

**East Palestine Village Council Agenda**  
**10/13/25 7:00 pm**  
**85 N. Market Street, East Palestine, Ohio 44413**

1. Call Meeting to Order
  - a. Roll Call
  - b. Pledge of Allegiance
  - c. Prayer
2. Review Prior Meeting Minutes
  - a. Meeting Minutes Presented: **Regular Meeting Minutes of 9/22/25**
  - b. Request for Additions
  - c. Requests for Corrections
  - d. Approval
3. Agenda: **N/A**
4. Village Department Reports: **September 2025**
  - a. Clerks Report
    - i. Trick or Treat 10/30/25 5:30 to 7:00 pm with the parade to follow at 7:30pm.
  - b. Mayors Report
    - i.
  - c. Managers Report
    - i. Welcome New Businesses
      1. East Liverpool Hospital - New Location at 79 W Main St, East Palestine, OH 44413
    - ii. Update on ODNR Fishing Agreement/City Lake/Park Pond
    - iii. Safe Streets for All Project Update and Public Feedback Questionnaire
  - d. Law Directors Report
    - i.
  - e. Street Committee Report
    - i. In Collaboration with Dynamic Structures the Street Dept. completed the Marion Ave. project resulting in 140 ft of 36 inch culvert pipe being placed. The second major project was on E. North Ave. where the department hauled in 100 tons of dirt after cutting out a section of sidewalk, cutting across the road, installing a new catch basin and installing 140 ft of 6 inch pipe to alleviate a flooding issue.
    - ii. Additional tasks completed include marking multiple graves at the cemetery, fallen tree cleanup, asphalt work included repairs to a new catch basin at the Police Station, filling a sunken water ditch as well as alley repairs.
    - iii. Daily operations included mowing, street sweeping, regular vehicle maintenance and cleaning of the shop.
    - iv. Future projects include completing paving projects before the asphalt plants close, a french drain around the cemetery chapel and a work order to fix a drainpipe on Park Dr. Leaf pickup will begin in November.



- f. Park/Recreation/Cemetery Report
  - i. Phase 2 of the park is underway and on schedule
  - ii. Phase 3 of the park is in final design stage and preparing to go out to bid
  - iii. The walking trail at Leslie Run was cleared of acorns and twigs using broom box and some tree trimming was completed
  - iv. A meeting was held with ODNR with plans to stock the duck pond and city lake in 2026
  - v. The painting of the chapel is complete with the exception of the steeple that will be replaced
  - vi. Sandstone signs for the entrance have been ordered
  - vii. Mausoleum repointing has been confirmed and estimated start in Late October or early November
  - viii. Park rentals totalled \$1,005.00 for September. The month included normal daily operations, fence repair at the dog park, debris removal from walking trail, cleaning/preparing duck pond for ODNR visit and minor repairs in the Community Center restroom.
  - ix. Upcoming projects include the start of winterizing, continued work on the walking trail and finalizing disc golf project.
- g. Development
  - i. 23 building/zoning permits were issued in September including 2 new for new construction at Leslie Run. Permit fees totalled \$2,786.00, \$3,900.00 for connection fees/meter equipment and \$850.00 in contractor registration fees.
- h. Finance Committee
  - i. Finance Director to review current investment interest rates (See attached)
- i. Water and WasteWater
  - i. Hydrant Replacements are advanced to a stage where we can begin replacing them due to age not due to operational issues
  - ii. Hydrant Flushing the week of Oct. 20- expect periods of low pressure/discolored water
  - iii. RCAP is back in town this week working with the Water Department to continue identifying lead water lines for replacement
  - iv. One water main break and two service line leaks totalled \$2,371.00 in repairs. A new service line installed on E. Main and two new hydrants on N. Market at a cost of approximately \$6,500.00. An OEPA grant was received in the amount of \$10,000.00 to purchase valve exerciser equipment.
  - v. 86 Disconnection notices were mailed out, 51 seconded disconnection notices were hand delivered to residences resulting in 1 account being shut off for non payment.
- j. Safety Committee



i Police Officers performed extra patrol for the Fall Festival as well as foot patrol in the business district, security for home football games and participated in drone training.

ii. The 2026 Worn Camera (BWC) grant was submitted through OCJS. September stats include 654 self initiated calls resulting in 161 reports with dispatch answering 2,287 calls.

lii. Municipal Court fines totalled \$551.46.

lv. Fire Dept. stats for September included 138 calls with 95 being in the Village, 15 in Unity, and 38 mutual aid. 6 calls were fire only, 122 were EMS only and 10 combined.

v. Trainings in September included Rope/technical rescue, Child abuse recognition and response and vehicle rescue.

k. Student Representative

i

5. Current Legislation and Visitor Questions on Current Legislation

- |                 |                                      |                                  |
|-----------------|--------------------------------------|----------------------------------|
| a. Ord. 22-2025 | 2nd Reading                          | Marketing Coordinator Position   |
| b. Ord. 23-2025 | Emergency                            | New Finance Clerk Wage           |
| c. Ord.24-2025  | Emergency                            | Elevate Permitting Fees          |
| d. Res. 22-2025 |                                      | Statement of Services for Market |
|                 | St. Annexation                       |                                  |
| e. Res. 23-2025 |                                      | Authorizing submission to ODOT   |
|                 | for grass removal assistance program |                                  |

6. Executive Session as Needed

a.

7. Adjourn Meeting: A council Member will make a motion to Adjourn the Meeting and it must be seconded by another member of council.

a. Motion to Adjourn:

b. Second:

8. Supporting Documents: Supporting Documents are to be listed below and attached to the agenda including graphics, exhibits, prior meeting minutes.



## EP COUNCIL 9/22/25 85 N. MARKET ST. 7:00 PM

Mayor Conaway called the meeting to order. Present was Mr. Blythe, Mr. Glavan, Ms. Herriott, Mr. Povenski, Mr. Simon and new student representative Olivia Snedeker. Also present was Village Manager Antonio Diaz-Guy, Finance Director Melissa Hiner, Law Director David Powers, Officer Chris Weingart and Clerk Misti Martin. The minutes of the 9/8/25 meeting were approved on a motion by Mr. Glavan seconded by Mr. Blythe. There were no agenda items or monthly reports as well as no reports for the following: Clerk, Law Director, Street, Water/wastewater, or Safety Committees.

**MAYOR:** Mayor Conaway thanked everyone involved in the downtown Fall Fest.

**MANAGER:** Manager Diaz-Guy stated the Youngstown Warren Regional Chamber would be holding a Good Morning East Palestine event at the Roadhouse; the hope is for this to be an annual event to bring together businesses and investors. In reference to summer paving the striping is still pending down. In reference to the new East Palestine Building Department, the app to the state has been submitted and a decision should be made on 9/25. The Government Services Complex on Market St. is at 60% design. In reference to marketing the plan is to proceed with direct employment of an individual; this route is better suited to manage cost as well as provide for boots on the ground services. We will still retain WRL for web hosting/security etc. A draft of the Vibrant Downtown Grant program is before council for review/comment as well as discussion as to if council wishes to proceed with the program. The program itself would allow for small grants for businesses in the community at large to help with startup, purchase equipment/inventory etc.; there are still many details to work out. A new business will be opening at 65 N. Market St. called Faye's Elegant Beauty on October 1.

**PARK/REC/CEM:** Ms. Stauffer stated Phase 2 of the park project is still in full swing and Phase 3 is at 60% design. Phase 3 was reviewed with Park Board and everyone was pleased. A fall mix of grass will also be planted around mid-October.

**DEVELOPMENT:** Ms. Herriott welcomed the new student representative to Village Council, Olivia Snedeker. Olivia is a senior at EP Highschool. Ms. Herriott stated she and Manager Diaz-Guy attended the new Project EP class and look forward to their upcoming projects. The next EP Act education group Learn to Teach, Teach to Learn is the 23<sup>rd</sup> where they will be making a cloth wristlet. Classes will be held through the end of the year. The CIC is continuing fundraising efforts for the Brighten Our Future campaign with the next meeting being Tuesday 9/23/25.

**STUDENT REPRESENTATIVE:** Ms. Snedeker stated for Project EP there are two projects; one short term and one long term. The short-term project is tailgating on Friday evenings before the home games to promote community pride and helps with fundraising for the long-term project. The long-term project will be transforming the vacant lot between the Municipal Building and the flower shop into a community gathering space which will include food trucks and seating; they are currently working on detailed designs and budget. There is also another fundraiser specifically for the senior class called the Pink Out Fundraiser and help with breast cancer awareness and also that the band show would be held on the 27<sup>th</sup> at 6:00 pm. Ms. Snedeker stated students have also asked for updates on the EPCIC Plaza. In reference to the plaza Ms. Herriott stated the CIC is working with an architect on plans to build out the existing structure, design plans. In reference to the

common area Ms. Herriott suggested Ms. Snedeker gather ideas from other students and she bring them to the next meeting.

**VISITORS:** Carol Harvey, Mark Rhodes, Barb Kliner, Dot Herbert, Tom Brittain, Rick Gorby, John Cozza, Kent Chapman, and Nicholas Hamilton.

