

Village of Hamersville

Village Council Meeting

29 Sep 2025

Amended meeting minutes

The Council of the Village of Hamersville met in regular session at the Village Municipal Building on 29 Sep 2025 at 7PM. Members present were Beverly Coomer, Dale Owsley, Jerry Seibert, Eid Edaili, Cheryl Toppin, Charles Elliot. Also, present were Mayor Justin Jones, Police Chief/Village Administrator Guy Sutton, Travis Stone Police Officer. Melissa Zahn Fiscal Officer

Citizen Angela Marlow, Charlene Bronner, Ed Saylor

Meeting was called to order at 7:00Pm with the Pledge of Allegiance.

Justin/Melissa: Opened meeting discussing appropriations discussion that needs to be completed in order to have the budget correct. Sheila Dafue Fiscal Officer trainer was on the phone other answer any and all questions council members had. The explanation to the questions were that money had to be allocated from one account to another as the budget line, the specific account was not entered correctly.

Eid Motions Jerry 2nds

To approve Resolution 2025-06 to balance appropriations budgeted from January appropriation status to appropriate accounts listed.

Bev Y, Dale Y, Cheryl Y, Chuck Y

Resolution passes and is adopted.

RESOLUTION # 25-010
September 29, 2025

Motion by: Eid Edaili

Seconded by: Jerry Seibert

WHEREAS, the permanent appropriation (expenditure) budget adopted for 2025 did not reflect adequate budget funding for some appropriation accounts for the full year of 2025, and

WHEREAS, re-appropriations are needed to facilitate these expenditures for the remainder of 2025.

THEREFORE, BE IT RESOLVED, the following re-appropriations be approved:

General Fund (1000)

From: 1000-730-353	Insurance	\$ 8,500.00
To: 1000-110-420	Operating Supplies	\$ 3,000.00
1000-110-111	Salaries - Council	\$ 1,800.00
1000-710-212	Social Security	\$ 160.00
1000-710-213	Medicare	\$ 40.00
1000-710-420	Operating Supplies	\$ 500.00
1000-720-340	Professional/Technical	\$ 3,000.00

Street Fund (2011)

From: 2011-930-930	Contingencies	\$ 3,000.00
To: 2011-620-433	Repairs/Maintenance	\$ 3,000.00

Water Fund (5101)

From: 5101-531-121	Salaries - Clerk	\$10,000.00
5101-531-690	Other	\$ 7,000.00
To: 5101-531-190	Salaries - Personnel	\$10,000.00
5101-533-312	Water	\$ 7,000.00

Sewer Fund (5201)

From: 5201-930-930	Contingencies	\$17,100.00
To: 5201-541-190	Salaries - Personnel	\$ 7,100.00
5201-541-420	Operating Supplies	\$ 5,000.00
5201-549-430	Repairs/Maintenance	\$ 5,000.00

Electric Fund (5301)

From: 5301-930-930	Contingencies	\$17,300.00
To: 5301-511-190	Salaries - Personnel	\$13,000.00
5301-511-211	OPERS	\$ 3,800.00
5301-511-420	Operating Supplies	\$ 500.00

Cheryl Toppin Y/S
Dale Owsley Y/S

Beverly Coomer Y/S
Charles Elliott Y/S

Jerry Seibert Y/S
Eid Edaili Y/S

Jerry Motions Eid 2nds

To accept the meeting minutes from the last meeting and all council members present have signed.

Bev Y, Dale Y, Cheryl Y, Chuck Y

Eid Motions Jerry 2nds

To pay the bills as shown on the expense list.

Bev Y, Dale Y, Cheryl Y, Chuck Y

Angela: I'm glad you all did that it's like a continuing resolution for the Federal Government. I've had concerns that people did not do the budget. That's why we have PT people working FT. The village had COVID spending, so these revenue balances became bloated because of the COVID money. But now the revenue isn't there and we need to return to pre-COVID budgets. Unless you budget to spend your reserve funds. And digging into your savings is not a good idea.

