

VILLAGE OF NEW CONCORD

# ANNUAL REPORT 2019



# Table of Contents

Village Leadership	Page 1
A Message from the Mayor	Page 2
Finance Department	Page 3
Water & Wastewater Department	Page 5
Water & Wastewater Billing	Page 7
Operations Department	Page 8
Police Department	Page 9
Magistrate’s Court	Page 10
Fire Department	Page 11
Zoning Department	Page 12
Celebrate New Concord	Page 13
New Concord Area Arts And Recreation District	Page 14

## Village Contact Information

Main phone line	(740) 826-7671
Fax line	(740) 826- 7617
Emergency	9-1-1
Non-emergency police line	(740) 452-3637
Website	<a href="http://www.newconcord-oh.gov">www.newconcord-oh.gov</a>
Facebook	@VillageofNewConcord
Mailing Address	P.O. Box 10, New Concord, OH 43762
Physical Address	2 West Main Street, New Concord, OH 43762

# Village Leadership

Mayor	Jennifer Lyle	2020 - 2023
President of Council	Robert Dickson	2020 - 2023
Council Member	Bob Baier	2018 - 2021
Council Member	KJ Kearns	2018 - 2021
Council Member	Scott Sabino	2018 - 2021
Council Member	Levi Shegog	2020 - 2023
Council Member	Steve Wootton	2018 - 2021

Village Administrator	Charlotte Colley
Fiscal Officer	Lynn Marlatt
Police Chief	Mindy Peck
Fire Chief	Brent Gates
Operations Manager	Matt Wood
Water/Wastewater Superintendent	Chris Huebner
Village Solicitor	Scott Eickelberger

## Planning Commission

Jim Dooley (Chair), Jennifer Lyle, Greg Wilson, Colleen Heacock, Robert Dickson

## Design Review Board

George St Clair (Chair), Jerry Gibson, Sally Brixner, Vacant, Terri Wootton

## Tree Committee

Robert Dickson, Erin Stevic, Kristi Kearns, Charlotte Colley

## Harper Cabin Board

George St Clair, Jordan Stewart, Barb St Clair, Sally Spillman, Al Chafee, Rita Mitchell

# A Message from the Mayor

The state of the Village of New Concord is financially sound and operationally very good. We are in a strong position to set new goals and capitalize on opportunities. Our greatest asset is our dedicated, experienced and knowledgeable staff, and I thank them for all they do. 2020 is my first year as mayor after serving six years on village council. I am truly honored and excited to serve New Concord in this new capacity, and am proud to be part of an exceptional team with village council and village staff.

Notable 2019 events include the following:

- Curbside recycling began in March with Kimble Recycling and Disposal.
- The Muskie Grapevine, a quarterly newsletter with news and updates from the Village, launched last summer. It was an instant hit and will continue!
- Our new K9 officer, Norco, and his partner, Officer Jeff Traub, were sworn in to the New Concord Police Department last fall. This is a self-funded program and continued donations are appreciated.
- The K9 program and Celebrate New Concord, both self-funded, established funds at the Muskingum County Community Foundation, which will simplify the receiving of donations.
- Village ordinances are now codified and available online via the Village website, [www.newconcord-oh.gov](http://www.newconcord-oh.gov).

I would like to thank Brett Essex for his long service and leadership with the village: as mayor for the past four years and as a council member, including as council president, for the previous 18 years. I appreciate his dedication and unswerving love for this community.

2020 promises to be a year of continued positive change. The following are among the many projects that we can expect to take shape or be completed this year:

- New Concord advocates and leaders met in February to discuss how to encourage participation in the 2020 U.S. Census, which begins in March. Local participation directly affects vital federal funding decisions for essential services such education, health, economic development and transportation as well as legislative apportionment.
- We expect to announce a solution to the longtime road closure on South Liberty Rd across the railroad bridge. This will not be a quick fix, and we will need to secure financing, but it will be a desirable improvement that will enhance our community.
- We are embarking on a plan to develop a sustainable solution for long-term fire department funding and to provide and fund appropriate facilities for both fire/EMS and police, whose current facilities are inadequate.
- We will continue to support Muskingum University as it breaks ground on its \$30MM Health and Wellness Complex in the spring.