**LEGISLATION:** Mr. Glavan introduced Ord. 22-2025 for a first reading and made a motion that it be read in its entirety, seconded by Mr. Simon. **An ordinance creating a new administrative position, marketing coordinator, adopting a wage scale to be incorporated into the personnel policy handbook.** Mr. Glavan introduced Ord. 23-2025 and made a motion that it be read by title only seconded by Mr. Simon. **An ordinance authorizing the Finance Director to make supplemental appropriations for the City of East Palestine, Ohio for the fiscal year beginning January 1, 2025 and declaring an emergency.** Mr. Glavan made a motion to suspend the rules and declare an emergency seconded by Mr. Simon. Passed unanimously. Mr. Glavan called for a vote on Ord. 23-2025 seconded by Mr. Simon. Passed unanimously. Mr. Glavan introduced Res. 20-2025 and made a motion that it be read by title only seconded by Mr. Blythe. **A resolution authorizing the signing and filing of an annexation petition for a proposed annexation of 22.729 acres, more or less, for Unity Township, Columbiana County to the Village of East Palestine Ohio.** Mr. Glavan called for a vote on Res. 20-2025. Mr. Blythe-y, Mr. Glavan-y, Ms. Herriott-y, Ms. Stauffer-y. Mr. Povenski-n, Mr. Simon-n. 4 yes to pass. Mr. Glavan introduced Res. 21-2025 and made a motion that it be read by title only seconded by Mr. Simon. **A resolution designating the East Palestine Community Improvement Corporation as agent, for the purpose of developing, leasing, selling or otherwise encouraging economic development on specified real estate owned by the Village of East Palestine, Ohio. (Jasar Property).** At this time Mr. Povenski made a motion to go into executive session per ORC 121.22 G 2 to consider the purchase of property for public purposes and G 3 to discuss pending litigation inviting in Manager Diaz-Guy, Finance Director Melissa Hiner, Law Director David Powers and Clerk Misti Martin. The motion was seconded by Mr. Blythe and passed unanimously. There would be no business to follow.

**ADJOURN:** At approximately 8:30 pm Mr. Povenski made motion to return to regular session as well as adjourn the meeting. The motions were seconded by Mr. Glavan. All in favor, meeting adjourned.

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**MISTI J. MARTIN CLERK**

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**MAYOR TRENT CONAWAY**

# East Palestine Police Department

## Monthly Activity and Community Policing Report – September 2025

Officer Brindisi is currently performing SRO duties for the 2025 / 2026 school year.

Officers performed extra patrol for the Fall Festival, spent time on foot patrol in the business district, worked security for football games, and participated in drone training.

Officers continue their mandated CPT through OPOTA.

The 2026 Body Worn Camera (BWC) Grant was submitted through OCJS.

Lt. Johnson and Ptl. Monteleone continue to work with the county Mobile Response Unit per the Drug Abuse Response Team (DART) grant. Both officers are involved in peer support / crisis intervention in collaboration with mental health and crisis response team members to assist those who are dealing with drug dependency and related mental health issues.

September statistics: **654** self-initiated calls and/or calls for police service resulting in **161** reports:

Incident Type	Number	Incident Type	Number
Alarm Drops	06	Animal Complaints	01
Arrest Warrants	01	Assaults	00
Burglary / B&E	02	C. Damaging / Vandalism	04
Disputes / Disturbance	12	Dog At Large / Bite	05
Domestics	05	Fire / EMS Assist	11
Fraud / ID Fraud	01	Human Trafficking	10
Juvenile Complaints	06	Lock Outs	03
Mutual Aid	02	Noise Complaints	00
Peer Support Team	03	Suspicious Person / Vehicle	21
Thefts	07	Welfare Checks	05
Zoning Violations	09	<b>All Other Reports</b>	<b>44</b>
<b>Traffic Crash Reports</b>	<b>03</b>	<b>Traffic / Other Citations</b>	<b>40</b>

Police Department year to date: **4,310** calls for service resulting in **1,147** reports

Dispatch answered **2,287** calls for service – calls answered year to date: **16,082**

USV inspection, parking ticket and report receipts totaled: **\$30.00** – year to date **\$872.50**

Municipal Court fines received totaled: **\$551.46** – year to date **\$5,074.50**

Money seized / forfeited as a result of criminal activity year to date: **\$520.00**

Respectfully submitted,



J.C. Brown III – Chief of Police



# East Palestine Fire Department

P.O. Box 231\* East Palestine\* Ohio 44413

Keith Drabick  
Fire Chief

Cell: (440) 915-2838  
Fax: (330) 426-1200

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## Council Report for September 2025 Runs

Total calls: 138 Locations: Village 95 Unity 15 Mutual Aid Areas 38 Man Hours 501

Fire only: 6

EMS only: 122

Fire & EMS: 10

### EMS Activity:

Total Patient Contacts: 75

Transported: 55

Refusals: 17

Dumped: 7 (SQ on a call – 5; No available crew - 2)

Standbys: 15 (EP School Sports – 12; Fire Department Activity – 3)

### Fire Activity:

CO Alarm - 1

Control Burn – 1

Fire Alarm – 1

Gas Leak - 1

Gas/Smoke Odor – 3

Home Inspection - 4

Motor Vehicles Accidents – 2

Smoke Detector Install - 1

Smoke/Fire Investigation – 1

Structure Fire Mutual Aid to other - 1

Trees/Wires Down – 1

Vehicle Fire/Farm Machinery - 1

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*DO YOUR JOB\*TREAT PEOPLE RIGHT\*GIVE ALL OUT EFFORT\*HAVE ALL IN ATTITUDE*



# East Palestine Fire Department

P.O. Box 231\* East Palestine\* Ohio 44413

Keith Drabick  
Fire Chief

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(Council Report for September 2025 Runs Continued)

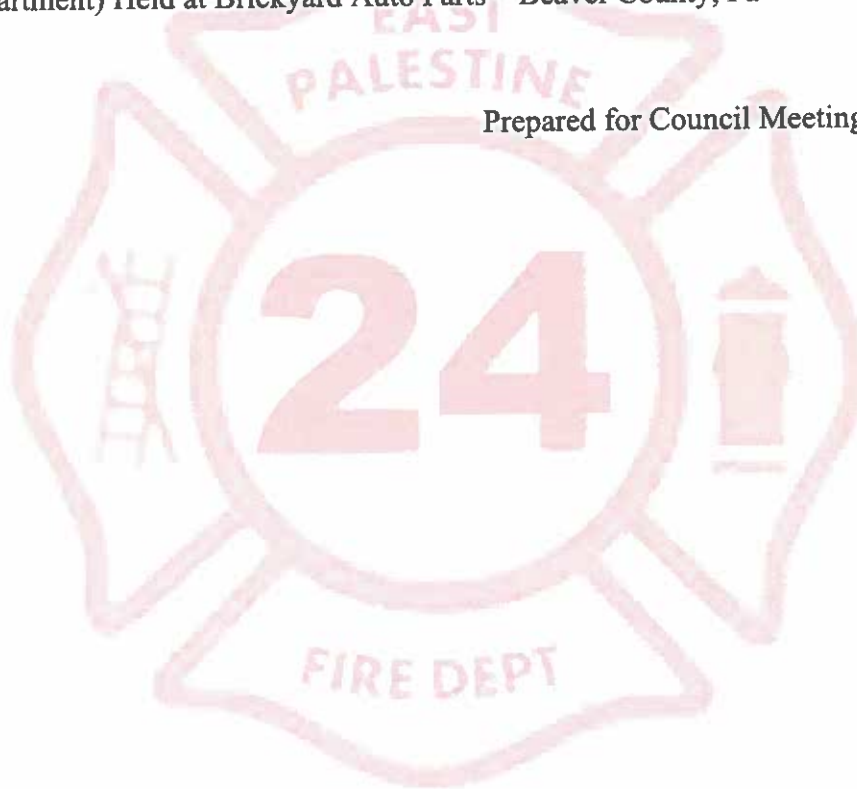
## Trainings:

09/15 – Fire Training – Rope/Technical Rescue (In-House)

09/23 – Fire & EMS Training – Child Abuse/Neglect Recognition & Response  
(Presented by Akron Childrens' Hospital Child Advocacy Center (CAC))

09/29 – Fire & EMS Training – Vehicle Rescue (Combined Training with Mutual Aid Departments – Darlington Twp. Volunteer Fire Department & New Waterford Fire Department) Held at Brickyard Auto Parts – Beaver County, Pa

Prepared for Council Meeting October 13, 2025





## **Monthly Report for September 2025**

In the month of September, the street department made its final push to finish up major projects for the summer months as sights shift to colder weather. Two major projects were started and completed in the month. In the beginning of the month, a project on Marion Avenue started resulting in 140 feet of 36-inch culvert pipe being placed to pipe water from the creek. The department collaborated with Dynamic Structures to gain access to a larger excavator needed for the job and the use of trench boxes for safety purposes considering the hole of the trench was roughly 11 feet deep. A new catch basin and riser were placed on the corner of the road on the property and approximately 120 tons of stone were used to back fill the road.

Continuing to move through projects the Street crew shifted from Marion Avenue to East North Avenue and completed a project. The department dug out the yard on the Feezle property, cut out a section of sidewalk, cut across the road, dropped a new catch basin in the back yard of the property and ran 140 feet of 6-inch pipe connecting the pipe from the new basin to the catch basin on the south side of East North Avenue across the road. Stone was hauled in to back fill the road and roughly 100 tons of dirt were trucked in to raise the yard up. Then the dirt was spread out and graded, concrete work was performed around the catch basin as well.

