

RECORD OF PROCEEDINGS

Orwell Village Council

REGULAR Meeting

Date: September 16, 2025

Council President Ruks called the meeting to order at 4:30 p.m. The Pledge of Allegiance was recited.

Roll Call: Clerk-Finance Director Kim McKinley performed roll call and the following council members were present: Mr. Cottrell, Mr. Denihan, Mr. Hartz and Mr. Ruks.

Others Present: Solicitor Chris Newcomb

Agenda: Mr. Hartz made a motion, seconded by Mr. Cottrell to accept agenda. Roll call, 4 yeas: Denihan – yea, Hartz – yea, Ruks – yea, Mr. Cottrell. Motion passed.

Public: Gabriel McVey, Gazette, Warren Dillaway, Star Beacon, and Jackie Foote.

Ms. Foote reviewed village website and provided website address to Grand Valley Chamber and email address to Parks and Recreation.

Ms. Foote reached out to Mr. Jiang regarding potential gazebo. She is inquiring about specifications and setbacks to placing a non-permanent accessory structure. Reels have offered to purchase gazebo, and Mr. Stackhouse has given permission to place structure on his property. Mr. Ruks suggested she review with solicitor.

Minutes: Mr. Cottrell made a motion, seconded by Mr. Hartz to approve the minutes of the regular council meeting held on August 19, 2025. Roll call, 4 yeas: Denihan - yea, Hartz – yea, Ruks - yea, Cottrell – yea. Motion passed.

Mr. Cottrell made a motion, seconded by Mr. Hartz to approve the minutes on the work session held on September 9, 2025. Roll call, 4 yeas: Hartz – yea, Ruks - yea, Cottrell – yea, Denihan – yea. Motion passed.

Bills: Mr. Cottrell made a motion, seconded by Mr. Hartz, to approve the payment of bills. Roll call, 4 yeas: Ruks – yea, Cottrell – yea, Denihan - yea, Hartz – yea. Motion passed.

SCAD: Mr. Hartz read written report from meeting held on September 8, 2025. Report includes monthly financials. SCAD parking lot has been sealed, and website is being updated. The board hired a full-time paramedic.

Village Manager Report: None

Park and Recreation: Minutes for meetings held in July and August were included in agenda packet.

Planning & Zoning Commission: A report for meeting held on July 30, 2028, was included in agenda packet.

Solicitors' report: Solicitor Newcomb reviewed the pending legislation on agenda. Personnel manual and wage scale legislation should be tabled.

Finance Report: Ms. McKinley provided a summary of the submitted August reports. Mr. Hartz made a motion, seconded by Mr. Cottrell, to approve the finance report. The motion passed with all in favor.

Zoning: Zoning: None

Old Business:

RESOLUTION NO. 25-08-01R: AN RESOLUTION AUTHORIZING THE VILLAGE MANAGER TO ADVERTISE AND/OR SOLICIT BIDS AS RECOMMENDED BY GPD GROUP FOR THE VILLAGE OF ORWELL ROAD DEPARTMENT STORAGE BUILDING AND TO EXECUTE ANY DOCUMENTS AS REQUIRED AND DECLARING AN EMERGENCY. Mr. Cottrell made a motion, seconded by Mr. Ruks, to pass as an emergency. Roll call, 4 yeas: Cottrell-yea, Denihan-yea, Hartz-yea, Ruks-yea. Motion passed. Mr. Cottrell made a motion, seconded by Mr. Hartz, to waive the three-reading rule. Roll call, 4 yeas: Cottrell-yea, Denihan-yea, Hartz-yea, Ruks-yea. Motion passed. Mr. Cottrell made a motion, seconded by Mr. Hartz, to pass Resolution 25-08-01R. Roll call, 4 yeas: Cottrell-yea, Denihan-yea, Hartz-yea, Ruks-yea. Motion passed.

RESOLUTION NO. 25-09-01R: A RESOLUTION AUTHORIZING THE EXECUTION OF A THEN AND NOW CERTIFICATE BY THE VILLAGE OF ORWELL FISCAL OFFICER FOR THE PAYMENT OF \$6,653.00 TO ADAMS SERVICE INC FOR SERVICES RENDERED FOR EMERGENCY WATER REPAIR AND DECLARING AN EMERGENCY. Mr. Denihan made a motion, seconded by Mr. Hartz, to pass as an emergency. Roll call, 4 yeas: Cottrell-yea, Denihan-yea, Hartz-yea, Ruks-yea. Motion passed. Mr. Cottrell made a motion, seconded by Mr. Denihan, to waive the three-reading rule. Roll call, 4 yeas: Cottrell-yea, Denihan-yea, Hartz-yea, Ruks-yea. Motion passed. Mr. Denihan made a motion, seconded by Mr. Cottrell, to pass Resolution 25-09-01R. Roll call, 4 yeas: Cottrell-yea, Denihan-yea, Hartz-yea, Ruks-yea. Motion passed.

