

Village Of Castalia
September 8, 2026
Meeting Minutes

The Village of Castalia Council met in Regular Session on September 8, 2026, at 7:00 p.m. at the Village of Castalia Hall located at 126 Main Street, Castalia, Ohio. The meeting was called to order by Mayor Jim Johnson with the following in attendance: Cindy Crawford, Georgia Artrip, Si Nicholson, and Barb Weyer, Financial Consultant Diane Schaefer, Solicitor Randal Strickler, and Zoning Inspection Thomas Johnson. Mr. Smith was absent.

Mayor Johnson advised that the agenda will be amended to move the appointment of the new Fiscal Officer to be the item 1e on the agenda.

Mr. Nicholson moved to excuse Mr. Smith from the meeting. Mrs. Weyer seconded the motion. All were in favor. Motion carried.

Mrs. Weyer moved to approve the 8/25/2026 Minutes. Mr. Nicholson seconded the motion. All were in favor. Motion carried.

Mrs. Crawford moved to approve the Finance Report dated 9/3/2026. Mr. Nicholson seconded the motion. All were in favor. Motion carried.

Mrs. Crawford moved to approve the Warrants dated 8/22 – 8/29/2026. Mr. Nicholson seconded the motion. All were in favor. Motion carried.

Mrs. Weyer moved to approve the Receipts dated 8/20 – 9/3/2026. Mr. Nicholson seconded the motion. All were in favor. Motion carried.

NEW BUSINESS

Mayor Johnson then introduced Tracy Potts who was one of the applicants for the Fiscal Officer position. Mrs. Potts had been interviewed by the selection committee. At this time Mayor Johnson would like to appoint Mrs. Potts as the Village's Fiscal Officer.

Mrs. Weyer moved to **appoint Tracy Potts as Fiscal Officer of the Village of Castalia** pending the results of a background check, with a probationary period of 90 days, at a monthly salary of \$1,200, with the opportunity of pay increases as she becomes more proficient in the position of Fiscal Officer. Mrs. Crawford seconded the motion. Roll call: Mrs. Weyer, aye; Mrs. Crawford, aye; Mrs. Artrip, aye; and Mr. Nicholson, aye. Motion carried.

At this time Mayor Johnson administered the oath of office to Tracy Potts.

Mrs. Potts then spoke briefly of her background, her family, and qualifications and experience in accounting and as a paralegal.

Mrs. Weyer moved to adopt **Resolution #2026-8 to Approve Supplemental Appropriations:**

General Fund

1000-740-344-0000	Tax Collection Fee	\$220.00
-------------------	--------------------	----------

Street Lighting Fund

2401-650-311-0000	Electricity	\$10,768.93
-------------------	-------------	-------------

Police Levy Fund

2903-110-311-0000	Electricity	(\$500.00)
-------------------	-------------	------------

2903-110-312-0000	Water & Sewer	(\$100.00)
-------------------	---------------	------------

2903-110-313-0000	Natural Gas	(\$600.00)
-------------------	-------------	------------

2903-110-316-0000	Internet	(\$500.00)
-------------------	----------	------------

2903-110-344-0000	Tax Collection Fee	(\$5.00)
-------------------	--------------------	----------

2903-110-398-0000	Garbage & Trash	(\$100.00)
-------------------	-----------------	------------

2903-110-431-0000	Repairs & Maintenance	(\$300.00)
-------------------	-----------------------	------------

2903-110-640-0000	Payment to Another Political Subdivision	\$10,798.23
-------------------	--	-------------

Road Levy Fund

4901-740-344-0000	Tax Collection Fee	\$30.00
-------------------	--------------------	---------

4901-800-555-0642	Street, Sidewalks, & Curbs	(\$81.03)
-------------------	----------------------------	-----------

Mrs. Crawford seconded the motion. Fiscal Consultant Schaefer explained that the supplementals were needed mainly because of the shortage in the collections of the rollback portion of the 2nd half tax settlement which was a result of the expansion of the homestead and owner-occupied residential credit passed by the Erie County Commissioners. Roll call: Mrs. Weyer, aye; Mrs. Crawford, aye; Mrs. Artrip, aye; and Mr. Nicholson, aye. Motion carried.

Mrs. Weyer moved to table Resolution #2026-9 to Certify Assessments for 711 Main Street until after an executive session. Mr. Nicholson seconded the motion. All were in favor.