The department completed tasks at the cemetery in the month. Performed two cremation ceremonies and marked out multiple foundations. Multiple trees fell in the village in the month initiating the crew to cut up and haul away the trees after hours and during normal hours of operation. Asphalt was obtained and used to pave a section of road by a new driveway that was concreted on Western Avenue. Paving was also completed around a new catch basin by the police station, filled in a water ditch that sunk on Liberty Street, filled in the approach off of Sebring

down the alley in between East North and East Grant, then continued down the alley patching over bad sections of the alley.

Work orders came into the department in September with the crews completing 5 of them. New signage was mounted, a section of bad curb on Garfield was cemented back to form. Portions of the walking trail received maintenance via cutting up trees that had fell across the trail and clearing other debris from the path.

The street department continued as usual with everyday operations. Mowing, highway mowing, weed whacking and street sweeping were all performed in the month. Regular services on vehicles continued, cleaning and greasing equipment as well as cleaning the shop and cleaning and organizing tools and putting them away.

Projected work for October includes making efforts to complete paving before the asphalt plants close for the season. Other works on the radar is a work order for a French drain around the chapel, and another work order to fix a drainpipe at a residence on Park Drive. Leaf pick ups will begin in ~~October~~ <sup>Nov</sup> with the department collecting bags set out by residents and taking them to our designated drop site.

Austin Cope  
Village of East Palestine  
Street Department Foreman





## Park Report-September 2025

### Daily Operations

- \* Clean Facilities
- \* Trash Removal
- \* Mow Grass
- \* Weed

### Projects

- \* Remove debris from walking trail
- \* Repair hole in Dog Park fence
- \* Decorated Downtown and Park for Fall
- \* Minor repairs in Community Center bathrooms
- \* Clean and prepare Duck Pond for ODNR visit
- \* Removed items from Rainbow Dreamland before demolition
- \* Clear spots for new Disc Golf pads
- \* Cleaned Gazebo area
- \* Overall appearance of park

### Upcoming Projects

- \* Start winterizing park
- \* Continue work on walking trail
- \* Finalize disc golf project



# MONTHLY DISTRIBUTION REPORT

DWFRMMD



Accounting Period: 8      Accounting Year: 2025      Municipality: EAST PALESTINE      As Of Date: 9/11/2025 8:02:01 PM      Advance Close: No

NOTE: This report includes information from the prior year(s) for comparison purposes.  When generating a report, special attention should be paid to the date range requested.  The year-to-year information may not yet be comparable due to the timing of your request.  The prior year(s) data reflects the final results after the Advance and Reconciliation distributions; the current year date you selected may be in the middle of a processing close and thus not be final. For your reference, the schedule of dates for distribution (processing close) is located via the Member Portal page under the FAQ-Finance section.

# MONTHLY DISTRIBUTION REPORT

DWFRMMD



REGIONAL INCOME TAX AGENCY

## PERIOD 08 DISTRIBUTION FOR EAST PALESTINE

Date	Variance	Distribution	Tax	Withholder		Individual		Net Profit			
				P1	Ref/Adj	Tax	P1	Ref/Adj	Tax	P1	Ref/Adj
08/01/2025		-529.01	364.35	0.00	0.00	210.00	0.00	0.00	0.00	0.00	-1,103.36
08/04/2025		14,246.70	10,763.92	0.00	0.00	2,554.93	279.36	0.00	628.49	0.00	0.00
08/05/2025		2,018.30	306.99	22.74	0.00	1,425.21	551.36	0.00	0.00	0.00	-288.00
08/06/2025		7,793.80	797.14	0.00	0.00	1,275.00	335.95	0.00	5,373.71	0.00	0.00
08/07/2025		1,390.13	1,160.36	0.00	0.00	229.77	0.00	0.00	0.00	0.00	0.00
08/08/2025		4,684.50	4,538.24	-22.74	0.00	169.00	0.00	0.00	0.00	0.00	0.00
08/09/2025		1,018.58	1,018.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
08/11/2025		4,227.95	2,093.91	0.00	0.00	1,976.97	157.07	0.00	0.00	0.00	0.00
08/12/2025		788.48	872.39	0.00	0.00	303.00	0.00	0.00	0.00	0.00	0.00
08/13/2025		8,134.50	6,386.61	0.00	0.00	1,747.89	0.00	0.00	0.00	0.00	0.00
08/14/2025		971.80	674.80	0.00	0.00	297.00	0.00	0.00	0.00	0.00	0.00
08/15/2025		1,347.28	241.17	0.00	0.00	857.20	248.91	0.00	0.00	0.00	0.00
08/18/2025		1,625.56	-325.14	0.00	0.00	1,626.69	324.01	0.00	0.00	0.00	0.00
08/19/2025		12,074.84	15,307.21	24.18	-5,323.65	1,746.56	320.54	0.00	0.00	0.00	0.00
08/20/2025		4,148.01	5,610.33	0.00	0.00	-1,712.50	250.18	0.00	0.00	0.00	0.00
08/21/2025		7,655.89	973.14	28.47	0.00	3,725.38	749.31	2,179.59	0.00	0.00	0.00
08/22/2025		1,830.71	3,066.55	1.13	0.00	557.74	251.31	-2,179.59	0.00	133.57	0.00
08/23/2025		732.17	642.14	0.00	0.00	0.00	90.03	0.00	0.00	0.00	0.00
08/25/2025		9,191.25	2,488.64	322.00	0.00	5,413.48	967.13	0.00	0.00	0.00	0.00
08/26/2025		11,864.95	6,070.18	0.00	0.00	866.97	30.62	0.00	4,899.00	10.34	-11.16
08/27/2025		5,161.88	3,828.51	82.48	0.00	1,250.89	0.00	0.00	0.00	0.00	0.00
08/28/2025		5,957.06	4,361.90	0.00	0.00	1,551.00	68.50	-24.34	0.00	0.00	0.00
08/29/2025		10,159.60	5,140.57	97.64	0.00	4,921.39	0.00	0.00	0.00	0.00	0.00
08/30/2025		1,287.75	0.00	0.00	0.00	1,287.75	0.00	0.00	0.00	0.00	0.00
08/02/2025		7,609.60	7,609.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
09/03/2025		483.16	308.13	0.00	0.00	175.00	0.03	0.00	0.00	0.00	0.00
09/04/2025		383.30	41.30	0.00	0.00	211.65	-211.65	0.00	342.00	0.00	0.00
09/05/2025		-41.39	-41.39	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
09/10/2025		784.00	0.00	0.00	0.00	778.00	0.00	0.00	6.00	0.00	0.00
09/11/2025		-10.34	0.00	0.00	0.00	0.00	0.00	0.00	-10.34	0.00	0.00

# MONTHLY DISTRIBUTION REPORT

DWFRMMD



## PERIOD 08 DISTRIBUTION FOR EAST PALESTINE

Date	Variance	Distribution	Withholder				Individual				Net Profit			
			Tax	PI	Ref/Adj	Tax	PI	Ref/Adj	Tax	PI	Ref/Adj	Tax	PI	Ref/Adj
PRD 08 2025		126,979.01	84,320.13	555.90	-5,710.56	33,444.97	4,412.66	-24.34	11,249.20	133.57	-1,402.52			
PRD 08 2024		190,444.11	94,040.29	880.53	0.00	89,833.84	12,457.39	-7,394.10	792.41	39.75	-206.00			
PRD 08 2023		119,979.50	88,428.78	169.49	-1,887.80	18,097.46	3,401.66	-2,125.86	14,573.34	93.43	-791.00			
PRD 08 2025-2024	-33.32%	-63,465.10	-9,720.16	-324.63	-5,710.56	-56,388.87	-8,044.73	7,369.76	10,456.79	93.82	-1,196.52			
PRD 08 2024-2023	58.73%	70,464.61	5,611.51	711.04	1,887.80	71,736.38	9,055.73	-5,268.24	-13,780.93	-53.68	585.00			
PRD 08 2025-2023	5.83%	6,999.51	-4,108.65	386.41	-3,842.76	15,347.51	1,011.00	2,101.52	-3,324.14	40.14	-611.52			
PRD 08 TAXYR 25		108,493.56	84,992.76	107.79	0.00	21,986.63	0.00	0.00	1,426.38	0.00	0.00			
PRD 08 TAXYR 24		3,209.63	-860.95	126.11	-2,623.04	975.79	1,250.40	-24.34	4,464.82	0.00	-299.16			
PRD 08 TAXYR 23		4,218.42	-11.78	322.00	-1,707.72	5,486.75	1,098.96	0.00	0.00	133.57	-1,103.36			
PRD 08 TAXYR 22		1,510.11	0.10	0.00	-1,379.80	1,977.55	912.26	0.00	0.00	0.00	0.00			
PRD 08 TAXYR 21		3,838.54	0.00	0.00	0.00	736.58	230.96	0.00	2,871.00	0.00	0.00			
PRD 08 TAXYR 20		2,459.22	0.00	0.00	0.00	492.28	233.94	0.00	1,733.00	0.00	0.00			
PRD 08 TAXYR 19		2,647.41	0.00	0.00	0.00	1,714.37	179.04	0.00	754.00	0.00	0.00			
PRD 08 TAXYR 18		244.48	0.00	0.00	0.00	95.02	149.46	0.00	0.00	0.00	0.00			
PRD 08 TAXYR 17		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
PRD 08 TAXYR 16		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
PRD 08 TAXYR 15		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
PRD 08 TAXYR 14		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
PRD 08 TAXYR 13		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
PRD 08 TAXYR 12		357.64	0.00	0.00	0.00	0.00	357.64	0.00	0.00	0.00	0.00			
PRD 08 TAXYR 11		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
PRD 08 TAXYR 08		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
YTD 2025		1,502,803.10	737,797.71	6,054.09	-13,096.64	609,112.61	69,830.55	-19,143.91	116,105.23	1,407.22	-5,263.76			
YTD 2024		1,573,958.01	835,845.92	7,494.55	-7,172.90	549,983.18	47,279.72	-28,241.17	183,913.87	2,454.66	-17,599.82			
YTD 2023		1,353,184.76	715,108.47	2,841.25	-16,567.15	550,848.19	36,146.75	-18,394.38	83,564.65	1,027.49	-1,390.51			
YTD 08 2025-2024	-4.52%	-71,154.91	-98,048.21	-1,440.46	-5,923.74	59,129.43	22,550.83	9,097.26	-67,808.64	-1,047.44	12,336.06			
YTD 08 2024-2023	16.32%	220,773.25	120,737.45	4,653.30	9,394.25	-865.01	11,132.97	-9,846.79	100,349.22	1,427.17	-16,209.31			
YTD 08 2025-2023	11.06%	149,618.34	22,689.24	3,212.84	3,470.51	56,264.42	33,683.80	-749.53	32,540.58	379.73	-3,873.25			

