

Village of Thornville Council Minutes
1 South Main Street
Thornville, OH
April 28th, 2025

Council Members:

Dale Brussee
Lynne Snider
Tasia Savage
Eric Wilkins
Aaron Hoppel

Other Village Officials:

Amanda Lackey – Mayor
Melissa Brofford – Village Administrator
Taylor Bennett – Fiscal Officer
Cody Palmer - Chief of Police

Guests: Jeffrey Tennant, Colleen Tennant

Call to Order/Pledge of Allegiance:

Mayor Amanda Lackey called the Village of Thornville Council Meeting to Order at 7:00PM by reciting the Pledge of Allegiance.

Roll Call:

Roll Call was taken with Council President Dale Brussee, Council Member Tasia Savage, Council Member Eric Wilkins, Council Member Lynne Snider, and Council Member Aaron Hoppel all present.

Roll Call:

Eric Wilkins – aye
Aaron Hoppel – aye
Tasia Savage – aye
Lynn Snyder – aye
Dale Brussee – aye

Excused Absences:

Mayor Lackey stated there was no prior communications made to excuse the absence of Tony Taylor.

Review/Approval of Regular Council Minutes from April 14th, 2025 and Regular Business Agenda for April 28th, 2025:

Mayor Lackey asked for a motion to approve both the Regular Council Minutes from April 14th, 2025 and Regular Business Agenda for April 28th, 2025 after review. Council Member Tasia Savage made the motion, and was seconded by Council Member Dale Brussee. A roll call vote was taken, with all members voting aye.

Roll Call:

Dale Brussee – aye
Lynne Snyder – aye
Tasia Savage – aye
Aaron Hoppel – aye
Eric Wilkins – aye

Motion Passed 5-0

Police Report:

Chief Palmer said the Perry County Sheriff's office came in to help audit and assist with the cleanup of the evidence room. Chief Palmer reported that the department previously operated under a loosely combined set of policies from other agencies. The department is now transitioning to a formal Lexipol policy system. The Lexipol agreement is not contractually binding — it can be canceled at any time, with pricing options already discussed with the Fiscal Officer. Chief Palmer clarified that the department is currently in the implementation phase of

issuing new tasers. He also noted that Buckeye Lake Eagles has chosen the Thornville Police Department to receive their annual donation. The amount of the donation is not known. The Eagles choose a different entity each year to receive a monetary donation. Chief Palmer asked for council's permission to accept the donation. Council President Dale Brussee made the motion, and was seconded by Council Member Aaron Hoppel. A roll call vote was taken with all members voting aye.

Roll Call:

Eric Wilkins – aye
Aaron Hoppel – aye
Tasia Savage – aye
Lynn Snyder – aye
Dale Brussee – aye

Motion Passed 5-0

Chief Palmer received notice from New Lexington PD about a vehicle donation from Reynoldsburg PD. The Vehicle is a 2018–2019 Ford Explorer, approx. 120,000 miles, previously in service and fully equipped. He stated that there may be a mechanical issue with the transmission torque converter failing, but since the vehicle is free we could potentially come out on top with this. Repair and operational feasibility were discussed. Council President Dale Brussee commented on the vehicle's appearance and utility once repaired. Council President Dale Brussee motioned to allow the donation of the Police cruiser, seconded by Council Member Eric Wilkins. A roll call vote was taken with all members voting aye.

Roll Call:

Dale Brussee – aye
Lynne Snyder – aye
Tasia Savage – aye
Aaron Hoppel – aye
Eric Wilkins – aye

Motion Passed 5-0

Chief Palmer also brought up the need for two special duty officers for the 4th of July parade. Further details on parade movement and staging were briefly discussed. Ongoing discussion about the hourly rate for officers working special events and how the standard rate of \$45/hour was established. Administrator Brofford wasn't certain of the rate's origin but noted it's what was paid last year anytime we had special duty officers. Council member Tasia Savage suggested it was likely the county's special event rate. Chief Palmer intends to request a reduction to \$30/hour if using village officers. Chief Palmer clarified that deputies are from the County Sheriff's office and \$45 is their special duty rate, and village officers could potentially work for \$30/hour.