RESOLUTION NO. 25-09-02R: A RESOLUTION AMENDING APPROPRIATIONS IN VARIOUS FUNDS. Mr. Hartz made a motion, seconded by Mr. Cottrell, to waive the three-reading rule. Roll call, 4 yeas: Hartz-yea, Ruks-yea, Cottrell-yea, Denihan-yea. Motion passed. Mr. Cottrell made a motion, seconded by Mr. Ruks, to pass Resolution 25-09-02R. Roll call, 4 yeas: Hartz-yea, Ruks-yea, Cottrell-yea, Denihan-yea. Motion passed.

RESOLUTION NO. 25-09-03R: A RESOLUTION ADOPTING THE 2026 OFFICIAL CERTIFICATE OF ESTIMATED RESOURCES FOR THE VILLAGE OF ORWELL BEGINNING JANUARY 1, 2026. Mr. Cottrell made a motion, seconded by Mr. Hartz, to waive the three-reading rule. Roll call, 4 yeas: Ruks-yea, Cottrell-yea, Denihan-yea, Hartz-yea. Motion

passed. Mr. Cottrell made a motion, seconded by Mr. Hartz, to pass Resolution 25-09-03R. Roll call, 4 yeas: Cottrell-yea, Denihan-yea, Hartz-yea, Ruks-yea. Motion passed.

ORDINANCE NO. 2025-09-04: AN ORDINANCE CREATING THE POSITION OF “PART-TIME FIREFIGHTER” FOR THE VILLAGE OF ORWELL VOLUNTEER FIRE DEPARTMENT PURSUANT TO THE MODIFIED AND UPDATED EMPLOYEE PAY SCALE AND SUBJECT TO THE VILLAGE PERSONNEL MANUAL AND DECLARING AN EMERGENCY. Mr. Cottrell made a motion, seconded by Mr. Denihan, to pass as an emergency. Roll call, 4 yeas: Denihan-yea, Hartz-yea, Ruks-yea, Cottrell-yea. Motion passed. Mr. Cottrell made a motion, seconded by Mr. Hartz, to waive the three-reading rule. Roll call, 4 yeas: Denihan-yea, Hartz-yea, Ruks-yea, Cottrell-yea. Motion passed. Mr. Cottrell made a motion, seconded by Mr. Denihan, to pass Ordinance 25-09-04. Roll call, 4 yeas: Hartz-yea, Ruks-yea, Cottrell-yea, Denihan-yea. Motion passed.

ORDINANCE NO. 25-09-05: AN ORDINANCE AMENDING THE EMPLOYEE SALARY WAGE SCALE OF THE VILLAGE OF ORWELL AND REPLACING ANY AND ALL PREVIOUS ORDINANCES AND/OR RESOLUTIONS REGARDING THE SAME TO REFLECT NEW WAGE SCALES ATTACHED HERETO AS EXHIBITS A & B, RESPECTIVELY AND INCORPORATED HEREIN TO BE EFFECTIVE OCTOBER 1, 2025 AND DECLARING AN EMERGENCY. Mr. Denihan made a motion, seconded by Mr. Hartz, to table Ordinance 25-09-05. Roll call, 4 yeas: Ruks-yea, Cottrell-yea, Denihan-yea, Hartz-yea. Motion passed.

ORDINANCE NO. 25-09-06: AN ORDINANCE AMENDING AND REPLACING THE PERSONNEL POLICY MANUAL OF THE VILLAGE OF ORWELL EFFECTIVE _____ AND DECLARING AN EMERGENCY. Mr. Hartz made a motion, seconded by Mr. Cottrell, to table Ordinance 25-09-06. Roll call, 4 yeas: Cottrell-yea, Denihan-yea, Hartz-yea, Ruks-yea. Motion passed.

New Business: Mr. Hartz made a motion, seconded by Mr. Denihan, to accept the resignation of Ms. Roberta Cozad. Roll call: Denihan-yea, Hartz-yea, Ruks-yea, Mr. Cottrell. Motion passed unanimously. Mr. Ruks said village will advertise position for thirty days.

Media: Warren Dillaway, Star Beacon asked if any applications have been received for part-time firefighters and the number of applicants the village plans to hire. Mr. Ruks was not sure how many PT firefighters will be hired; it may be addressed at a future special meeting.

Mr. Hartz made a motion, seconded by Mr. Denihan, to adjourn the meeting. Roll Call, 4 yeas: Hartz-yea, Ruks-yea, Cottrell-yea, Denihan-yea. Motion passed with all in favor. Mr. Ruks adjourned the meeting at 4:54 p.m.

Approved: October 16, 2025

Jean Ratica
Village Manager

Kimberly C. McKay
Clerk of Council

Christopher Ruks
President of Council