# VILLAGE OF CLARKSBURG
# COUNCIL MEETING MINUTES
# SEPTEMBER 17, 2026

The regular meeting was called to order at 6:08 p.m., followed by roll call and the Pledge of Allegiance.

Council Members Present: Paul Wood, Barbara Cleary, Julie Speakman, Catherine Wilson, and William Rees. Scott Peecher was absent.

Also Present: Mayor Autumn Dunn; Village Administrator Chris Shoemaker; Fiscal Officer Lisa Houser; Troy Rieder, Wastewater Operator;

## SPECIAL GUESTS

Tracy Shultz and Bobby Fuller of DLZ; and Kaye Carnein.

### DLZ PROJECT UPDATE

Tracy Shultz reported that the Sanitary Sewer Evaluation Survey (SSES) is complete and a report was handed out to identify the problem areas and estimated costs. Estimated sewer repairs and wastewater treatment plant upgrades total approximately $6 million. The proposed funding package includes $4 million in principal forgiveness, a $250,000 interest-free Water Pollution Control Loan Fund loan, a $499,999 OPWC grant, a $500,001 interest-free OPWC loan, and a $750,000 county RPIG grant. If fully funded, the estimated payment would be $25,000 annually for 30 years, or about $10.50 per month per sewer customer.

DLZ also proposed a $99,000 water-meter reading system funded by a 50 percent OPWC grant and a 50 percent interest-free loan. The estimated annual payment is $1,650, or less than $1 per month per customer. The Village's water-system condition assessment is due February 1, 2027. DLZ requested the Village's Asset Management Plan for updating.

**Resolution 2026-8 A Resolution Authorizing Autumn Dunn, Mayor to Prepare and Submit an Application to Participate in the Ohio Public Works Commission State Capital Improvement and/or Local Transportation Improvement Programs(s) and to execute contracts as required** was approved upon a motion by Julie Speakman, seconded by Catherine Wilson. All voted in favor. *This was for the Sanitary Sewer and WWTP System, Priority; #1*

**Resolution 2026-9 A Resolution Authorizing Autumn Dunn, Mayor to Prepare and Submit an Application to Participate in the Ohio Public Works Commission State Capital Improvement and/or Local Transportation Improvement Programs(s) and to execute contracts as required** was approved upon a motion by Barbara Cleary, seconded by Catherine Wilson. All voted in favor. *This was for Water System, Cellular.*

A $238,000 design-loan contract was approved upon a motion by William Rees, seconded by Catherine Wilson. All voted in favor.

## APPROVAL OF MINUTES AND FINANCIAL REPORTS

Council approved the purchase orders, receipt listing, cash summary by fund, payment listing, bank reconciliation, and the August 20, 2026, regular meeting minutes. William Rees moved to approve the minutes, Julie Speakman seconded, and the motion carried unanimously.

## MAYOR REPORT

Mayor Dunn reviewed the nuisance-enforcement process under the new ordinance, including mailed notices, photographs, deadlines, recordkeeping, Council review, abatement, billing, and possible property assessment. The Health Department may be notified in difficult cases.

Council discussed whether the Village is responsible for removing Christy Zborek's fallen tree. Christy will be contacted.

Mayor Dunn presented three church-property diagrams for the AMLER application. She will meet with the architect and Tracy Galloway to select a plan. Because of severe termite damage, the church will be completely demolished rather than taken down to the studs.

Mayor reminded Council and all attendees to maintain professional and respectful language during open meetings to refrain from making inappropriate, discriminatory, or prejudicial comments. She noted that public comments may be recorded or televised, as recently occurred in a neighboring village.

## VILLAGE ADMINISTRATOR REPORT

Chris Shoemaker reported that mowing is current and the Kubota has been serviced.

## COUNCIL PRESIDENT REPORT

Paul Wood suggested selling the church property to avoid the cost of a new building. Mayor Dunn requested a special meeting for Council to decide whether to proceed with the project.

## FISCAL OFFICER REPORT

Two delinquent water accounts were paid in full after shutoff, and service was restored. A real estate assessment of $318.51 was filed against a property located at 10936 Main Street, Clarksburg, OH Parcel #1107010300000.

