

register because we did not know whose payment it was. Ms. Smith then said the next Friday, Fiscal Officer Tracy Evans asked to talk to her on behalf of the mayor because of the two errors that were made in March, and again when she was on vacation. Ms. Smith then stated the meeting was recorded and she wanted a copy of the video. Ms. Smith then said she asked Tracy why the mayor did not come and talk to her about it and Tracy said because the mayor thought it would be better coming from her. Ms. Smith then said she told Tracy she is not taking the blame for the batch not balancing because she did not ring up any of the transactions. Ms. Smith stated she then told Tracy the mayor should talk to her if he has concerns. Ms. Smith said she claimed the mistake in March but felt as if she was getting a reprimand for two mistakes and only one was hers. Ms. Smith then said she told the mayor the next day that it was not fair and she felt like she gave the mayor more information than what he was aware of what happened. Fiscal Officer Tracy Evans then stated that Ms. Smith was right that the batch did not balance, but that was not the reason she was reprimanded. She was reprimanded because the batch sat unbalanced from the time Teresa got back until the next month's bills. That Monday (it was actually Tuesday because Labor Day was Monday) was when you told me you did not get the bills done because the batch was not balanced. Tracy then stated if she would have known from the beginning that it did not balance they could have worked on it until it did. Tracy then stated she was not saying it was not her mistake because it could have been. Teresa Smith then said they worked on the batch together. Tracy then stated that Teresa told her that Carolyn Snodgrass showed her how to fix it to make it balance since the cash and checks were all there and that was the last she heard about it until she did the bank reconciliation. Tracy then stated again that she was not saying the mistake was not hers because she did \$25,000 in transactions that week on top of all of her fiscal work and she is not used to doing the Utility Clerks job. Teresa then stated the month end did not balance so she could not print the bills. Teresa then said how we got it to balance was by taking the money out of the register to make it match the deposit ticket so someone's \$30.30 is still in the drawer. Tracy then said she left the payments where additional money was paid for Teresa to ring up because she did not know how to apply them. In addition, if she did not have any transactions in that batch, were the ones left for Teresa posted separately? Teresa then said that following Monday she talked to the mayor and asked if he thought, she needed trained more and he said they would talk about it when Tracy gets back in the office, but it has never been brought up since. Teresa then said she told the mayor she arranged it so the village would not lose one penny that month because penalties would be on the 18th and shutoffs would be on the 25th. Morgan Sheppard said he would like to hear from the mayor since he is the Administration. Mayor Snyder stated that Tracy is Teresa's supervisor and Tracy told me what is going on and that he does not know the bills and money part of that office. Morgan Sheppard said that if the batch did not balance and it was not Teresa, and it was Tracy, how he just had one interview. Fiscal Officer Tracy Evans stated to Councilman Sheppard the problem was not the batch balancing, the problem was the batch sitting unbalanced when we could have been working on it. Then, we could have had Carolyn Snodgrass over earlier to help us balance so the bills could have went out on time. Councilman Sheppard asked how you have one person involved in an incident interviewing another person involved in an incident because it takes the neutrality out of it. Tracy then said she was Teresa's supervisor, shouldn't she be the one to talk to Teresa about it, and asked Mr.

Sheppard if he would not be the one to talk to his employees. Mr. Sheppard said no, not if he was involved in it. Councilman Runyon asked how the batches go. Teresa said depending on the day, you may have several or you may have a few, then you take them to the bank for deposit. Councilman Runyon asked Tracy why the batches did not happen every day (when Teresa was gone). Tracy said because she is not allowed to post the batches because she has to audit that office. Teresa Smith said the month end was fudged and she is not taking the heat for that and we went ahead and printed the bills when legally we should not have. Solicitor Beery stated there is no legal reason the bills could not be printed. Councilman John Michael said he did not think she took the heat from it not balancing, it was because nobody was in the loop and it was pushed back and the bills were late again. Tracy Evans then said that Carolyn Snodgrass has thirty years' experience and a great audit record and she did fix it. Chris Runyon said as a supervisor, Tracy should know how to do Teresa's job. Tracy said she did know how to do Teresa's job but she does not do it every day. After more discussion, Councilman Sheppard said he did not think there was anything Council could do and this would fall on the Administration. Solicitor Beery said they probably should not because they are the court of appeals and it has not even hit the trial court yet which is the Village Administrator who then goes to the mayor to make decisions on employee outcome. Councilman Runyon asked if the mayor was going to make sure, it was resolved. Mayor Snyder said it was all about losing revenue and he asked Tracy to talk to Teresa about it since she is her supervisor to get her side of the story and to record it. Mayor said he did not see the need to call a special meeting because this happened last week so he waited until tonight. Councilman Priest asked Ms. Smith what she was asking Council to do. Teresa said she just wanted them to hear both sides of the story. Teresa said Council always says there is no communication so she wanted to let them know what was going on.

III. LEGISLATION:

RESOLUTION NO. 18-05

RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION, AUTHORIZING THE NECESSARY TAX LEVIES, AND CERTIFYING THEM TO THE COUNTY AUDITOR.