Economic development will be a top priority this year and throughout my term. I will develop and strengthen relationships with our current business community and work to ensure that we are business-friendly so that we can attract the kinds of restaurants and other businesses we'd like to have here.

An important component of economic development is a solid comprehensive plan, which is a roadmap for the future growth and development of our community. The structured, facilitated process will engage all members of the community to develop a shared vision for our future, with goals, objectives and implementation strategies.

I will build on the enduring and essential relationship our Village has with Muskingum University and the East Muskingum School District. Together we are stronger and more successful.

New Concord is a wonderful place to live, work, learn, worship and play. I am proud to call New Concord home.

Jennifer Lyle  
Mayor

# Finance Department

During the 2019 fiscal year the Village, as in past years, continued to remain within the approved budget. Staff and Council members work to develop innovative ways to decrease expenses, and consistently provide excellent customer service to Village residents, businesses and vendors.

The appropriations ordinance is Village Council's authorization to spend funds and it sets the annual expenditure limits. The General Fund accounts for and reports all financial resources not accounted for and reported in another fund. The general fund balance is available to the Village for any purpose provided it is expended or transferred according to the general laws of Ohio.

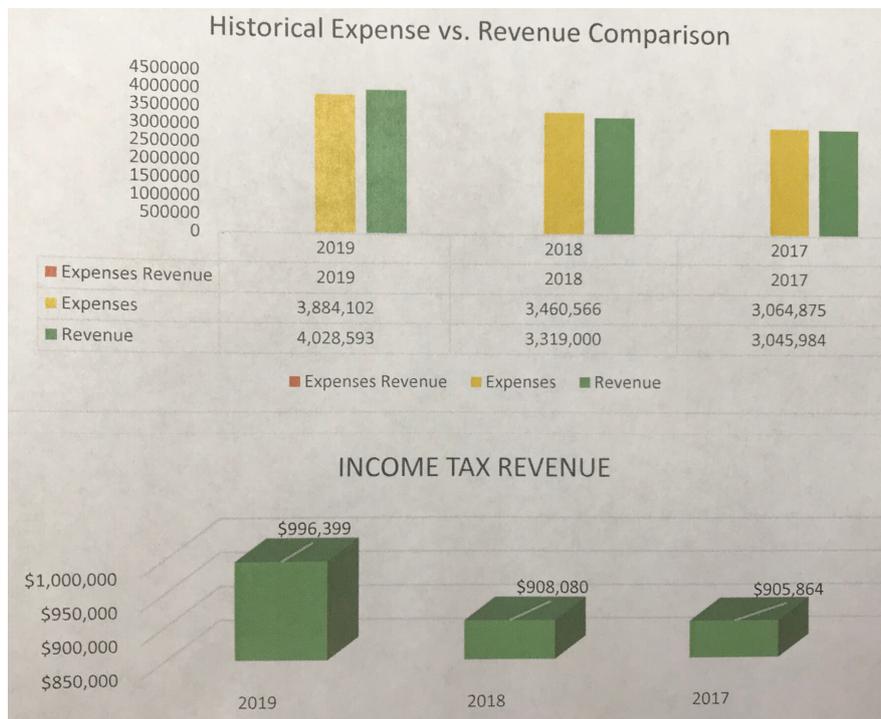
At the end of 2019 fiscal year, fund balance of the General Fund was \$143,730, while the total fund balance was \$615,878.

Budgetary activity for the year ending December 31, 2019 follows:

2019 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$1,144,000	\$1,264,645	\$120,645
Special Revenue	1,466,940	1,475,478	8,538
Debt Service	47,008	46,425	(583)
Enterprise	1,128,301	1,242,045	113,744
<b>Total</b>	<b>\$3,786,249</b>	<b>\$4,028,593</b>	<b>\$242,344</b>

2019 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$1,193,255	\$1,177,026	\$16,229
Special Revenue	1,454,284	1,399,091	55,193
Debt Service	47,008	46,532	476
Capital Projects	0	0	0
Enterprise	1,341,477	1,261,453	80,024
<b>Total</b>	<b>\$4,036,024</b>	<b>\$3,884,102</b>	<b>\$151,922</b>



At the end of the 2019 fiscal year the Village of New Concord had total debt outstanding of \$2,509,974. The Village retired \$280,283 in debt principal in 2019 and accepted loan proceeds in the amount of \$97,266.