# MONTHLY DISTRIBUTION REPORT



REGIONAL INCOME TAX AGENCY

DWFRMMD

## PERIOD 08 DISTRIBUTION FOR EAST PALESTINE

Date	Variance	Distribution	Tax	Withholder		Individual		Net Profit	
				PI	Ref/Adj	PI	Ref/Adj	PI	Ref/Adj
YTD 2025 ABOVE		1,502,803.10							
YTD 2025 RETAINER		45,084.10							
YTD 2025 AVERAGE %		3.00%							
YTD 2025 NON-RETAIN		2,827.71							
PRD 08 NON-RETAIN		389.73							
PRD 08 ABOVE		TOTAL	ADVANCE RECONCILIATION						
PRD 08 RETAINER %		126,979.01	106,323.33		20,655.68				
PRD 08 RETAINER		3,809.37	3,189.70		619.67				
PRD 08 ADJUSTMENT		145.40	0.00		145.40				
PRD 08 NET		123,024.24	103,133.63		19,890.61				RECONCILIATION NET TO BE CREDITED TO YOUR ACCOUNT ON 09/15/2025
ADJUSTMENT TYPE									
COLLECTION		145.40	0.00		145.40				
ATTORNEY									
TOTAL		145.40	0.00		145.40				

THE AMOUNTS REPRESENT COLLECTIONS FROM JANUARY 2025 THROUGH AUGUST 2025 DISTRIBUTED TO YOU FEBRUARY 2025 THROUGH SEPTEMBER 2025

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# MONTHLY DISTRIBUTION REPORT

DWFRMMD



## CASH PERIOD 08 DISTRIBUTION FOR EAST PALESTINE

Date	Distribution	Tax	Withholder			Individual			Net Profit		
			PI	Ref/Adj	Tax	PI	Ref/Adj	Tax	PI	Ref/Adj	
CSH 09 2025	126,979.01	84,320.13	555.90	-5,710.56	33,444.97	4,412.66	-24.34	11,249.20	133.57	-1,402.52	
CSH 09 2024	190,444.11	94,040.29	880.53	0.00	89,833.84	12,457.39	-7,394.10	792.41	39.75	-206.00	
CSH 09 2023	119,979.50	88,428.78	169.49	-1,867.80	18,097.46	3,401.66	-2,125.86	14,573.34	93.43	-791.00	
CSH 09 2025-2024	-33,322%	-63,465.10		-9,720.16							
CSH 09 2024-2023	58.73%	70,464.61	711.04	1,867.80	71,736.38	9,055.73	-5,268.24	-13,780.93	-53.68	585.00	
CSH 09 2025-2023	5.83%	6,999.51	386.41	-3,842.76	15,347.51	1,011.00	2,101.52	-3,324.14	40.14	-611.52	
CSH											
YTD 2025	1,657,546.30	833,775.79	9,555.84	-13,096.64	653,482.15	77,550.87	-19,345.57	122,623.35	1,407.22	-8,406.71	
CSH											
YTD 2024	1,699,280.55	910,943.52	7,569.56	-7,172.90	579,656.51	49,566.08	-28,166.17	192,475.77	3,313.10	-18,904.92	
CSH											
YTD 2023	1,457,817.12	778,112.78	4,438.23	-16,650.51	585,208.86	39,479.24	-18,394.38	85,798.90	1,214.51	-1,390.51	
CSH											
YTD 09 2025-2024	-1.88%	-31,734.25		-77,167.73							
CSH											
YTD 09 2024-2023	15.88%	231,463.43	132,830.74	3,131.33	9,477.61	10,086.84	-9,771.79	106,676.87	2,098.59	-17,514.41	
CSH											
YTD 09 2025-2023	13.70%	199,729.18	55,663.01	5,117.61	3,553.87	68,273.29	38,071.63	36,824.45	192.71	-7,016.20	
YTD 2025 ABOVE		1,657,546.30									
YTD 2025 RETAINER		45,917.03									
YTD 2025 AVERAGE %		2.77%									
YTD 2025 NON-RETAIN		3,221.77									
CSH 09 NON-RETAIN		389.73									

**This page is CASH BASIS**

THE AMOUNTS REPRESENT COLLECTIONS FROM DECEMBER 2024 THROUGH AUGUST 2025 DISTRIBUTED TO YOU JANUARY 2025 THROUGH SEPTEMBER 2025



# Special Funds Distribution Summary

## DWGRSSF

<b>Net Change in Distribution for EAST PALESTINE</b> <b>Accounting Period: 2025/8 Month End</b> <b>Account Type: &lt;ALL&gt;</b>	
Total Distribution During Requested Accounting Period(s)	<b>126,979.01</b>
Net Cash Distribution Applied Due To Rate Change Fund 1	<b>41,452.63</b>

<b>Net Change in Distribution for EAST PALESTINE</b> <b>Accounting Period: 2025/8 Month End</b> <b>Account Type: Individual</b>	
Total Distribution During Requested Accounting Period(s)	<b>37,833.29</b>
Net Cash Distribution Applied Due To Rate Change Fund 1	<b>12,218.69</b>

<b>Net Change in Distribution for EAST PALESTINE</b> <b>Accounting Period: 2025/8 Month End</b> <b>Account Type: Net Profit</b>	
Total Distribution During Requested Accounting Period(s)	<b>9,980.25</b>
Net Cash Distribution Applied Due To Rate Change Fund 1	<b>3,030.86</b>

<b>Net Change in Distribution for EAST PALESTINE</b> <b>Accounting Period: 2025/8 Month End</b> <b>Account Type: Withholder</b>	
Total Distribution During Requested Accounting Period(s)	<b>79,165.47</b>
Net Cash Distribution Applied Due To Rate Change Fund 1	<b>26,203.08</b>

# Special Funds Distribution Summary



## DWGRSSF

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Accounting Period From: 2025/8      Through:      2025/8      Close Type:      Month End  
Municipality:      268

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July-25

Village of East Palestine Credit Card Report

**Melissa Hiner Card # Ending 7764**

**Expiration Date 11-2028**

**Date of Purchase      Store Purchase**

**Amount                  Description**

**Due Date**

---

\$                  -

**Antonio Diaz-Guy Card# Ending 764**

**Expiration Date 4-2030**

**Date of Purchase      Store Purchase**

**Amount                  Description**

**Due Date**

\$                  -

**Keith Drabick Card # Ending 7931**

**Expiration Date 4/27**

**Date of Purchase      Store Purchase**

**Amount                  Description**

**Due Date**

7/25/2025

Chess Electric

\$                  167.35    E-1 Generator switch-16 AMP  
Manual Motor Starter  
Enclosure

9/3/2025

**Scott Wolfe # Ending 5012**

**Expiration Date 7/26**

**Date of Purchase      Store Purchase**

**Amount                  Description**

**Due Date**

7/11/2025

Ridgeline Auto

691.02    A/C Compressor & Condenser

9/3/2025

7/30/2025

Penn Ohio Waste

19.08    C&D Ext

---

\$                  710.10

**James Brown Card # Ending 3989**

**Expiration Date 9-2026**

**Date of Purchase      Store Purchase**

**Amount                  Description**

**Due Date**

\$                  -

\$                  -

**Home Depot**

**No Expiration Date**

**Date of Purchase      Department**

**Amount                  Description**

**Due Date**

**Heritage Cooperative**

**Expiration Date**

**Date of Purchase      Store Purchase**

**Amount                  Description**

**Due Date**

July Heritage Cooperative

\$                  6,517.05    FUEL

8/31/2025



Aug-25

Village of East Palestine Credit Card Report

**Melissa Hiner Card # Ending 7764**

**Expiration Date 11-2028**

Date of Purchase	Store Purchase	Amount	Description	Due Date
8/28/2025	Auditor of State	\$ 110.00	Fiscal Officer Training	10/2/2025
		<hr/>		
		\$ 110.00		

**Antonio Diaz-Guy Card# Ending 764**

**Expiration Date 4-2030**

Date of Purchase	Store Purchase	Amount	Description	Due Date
8/10/2025	76-Corner Mart VA	41.31	Fuel	10/2/2025
8/12/2025	Exxon WV	31.20	Fuel	
8/12/2025	Kimpton Hotel NC	593.46	Hotel-Appalachia Conference	
8/14/2025	Exxon	-0.31	Credit	
8/27/2025	Tractor Supply	\$ 179.98	Copper Sulfate-Harvey Park	
		\$ 845.64		

