

Village of North Fairfield
RECORDS COMMISSION
ORC 149.43

Meeting Minutes
November 6, 2023

CALL TO ORDER:

The Village of North Fairfield Council Records Retention Commission Meeting was called to Order at 3 East Main Street, North Fairfield, Ohio, on Monday November 6th, 2023, at 6:45p.m.

ROLL CALL [Establish Quorum]:

Village Solicitor, Steve Palmer, (Present); Mayor, Joshua Radcliffe, (Present); Fiscal Officer, Shellie Cherry, (Present); Citizen, Casey Hacker (Present).

Also present: Secretary (Non-Voting), Mickala Hacker, (Present).

EXCUSE ABSENCES: NONE

APPROVAL OF PREVIOUS MEETING MINUTES:

Village Solicitor, Steve Palmer made a motion to approve the meeting minutes of November 6th, 2023. Citizen, Casey Hacker Seconded the motion. Chief Fiscal Officer, Shellie Cherry made a motion to accept the minutes of the November 6th, 2024 meeting. Village Solicitor, Steve Palmer seconded the motion. Roll call by Mayor, Joshua Radcliffe: Steve Palmer, Aye; Josh Radcliffe, Aye; Shellie Cherry, Aye; Casey Hacker, Aye. Motion Carried.

AGENDA:

Rules for Retention [Currently 03/01/1997]:

Village Solicitor, Steve Palmer made a motion to table the review of the Schedule of Records Retention and Disposition dated 3/10/1997 until the next meeting, Citizen, Casey Hacker Seconded the motion. Chief Fiscal Officer, Shellie Cherry made a motion to accept the minutes of the November 6th, 2024 meeting. Village Solicitor, Steve Palmer seconded the motion. Roll call by Mayor, Joshua Radcliffe: Steve Palmer, Aye; Josh Radcliffe, Aye; Shellie Cherry, Aye; Casey Hacker, Aye. Motion Carried.

Disposal of Records: NONE

Applications for One Time Disposal of Obsolete Records: NONE

Schedules Of Records Retention and Disposal Submitted by Municipal Offices: NONE

OLD BUSINESS: NONE

NEW BUSINESS: NONE

SET DATE AND TIME OF NEXT MEETING: MAY 06, 2024 at 6:45pm

Village Solicitor, Steve Palmer made the motion to have the next Records Commission Meeting on May 6th, 2024 at 6:45 p.m. Citizen Casey Hacker, Seconded the motion. Roll call by Mayor, Joshua Radcliffe: Steve Palmer, Aye; Josh Radcliffe, Aye; Shellie Cherry, Aye.; Casey Hacker, Aye. Motion Carried.

ADJOURNMENT:

Village Solicitor, Steve Palmer made a motion for adjournment, Casey Hacker Seconded the Motion. Commission voted, all Ayes; Motion Carried at 7:01PM.

MEETING MINUTES APPROVED this 6 day of May, 2024 in an open session of the North Fairfield Records Commission.

SIGNED

CHIEF EXECUTIVE OFFICER / MAYOR
Casey Hacker

CHIEF LEGAL OFFICER / SOLICITOR
Steve Palmer, Esq.

ATTEST: SECRETARY [Non-Voting]:

Shellie Cherry

CHIEF FISCAL OFFICER
Shellie Cherry

CITIZEN Appointed by Chief Executive / Mayor
Sharlene Coy
Mickala Hacker

Mickala Hacker

Village of North Fairfield
Regular Meeting
April 15, 2024

The Village of North Fairfield Council held a Regular Council Meeting on Monday April 15, 2024 at 7:00 p.m. at 3 East Main Street, North Fairfield, Ohio. Mayor called the meeting to order with the pledge of allegiance and a moment of silent prayer.

Roll Call: Cody Hacker, absent; Sharleen Coy, present; Trevor Arnold, present; Jeremy Antill, present; Adam Rouse, present; Joshua Radcliffe, present; Village Solicitor, Steve Palmer, present; Village Administrator, Tom Leto, present; Mayor, Casey Hacker, present; Fiscal Officer, Shellie Cherry, present.