Payment arrangements were made for two residents who were two months overdue. Paul Wood moved not to disconnect their water service, Julie Speakman seconded, and all voted in favor.

Lisa Houser completed the 2025 BWC audit and submitted the requested payroll records, Forms 1099, and Forms W-2.

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## OLD BUSINESS

**Construction Update:** Alan Stone expects completion between the end of October and November 1. Rain has delayed the work.

**Badger Update**: Lisa Houser requested an update. Badger confirmed receipt on August 26, although Chris Shoemaker delivered the equipment to Buckeye Pipe on August 5.

**Property Account**: The Auditor's Office identified Shawn Jones as the owner of the property at 10984 Sixth Street. The $1197.19 charge billed to the wrong person will be adjusted to zero. Barbara Cleary moved to approve, Paul Wood seconded, and all voted in favor.

**Water Classes**: Council approved a $690 purchase order for Chris Shoemaker's water classes beginning September 24,2026.

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## NEW BUSINESS

**PEP Policy**: Council received the 2026 policy and proposed no changes. A payment of $26,490.00 was allocated as follows: $4768.00 (18%) General Fund; $2384.00 (9%) Street Fund; $6093.00 (23%) Water Fund; and $13245 (50%) Sewage Fund.

**Resolution 26-7 Authorizing Additional Compensation from Fund 5101 to Charles Allen for Emergency Response to a Water Main Break.** Julie Speakman moved to waive the three-reading rule, William Rees seconded, and the motion passed. Barbara Cleary moved to approve the resolution, Paul Wood seconded, and all voted in favor.

**Ordinance 26-13, An Ordinance Amending Ordinance No/ 2025-17 making Supplemental Permanent Appropriations for the Year 2026, Reallocating Funds within the General Fund and Water Fund** was approved upon a motion by Barbara Cleary, seconded by Catherine Wilson. All voted in favor.

**Halloween** trick-or-treat hours were set for Thursday, October 29, from 6:00 to 7:30 p.m. This will be posted on the village's Facebook page.

## COMMITTEE REPORTS

**Finance**: Barbara Cleary reported that resolutions are needed to transfer $5,039.96 from Fund 5722 to Fund 5101 and $1,415.23 from Fund 5781, divided equally between Funds 5101 and 5102.

Barbara Cleary reported that the trustees will meet with Crossroads Community Planning about zoning services on October 5. The estimated cost is $20,000, and all are invited.

**Buildings and Streets**: No report.

**Maintenance and Clean-Up**: No report.

## ADJOURNMENT

Julie Speakman moved to adjourn at 8:15 p.m., William Rees seconded, and the motion carried unanimously.

Respectfully Submitted,
Lisa Houser
Lisa Houser, Fiscal Officer

Attest:
Autumn Dunn
Autumn Dunn, Mayor

**AGENDA**
**VILLAGE OF CLARKSBURG**
**COUNCIL MEETING**
**September 17, 2026**

1. Meeting called to order 6:08
2. Pledge of Allegiance
3. Attendance:
   Paul Wood ✓ Barbara Cleary ✓ Julie Speakman ✓ Catherine Wilson ✓,
   William Rees ✓ Scott Peecher X
4. Guests: Tracy Shultz *Bobby Fuller, Kaye Carnein
5. Review of Minutes and Financials
6. Mayor's Report
7. Village Administrator Report
8. Council President Report
9. Fiscal Officer Report-Lisa Houser
   a. Update on Water Shutoffs
   b. Audit Completed
   c. Real Estate Assessment
   d. Customer Hardship
   e. BWC Audit
10. Old Business
    a. Construction Update
    b. Badger Update
    c. Jeff Buskirk
    d. SSE Report from DLZ
    e. Classes for Chris
11. New Business
    a. PEP Policy
    b. Resolution #7 A Resolution Authorizing Additional Compensation from Fund 5101 to Charles Allen, Water Operator for Emergency Response to a Break in a Water Main.
    c. Ordinance #13 An Ordinance Amending Ordinance No. 2025-17 making Supplemental Permanent Appropriations for the Year 2026, Reallocation Funds within the General Fund and Water Fund.
    d. Halloween _____
12. Finance Committee
13. Building/Street Committee
14. Maint/Clean Up Committee