**Keith Drabick Card # Ending 7931**

**Expiration Date 4/27**

Date of Purchase	Store Purchase	Amount	Description	Due Date
------------------	----------------	--------	-------------	----------

**Scott Wolfe # Ending 5012**

**Expiration Date 7/26**

Date of Purchase	Store Purchase	Amount	Description	Due Date
		<hr/>		
		\$ -		

**James Brown Card # Ending 3989**

**Expiration Date 9-2026**

Date of Purchase	Store Purchase	Amount	Description	Due Date
		\$ -		
		\$ -		

**Home Depot**

**No Expiration Date**

Date of Purchase	Department	Amount	Description	Due Date
------------------	------------	--------	-------------	----------

**Heritage Cooperative**

**Expiration Date**

Date of Purchase	Store Purchase	Amount	Description	Due Date
August	Heritage Cooperative	\$ 6,066.81	FUEL	9/30/2025



**Current Rates for Re-investment of \$2,000,000**

WesBanco		HNB	
6 mo	4.00%	4 wks	4.05%
7 mo	4.00%	13 wks	3.85%
9 mo	3.70%	26 wks	3.75%
12 mo	3.50%	52 wks	3.55%
14 mo	3.25%		
18 mo	3.15%		
24 mo	3.00%	2 yrs	3.45%
MM	3.75%	3 yrs	3.45%

**Current Investments as of 10/07/2025**

HNB	Term	Amount	Int Rate	APY	Interest Earnings to date	Estimated		Invest Date	Maturity Date
						Interest Earnings	Invest Date		
HNB	6-Month	2,000,000.00	4.21%	4.30%	42,425.81	43,000	4/3/2025	10/2/2025	
HNB	1 Year	6,000,000.00	4.05%	4.13%	121,712.71	247,800	4/3/2025	4/2/2026	
WesBanco	7 Month	2,042,425.81	3.94%	4.00%	47,000	47,000	10/7/2025	5/7/2026	
Farmers	2 Year	2,000,000.00	3.98%	4.04%	40,328.39	161,600	3/31/2025	3/31/2027	
Farmers	2 Year	2,000,000.00	3.98%	4.04%	40,328.39	161,600	3/31/2025	3/31/2027	
Farmers	3 Year	3,000,000.00	3.98%	4.04%	60,492.59	363,600	3/31/2025	3/31/2028	
Farmers	3 Year	3,000,000.00	3.98%	4.04%	60,492.59	363,600	3/31/2025	3/31/2028	
Farmers	3 Year	3,000,000.00	3.98%	4.04%	60,492.59	363,600	3/31/2025	3/31/2028	
		<b>21,042,425.81</b>				<b>1,751,800</b>			



RECAP  
CITY OF EAST PALESTINE  
RECONCILIATION  
9/30/2025

I	<b>CHECKING ACCOUNTS</b>		
	Huntington Bank		
	General Account	\$	4,994,110.54
	American Rescue Plan	\$	-
	Payroll Account	\$	-
	Ambulance Account	\$	-
	 Total Huntington Bank Checking Accounts	 \$	 4,994,110.54
II	<b>INVESTMENTS</b>		
	Farmers National Bank	\$	13,000,000.00
	Huntington National Bank	\$	8,000,000.00
	Certificate of Deposit		
		\$	21,000,000.00
	 Public Funds		
		\$	-
	Premier Bank	\$	3,194,931.14
	MMAX Account	\$	-
	CD- NCB - Cemetery	\$	38,490.53
	Total Public Funds	\$	3,233,421.67
	 Star Ohio	 \$	 88,971.76
	Total Investments	\$	24,322,393.43
	Total Cash & Investments	\$	29,316,503.97
	Balance per Fund Report	\$	29,316,503.97
	Difference	\$	-

Explanation of Difference:

  
Melissa Hiner  
Finance Director

  
Antonio Diaz-Guy  
Manager



Bank Report

AS OF: 10/02/2025

BANK CODE	BEGINNING BALANCE	REVENUE		EXPENSE		TRANS-IN YTD	TRANS-OUT YTD	ENDING BALANCE
		MTD	YTD	MTD	YTD			
00021 HUNTINGTON BANK	4749573.06	499028.00	27769155.48	638225.79	6524618.00	0.00	13000000.00	12994110.54
ARPA AMERICAN RESCUE PLAN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BRIDGE BRIDGE FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CDARS CD - HUNTINGTO	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CHIP CHIP ACCOUNT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
FARMERS FARMERS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Home Sa Premier Bank	3089288.08	11564.78	105643.06	0.00	0.00	0.00	0.00	3194931.14
MMAX HUNTINGTON MMAX INVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PNC PNC Roof Loan (Park)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PNC BAN PNC BANK CD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PNC BAN PNC BANK CD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
cem cd national city ban	37242.75	0.00	1247.78	0.00	0.00	0.00	0.00	38490.53
sky pub sky public funds sav	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
star oh star Ohio	86055.45	320.28	2916.31	0.00	0.00	0.00	0.00	88971.76
TOTAL	7962159.34	510913.06	27878962.63	638225.79	6524618.00	13000000.00	13000000.00	29316503.97

\* End of Report: City of East Palestine \*







AT Check Report By Check No  
AS OF: 10/02/2025

STARTING CHECK NO:0000000000  
STARTING DATE :  
INVALID BANK  
ENDING CHECK NO:2222222222  
ENDING DATE : 12/31/9999

NUMBER	DATE	VENDOR NUMBER AND NAME	AMOUNT	STATUS	BATCH CASHED DATE
0000040577	09/12/2025	002127 MPH INDUSTRIES INC	4.80	OUTSTANDING	4537
0000040578	09/12/2025	002128 SEAMASTER HILLSVILLE	2367.97	OUTSTANDING	4537
0000040586	09/12/2025	008208 STEVE'S TOWING	1500.00	OUTSTANDING	4538
0000040602	09/19/2025	004067 OUR LADY OF LOURDES CHURC	130.00	OUTSTANDING	4544
0000040603	09/19/2025	005054 PB ELECTRONICS	700.00	OUTSTANDING	4544
0000040613	09/27/2025	000065 ANTHEM BLUE CROSS AND BLU	40665.26	OUTSTANDING	4550
0000040614	09/27/2025	000080 ATLANTIC EMERGENCY SOLUTI	4979.17	OUTSTANDING	4551
0000040615	09/27/2025	001164 AT & T MOBILITY	464.86	OUTSTANDING	4551
0000040616	09/27/2025	000210 BRITTAIN MOTORS INC.	69.95	OUTSTANDING	4551
0000040617	09/27/2025	000219 B & J ELECTRIC	190.00	OUTSTANDING	4551
0000040618	09/27/2025	000333 CAL-OHIO LUBE PRODUCTS CO	402.00	OUTSTANDING	4551
0000040619	09/27/2025	000387 CHAPMAN SYSTEMS & CONSULT	202.00	OUTSTANDING	4551
0000040620	09/27/2025	000496 DDTA SERVICES	220.00	OUTSTANDING	4550
0000040621	09/27/2025	000513 ENBRIDGE GAS OHIO	487.57	OUTSTANDING	4551
0000040622	09/27/2025	000703 GENERATOR SPECIALIST INC	711.44	OUTSTANDING	4551
0000040624	09/27/2025	001541 EASTON TELECOM SERVICES L	2463.25	OUTSTANDING	4551
0000040625	09/27/2025	001596 FERGUSON WATERWORKS	1059.56	OUTSTANDING	4551
0000040626	09/27/2025	002011 MUNICIPAL SIGNS & SALES	224.40	OUTSTANDING	4551
0000040627	09/27/2025	003025 N C L OF WISCONSIN, INC.	497.26	OUTSTANDING	4551
0000040628	09/27/2025	004027 OHIO EDISON	22722.99	OUTSTANDING	4551
0000040629	09/27/2025	004995 PENN CARE	5298.38	OUTSTANDING	4551
0000040630	09/27/2025	005104 PEREGRINE CORPORATION	76.59	OUTSTANDING	4551
0000040631	09/27/2025	007008 RHTEL SUPPLY CO.	150.70	OUTSTANDING	4551
0000040632	09/27/2025	008192 T MOBILE	118.84	OUTSTANDING	4551
0000040633	09/27/2025	009013 TOM'S WHOLESALE TIRES	827.95	OUTSTANDING	4551
0000040634	09/27/2025	009037 TREASURER, STATE OF OHIO	68.25	OUTSTANDING	4551
		TOTAL REPORT FOR 00021	86603.19		

\* End of Report: City of East Palestine \*



## 2025 BUILDING PERMIT REPORT

MONTH	NEW CONST	GARAGES	ACCESSORY BUILDING	RES ADDITIONS ALTERATION/REPAIR OUTSIDE WORK	FENCES	COMMERCIAL ADDITION <sup>1</sup> REMODEL/SIGN	CONNECTION FEE PERMIT	DEMO PERMIT	ESTIMATED CONSTRUCTION COST
JAN	0	0	0	4	1	2		1	\$662,200.00
FEB	0	0	0	3	0	2			\$39,407.00
MAR	1	0	3	9	1	2	0	0	\$576,020.00
APR	0	1	2	7	3			1	\$138,619.75
MAY	0	0	0	14	2	4		1	\$371,458.00
JUNE	0	0	3	18	3	4		0	\$309,582.42
JULY	0	0	1	13	2	2		0	\$173,271.00
AUG	1	0	1	21	0	3		2	\$439,482.96
SEPT	2	0	1	19		1		0	\$906,613.73
OCT									
NOV									
DEC									
TOTALS									
BUILDING/DEMO PERMIT									
JAN	\$4,496.00								
FEB	\$205.00								
MAR	\$1,922.75				\$2,217.20				
APR	\$570.60				\$50.00 Zoning Appeal				
MAY	\$1,283.88				Zoning Change Request				
JUNE	\$1,321.57								
JULY	\$791.31								
AUG	\$1,641.52			Permit Penalty	\$35.00	Horns, Meter, Miu	\$450.00		
SEPT	\$2,786.00			Water/Sewer Taps	\$3,000.00	Horn, Meter, Miu	\$900.00		
OCT									
NOV									
DEC									
TOTALS									
OTHER FEES COLLECTED									





## Water and Wastewater Department Highlights September 2025

### Water Distribution System (WD):

September was an active month regarding excavations (planned and unplanned).