Motion to Excuse Officials not in Attendance: Adam Rouse made a motion to excuse Cody Hacker from tonight's meeting. Trevor Arnold seconded the motion. Roll call: Trevor Arnold, aye; Sharleen Coy, aye; Jeremy Antill, aye; Joshua Radcliffe, aye; Adam Rouse, aye. All Ayes, **motion carried.**

Visitors in Attendance: Ruth and Jerry Earl

- Ruth Earl informed council that they were cleaning out the storage building and there are orange chairs in there. She spoke with the fire department and they stated the chairs were the villages. The village will be looking into this because no one on council knows about them. If they are the villages, we will have to do legislation to dispose of them.

Committee of Council:

Finance/Audit Committee: Nothing at this time.

Committee of Property and Maintenance: Adam Rouse feels that we should put 2 poles in front of the back up generator, to protect it. We have multiple potholes and we have to by the cold patch from the county.

Boards and Commissions:

Tree Commission: Hinman's Tree service came in and removed and trimmed trees. We are looking into different types of trees to plant where trees were removed.

Records Retention Commission: Next meeting is May 6, 2024 at 6:45 p.m.

Board of Zoning Appeals: Nothing at this time.

Representatives:

Improvement Group Representatives: Nothing at this time.

Historical Association Representative: We will be ready for May 4th. While cleaning the museum Jerry repaired and painted a window.

Fairfield Volunteer Fire Department Representative: No date at this time for the next meeting.

EMA Representative: The eclipse was Monday.

Council's Report: Nothing at this time.

Fiscal Officer's Report:

- **Previous Minutes of April 1, 2024:** Joshua Radcliffe made a motion to accept the minutes. Sharlene Coy seconded the motion. Roll call: Trevor Arnold, aye; Sharleen Coy, aye; Jeremy Antill, aye; Joshua Radcliffe, aye; Adam Rouse, aye. All Ayes, **motion carried.** Minutes from April 1, 2024 are approved.
- **Disbursements for April 15, 2024:** Adam Rouse made a motion to accept the disbursements for April 15, 2024. Trevor Arnold seconded the motion. Roll call: Trevor Arnold, aye; Sharleen Coy, aye; Jeremy Antill, aye; Joshua Radcliffe, aye; Adam Rouse, aye. All Ayes, **motion carried.** Disbursements for April 15, 2024 are approved.

Administrator's Report: Nothing at this time.

Solicitor's Report: Nothing at this time

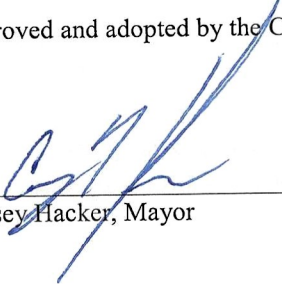
Mayor's Report: The back up generator is wired and set. We are just waiting on Coles for the propane tank install. The propane tank is a 330-gal tank. Council was given a quote from Mid States Recreation for the broken shackle on the swing. Joshua Radcliffe made a motion to purchase the replacement parts for the swing. Quote # QTN-15335 for \$274.16. Jeremy Antill seconded the motion. Roll call: Trevor Arnold, aye; Sharleen Coy, aye; Jeremy Antill, aye; Joshua Radcliffe, aye; Adam Rouse, aye. All Ayes, **motion carried.**

Special Issues: Jeremy Antill informed council that 2 people approached him about the process of appointing someone to the vacant seat on council. They thought it had to be posted for 30 days. The solicitor informed him that council has 30 days to fill the seat and at that point if they don't fill it, then the Mayor can appoint someone. We follow the ORC.

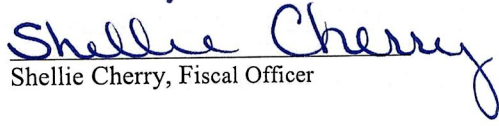
Adjournment: Sharleen Coy made a motion for adjournment. Joshua Radcliffe seconded the motion. Council voted, all ayes; motion carried at 7:30 p.m.

****Next Meeting is on May 6, 2024 at 7 p.m. ****

Approved and adopted by the Council of the Village of North Fairfield May 6, 2024.



Casey Hacker, Mayor



Shellie Cherry, Fiscal Officer