How this village does build, and zoning is somewhat confusing as we don't have a certified building inspector. We did go through the process to have one, but this did not get certified. The way we do building etc., the only way the auditor can update property values which are driven by the real estate MLS system or building permits, which we do not do. We have no way of updating property values which would add to property taxes and increase revenue.

Eid: I was told we are exempt.

Guy: Blank Meyer does electric and building etc. is done by the county.

Angela: I can show you where the letter was not followed up on for the inspector.

Louie: The county has inspectors.

Angela: If the county knows you're building you must have the building permit to report to them. We have a special ordinance and there are others.

Garry Bronner: Speed bumps on Ritchie St and the lights on Ritchie St need to be addressed. And when will the junk car ordinance be going into effect?

Justin: The business by Fite is it even in the village.

Louie: we have a problem on Main Street. We have five poles that need to be replaced. These are hazardous and could fall in a bad storm.

Guy: We believe they belong to Spectrum. And if you call Spectrum they give you the runaround.

Louie: We could call PUCO and have them check the database.

Bev: We are not a part of PUCO.

Guy: The registry of each pole is under PUCO's system this would track the ownership. Also, we have Chris Cooper who could help Louie fix these on Saturdays.

Louie: we have an estimate its \$75k for one contractor and \$55k for another to resolve this.

Guy: Chris is getting a list of the supplies we will need. These are the feeder line for Georgetown.

Eid: What do you need from us.

Guy: We need authorization to buy poles and safety equipment.

Jerry Motions Sheryl 2nds

To spend an estimated \$8500 for 10 poles to complete this project and have additional spares for future use.

10 25KVW Transformers at an estimated \$600 each

2 15KVW Transformers at an estimated 600 each

\$6,000 authorized for safety blankets and cones which allow the workers to work on hot wires so as electrical service is not interrupted.

To be purchased out of the electrical operating fund

Eid Y, Chuck Y, Dale Y, Bev Y

Motion Passes and expenses are authorized from the electrical account.

Ed Saylor: Own a lot off 125 and I need to apply for a variance and am requesting the regulations.

Guy: Anything under 1350 sq ft would need a variance.

Ed: I only need a single bedroom home.

Melissa: Presented the job duty list combining her old job duties in addition to the new fiscal officer job duties. This was broken up into part A and part B. Exactly as she was instructed.

Also, Melissa presented employee files to Bev and Cheryl council members stating these files are incomplete and she does not want to have this count against her next audit.

Bev: I am not an employee of the village, and the auditor states I do not need to fill this out.

Melissa: I have gone through the old meeting minutes and there are resolutions which are not complete.

2025-01 Employee Handbook no 3rd reading. 1st reading Apr 28th 2025, 2nd reading Jun 23 2025.

2025-03 Mowing Ord 1st reading May 19th 2025, 3rd reading Jul 21st 2025.

2025-06 Chicken Ord

Eid Motions Chuck 2nds

To accept the 3rd reading as the 2nd Reading for the employee handbook.

Bev Y, Cheryl Y, Dale Y, Jerry Y

Travis: I have a question about the handbook. When I work overtime and I choose to have comp time counted. The system was not capturing this as one hour of overtime equalled 1.5 hours of comp time.

Jerry: We mentioned this in the minutes and according to David Grimes if it was discussed and agreed upon with council, which it was. This authorizes Jayme to pay you correctly and ensure the date is entered correctly.

Justin Read the Handbook Resolution 2025-01

Eid Motions Chuck 2nds

To table the third reading for the handbook until we speak to David about changing the verbiage of it being a non emergency.

Dale Y, BevY, Cheryl Y, Jerry Y

Melissa: Tim brought up the \$75 after hours convenience fee to have utilities turned back on after a service interruption. I was asked to add this to the utility policy, so I did.

Jerry Motions Eid 2nds

To accept the updated utility policy with the addition of the after-hours convenience fee for service interruption reconnects. All other areas of the current utility policy stay the same.