- 1 watermain break on North Sumner totaling **\$934.00**
- 2 service line leaks totaling **\$1,437.00**
- Installed a new service line on East Main St. totaling **\$1,476.00**
- Replaced 2 fire hydrants on North Market St. totaling **\$6,000.00 (6 out of service fire hydrants have been replaced YTD).**

An Ohio EPA Equipment Grant to purchase valve exerciser equipment was received totaling \$10,000.00 for the Village Water Department.

### Wastewater Treatment Plant and Collection System

- Normal collection system maintenance.
- Tree trimming around fence line at WWTP.
- Entering the last month of UV disinfection season at the wastewater treatment plant.

### Water Treatment Plant

- Normal Operations.

#### \*ANNOUNCEMENTS regarding upcoming maintenance:

- Fire hydrant flushing will take place the week of October 20<sup>th</sup> lasting all week.
- Lead line "potholing" the week of October 13<sup>th</sup> (only on Alice St.) RCAP and Village employees together.
  - YTD roughly 40 lines have been checked in areas with potential lead service lines on the public side with 7 being discovered and 1 already replaced.



## East Palestine Water & Sewer Department

2025

	Final Reading	High Consumption	OUPS Locates	Check Reading	Sewer Jet/Check	Check Meter	Shuff off- Repair	Turn On at Curb	Valves Exercised	Misc.	Water Breaks and/or Excavations
January	9	13	11	8	13	4	2	7	6	0	3
February	5	11	10	1	6	3	3	6	1	3	1
March	7	9	29	1	10	9	3	6	18	3	2
April	6	17	45	1	12	1	3	7	3	4	2
May	15	8	34	2	6	2	1	5	2	4	3
June	6	2	30	4	10	3	1	5	1	2	1
July	14	11	28	0	9	4	1	4	17	7	3
August	11	10	39	1	6	2	1	7	8	2	6
September	8	17	43	3	4	2	3		6	6	6
October											
November											
December											
Totals	81	98	269	21	76	30	18	47	62	31	27

2025

	Water Production	Wastewater Total	Water Production Billing	Water Billed	Backwash Total (MG)	Hydrant Flushing/Leaks Est.	Shut off Sent	Disconnect Cards	Shut off (nonpayment)	Taste/Odor/Discolored Water	Low Pressure
January	10,025	12,799	10,09	6,885	0,403	27,500	115	85	7	5	2
February	8,881	21,122	9,734	7,24	0,411	4,000	96	48	7	0	0
March	9,738	15,076	8,932	6,848	0,432	35,000	95	57	9	1	0
April	9,484	25,527	10,122	7,434	0,392	476,886	100	49	10	0	0
May	10,283	32,49	9,81	7,299	0,46	20,000	86	48	6	1	0
June	10,372	23,797	10,871	7,945	0,438	15,000	77	39	7	0	0
July	10,81	23,779	10,458	7,625	0,441	25,000	84	55	3	0	0
August	10,12	12,337	10,022	7,19	0,43	15,000	99	53	14	3	0
September	9,393	12,423	9,12	7,766	0,421	40,000	86	51	1	0	0
October											
November											
December											
Totals	89,106	179,35	89,159	66,232	3,828	658,386	838	485	64	10	2

Water production in million gallons

Water billed (middle of month to middle of month)



ist 9-22-25

ORDINANCE NO: 22 -2025

AN ORDINANCE CREATING A NEW ADMINISTRATIVE POSITION, MARKETING COORDINATOR, ADOPTING A WAGE SCALE TO BE INCORPORATED INTO THE PERSONNEL POLICY HANDBOOK (WHITEBOOK).

WHEREAS, the Council of the Municipality of East Palestine, Columbiana County, Ohio, desires to further the effective administration of business and adopt the following:

NOW THEREFORE, BE IT ORDAINED, by the Council of the Municipality of East Palestine, County of Columbiana, State of Ohio, is hereby adopted as Follows:

**Section 1. Creation of new Administrative Position.**

The administrative position of **Marketing Coordinator** is hereby created. Initially, the position will be part time. The Marketing Coordinator shall report to and be under the direct supervision of the Village Manager. The job duties shall include the duties set forth on the attachment hereto, which is incorporated by reference.

**SECTION 2. Salary and benefits** The salary for the position shall be \$18 per hour. The weekly hours shall not exceed 29 hour per week, without further approval of Council. The work hours will be flexible, to accommodate non-business hours activities required by the job description.

**SECTION 3. Other provisions.** The provisions of this Ordinance shall be incorporated into the Personnel Policy Handbook (White Book) of the Village of East Palestine, and shall be effective, until further modified by Ordinance.

**SECTION 4. Conflict with exiting provisions.** All provisions of the Personnel Policy Handbook (White Book) of the Village of East Palestine in conflict with the provisions set forth herein are hereby modified or repealed, as the case may be.

**SECTION 5. Open Meeting.** All deliberations concerning this Ordinance were held in open session of Council.

PASSED BY COUNCIL this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
MAYOR TRENT CONAWAY  
ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
MISTI MARTIN  
CLERK OF COUNCIL

\_\_\_\_\_  
DAVID P. POWERS  
LAW DIRECTOR



**Position:** Marketing Coordinator

**Reports To:** Municipal Manager

**Status:** Part-time (up to 29 hours per week)

**Pay Category:** Hourly

- Part-time employment (29 Hours per Week), with the potential to progress to Full-Time (40 Hours a week) with benefits eligibility per Village policy
- Standard work hours: Monday – Friday, 8:00 AM – 4:00 PM
- Actual working hours will be set upon employment and subject to changes based on events and position needs

**Pay Rate:** \$18

**Vision:** A thriving community where every citizen enjoys a vibrant social and economic life, supported by well-paying local jobs and a deep sense of care for their well-being. A place where neighbors uplift one another, and the local government is a trusted partner, delivering exceptional public services that enhance the quality of life for all.

**Mission:** Our goal is to drive economic and social growth by becoming the most business-friendly community in Eastern Ohio. We will achieve this by implementing and upholding thoughtful, effective laws and ordinances and by investing in the strength and well-being of our local institutions. Together, we will make East Palestine a model of effective governance – a place where opportunity thrives, innovation is embraced, and progress benefits all.

**Values:**

- **Transparency and Consistency:** Open, honest, and reliable communication with the community.
- **Opportunity for All:** Reducing barriers to success for individuals and businesses.





- **Practical Governance:** Policies and procedures rooted in common sense and practicality.
- **Efficient Action:** Delivering effective solutions with urgency and precision.
- **Accessible Support:** Providing easy access to resources and assistance.
- **Professional Excellence:** Maintaining a well-trained, skilled, and dedicated workforce.
- **Attention to Detail:** Excelling in even the smallest tasks to ensure overall success.

#### **Position Overview:**

The Marketing Coordinator, focused on marketing and media, is a critical partner in the future success of East Palestine, as a government and as a community. Seeing as how the Village has the desire to expand its influence, build upon its already solid reputation, and develop into a more robust and resilient community, it is essential that someone within the Village government be focused on Marketing and Media work. Individuals successful in this role will build and expand the positive reputation of East Palestine through use of Traditional Print Media, Social Media, News Media, Development/Design of Strategic Marketing/Promotional Campaigns, Informational Content, and Event Planning/Coordination. This position will work with the Municipal Manager and other members of the staff to ensure accurate distribution of information. This position is empowered to work independently, generating new and creative opportunities.