Amortization of debt, including interest, is scheduled as follows:

Year ending December 31:	Leases	Sewer Bonds	OPWC Loans	OWDA Loans	Year ending December 31:	USDA Loan	Notes	TIF Bonds
2020	84,958	38,810	39,202	134,190	2020	22,360	21,196	25,811
2021	69,501	38,810	39,202	89,494	2021	22,313	0	25,811
2022	69,501	38,810	39,202	44,034	2022	22,261	0	25,811
2023	50,160	38,810	39,202	29,750	2023	22,304	0	0
2024-2028	50,160	77,619	196,010	79,278	2024-2028	111,551	0	0
2029-2033	0	0	141,795	48,510	2029-2033	111,489	0	0
2034-2038	0	0	141,795	48,510	2034-2038	111,464	0	0
2039-2043	0	0	111,984	48,510	2039-2043	111,568	0	0
2044-2048	0	0	99,210	48,510	2044-2048	111,490	0	0
2049-2054	0	0	9,921	0	2049-2053	59,021	0	0
Total	\$324,280	\$232,859	\$857,523	\$570,786	Total	\$705,821	\$21,196	\$77,433

# Water & Wastewater Department

Both the water and wastewater treatment plants operated successfully during 2019. There were no violations at the water plant and there were 5 suspended solids permit violations at the wastewater treatment plant (WWTP). Plant Operators continue to improve plant efficiency and always strive to deliver superior water quality and excellent wastewater services. Over 8,000 analyses were performed on numerous samples over the year for both treatment plants.

Plant Operators attended contact hour courses and have renewed their operator certifications. Kenny McClellan passed his Class 2 Water Supply Certification exam. All monthly and annual reports were submitted to Ohio EPA in a timely manner.

During the spring of 2019, the New Concord area experienced higher than normal precipitation amounts which resulted in 3 overflow occurrences in our collection system leading to the Wastewater Treatment Plant. Heavy rain events during the year made it very challenging to meet permit limits for suspended solids.

An Ohio EPA inspection was conducted at the WWTP on April 22, 2019 and overall, the Village received excellent scores on National Pollutant Discharge Elimination System (NPDES) compliance, operations and maintenance, operator certification, sludge management, laboratory and effluent/receiving water observations. Ohio EPA made recommendations on fixing our collection system to minimize inflow/infiltration. Smoke testing was performed on 2 sections of our collection system during October 2019. This work identified sewer lines and various other infrastructure components in the sewer system that will need repaired or rehabilitated. The Village is working with CT Consultants on these improvements.

The Village of New Concord's elevated water storage tank cleaning was performed on June 28 – 30, 2019. The contractor made recommendations on future improvements and the cleaning project went well with no complaints from our water customers. This work was completed to ensure the structural and sanitary integrity of our water tank.

With the assistance of the Village Engineer, CT Consultants, the Village submitted to and have approved plans from the Ohio EPA for a WWTP tertiary filtration system project. The Village also submitted and received approval of a mandatory Water Plant Cyanotoxin General Plan. These plans are a result of increased regulations and are necessary improvements of both treatment plants.

The Village will be installing a new standby generator at the WWTP in 2020. This will provide backup power in the event of a power outage. The Water Treatment Plant clarifiers are in need of repair and will be sandblasted and painted in 2020 to further preserve its life cycle. The Village and Muskingum County Water have reached an agreement for an auxiliary water line connection on the west end of town to serve as a backup in the event that the Village should ever need water in an emergency situation.

In addition to the regular day operations and maintenance activities, plant operators mow grass, weed eat and remove snow at both treatment plants. As a team, the Water and Wastewater Department staff continually look for ways to improve operations and services, create efficiencies, and reduce costs without sacrificing quality.