Mayor's Report:

Mayor Amanda Lackey reported progress on the baseball field. Diamond One has had a couple of lights set up, no wires yet. Work will continue as weather permits. There was a conversation about what to do with the old lights currently stored in a dump trailer. Administrator Brofford suggested removing the glass from the lights and scrapping the metal components. Council President Dale Brussee recommended to place fragile parts in garbage bags to prevent breakage during disposal. Mayor Amanda Lackey discussed whether Somerset (another town) might want the old lights. Discussion was had about the working condition of the lights and it was concluded it's best to scrap the lights at this point.

i. Mayor's Monthly Report to Perry County Comm. for March and April 2025:

Mayor Amanda Lackey asked for a Motion to approve the Water Report to the Perry County Commissioners for March and April 2025. A brief discussion was had

between Dale Brussee and Administrator Brofford regarding the using straight math between water sold and wastewater treated to calculate the amount of I&I in the system. Administrator Brofford indicated the Water/Sewer Superintendent Kelly Green said the simple math is not really accurate calculation of I&I. There may be a more accurate way to get a closer number, but these differences in water sold vs wastewater treated was added to Council water reports years ago to give an estimate. Council President Dale Brussee made the motion, seconded by Tasia Savage. A roll call vote was taken with all members voting aye.

Roll Call:

Eric Wilkins – aye
Aaron Hoppel – aye
Tasia Savage – aye
Lynn Snyder – aye
Dale Brussee – aye

Motion Passed 5-0

Administrator's Report:

The Village has been dealing with several leaks. The water line in front of the Post Office was repaired on the 21st. The line on the north side of the building remains unresolved but has been dry for several weeks. Administrator Brofford also noted dry spots where they were originally wet, suggesting uncertain or intermittent issues. She also gave an update on the Annexation of the Voorhees property Ordinance 25-04. It is on the agenda for this meeting. This is an update of the previous Resolution 24-18, Zets has determined it is best to purchase first then annex. Discussion was had regarding the "Park" parcel in Foster Manor and the established access and easements of the parcel, also the issue of drainage, the property holds water and makes mowing difficult. Administrator Brofford indicated she had found a file that showed Wolfe Land Surveying had done some surveying of the property. She reached out to JR Wolfe to see about getting a survey and legal description. Administrator Brofford stated that she talked to Zets regarding transferring the park out of the Village's name, and he indicated a survey with legal description was needed and then the property would need to be put up for auction and sold to the highest bidder. Administrator Brofford and council members discussed staffing structure and the ongoing need to revise the duties and title of the Water Clerk position currently held by Anna. The conversation focused on whether to consolidate or separate responsibilities between Water Clerk, Administrative Assistant, Clerk of Council, and Mayor's Court Clerk. Administrator Brofford will assume the duties of the Zoning Secretary. There was debate over whether the Clerk of Council should fall under the Fiscal Officer's duties, as was previously done, or remain with the administrative assistant. Discussion was had on if the position should be full or part time. Several members expressed support for posting the job as a full-time Administrative Assistant to support both the Administrator and other departments, including Mayor's Court. Also a full time role would offer benefits and secure a more stable, committed employee. Administrator Brofford confirmed the intent to proceed with posting the position as full-time. It was agreed that if there is a lack of suitable applicants, the position and responsibilities could be revisited and adjusted.

i. **Presentation & Payments of Bills:**

Mayor Amanda Lackey asked for a Motion to pay the bills after review. Council President Dale Brussee made the motion, seconded by Aaron Hoppel. A roll call vote was taken with all members voting aye.