Chuck Y, Dale Y, Bev Y, Cheryl Y

Melissa: Government accounting upgrade and bridge payment system. We are paying a yearly fee of \$1600 a year and I can call with no limit of issues. For instance, if I call every day with a problem, they are obligated to help me fix these. This was discussed June 23rd

and with the upgrade the service fee goes up to \$2100 a year. This would allow us to offer autopay with a checking account and routing number, credit cards would still be the 3.5% fee, you do not have this with the bank account. I can email bill to customers which would save us hundreds of dollars in postage alone. I am working on a form to get all of the customers emails who would like this service. And I am ready I just need this authorized.

Jerry Motion Eid 2nds

To accept Government accounting systems software upgrade cost and make Justin the signatory to authorize the contract. The cost will be \$3650 for this upgrade, and this is to be paid from all utilities equally. The additional \$500 a month in service fees are authorized and to be paid from the utility accounts equally as well.

Chuck Y, Dale Y, Bev Y, Cheryl Y

Louie: I have a question about not being able to use Charlene to help me. She is an employee of the village and only makes \$15 an hour. So, to use her makes more sense than the other maintenance personnel who make more.

Eid: No we voted for Guy to be able to know who is available to help you and he is to make that decision.

Louie: Thats not the way I understand this. There are trees that still need to be trimmed.

Eid: We voted for you to contact Guy and he will assign you a ground person.

Louie: Our gate is broken and it is getting dangerous to operate and someone will be hurt eventually.

Tim: Recap of the recreation meeting.

Eid: I'll donate a box of chili for coneys if that would help.

Jerry: I'll buy the cheese for the coneys.

Tim: Booths 10 Am for Halloween, pumpkin carving and face painting, also house decorating contest.

Parade we have 10 business owners and 10 floats.

Bev: Brown County 250th Anniversary is coming up and they want all towns villages to sponsor a float.

Tim: Presented three different variations of a "Sewer Protection Policy"

Chuck: I would like to have a utility meeting Friday.

Tim: The water contract is up in Jan. We are losing \$1600 off of every 100K gallons. Utility repair service notice we could warn people about ordinance issues lawn mowing junk cars etc. We use these door hangers to communicate.

Jerry Motions Eid 2nds

For the village utility department to begin utilizing Village of Hamersville Utility Department door hangers to communicate maintenance issues as well as a warning device to help customers stay compliant with current and future ordinances.

Chuck Y, Dale Y, Bev Y, Cheryl Y

Guy: Tim found the Vac Trailer shipping is \$3100. I think we could go get it for around \$1100

Jerry: Call Mercer and see if they could give us a quote? Mercer being a flatbed company.

Tim: I want someone to ride with me it's a twelve-hour drive and I would rather not do this alone.

Council discussed as a whole and concluded that having the vacuum trailer shipped would be the safest option to have it delivered.

Eid Motions Jerry 2nds

To spend an additional \$3100 added to that previously allocated for the transportation of the new vacuum trailer to be paid out of the sewer account.

Cheryl Y, Dale Y, Bev Y, Cheryl Y

Justin: We need to go into executive session for a payroll discussion

Eid Motions Cheryl 2nds

To go into executive session to discuss payroll

Jerry Y, Dale Y, Bev Y, Chuck Y

Jerry Motions Cheryl 2nds

Bev Y, Chuck Y, Eid Y, Dale Y

Justin: We need to go into executive session to discuss a complaint against a council member.

Eid Motions Chuck 2nds

To enter executive session to discuss a complaint against a council member. Guy Sutton stayed in the executive session. Travis was invited into the executive session after it had started.

Cheryl Y, Dale Y, Jerry Y, Bev N

Bev Motions Cheryl 2nds

To leave executive session

Eid Y, Dale Y, Chuck Y, Jerry Y

Justin:

2025- 06 Chicken Policy 3rd Reading

2025-03 Grass/Mowing Policy 3rd Reading

Eid Motions Chuck Seconds

To accept Res 2025-06 Chicken Policy 3rd Reading

Dale Y, Jerry Y, Cheryl Y, Bev Y

Eid Motions Chuck Seconds

To accept Res 2025-03 Grass/Mowing Policy 3rd Reading

Dale Y, Jerry Y, Cheryl Y, Bev Y

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Eid Motions to adjourn the meeting