## Water Treatment Plant 2019 Achievements

- Achieved compliance with all present Ohio E.P.A. drinking water standards
- Performed drinking water analysis on raw and finish water samples every day of the year
- Completed monthly scheduled preventive maintenance on all plant equipment
- Completed monthly laboratory calibrations and all equipment calibrations
- Replaced water actuator valve with an electric valve on the Garfield Booster Pump # 2
- Completed 5-year cleaning and inspection of Elevated Storage Tank
- Installed new VFD's on West High Service Pump
- Completed Water Plant Cyanotoxin General Plan
- All staff was (re)certified for water laboratory analysis and by Ohio EPA
- Made improvements to the 8-inch pipe for the upper reservoir siphon project
- Monitored Blue green algae levels with our data sonde and generated annual trend charts
- Installed a new Windows 10 Office computer and now networked with Village Hall system
- Provided safe, continuous supply of water with no interruptions for our customers

## Waste Water Treatment Plant 2019 Achievements

- Achieved 98% removal for CBOD and 97% removal of suspended solids
- Performed and contracted wastewater analysis on all raw and final samples as required by our NPDES permit
- Completed monthly scheduled preventive maintenance on all plant equipment
- Processed 61.42 dry tons of biosolids
- Renewed NPDES permit with Ohio EPA
- Made repairs and replaced a pump at the Water Plant Lift Station
- Replaced chemical pumps on the Filter belt press
- Cleaned grit from the west oxidation ditch and grit channel
- Met with customers and educated them of the Fats, Oils, and Grease Program
- Replaced sensor on our Ultra Violet Treatment System
- Replaced sand media in all 3 filters- 15 tons

## Water and Wastewater Department Staff and Certifications

Chris Huebner	Class 3 Water and Class 3 Wastewater Certifications
Jeff Wiler	Class 3 Water and Class 2 Wastewater Certifications
Kenny McClellan	Class 2 Water and Class 3 Wastewater Certifications
Steve Shriner	Class 1 Water Certification
Jacob Gerdau	



# Water & Wastewater Billing

Water revenue is comprised of water usage billed to residents, bulk water sales, water tap fees, miscellaneous water revenue, and penalty fees. Total water revenue for 2019 was \$584,099.00. This was an increase of \$10,701 or %10 from 2018.

Sewer revenue includes sewer billing, waste hauler fees, sewer tap fees, penalty fees, and miscellaneous sewer revenue. Total sewer revenue for 2019 was \$600,783.00. This was an increase of \$25,473 or %10 from 2018.

We continue using an email system for water billing. About 160 customers currently are using this feature to receive their water/sewer bills, and all new customers who sign up for water will automatically be enrolled in this program. The online bill pay feature continues to be useful to our residents and now allows for customers to pay with a credit card or an electronic check. An average of 40 residents per billing cycle have used this feature. Staff worked to identify and replace broken or non-working meters. Meter replacements will occur over a number of years, as funding becomes available. The new meters will provide more accurate water and wastewater readings and will allow the Village to more effectively monitor customer usage.

Priorities for 2020:

- Establishing an automatic payment system for water/sewer bill customers
- Repair/replace all broken meters
- Continue to monitor active water/sewer accounts for accuracy in billing
- Commit to ongoing training and education of our water/sewer system and the reading/billing system
- Continue to replace degraded water and sewer lines with new lines as funds are available

# Operations Department

The Village of New Concord's Operations Department had a good year in 2019. This department is responsible for maintenance and repair of streets, sewer collection, water distribution, cemetery operation, facility maintenance and oversight of parks and open space. In addition to their normal tasks throughout the year the Operations Department has begun a phased investigation into the condition of the Village's sewer system. In 2019 the staff worked with representatives from the Rural Community Assistance Program to smoke test a portion of the Village and enter data collected into our GIS system. This data, along with future data collected, will help to inform Village staff and engineers as solutions to the sewer infrastructure issues are developed and implemented.

Operations staff are responsible for hanging and watering the flowering baskets on Main Street during the summers and also for decorating the light poles and Village Hall at the beginning of the Christmas season. During 2019 the department collected 6.5 tons of leaves from around the Village and also installed new landscaping around the exterior of the Village Hall building.

Staff members from the Operations Department work closely with Ohio EPA staff. In 2019 lead and copper samples were collected and passed an independent lab review and the OEPAs requirements. Village staff also worked to implement valve exercising and hydrant flushing plans that are required by the OEPA for municipal water systems. All data collected is entered into the Village's GIS system for tracking and documentation purposes.

