope to have full operation of the nearly \$2.5 million structure. Thank you all who helped research, plan and join countless meetings to make this happen. Thank you to Fiscal officer Kim Reese who keeps the records/financials as the payment requests are made. We are truly part of history in the making of this tower.