Roll Call:

Eric Wilkins – aye
Aaron Hoppel – aye
Tasia Savage – aye

Lynn Snyder – aye
Dale Brussee – aye

Motion Passed 5-0

Fiscal Officer's Report:

The Fiscal Officer explained the only thing she ran into on the Bank Reconciliation for March 2025 was an overpayment to AEP that has been corrected.

i. February and March Bank Reconciliation:

Mayor Lackey asked for a motion to approve the March Bank Reconciliation.
Council President Dale Brussee made a motion, seconded by Council Member Tasia Savage.

Roll Call:

Dale Brussee – aye
Lynne Snyder – aye
Tasia Savage – aye
Aaron Hoppel – aye
Eric Wilkins – aye

Motion Passed 5-0

Committee Reports:

i. Personnel Committee:

Committee Chair Dale Brussee shared that overall village staffing was discussed.
Decision was made to post both General Maintenance and the Administrative Assistant / Water & Sewer Clerk positions.

ii. Public Facilities Committee:

Committee Chair Dale Brussee shared that the I&I project RFQ results were discussed.
With ADR ranking #1, EDG #2 and New River #3. The committee passed motion to allow Administrator Brofford to negotiate bidding and construction management contract with #1 ranked firm ADR.

iii. Finance Committee:

Committee Member Dale Brussee explained that Fiscal Officer Bennet disbursed and explained the 2026 Budget Worksheet and that final numbers would be brought to the May 12th meeting. The deadline to file with the County auditor is July 1st.

Zoning and Planning Commission Report:

Administrator Brofford spoke on behalf of Council Member Lynne Snyder. Discussions included issues related to overgrown weeds, tall grass, and reviewing the current Village zoning code to make sure it accounts for any changes in state law. The Board asked Administrator Brofford to pull zoning codes for nearby municipalities so that the Board could review for things that our code may be missing. Administrator Brofford shared that a complaint came in regarding a Village property that had the fenced backyard filled with trash and debris. Administrator Brofford recommended the Village consider adopting the international property maintenance code which better deals with weeds, high grass, abandoned vehicles, and other property blight.

Unfinished Business

i. RESOLUTION 25-02 A RESOLUTION AUTHORIZING THE SALE, BY INTERNET AUCTION DURING CALENDAR YEAR 2025, OF MUNICIPALLY OWNED PERSONAL PROPERTY WHICH IS NOT NEEDED FOR PUBLIC USE OR WHICH IS OBSOLETE OR UNFIT FOR THE USE FOR WHICH IT WAS ACQUIRED 3rd Reading

Mayor Amanda Lackey asked for a Motion to pass Resolution 25-02. Council President

Dale Brussee made the motion, seconded by Tasia Savage. A roll call vote was taken with all members voting aye.

Roll Call:

Eric Wilkins – aye
Aaron Hoppel – aye
Tasia Savage – aye
Lynn Snyder – aye
Dale Brussee – aye
Motion Passed 5-0

ii. RESOLUTION 25-04 A RESOLUTION AUTHORIZING AND DIRECTING THE VILLAGE ADMINISTRATOR AND FISCAL OFFICER TO EXECUTE A REAL ESTATE PURCHASE AGREEMENT WITH TIMOTHY VOORHIES AND DECLARING AN EMERGENCY 1st Reading

Mayor Amanda Lackey asked for a Motion to suspend the three-reading rule to pass Resolution 25-02 as an emergency. Administrator Brofford added that it was clarified by Zets that it is better to purchase the property before we annex. Council President Dale Brussee made the motion to suspend the three-reading rule and declare it an emergency, seconded by Eric Wilkins. A roll call vote was taken with all members voting aye.

Roll Call:

Eric Wilkins – aye
Aaron Hoppel – aye
Tasia Savage – aye
Lynn Snyder – aye
Dale Brussee – aye
Motion Passed 5-0

Council President Dale Brussee made a motion to adopt Resolution 25-02, seconded by Council Member Aaron Hoppel. A roll call vote was taken with all members voting aye.