## 2019 Operations Department Highlights:

- Repaired 3 water main breaks
- Worked with the Village's contractor to drain, clean and inspect the elevated water storage tank
- Repaired the storm drain at Plum Alley and Layton Drive
- Installed a new culvert on John Glenn School Road
- Installed asphalt over concrete at the intersection of Eastview Drive and Lowery Lane
- Purchased a new utility truck and outfitted it for Village work
- Replaced a traffic control box at the intersection of Main Street and Layton Drive
- Replaced 13 water meters and added 1 new service hook-up

## 2020 Operations Department Priorities:

- Continue to improve landscape in areas around the Village Hall complex
- Investigate results of 2019 smoke testing and continue to smoke test new areas of the Village
- Upgrade water meter reading handheld device and replace old or broken meters
- Install a vehicle lift in the Operations Department garage to allow for additional vehicle maintenance to be done in-house
- Coordinate with Muskingum County on the emergency water line project on the west end of the Village

# New Concord Police Department

In February of 2019 the New Concord Police Department welcomed Officer Eric Gregg to their ranks. Officer Gregg started his career at the Dresden PD in 2010 and then took a position with the Muskingum University PD until he joined the Village team.

The Village officially began its first K-9 Program in November of 2019. Officer Jeff Traub and K9 Officer Norco qualified with the state of Ohio and began patrolling the Village. The K9 Officer assists with patrol and narcotics detection. This program is funded by donations, fund raisers, seizures and forfeitures. No funds from the General Fund are used for this program. If you are interested in donating to the New Concord K-9 Program please contact the Village or donate online at:<https://www.mccf.org/Community-Foundation/Funds/Details/355/New-Concord-K-9-Fund>.

In partnership with the Cambridge Highway Patrol and Riesbecks Food Market the New Concord Police Department held the 5th Annual Canned Food Drive in December of 2019. All proceeds from the event go to the College Dr Presbyterian Church's food pantry to benefit local families in need during the holiday seasons. Thank you to everyone who helped make the 2019 event so successful!