ADJOURN 8:15 pm

CLARKSBURG VILLAGE, ROSS COUNTY

# Cash Summary by Fund

8/21/2026 to 9/17/2026

9/16/2026 6:49:10 PM
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| Fund # | Fund Name | Fund Balance 8/21/2026 | Fund Balance Adjustments | Revenue (excluding transfers and advances in) | Transfers In | Advances In | Total Fund & Adjustments & Revenue | Expenditures (excluding transfers and advances out) | Transfers Out | Advances Out | Fund Balance 9/17/2026 | Non-Pooled Balance | Pooled Balance |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1000 | General | $51,951.18 | -$17,810.00 | $376.49 | $0.00 | $0.00 | $34,517.67 | $8,394.12 | $0.00 | $0.00 | $26,123.55 | $0.00 | $26,123.55 |
| 2011 | Street Construction Maint. & Repair | $29,865.33 | $7,733.00 | $2,436.35 | $0.00 | $0.00 | $40,034.68 | $4,516.39 | $0.00 | $0.00 | $35,518.29 | $0.00 | $35,518.29 |
| 2021 | State Highway | $2,449.60 | $1,696.00 | $197.54 | $0.00 | $0.00 | $4,343.14 | $361.11 | $0.00 | $0.00 | $3,982.03 | $0.00 | $3,982.03 |
| 2901 | Fire Hydrant | $10,270.24 | $0.00 | $25.50 | $0.00 | $0.00 | $10,295.74 | $0.00 | $0.00 | $0.00 | $10,295.74 | $0.00 | $10,295.74 |
| 2902 | Fire Escrow Account | $12,636.23 | $0.00 | $0.00 | $0.00 | $0.00 | $12,636.23 | $0.00 | $0.00 | $0.00 | $12,636.23 | $0.00 | $12,636.23 |
| 5101 | Water Operating | $85,910.92 | $8,204.00 | $9,100.24 | $0.00 | $0.00 | $103,215.16 | $13,633.14 | $0.00 | $0.00 | $89,582.02 | $0.00 | $89,582.02 |
| 5201 | Sewer Operating | $93,444.62 | -$267.00 | $7,578.96 | $0.00 | $0.00 | $100,756.58 | $22,165.28 | $0.00 | $0.00 | $78,591.30 | $0.00 | $78,591.30 |
| 5722 | Water OPWC Debt | $5,039.96 | $0.00 | $0.00 | $0.00 | $0.00 | $5,039.96 | $0.00 | $0.00 | $0.00 | $5,039.96 | $0.00 | $5,039.96 |
| 5723 | OPWC SEWER REHAB DEBT SER | $1,023.74 | -$29.00 | $329.52 | $0.00 | $0.00 | $1,324.26 | $0.00 | $0.00 | $0.00 | $1,324.26 | $0.00 | $1,324.26 |
| 5725 | OPWC WATER IMPROVEMENT DE | $1,155.34 | $512.00 | $329.52 | $0.00 | $0.00 | $1,996.86 | $0.00 | $0.00 | $0.00 | $1,996.86 | $0.00 | $1,996.86 |
| 5726 | OWDA WATER DEPT FUND | $4,442.26 | -$39.00 | $1,867.33 | $0.00 | $0.00 | $6,270.59 | $0.00 | $0.00 | $0.00 | $6,270.59 | $0.00 | $6,270.59 |
| 5727 | WASTE WATER DEBT SERVICE FI | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| 5781 | ENTERPRISE DEPOSIT FUND | $1,415.23 | $0.00 | $0.00 | $0.00 | $0.00 | $1,415.23 | $0.00 | $0.00 | $0.00 | $1,415.23 | $0.00 | $1,415.23 |
| 9101 | Unclaimed Monies | $163.28 | $0.00 | $0.00 | $0.00 | $0.00 | $163.28 | $0.00 | $0.00 | $0.00 | $163.28 | $0.00 | $163.28 |
| | Report Total: | $299,767.93 | $0.00 | $22,241.45 | $0.00 | $0.00 | $322,009.38 | $49,070.04 | $0.00 | $0.00 | $272,939.34 | $0.00 | $272,939.34 |