Roll Call:

Dale Brussee – aye
Lynne Snyder – aye
Tasia Savage – aye
Aaron Hoppel – aye
Eric Wilkins – aye
Motion Passed 5-0

New Business

i. RESOLUTION 25-07 A RESOLUTION AUTHORIZING AND DIRECTING THE VILLAGE ADMINISTRATOR AND FISCAL OFFICER TO EXECUTE AN AGREEMENT WITH ENVIRONMENTAL DESIGN GROUP TO PREPARE A US DOT SAFE STREETS FOR ALL PLANNING AND DEMONSTRATION GRANT APPLICATION AND DECLARING AN EMERGENCY 1st Reading

Administrator Brofford explained that the federal program offers \$1 billion in annual funding but requires a 20% local match, as it is an 80% reimbursement grant. The resolution pertains to the planning phase, which is necessary to qualify for future infrastructure funding related to traffic safety, pedestrian access, and school travel routes. Potential plans may include improvements to Church Street, sidewalk expansions, speed controls, signage, and school crosswalks. Administrator Brofford indicated that Village Engineering Firm EDG that planning grants for Safe Streets for All are about \$250,000, with the Village responsible for 20% (\$50,000) of the grant if awarded. The cost for EDG to prepare the grant application is \$4,300. The administrator emphasized the importance

of having an official plan to be eligible for larger implementation grants and sought council input regarding scope and local traffic safety concerns. Discussion was had regarding the need for studies and that there are no issues in the Village regarding traffic and safety that need to be addressed at this time. Council expressed concern in committing the \$50,000 grant match required if the Village was awarded. Council agreed that they did not wish to pursue the Safe Street for All grant at this time. **Resolution Failed due to lack of motion.**

ii. **RESOLUTION 25-08 A RESOLUTION AUTHORIZING AND DIRECTING THE VILLAGE ADMINISTRATOR AND FISCAL OFFICER TO SUBMIT A GRANT APPLICATION TO THE PERRY COUNTY HEALTH DEPARTMENT (PCHD) FOR THE COMMUNITY CLEANUP AND EDUCATION PROGRAM** 1st Reading

Administrator Brofford introduced a grant opportunity from the Perry County Health Department for a community cleanup day. It was explained that the grant could be used for dumpsters and other clean up supplies like gloves and trash bags. The County Grant program allowed for \$10,000 in funds for 2 clean up events of \$5,000 each.

Administrator Brofford suggested involving organizations like the Boy Scouts, Lions Club and the Masonic Lodge. Discussion was had regarding the logistics for hosting a community cleanup event, particularly the lack of a suitable, monitored location for dumpsters. The fenced area at the plant was deemed impractical due to limited access and security. Safety concerns were also noted, including past incidents where hazardous materials like oxygen tanks or paint were improperly disposed of in community dumpsters. Due to logistic issues, Council decided not to apply for the grant. **Resolution Failed due to lack of motion.**

Comments & Announcements

Council was informed that Sean Campbell who the Mayor swore in as a part-time officer under former Police Chief Williams was willing to work with the Village. Chief Palmer was completing the necessary steps to collect his payroll information and complete his onboarding process.

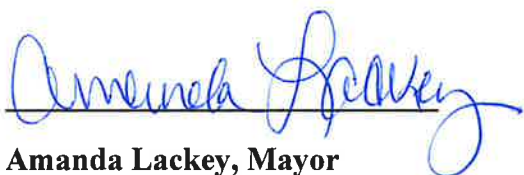
Adjournment:

With no further business, Mayor Lackey asked for a motion to adjourn at 8:29PM. Council Member Lynne Snider made the motion, and was seconded by Council Member Tasia Savage. A roll call vote was taken, with all members voting aye.

Roll Call:

Dale Brussee – aye
Lynne Snyder – aye
Tasia Savage – aye
Aaron Hoppel – aye
Eric Wilkins – aye

Motion Passed 5-0


Amanda Lackey, Mayor


Taylor Bennett, Fiscal Officer