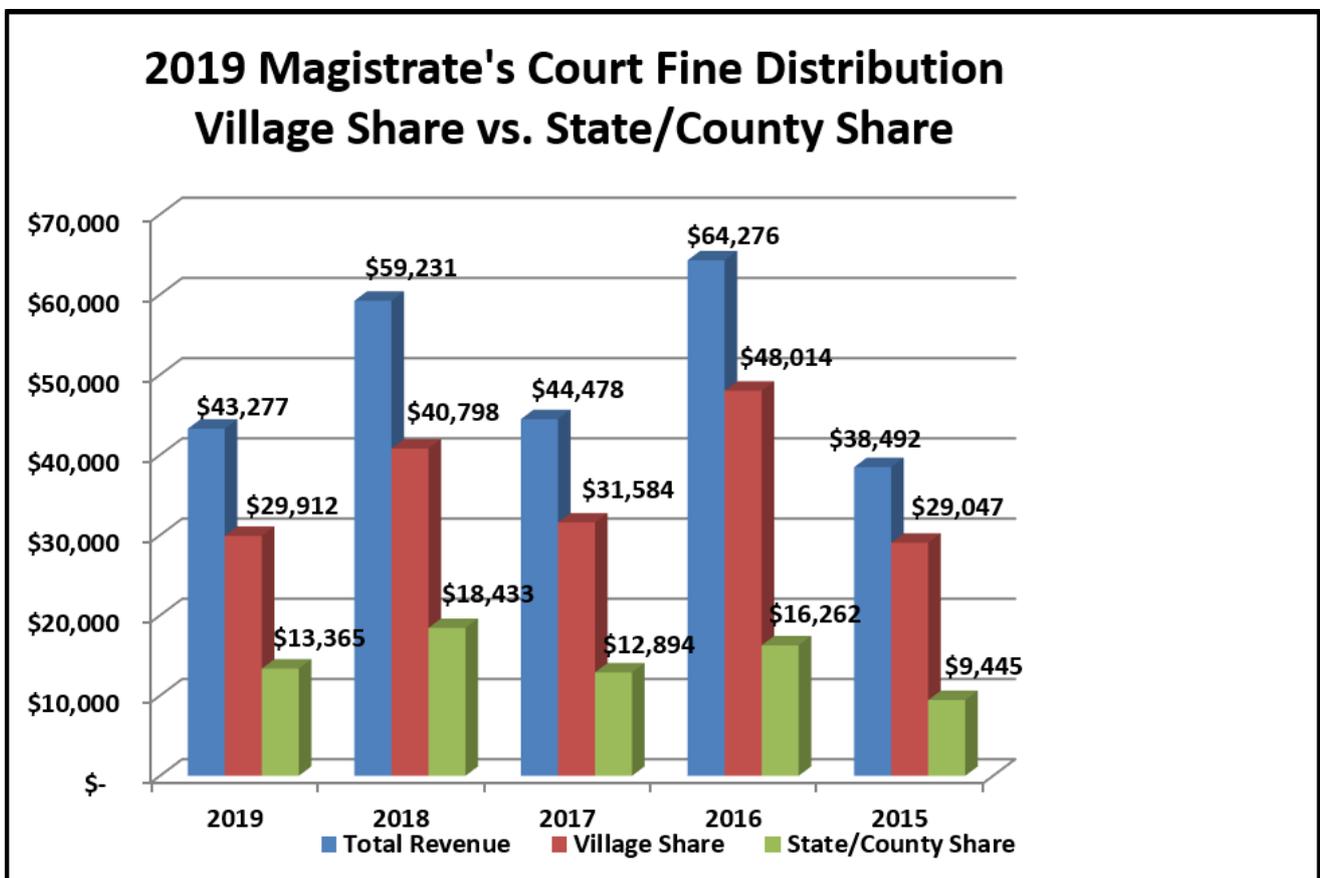
# Magistrate's Court

The purpose of the Magistrate's Court is to ensure prompt, fair and impartial hearings for persons cited for violating Village of New Concord municipal ordinances. Effective January 2019 we hired Attorney Steven Baldwin to serve as Village Magistrate, administering both the procedural and punitive functions of the court. The Magistrate's Court is staffed by the magistrate and the clerk of court.

The court revenue for 2019 was \$43,277.00. This was a decrease of \$16,004.00 from the prior year. Our officers did a great job of maintaining the safety of the Village and the viability of the Department despite all of the changes.

Collection of fines remains a challenge due to the financial hardships that many of the defendants face. In addition, especially in regard to criminal offenses, the court has limited measures that can be taken to penalize defendants for defaulting on their payments. This year we have further utilized our collection service, Capital Recovery, to assist in our collection efforts. We do not pay any fees for this service they are assessed to the defendant. We have been able to collect on some of our past due accounts through this service.

Education and training continue to remain a high priority for court personnel. The Magistrate's Court will continue to avail itself of resources for education and training in court procedures. These include, but are not limited to; seminars, printed materials and online resources.



# New Concord Fire Department

The year 2019 was a difficult year for the New Concord Fire Department. Rescue 901 was not repaired and back in service until September, a full year in the repair shop after being involved in a wreck. In June the bucket from Ladder Truck 901 was damaged and the cost was more than the value of the truck. Village Council voted to purchase of a used 1998 95-foot tower truck, which should be in service by March 2020. The "new truck" will need refurbishment and pump work as part of the purchase agreement.

The Fire Department consistently made it out on all calls, again excelling on emergency runs and its protection of the community. Training, maintenance, and fire prevention are key areas where the New Concord Fire Department focuses time and resources and always excels.

## New Concord Fire Department 2019 Highlights:

- 216 Fire Runs Total
- 873 EMS Runs Total
- 49 Auto Accidents
- 273 Simultaneous Runs

## Fire Response Times

- 2.58 minutes from base
- 7.71 minutes to the scene

## EMS Response Times

- 0.44 minutes from base
- 5.45 minutes to the scene



# Zoning Department

2019 was not a busy year for zoning but residents and businesses in the Village continue to take pride in and invest in property upgrades, maintenance and landscaping.

The Village issues 2 zoning permits in 2019 and 3 sign permits.