Mrs. Artrip moved to adopt **Resolution #2026-10 to Authorize Signers on the Civista Bank Account to be the Fiscal Officer, President Pro Tem, and Vice President.** Mr. Nicholson seconded the motion. Mrs. Weyer explained that currently she is the only authorized signature on the account and that there should be three people on the account in case of an emergency. By adopting this as a resolution with titles, there would be no need to adopt a new resolution every time there is a change in the names of the positions. Roll call: Mrs. Weyer, aye; Mrs. Crawford, aye; Mrs. Artrip, aye; and Mr. Nicholson, aye. Motion carried.

Mayor Johnson asked if we still had the signature stamps. Both the Solicitor and the Fiscal Officer preferred written signatures. After some discussion Mrs. Artrip moved to go with written signatures instead of signature stamps. Mr. Nicholson seconded the motion. All were in favor.

Mrs. Weyer moved to adopt **Resolution #2026-11 to Approve Depository Agreement with Civista Bank for five (5) years beginning September 1, 2026, through August 31, 2031.** Mrs. Artrip seconded the motion. Mrs. Weyer explained that in organizing the files in the office the depository contract was found and the current contract expired August 31, 2026. The new contract will be done as soon as the signature cards are completed. Roll call: Mrs. Weyer, aye; Mrs. Crawford, aye; Mrs. Artrip, aye; and Mr. Nicholson, aye. Motion carried.

Mrs. Weyer moved to adopt **Resolution #2026-12 to Authorize the Fiscal Officer to apply for a credit card in the name of the Village of Castalia.** Mrs. Crawford seconded the motion. Roll call: Mrs. Weyer, aye; Mrs. Crawford, aye; Mrs. Artrip, aye; and Mr. Nicholson, aye. Motion carried.

Mrs. Weyer moved to adopt **Resolution #2026-13 to Authorize participation in OPWC Grant with Margaretta Township as the lead applicant for Repairs to Cement Street, and to accept the grant if so awarded.** Mrs. Artrip seconded the motion. Mrs. Weyer explained that Mayor Johnson and Bob Biglin had started the grant process. She has been working with Kelly Ried of Margaretta Township to finalize the paperwork. The certification of the Fiscal Officer has been re-worded to say that Village “has or will have” the amount available. Roll call: Mrs. Weyer, aye; Mrs. Crawford, aye; Mrs. Artrip, aye; and Mr. Nicholson, aye. Motion carried.

OLD BUSINESS

Road Superintendent Biglin was absent. Mayor Johnson asked that Council approve the contact with Erie Blacktop Company for the Lucas Street Project. There are a number of unknowns connected with this project. Mrs. Schaefer calculated that approximately \$25,000 would be needed from the General Fund.

Mrs. Weyer moved to adopt **Resolution #2026-14 to Authorize a contract with Erie Blacktop Company to complete the East Lucas Street Project in an amount not to exceed \$79,568.** Mrs. Artrip seconded the motion. Roll call: Mrs. Weyer, aye; Mrs. Crawford, aye; Mrs. Artrip, aye; and Mr. Nicholson, aye. Motion carried.

Mayor Johnson said that they had been awarded the EPIC grant which was \$25,000, \$20,000 for sidewalks and \$5,000 for storm sewers. Mr. Biglin has also been in contact with Caleb Stidham that additional money may be available for the storm sewers.

Mayor Johnson reported that the bases are in for the school flashing signs. Mr. Biglin is to coordinate the pickup and delivery of the signs to Moser for the installation.

Mayor Johnson asked Council for their approval to ask for the money from the EPIC grant up front and request additional funds. Mrs. Artrip moved to authorize the Mayor to send the letter. Mr. Nicholson seconded the motion. All were in favor.

Fiscal Consultant Schaefer advised with the passage of Resolution #2026-14, Council would need to amend the appropriation to allow for the Transfer Out from the General Fund to the Road Fund.

Mrs. Weyer moved to adopt **Resolution #2026-15 to Approve Supplement Appropriations** as follows:

1000-910-910-0642	Transfer Out	\$25,000
4901-800-555-0642	Streets, Highways – Lucas Street	\$25,000

Reason: Transfer out of General Fund to increase the Lucas Street project contract

Mrs. Crawford seconded the motion. Roll call: Mrs. Weyer, aye; Mrs. Crawford, aye; Mrs. Artrip, aye; and Mr. Nicholson, aye. Motion carried.

