

CIRCLEVILLE SERVICE COMMITTEE MEETING MINUTES 4/21/2026

Circleville City Service Committee convened in City Council Chambers, 127 South Court St, Circleville, OH 43113 on Tuesday, April 21, 2026, at 7:15 p.m. Present at Roll Call: Chair Tom Duvall, Committee Members Jake Davison and Jeff Hallinin, and Clerks Melissa Burns and Sarah Kolesar. Invited Guests present: Utility Director Brian Frost and Utility Office Manager Ragene Pinson.

Duvall called the meeting to order at 7:15 p.m. with Roll Call.

Hallinin motioned to approve the meeting minutes from March 17, 2026. Davison seconded. Motion carried.

New Business:

a) AN ORDINANCE AUTHORIZING THE DIRECTOR OF PUBLIC SERVICE TO PARTICIPATE IN THE ODOT CONTRACT (018-27) FOR ROAD SALT AND DECLARING AN EMERGENCY.

Discussion: Duvall explained that this is a routine annual Ordinance and allows the City to replenish the supply of salt needed for next winter.

MOTION & ROLL CALL VOTE:

Hallinin motioned to forward the Ordinance to the next City Council Meeting on May 5, 2026, with a recommendation for passage. Davison seconded. Roll Call. (3 Yeas- 0 Nays) Motion carried.

b) AN ORDINANCE AUTHORIZING THE CITY OF CIRCLEVILLE DEPARTMENT OF PUBLIC UTILITIES TO ACCEPT AND ENTER INTO ANY NEW CONTRACTS FOR WATER AND SEWER SERVICES SOLELY WITH PROPERTY OWNERS EFFECTIVE IMMEDIATELY, AND TO CONVERT ALL EXISTING TENANT CONTRACTS INTO THE PROPERTY OWNERS NAME WITHIN A PERIOD OF SIX MONTHS AND DECLARING AN EMERGENCY.

Discussion: Utility Director Brian Frost explained some issues that arise with utility billing is often tenant and property owner accounts and discrepancies that occur when tenants move in and out. Frost explained that when House Bill 92 passed the Ohio House recently, it eliminated the ability to recover losses from property owners. Frost noted there are approximately 1,740 accounts and their request is to eliminate those tenant accounts or convert them; new accounts moving forward and all existing accounts within six months' time, which allows property owners and tenants to possibly renegotiate their terms. Frost emphasized departmental advantages as well such as lower administrative costs. Hedges asked about those who live in metropolitan housing and receive support from an outside entity and how this would be handled. Frost noted that this would be further investigated and discussed. Ragene Pinson, Utility Office Manager, stated that when someone has metropolitan housing, they're also assisted with utility costs. Pinson explained that they would confirm this information, but she believes the accounts would be in the deed owner's name and not the tenant. Hedges stated that most landlords would most likely place that responsibility and cost on to their tenant. Pinson stated they would speak with Metropolitan Housing to further understand their process and what is expected.

MOTION & ROLL CALL VOTE:

Hallinin motioned to forward the Ordinance, with clarification regarding Metropolitan Housing and landlord/tenant expectations', to the next City Council meeting on May 5, 2026, with a recommendation for passage. Davison seconded. Roll Call. (3 Yeas- 0 Nays) Motion carried.

Old / Other Business: None.

Hallinin motioned to adjourn the meeting at 7:31 p.m. Davison seconded. Motion carried.
Minutes prepared by Sarah Kolesar, Assistant Clerk.