Bev 2nds

Part A

Fiscal Officer Job Duties:

- Posts all Village fund accounting transactions to the UAN accounting system
- Processes and deposits funds received by the Village

- Prepares purchase orders and blanket certificates to ensure proper funds are available for payments
- Processes all invoices for payment, once proper payment authorization is received
- Prepares electronic funds transfers and signs all checks for payment
- Payroll operation and sign all payroll checks and authorizes payroll direct deposits
- Supervises all aspects of utility billing and collection
- Maintains personnel records as Personnel Officer of the Village, including records of payroll and all benefits
- Prepares and distributes monthly, quarterly, and annual reports as required by law
- Balances all financial records and bank accounts on a monthly basis and distributes appropriate information to the Mayor, Village Council, and appropriate committees
- Provides information and assists representatives from the office of the Auditor of State during financial audits
- Prepares annual budget and appropriations in conjunction with the Mayor and files documents with the County Auditor's office
- Acts as the Clerk of Council, including attending Council meetings and preparing minutes of Council meetings, attending other committee meetings as needed, maintaining an accurate record of all Ordinances and Resolutions passed by Council, providing notice of meetings and legislation passed to the newspaper of record, and preparing council packets prior to all Council meetings
- Complies with all public records requests and maintains records per Village Records Retention Policy
- Assists Village personnel and committees as needed

Part B

Duties & Responsibilities as a Utility Billing Clerk:

- Prepare and issue monthly utility bills to customers on a regular schedule, ensuring accuracy in billing calculations.
- Process payments and manage customer accounts accurately.
- Respond to customer inquiries regarding billing, services, payment options, account information and account status.

- Maintain accurate records of customer accounts, payments, adjustments in the billing system, and billing transactions.
- Generate reports related to utility billing and account status.
- Assist with the implementation of new billing software or upgrades.
- Monitor and manage the collection process for overdue accounts.
- Manage the inventory of billing materials and supplies, placing orders as necessary to maintain stock levels.
- Pull meter reads over and check for any discrepancies.

VILLAGE OF HAMERSVILLE

Office 937-379-1851 for utility emergencies after business hours call 513-646-1677

Utility Billing Policy

Utility bills are mailed on the 1st of each month. Please note that failure to receive a bill does not exempt customers from payment or late fees. If you do not receive your bill by the 5th of the month, contact us immediately at the number listed above.

Payment Deadlines and Late Fees

- **Due Date:** All payments are due by 4:00 p.m. on the 15th of each month or the following business day if the 15th falls on a weekend or holiday.
- **Late Penalty:** A 10% late fee will be applied to payments made after the due date.
- **Shut-Off Notice:** If the bill is not paid in full by the 25th of the month or the following business day if the 25th falls on a weekend or holiday, utilities will be disconnected.

Reconnection Fees

To restore service, the following charges must be paid in full:

- Outstanding utility bill
- 10% late fee
- \$30 water reconnection fee and/or \$20 electric reconnection fee
- \$75 after hour convenience fee **in addition** to regular turn on fee

Partial payments are not accepted.

Returned Checks

- A **\$50 fee** will be applied for each returned check.
- After **two returned checks**, customers will be **required** to make payments via cash, money order, debit or credit card for one year from the date of the last returned check.

Sewer System Guidelines for Customers

To ensure the proper functioning of the sewer system, please follow these guidelines:

Permitted and Prohibited Items

- **Only bathroom tissue** is allowed to be flushed.
- **Do not flush** the following items:
- Paper towels or napkins
- Dryer sheets
- Feminine products
- Flushable wipes or baby wipes
- **Any other** products or materials besides bathroom tissue.

Flushing non-permitted items can cause significant damage to grinder pumps. If repairs or replacements are required due to a customer's negligence and/or disregard for these rules, the customer will be responsible for the full cost of the repair. An itemized bill **WILL** be sent to the resident.

Sump Pumps and Downspouts

- **Sump Pumps and Downspouts** must not be directed into the sewer system.

Grinder Pump Alarm Instructions

- If the alarm on your grinder pump activates:
 1. Press the **black button** on the electrical box to silence the alarm.
 2. Call the office immediately at **937-379-1851** for assistance.
 3. Turn off all washing machines and dishwashers until service is provided.