#### **Essential Job Functions:**

- **Marketing Strategy**
  - Develop and implement a comprehensive marketing plan to promote the Village's image, events, and economic opportunities.
  - Conduct market research to identify target audiences and effective communication channels.
  - Create branding guidelines to ensure consistency across all marketing materials.
- **Direct Mail**
  - Design, produce, and distribute direct mail campaigns to residents and businesses.
  - Manage mailing lists and ensure compliance with postal regulations.
  - Provide analytics on direct mail campaign performance.
- **Email Marketing**





- Develop and execute email marketing campaigns to engage residents, businesses, and stakeholders.
- Manage email lists and ensure compliance with anti-spam regulations (e.g., CAN-SPAM Act).
- Provide analytics on open rates, click-through rates, and campaign effectiveness.
- **Web Hosting and Management**
  - Plan and implement content changes with the Village and Community Improvement Corporation websites.
  - Act as the primary point of contact for external web hosting partners.
- **Social Media Management**
  - Manage the Village's social media accounts (e.g., Facebook, Instagram, TikTok, Twitter/X, LinkedIn).
  - Create and schedule regular content to engage the community and promote Village initiatives.
  - Monitor social media interactions and respond to inquiries/comments in a timely and appropriate manner.
  - Provide monthly analytics on social media reach, engagement, and growth.
- **Photography**
  - Provide professional photography services for Village events, promotional materials, and website content.
  - Deliver high-resolution, edited images in digital format within agreed-upon timelines.
  - Ensure proper licensing for all images used in Village marketing materials.
- **Videography**
  - Produce professional videos for Village events, promotional campaigns, or special projects as requested.
  - Deliver edited videos in formats suitable for web, social media, and other platforms.
  - Ensure proper licensing for all video content.
- **Event Planning**
  - Plan and coordinate Village-sponsored events, including community festivals, public meetings, and economic development initiatives.





- Manage event logistics, including venue selection, vendor coordination, and promotional activities.
- Provide post-event reports summarizing attendance, outcomes, and feedback.
- **Additional Services**
  - Provide graphic design services for marketing collateral (e.g., flyers, brochures, banners).
  - Collaborate with Village staff to ensure alignment with municipal goals and branding.
  - Offer strategic recommendations to improve outreach and engagement.

**Required Skills:**

- Photography and Videography: focused on short content primarily
- Print Media: Create and Distribute Newsletters, Pamphlets, and Flyers
- Event Planning and Crowdwork
- Communication Skills:
  - Strong written and verbal communication for crafting marketing materials, coordinating with teams, and engaging with stakeholders.
- Digital Marketing: Proficiency in social media management (Facebook, LinkedIn Instagram, TikTok and YouTube), email marketing, SEO, and content creation tools (e.g., Canva, Mailchimp, etc.)
- Project Management: Ability to organize campaigns, manage timelines, and coordinate multiple tasks using tools like Asana, Trello, or Monday.com.
- Analytical Skills: Familiarity with data analysis and metrics tracking (e.g., Google Analytics, social media insights) to measure campaign performance.
- Content Creation: Experience in writing copy, creating visual content, or managing content calendars for blogs, social media, or websites.
- Team Collaboration: Ability to work cross-functionally with sales, design, and product teams to align marketing efforts.
- Creativity: Strong creative thinking to develop engaging campaigns and brand messaging.
- Technical Skills: Basic knowledge of Microsoft Office Suite (Excel, PowerPoint, Word).





- **Time Management:** Ability to prioritize tasks and meet deadlines in a fast-paced environment.
- **Market Research:** Skills in conducting research to understand target audiences, trends, and competitors.

#### **Minimum Physical Requirements:**

- **Prolonged Sitting/Computer Use:** Ability to sit for extended periods while working on a computer for tasks like content creation, data analysis, or campaign management.
- **Manual Dexterity:** Basic ability to operate computers, keyboards, and other office equipment.
- **Vision:** Sufficient visual acuity to review marketing materials, read data reports, and work with digital design tools.
- **Mobility:** Occasional light lifting or carrying (e.g., marketing materials, event setup items like posters or promotional products, typically under 20 pounds) and the ability to move between workstations or meeting rooms.
- **Event Coordination (if applicable):** For roles involving events, the ability to stand or walk for extended periods during trade shows, conferences, or promotional events, and possibly set up booths or displays.

#### **Performance Expectations/Metrics and Responsibilities:**

- A comprehensive annual marketing plan, with measurable goals and objectives.
- Monthly reports on campaign performance, including analytics for direct mail, email, social media, and website activity.
- High-quality photography and videography assets delivered within agreed-upon timelines.
- Event planning timelines, budgets, and post-event reports.
- Regular communication with Village staff
- All marketing materials compliant with Village branding guidelines and applicable regulations.
- **Quality:** All deliverables must meet professional standards and align with the Village's branding and communication goals.





- **Timeliness:** Deliverables must be completed within agreed-upon timelines, with clear communication regarding any delays.
- **Responsiveness:** The vendor must respond to Village inquiries within 24 hours during regular business hours (Monday–Friday, 8:00 AM–5:00 PM EDT).
- **Budget Compliance:** Proposals must demonstrate cost-effectiveness and align with the Village’s budgetary constraints.
- **Compliance:** All services must comply with applicable federal, state, and local laws, including IRS worker classification rules, anti-spam regulations, and accessibility standards.

**Equal Opportunity Employer Statement:** The Village of East Palestine is an Equal Opportunity Employer. We do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other characteristic protected by applicable federal, state, or local law. All employment decisions are based on qualifications, merit, and business needs.



**ORDINANCE NO: 23 -2025**

**AN ORDINANCE AUTHORIZING THE HIRING OF A PART TIME FINANCE CLERK AND SETTING SALARY, AND DECLARING AN EMERGENCY.**

WHEREAS, pursuant to Resolution 14-2025, the Village Manager has sought qualified candidates for the position of part time Finance Clerk; and

WHEREAS, the Village Manager has submitted the candidates and his recommendation Council for review; and

WHEREAS, the Council of the Municipality of East Palestine, Columbiana County, Ohio, desires to further the effective administration of business and adopt the following:

NOW THEREFORE, BE IT ORDAINED, by the Council of the Municipality of East Palestine, County of Columbiana, State of Ohio, is hereby adopted as Follows:

**Section 1. Hiring approved.** With the advice and consent of Council, The Village Manager is hereby authorized to appoint and hire a part time Finance Clerk. The position shall be part time, with hours not to exceed 29 hours per week. The Finance Clerk shall report to and be under the direct supervision of the Finance Director and the Village Manager.

**SECTION 2. Salary and benefits** The salary for the position shall be \$18.00 per hour. The weekly hours shall not exceed 29 hour per week, without further approval of Council. The work hours will be as scheduled by the Finance Director.

**SECTION 3. Other provisions.** The provisions of this Ordinance shall be incorporated into the Personnel Policy Handbook (White Book) of the Village of East Palestine, and shall be effective, until further modified by Ordinance.

**SECTION 4. Conflict with exiting provisions.** All provisions of the Personnel Policy Handbook (White Book) of the Village of East Palestine in conflict with the provisions set forth herein are hereby modified or repealed, as the case may be.

**SECTION 5. Open Meeting.** All deliberations concerning this Ordinance were held in open session of Council.

PASSED BY COUNCIL this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

ATTEST:

\_\_\_\_\_  
MAYOR TRENT CONAWAY

APPROVED AS TO FORM:

\_\_\_\_\_  
MISTI MARTIN  
CLERK OF COUNCIL

\_\_\_\_\_  
DAVID P. POWERS  
LAW DIRECTOR

**ORDINANCE NO: \_\_\_\_\_-2025**

**AN ORDINANCE ESTABLISHING FEES FOR COMMERCIAL BUILDING PERMITS AND ASSOCIATED FEES AND DECLARING AN EMERGENCY**

WHEREAS, The Village of East Palestine has submitted a request to the State of Ohio to establish a Commercial Building Department; and

WHEREAS, The State of Ohio has approved said request; and

WHEREAS, the Council of the Municipality of East Palestine, Columbiana County, Ohio, desires to further the effective administration of business and adopt a fee schedule for commercial building permits and associated fees.

NOW THEREFORE, BE IT ORDAINED, by the Council of the Municipality of East Palestine, County of Columbiana, State of Ohio, is hereby adopted as Follows:

**Section 1. Fee Schedule.** The fee schedule set forth on the attached Exhibit A, is hereby adopted as the fee schedule for the East Palestine Building Department.

**SECTION 2. Conflict with exiting provisions.** Any provisions of Ordinances of the Village of East Palestine in conflict with the provisions set forth herein are hereby modified or repealed, as the case may be.

**SECTION 5. Open Meeting.** All deliberations concerning this Ordinance were held in open session of Council.

PASSED BY COUNCIL this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
MAYOR TRENT CONAWAY

ATTEST:

APPROVED AS TO FORM:

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MISTI MARTIN  
CLERK OF COUNCIL

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DAVID P. POWERS  
LAW DIRECTOR

## PROPOSED COMMERCIAL FEE SCHEDULE

### East Palestine Building Department

**\*New Construction Calculations include Base Fee, Square Footage Fee, & 3% State Fee.**

<b>Processing Fee</b> - \$75.00 - all permit requests
<b>Plan Review</b>
A. \$300.00 Full Set Review Deposit \$150.00 per hour for plan review exceeding 2 hours
B. \$150.00 Base Fee - single sheet plan review
<b>Building General Permit</b>
A. \$150.00 Base Fee*
B. \$10.50 per 100 Square Feet*
C. Roof - \$4.50 per 100 Square Feet
D. Windows - \$0.50 per window
E. Doors - \$0.50 per door
F. Sanitary/Storm Laterals - + \$0.50 per lineal foot
<b>Mechanical Permit</b>
A. \$150.00 Base Fee*
B. \$6.50 per 100 Square Feet*
C. Furnace - \$75.00
D. Duct Work - \$0.50 per lineal feet
E. HVAC Unit - \$75.00 - New or replacement - includes roof top units
F. Water Tank - \$75.00 - New or replacement
<b>Electrical Permit</b>
A. \$150.00 Base Fee*
B. \$6.50 per 100 Square Feet*
C. Lights - \$0.50 per light
D. Switches - \$0.50 per switch
E. Receptacle - \$0.50 per receptacle
F. Main Service - \$75.00
G. Temporary Service - \$75.00
<b>Fire Alarm Permit</b> (Does not include system acceptance tests/inspections by fire officials)
A. \$150.00 Base Fee*
B. \$6.50 per Alarm Device
<b>Sprinkler Permit</b> (Does not include system acceptance tests/inspections by fire officials)
A. \$150.00 Base Fee*
B. \$6.50 per 100 Square Feet
C. \$0.50 per head
<b>Plumbing Permit (Outside of Columbiana County)</b>
A. \$150.00 Base Fee*
B. \$6.50 per Square Foot*
C. Fixture - \$3.00 each
D. Sanitary Line - \$0.50 per Linear Ft.
E. Water Line - \$0.50 per Linear Ft