Erie County awarded the Salt bid for 2027 at \$72.49 per ton delivered. The Village had signed up for 100 tons, but that does not mean they have to use that much. Mrs. Schaefer suggested getting the balance of the 2026 salt delivered at the current price of \$53.00 per ton.

Zoning Inspector Johnson reported that the violations of 306 N. Washington Street will be addressed. He also advised that he would like to have a Zoning meeting/Work Session of the Planning Commission on October 5th at 6:30 pm. This needs to be advertised.

Fiscal Consultant – Mrs. Schaefer recommended that the Village open an account with StarOhio. This account is managed by the Treasurer of the State and usually provides a better interest rate than the local banking institutions. Transfers can be made easily online. In a review of the bank balances in the last three years, the Civista account has maintained a minimum balance of \$75,000. Because it is with the State there is no need for an investment policy.

Mrs. Schaefer also advised that outgoing Fiscal Officer Kathy Niehm had provided the Certificate of Transition as required by the State of Ohio. She also provided the UserID and passwords for the various reporting sites. Unfortunately, many require dual authorization which is tied to her personal phone number and/or email account. Therefore, these will need to be updated to reflect the new fiscal officer's credentials.

Mrs. Weyer advised that the phone number that rings into the Fiscal Officer's office and the Mayor's office is 419-684-5644. We have not been able to locate the location of the line for 419-684-5161.

Mayor/Council Round Table

Mayor reported that he had received the revised agreement with DGL for the engineering/consulting work on the SR 269 Intersection Project. Mrs. Crawford moved to adopt **Resolution #2026-16 to Authorize the Mayor to enter into the Village Agreement with DGL**

for \$238,394 for the SR 269 Intersection Project. Mrs. Weyer seconded the motion. Roll call: Mrs. Weyer, aye; Mrs. Crawford, aye; Mrs. Artrip, aye; and Mr. Nicholson, aye. Motion carried.

Mrs. Weyer moved to adopt Sunday October 25, 2026, from 3-5 pm as Trick-or-Treat Day in the Village of Castalia. Mrs. Artrip seconded the motion. All were in favor.

Mrs. Weyer has asked Margaretta Township again about the contract with the Village that she has requested since May.

Mrs. Weyer asked Solicitor Strickler to draft a policy on Electronic Payments for the payment of routine monthly invoices, such as utilities, and bills that are required to be paid online, such as payments to the State.

Mrs. Artrip reported that she is still trying to contact Ohio Edison, but they have not returned any of her phone calls.

Mr. Nicholson is going to call the water company about the water hydrant that is in Lester Street.

Public Participation - none

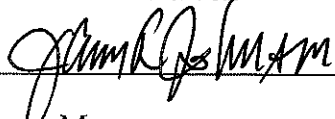
At 8:23 pm Mrs. Weyer moved to go into Executive Session per ORC 121.22(G)3 to discuss possible court action with action to be taken following the executive session. Mr. Nicholson seconded the motion. Roll call: Mrs. Weyer, aye; Mrs. Crawford, aye; Mrs. Artrip, aye; and Mr. Nicholson, aye. Motion carried.

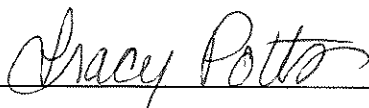
At 8:40 pm Mrs. Artrip moved to return to Regular Session. Mr. Nicholson seconded the motion. Roll call: Mrs. Weyer, aye; Mrs. Crawford, aye; Mrs. Artrip, aye; and Mr. Nicholson, aye. Motion carried.

Mrs. Weyer moved to adopt **Resolution #2026-9 to Certify Assessments for Parcel 31-00334.000, for 711 Main Street in the amount of \$9,350.00 for collection on the 2027 tax duplicate.** Mrs. Crawford seconded the motion. Roll call: Mrs. Weyer, aye; Mrs. Crawford, aye; Mrs. Artrip, aye; and Mr. Nicholson, aye. Motion carried.

Next Meeting September 22, 2026 @ 7:00 pm

With no further business, Mr. Nicholson moved to adjourn at 8:46 pm. Mrs. Crawford seconded the motion. All were in favor.


James Johnson, Mayor


Tracy Potts, Fiscal Officer