Shawn Priest moved and John Michael seconded to approve Resolution No. 18-05. Roll call as follows: John Michael – yes, Shawn Priest – yes, Chris Runyon – yes, Morgan Sheppard – yes, Richard Tolle – yes and Scott Willey - yes. Motion carried.

ORDINANCE NO 18-06

AN ORDINANCE TO REQUIRE QUARTERLY REPORTS FROM LANDLORDS AND TO SPECIFY INFORMATION TO BE INCLUDED IN REPORT.

1st Reading

IV. COMMITTEE REPORTS:

None at this time.

V. REPORT OF CITY OFFICIALS:

Report of Fiscal Officer Tracy Evans:

- Passed around monthly reports and credit card statement for Council to sign.

- Asked Council to increase appropriations in sewer by \$8,000 to cover expenses of broken equipment.
*Shawn Priest moved and Chris Runyon seconded to increase sewer appropriations by \$8,000. Roll call vote 5-0. (Councilman Tolle left the meeting at 8:25 PM)
- Informed Council due to all of the tax law changes, Mrs. Vance has used almost all of her salary appropriated for the year and asked if Council wanted to increase appropriations for her salary. After discussion, Council all agreed to increase Mrs. Vance's appropriated salary by \$4,000 as recommended by Fiscal Officer Tracy Evans.
*Shawn Priest moved and Morgan Sheppard seconded to increase appropriations by \$4,000 for Dorothy Vance's salary. Roll call vote 5-0. Motion passed.
- Informed Council there have been some complaints regarding the rotten corn smell from the mill. After discussion, Council instructed Fiscal Officer Tracy Evans to send a request for the Health Department to check out the odor and make sure it is not endangering the welfare of our residents.
- Informed Council we need to form an updated Records Commission in order for the Village to destroy old records.
*Scott Willey moved and Shawn Priest seconded to appoint Councilmen Richard Tolle and Morgan Sheppard along with resident Jim Cook, Fiscal Officer Tracy Evans and Mayor Freddie Snyder as the Records Commission for the Village of Leesburg. Roll call vote 4-0, with Morgan Sheppard abstaining. Motion carried.

Report of Police Chief Shane Nolley:

Chief Shane Nolley reported that for the month of August 2018, there were 525 calls for service. Hours worked were as followed: Chief Nolley-240 regular, 6.00 overtime; Officer Stephens-240 regular, 11.00 overtime; Officer Brady-201 regular, 0.00 overtime; Officer Cottrell-186.00 regular, .50 overtime and Officer Dawson – 150.5 regular, 0.00 overtime. There were 5 Traffic Crash Report, and 21 Offense Reports. Arrest Information: Arrests - 8, Traffic Citations -5, and Warning Citations - 9. Police vehicle information: Unit 1 – 2017 Police Interceptor – 662 miles driven, Unit 2 - 2005 Ford Explorer – 471 miles driven, Unit 3 - 2015 Police Interceptor – 1,563 miles driven. Repairs: \$0.00 and Training: \$0.

Additional Information from Chief Nolley:

- The Police Department has 96 active case reports.
The departments total reports received for the month of August 2018 were 21, an increase of 3 reports from August 2017.

Report of Utility/Streets Department:

- Administrators Report submitted. No Action.

Report of Income Tax Administrator Dorothy Vance:

- Mayor Snyder reported for Mrs. Vance that \$30,668.48 was collected for the month of August 2018.

Report of Mayor Freddie Snyder:

- Mayor Snyder updated Council on the drainage ditch located beside Councilman Willey's property. Mayor Snyder met with Jim Henry on

September 11, 2018 and will have the final drawings by the end of September. Mr. Henry looked at the headwall and suggested elevating the sidewalk with a curb drainage catch basin for storm water. Mr. Henry will apply for state and federal grants. Mayor Snyder also had the Soil Conservation over to look at the ditch and they did not see a problem as far as erosion. It has been determined the headwall is the Village's responsibility. Councilman Sheppard said he feels information is being left out and Council is not being informed of this project. Council then stated, as requested last month, they want the estimate for the project broken down in phases, with the cost estimate, severity and necessity of each phase.

VI. OLD BUSINESS:

- Brokaw Building – Going before the judge October 1, 2018. Solicitor Beery needs demo and repair estimates before court.
- George Phillips property – Going before the judge October 1, 2018. Mayor Snyder said he obtained an appraisal for both lots (vacant) of \$43,500. The demolition cost of both lots would be \$49,000, which includes cleaning them of all debris.
- Coyote Manufacturing – Letter that was read to Council at the last meeting was mailed to Coyote September 12, 2018.
- Drainage Ditch on St. Rt. 28 – See notes under Mayor Snyder.

MISCELLANEOUS:

- Councilman Sheppard stated that along with Sue Priest, he would like to thank the Leesburg PD for going beyond for their businesses.
- Shawn Priest moved and Morgan Sheppard seconded to adjourn at 9:12 PM. Roll call vote 5-0 with Councilman Tolle dismissing himself at 8:25 PM. Meeting adjourned.