F. Water Tank - \$75 New or Replacement
<b>Medical Gas Permit (Outside of Columbiana County)</b>
A. \$150.00 Base Fee*
B. \$10.00 per room with medical gas equipment
C. \$25.00 per zone valve assembly
D. \$25.00 per System
E. \$25.00 per tie-in

<b>Industrialized Unit Permit</b>
A. \$150.00 Base Fee
<b>Certificate of Occupancy or Certificate of Completion Fees</b>
A. \$75.00 per application
<b>Change of Use/Occupancy Application</b>
\$75.00 per application

<b>COMMERCIAL DEPOSITS AND FEES</b>
Salem Engineering Review - \$750.00 - Paid to City of Salem
Right of Way - Performance Bond – Based on City Requirements
Tap In Fees - Per Utility Department
Demolition of Structure - \$200.00
<b>Miscellaneous Permit Fees</b>
<b>ADDITIONAL COMMERCIAL PERMIT FEES</b>
Grading - \$100.00 Base Fee + Performance Bond
Elevators - \$125.00 per unit
Communication Tower Review - \$125.00
Sign Installation (may require plan review) - \$75 Base Fee + \$75.00 Installation
WORK STARTED WITHOUT APPROVAL OR PERMIT - 200% of permit fees
<b>All Commercial plan approvals &amp; permits subject to a 3% State assessment fee (total of all charges)</b>

Total: \_\_\_\_\_

3% State Fee: \_\_\_\_\_

Total Permit Cost: \_\_\_\_\_

1. All plan approval and permit fees not described above shall be determined by the Chief Building Official and calculated using the Building Department hourly rate, estimated time for services and/or actual cost for any contracted services.
2. Additional Inspections shall be an extra charge and must be paid in full before inspection.
3. All permit and plan review subject to 3% State Assessments.
4. No refunds on permit fees collected.

RESOLUTION 22-2025

**A RESOLUTION ADOPTING A STATEMENT OF SERVICES AND ZONING BUFFER REQUIREMENT FOR A PROPOSED ANNEXATION OF 22.729 ACRES, MORE OR LESS, FROM UNITY TOWNSHIP, COLUMBIANA COUNTY TO THE VILLAGE OF EAST PALESTINE, OHIO**

Whereas, on September 30, 2025, an expedited type 2 annexation petition for 22.729 acres, more or less, from Unity Township, Columbiana County to the Village of East Palestine (“the Village”) was filed in the offices of the Columbiana County Commissioners; and,

Whereas, Section 709.023 (C) of the Ohio Revised Code requires that, within twenty days after the annexation petition is filed, the municipal corporation to which annexation is proposed shall adopt a resolution stating what services the municipal corporation will provide to the territory proposed for annexation and an approximate date by which it will provide services to the territory proposed for annexation, upon annexation; and,

Whereas, Ohio Revised Code Section 709.023(C) requires that a municipal corporation, by ordinance or resolution, require buffers separating any new uses in the annexed territory that the legislative authority determines are clearly incompatible with the uses permitted under current township or county zoning regulations in the adjacent land remaining within the township from which the territory was annexed; and

Whereas, the Village will provide the services set forth in this Resolution to the territory proposed for annexation, upon annexation taking effect; and,

WHEREAS, the Village will require zoning buffer if deemed necessary;

THE COUNCIL OF THE VILLAGE OF EAST PALESTINE, OHIO HEREBY RESOLVES THAT:

Section 1. The Village will provide the following municipal services for the annexation territory once the Village’s resolution or ordinance accepting the annexation becomes final as provided by law.

- a. Police Services
- b. Zoning and Building
- c. Fire & EMS Services

Section 2. If Village zoning permits uses in the annexed territory that the Village determines are clearly incompatible with the uses permitted under Unity Township zoning regulations, in effect at the time of the filing of the petition, in the adjacent land remaining within Unity Township, the Village will require, in the zoning ordinance permitting the incompatible uses, that the owner(s) of the annexed territory provide a buffer separating the use of the annexed territory and the adjacent land remaining within Unity Township. "Buffer" may include open space, landscaping, fences, walls, and other structured elements, streets and street rights-of-way; and bicycle and pedestrian paths and sidewalks.

Section 3. The Clerk of Council shall file a certified copy of this Resolution with the Columbiana County Board of County Commissioners within twenty (20) days of the filing of the annexation petition.

Section 4. This Resolution shall become effective immediately upon its passage.

Passed this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
TRENT CONAWAY, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
MISTI J. MARTIN,  
Clerk of Council

\_\_\_\_\_  
David Powers,  
Law Director

RESOLUTION NO. 23 - 2025

**CONSENT LEGISLATION  
GRASS REMOVAL AND ASSISTANCE SUPPORT AND SAFETY PROGRAM**

AUTHORIZING THE SUBMISSION TO THE OHIO DEPARTMENT OF TRANSPORTATION OF AN APPLICATION FOR THEIR GRASS REMOVAL AND ASSISTANCE SUPPORT AND SAFETY PROGRAM FOR STATE FISCAL YEARS 2026 AND 2027; AND

GIVING CONSENT OF THE VILLAGE FOR THE OHIO DEPARTMENT OF TRANSPORTATION TO PROVIDE SUPPLEMENTAL MOWING, PRUNING, TRIMMING, AND/OR CUTTING ON THE RIGHTS-OF-WAY OF STATE HIGHWAY ROADS WITHIN THE VILLAGE CORPORATE LIMITS.

WHEREAS, Section 5501.421 of Ohio Revised Code provides for the Ohio Department of Transportation to establish a Grass Removal Assistance Support and Safety Program to provide supplemental grass, weed, and other natural growth removal on state highway right-of-way within the corporate limits of a village when the location of the grass, weeds, or other natural growth makes removal, pruning, or trimming difficult, dangerous, presents a significant financial hardship for the village, or is imperative for maintaining clear visibility for drivers along the highway; and

WHEREAS, the Ohio Department of Transportation has established a Grass Removal Assistance Support and Safety Program that requires an application and consent legislation be submitted to ODOT prior to performing any removal, pruning, or trimming requested under this Program; and

WHEREAS, the legislative authority of the Village desires to submit an application to the Ohio Department of Transportation for the Grass Removal Assistance Support and Safety Program and provide consent for the Ohio Department of Transportation to provide supplemental grass, weed, and other natural growth removal on state highway right-of-way within the jurisdiction of this Village.

NOW, THEREFORE, BE IT RESSOLVED, by the Council of The Village of East Palestine, County of Columbiana, State of Ohio as follows:

SECTION I: It is hereby declared to be in the public interest that the consent of said Village be, and such consent is hereby given to the Ohio Department of Transportation for said Department to provide grass, weed, and/or other natural growth removal on State Route 170 (From State Route 14 to the East Palestine Walking Trail Entrance), State Route 46 (from Kemple Drive to Brookdale Avenue), State Route 165 (from Route 14 to

Marion Avenue within the jurisdiction of the Village due to difficulty, danger, significant financial hardship, and/or imperative for maintaining clear visibility for drivers along State Route 165, State Route 170, and State Route 46.

SECTION II: That the Village Manager is authorized to submit an application to the Ohio Department of Transportation for their Grass Removal Assistance Support and Safety Program for State fiscal years 2026 and 2027 and to work with the Ohio Department of Transportation for their supplemental grass, weed, and other natural growth removal.

SECTION III: That the Clerk is hereby directed to furnish the Director of Transportation and the Board of County Commissioners of Columbiana County, Ohio with a certified copy of this Resolution immediately upon execution.

SECTION IV: That this Resolution/Ordinance shall take effect and be in force at the earliest time allowed by law.

Passed: \_\_\_\_\_, 2025

\_\_\_\_\_  
TRENT CONAWAY, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Misti J. Martin, Clerk

\_\_\_\_\_  
DAVID P. POWERS, Law Director

**CERTIFICATE OF COPY**

Village of East Palestine

County of Columbiana

I, Misti J. Martin, as Clerk of Council, East Palestine, Ohio, do hereby certify that the foregoing is a true and correct copy of the Resolution adopted by the legislative body of said Village on the \_\_\_\_ day of \_\_\_\_\_, 2025; that the publication of such Resolution has been made and certified of record according to law; that no proceedings looking to a referendum upon such Resolution have been taken; and that such Resolution and the certificate of publication thereof are of record in Resolution Record No. \_\_\_\_\_.

\_\_\_\_\_  
**Misti J. Martin Clerk of Council**

ACCEPTED AND APPROVED by the Ohio Department of Transportation

\_\_\_\_\_, Director of Transportation

Date: \_\_\_\_\_