Last reconciled to bank: 08/31/2026 – Total other adjusting factors: $0.00

CLARKSBURG VILLAGE, ROSS COUNTY

# Receipt Listing

8/21/2026 to 9/17/2026

9/16/2026 12:56:54 PM
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| Receipt Number | Post Date | Transaction Date | Type | Deposit Ticket | Source | Amount | Status |
|---|---|---|---|---|---|---|---|
| 69-2026 | 08/24/2026 | 08/24/2026 | STD | | ROSS COUNTY AUDITOR | $171.80 | C |
| 70-2026 | 08/24/2026 | 08/24/2026 | MEMO | | ROSS COUNTY AUDITOR | $171.89 | C |
| 70-2026 | 08/24/2026 | 08/24/2026 | CHARGE | | ROSS COUNTY AUDITOR | -$21.38 | C |
| 71-2026 | 08/24/2026 | 08/24/2026 | INT | | Hydrant | $25.50 | C |
| 72-2026 | 08/31/2026 | 09/02/2026 | INT | | PRIMARY | $2.43 | C |
| 73-2026 | 08/31/2026 | 09/04/2026 | STD | | VILLAGE OF CLARKSBURG | $16,356.82 | C |
| 74-2026 | 09/02/2026 | 09/09/2026 | STD | | Alan Stone | $2,848.75 | O |
| 75-2026 | 09/09/2026 | 09/09/2026 | STD | | Charter | $202.17 | O |
| 76-2026 | 09/16/2026 | 09/16/2026 | STD | | STATE AUDITOR'S OFFICE | $2,462.09 | O |
| | | | | | Report Total: | $22,220.07 | |

Type: STD - Standard Receipt, INT - Interest Receipt, MEMO - Memo Receipt, GAIN - Capital Gain, POS ADJ - Positive Adjustment, NEG ADJ - Negative Adjustment, POS REAL - Positive Reallocation, NEG REAL - Negative Reallocation

Status: O - Outstanding, C - Cleared, V - Voided, B - Batch

* Asterisked amounts are not included in report totals. These transactions occurred outside the reported date range but are listed for reference.