If the office is closed, leave a message and call the emergency number listed on the answering machine.

FAILURE to promptly notify the office of an issue may result in the **CUSTOMER** being held responsible for any repair costs.

Notice to Water Customers

We have installed new electronic reading transponders on the water meters. Please exercise caution when performing any maintenance work around the meters to avoid accidental damage.

Customers **will** be held responsible for any damage to new or existing water meters, components, or water lines.

Notice to Residents with Swimming Pools

Residents with swimming pools, please note that **no water credit** will be provided for the filling of swimming pools. However, you **may be eligible for sewer credit**.

To be eligible, we require that you notify us in advance of your pool filling. This will allow us to guide you through the necessary steps to ensure everything is in place for any applicable sewer credit.

Notice to Garbage Customers

Garbage collection takes place **early Friday morning**. To ensure your trash is picked up, please **sit cans out on Thursday evening**.

Office Hours and Utility Payment Options

Utility bills can be paid in several ways:

- **In person** at the Village Office during office hours
- **By Phone** during office hours
- **By mail**
- **Dropped off** in the drop box at the Village Office
- **Online** at browncountyohio.gov
 - – Click on Towns and Village tab
 - – Click on Hamersville
 - – Click the icon with the scroll and dollar sign, and ensure it says "Utilities"

Office Hours:

- **Monday, Tuesday, Wednesday, and Friday:** 8:00 a.m. – 4:00 p.m. (Closed 12:30 – 1:00 p.m. for lunch, (time may vary))
- **Thursday:** 8:00 a.m. – 12:00 p.m.

For any **questions or concerns** about your utilities, feel free to contact us, and we'll be happy to assist you.

Council Meetings

Meetings are held on the **fourth Monday of each month at 7:00 p.m. (subject to change)**

After-Hours Emergencies

If you experience a utility emergency after hours, please call the Village Office. An **emergency number** is available on the answering machine.

Planning on doing any home outdoor improvement projects or yard work? If your plans involve any sort of digging or excavating, be sure to call 8-1-1 and the Village of Hamersville ahead of your scheduled start.

Tampering of any kind with utilities is considered a federal offense. Ex: water meter, electric meters, sewer box, etc.

****There will be zero tolerance for damages to any utilities caused by customers and/or persons working for the customer.****

Revised 9-29-2025

Employee Advancement & Compensation Proposal (18-Month Plan)

Starting Base Salary: \$42,848 annually (\$3,570.67/month)

Training Period (First 6 Months)

- Base Salary: \$42,848 annually (\$3,570.67/month)
- Training Stipend: +\$250/month for 6 months
- Completion Bonus: \$1,500 at conclusion of training

Total Training Incentive: \$3,000

Post-Training Compensation Structure

Months 7–12 (First 6 months after training):

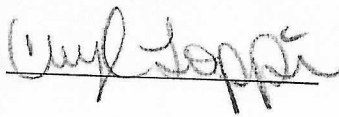
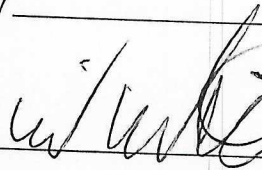
- Monthly Salary: \$4,570.67 (+\$1,000/month Increase)
- Annualized Salary: \$54,848

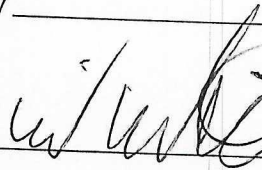
Months 13–18:

- Monthly Salary: \$5,070.67 (+\$1,500/month Increase)
- Annualized Salary: \$60,848

Summary of Accelerated Growth

- Training Phase: Base salary + \$250/month stipend + \$1,500 completion bonus
 - Months 7–12: \$54,848 annualized salary
 - Months 13–18: \$60,848 annualized salary
 - Ongoing: \$60,848 annualized salary maintained
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Cheryl Toppin  Dale Owsley 

Bev Coomer  Eid Edaili 

Jerry Seibert  Charles Elliot 