# Celebrate New Concord

Celebrate New Concord (CNC) began informally in 2000 with a free performance in Village Park by the Muskingum College Faculty Brass Quintet, which was then directed by the late Dr. William Schlacks. Based on the response that year, Celebrate New Concord officially became a Village sponsored organization in 2001, with Bill as its founder. Since then, CNC has grown to six performances each summer, on the second and fourth Tuesdays of June, July, and August, at 7:00 PM in Village Park in downtown New Concord.

CNC has reached over 17,000 audience members since 2001, with a mix of music, theater, educational programming and magic, and has become a regular part of summer in New Concord. CNC is supported entirely by contributions from individuals and organizations to the Celebrate New Concord Patronage Program, and every dollar received goes to support the series. No one involved in the organization of CNC is paid for their time or efforts. In 2019, Celebrate New Concord set up an endowment fund through the Muskingum County Community Foundation to help to ensure that the patronage money continues to be sustainable. If you are interested in making an online donation to the Celebrate New Concord concert series please visit: [www.mccf.org/CelebrateNewConcord](http://www.mccf.org/CelebrateNewConcord).

The 2019 season included performances from The Ladies of Longford, Adam Calvert, Barefoot McCoy, the Schubach Big Band, 80's On Board, the Muskingum Valley Symphonic Winds, and Northwest Territory. The patronage program brought in \$6,552 to support the season, and a total of \$6,522 was spent on performances, mailings, marketing, and technical assistance.

In an effort to better understand patrons' musical interests the Celebrate New Concord Committee developed a survey that was distributed to attendees during each concert in 2019. Those who completed the survey were then entered for a chance to win four season passes to the Southeastern Ohio Symphony Orchestra (SEOSO)! The committee would like to thank SEOSO for donating the season passes and those patrons who completed the surveys. The information obtained from these surveys will help to inform the committee for future concert season line-ups.



# New Concord Area Arts and Recreation District (NCAARD)

NCAARD had a transfer in leadership February 1st, 2019. Despite the transition NCAARD continued to successfully offer arts, fitness and recreation programs for the community of New Concord. NCAARD had a total of 24 programs in 2019. Of the 24 programs, 8 programs were brand new programs to NCAARD.! These NCAARD programs reached 907 people. NCAP reaching 4,921 people through daily attendance, 30 parties booked, and 7 dogs served during Doggy Day. We offered three Outdoor Movies and one "Dive-In" Movie during the summer to a total of 340 people served. NCAARD was able to increase our presence in Social Media, reaching over 1,087 followers on Facebook and established a presence on Instagram.

## NCAARD BOARD

The members of the current NCAARD's 2019 Board of Commissioners are listed below. They are responsible for NCAARD's financial well-being and the fulfillment of the organization's missions:

Hallie Baker – President of the NCAARD Board.

Carol Beazel – NCAARD Board Member at large, Pool Booster member

Ken Blood – Treasurer for NCAARD Board. Serves as the liaison between NCAARD and the East Muskingum School District Board as well as a great NCAARD history source.

Robert Dickson - Acts as liaison between the Village Council and the NCAARD Board. Serves as Pool Booster

Tim Pollock - NCAARD Board Member at large.

Steve Soba – Acts as liaison between Muskingum University and the NCAARD Board.

Nathan Tharp – Recording Secretary and NCAARD Board Member at large.

Jamiee Miller – NCAARD Board Member at large.

Charlotte Colley – NCAARD Board Member at large and acts as liaison for the Village of New Concord.

Chris Kanski – NCAARD Board Member at large.

Amanda Wornock – NCAARD Board Member at large interested in fundraising.

Allison Blagg – NCAARD Board Member at large.

Josie Johnson – Acting high school representative and liaison.

## INTERNS AND VOLUNTEERS

During 2019, NCAARD had 2 program leaders and 15 Friends of the Pool Volunteers. NCAARD provided field experience and volunteer hours to 10 Muskingum University students enrolled in Education 112. Several John Glenn High School students volunteered to help with NCAARD related activities such as stuffing envelopes, movie nights, and LPIUNC. In addition to providing volunteer opportunities, NCAARD provides excellent learning experiences for our high school and university students.



# NCAARD