# Payment Listing

8/21/2026 to 9/17/2026

| Payment Advice # | Post Date | Transaction Date | Type | Vendor / Payee | Amount | Status |
|---|---|---|---|---|---|---|
| 117-2026 | 08/25/2026 | 09/02/2026 | CH | GLO FIBER | $386.36 | C |
| 118-2026 | 08/31/2026 | 09/02/2026 | CH | SOUTH CENTRAL POWER CO. | $287.68 | C |
| 119-2026 | 09/07/2026 | 09/07/2026 | EW | DEPARTMENT OF TREASURY | $1,217.65 | O |
| 120-2026 | 09/04/2026 | 09/11/2026 | CH | SOUTH CENTRAL POWER CO. | $97.30 | O |
| 121-2026 | 09/04/2026 | 09/11/2026 | CH | SOUTH CENTRAL POWER CO. | $1,048.97 | O |
| 122-2026 | 09/04/2026 | 09/11/2026 | CH | SOUTH CENTRAL POWER CO. | $42.00 | O |
| 123-2026 | 09/04/2026 | 09/11/2026 | CH | SOUTH CENTRAL POWER CO. | $376.75 | O |
| 124-2026 | 09/08/2026 | 09/11/2026 | CH | Deere & Company | $520.04 | O |
| 125-2026 | 09/11/2026 | 09/11/2026 | EW | OHIO PUBLIC EMPLOYEES RETIREMENT S | $2,881.16 | O |
| 23656 | 08/31/2026 | 08/31/2026 | PR | Charles J Allen Jr | $1,544.23 | O |
| 23657 | 08/31/2026 | 08/31/2026 | PR | Barbara E Cleary | $56.20 | O |
| 23658 | 08/31/2026 | 08/31/2026 | PR | Autumn Leigh Dunn | $435.55 | O |
| 23659 | 08/31/2026 | 08/31/2026 | PR | Lisa Louise Houser | $1,269.05 | O |
| 23660 | 08/31/2026 | 08/31/2026 | PR | Scott Peecher | $68.06 | O |
| 23661 | 08/31/2026 | 08/31/2026 | PR | William J Rees | $69.26 | O |
| 23662 | 08/31/2026 | 08/31/2026 | PR | Troy W Rieder | $1,508.27 | O |
| 23663 | 08/31/2026 | 08/31/2026 | PR | Christopher H Shoemaker | $1,615.55 | O |
| 23664 | 08/31/2026 | 08/31/2026 | PR | JULIE A SPEAKMAN | $68.93 | O |
| 23665 | 08/31/2026 | 08/31/2026 | PR | CATHERINE WILSON | $68.93 | O |
| 23666 | 08/31/2026 | 08/31/2026 | PR | PAUL WOOD | $69.26 | O |
| 23667 | 09/14/2026 | 09/14/2026 | PR | Christopher H Shoemaker | $1,580.38 | O |
| 23668 | 09/17/2026 | 09/14/2026 | AW | ELAN FINANCIAL SERVICES | $215.74 | O |
| 23669 | 09/17/2026 | 09/14/2026 | AW | SAM'S EXCAVATING | $1,500.00 | O |
| 23670 | 09/17/2026 | 09/14/2026 | AW | CITY OF CIRCLEVILLE PUBLIC UTILITIES | $40.00 | O |
| 23671 | 09/17/2026 | 09/14/2026 | AW | PUTNAM SIGNAL AND LIGHTING SERVICE | $325.00 | O |
| 23672 | 09/17/2026 | 09/14/2026 | AW | Fondreist Environmental, Inc | $2,181.77 | O |
| 23673 | 09/17/2026 | 09/14/2026 | AW | Ream & Haager Environmental Laboratory Inc | $270.50 | O |
| 23674 | 09/17/2026 | 09/14/2026 | AW | Badger Meter | $71.94 | O |
| 23675 | 09/17/2026 | 09/14/2026 | AW | MCDONALD FRANKFORT HARDWARE LLC | $17.48 | O |
| 23676 | 09/17/2026 | 09/14/2026 | AW | Clarksburg Village Express | $328.27 | O |
| 23677 | 09/17/2026 | 09/14/2026 | AW | CHRISTOPHER SHOEMAKER | $170.38 | O |
| 23678 | 09/17/2026 | 09/14/2026 | AW | PEP | $26,490.00 | O |
| 23679 | 09/17/2026 | 09/16/2026 | AW | Tom Edward Spring | $2,226.00 | O |
| | | | | Total Payments: | $49,048.66 | |
| | | | | Total Conversion Vouchers: | $0.00 | |
| | | | | Total Less Conversion Vouchers: | $49,048.66 | |

Type: AM - Accounting Manual Warrant, AW - Accounting Warrant, IM - Investment Manual Warrant, IW - Investment Warrant, PM - Payroll Manual Warrant, PR - Payroll Warrant, RW - Reduction of Receipt Warrant, SW - Skipped Warrant, WH - Withholding Warrant, WM - Withholding Manual, WS - Special Warrant, CH - Electronic Payment Advice, IL - Investment Loss, EP - Payroll EFT Voucher, CV - Payroll Conversion Voucher, SV - Payroll Special Voucher, EW - Withholding Voucher, POS ADJ - Positive Adjustment, NEG ADJ - Negative Adjustment, POS REAL - Positive Reallocation, NEG REAL - Negative Reallocation

Status: O - Outstanding, C - Cleared, V - Voided, B - Batch

* Asterisked amounts are not included in report totals. These transactions occurred outside the reported date range but are listed for reference.