

IV. COMMITTEE REPORTS:

Councilwoman Blythe Pelham, of the Public Grounds, Street & Light Committee, reported the committee met on Wednesday, February 12, 2020. Those present were Chairman Blythe Pelham, Ken Worley, and Mayor Shawn C. Priest. Chris Runyon was absent. The purpose of the meeting was to discuss (1) Sidewalk repair, and adding a storm sewer drain at the culvert Northwest side of the street at Square One on SR 28. (2) Traffic flow on Macy Lane. (3) Letters of remedy and repeat offenders. (nuisance properties) After discussion, it is the recommendation of the Public Grounds, Street & Light Committee to (1) accept the lower bid from Irvin Asphalt for \$9,580 (versus Hattan's concrete bid of \$10,600) In addition, the Village pays the cost of material. (2) Propose one way Resolution from 62 to the grocery store. After discussion, the Committee decided to table the Resolution until they investigate more. (3) This is being worked on, drafts have been prepared for Fred Beery and Council to approve.

Councilman Kenny Worley of the Finance Committee reported the committee met on Friday, February 14, 2020. Those present were Chairman Kenny Worley, Blythe Pelham, Fiscal Officer Tracy Evans and Mayor Shawn C. Priest. Chris Runyon was absent. The purpose of the meeting was: (1) Discuss quotes for sidewalk repair. (2) Bonus for Fiscal Officer Tracy Evans, Dorothy Vance and a raise for Butch Wiget and summer help. (3) Employee Appreciation Day. After discussion, it is the recommendation of the Finance Committee to (1) Discussing the possibility of a storm sewer fund with Solicitor Fred Beery. This could help pay for services and equipment for a storm sewer. This will be discussed further with Solicitor Beery. (2) We recommend giving Fiscal Officer Tracy Evans a quarterly bonus of \$1500 for the additional responsibilities for the Income Tax and Insurance HSA. Also, we recommend giving Dorothy Vance a one-time bonus of \$4,000 as a thank you for her 20 years of service and sacrifice of her retirement insurance for two months. In addition, we recommend raising Butch Wiget's pay to \$15.55 per hour to make it in line with the other Utility workers pay. Lastly, we recommend raising summer help pay to \$10.50 per hour. Also, summer help must have a driver's license. (3) Employee Appreciation Day will be Saturday, May 16, 2020 at 1:00 PM for the employees and their families with a cookout and games. The Committee recommended a \$250 cap for the Employee Appreciation Day expenses.

Councilman John Michael of the Personnel Committee reported the committee met on Thursday, February 20, 2020. Those present were Chairman John Michael, Rita Smith-Daulton, Blythe Pelham, and Mayor Shawn C. Priest. The purpose of the meeting was to discuss a Working Administrators Job description. After discussion, it is the recommendation of the Personnel Committee to complete new job descriptions for the working Administrators.

*Rita Smith-Daulton moved and Kenny Worley seconded to adopt the recommendations of the Public Ground, Street and Light Committee, Finance Committee and Personnel Committee. Roll call vote 4-0. Motion passed.

V. REPORT OF CITY OFFICIALS:

Report of Police Chief Shane Nolley:

Chief Shane Nolley reported for the month of January 2020, there were 372 calls for service. Hours worked were as followed: Chief Nolley-216 regular, 32.25 overtime; Officer Stephens-212 regular, 44.75 overtime; Officer Dawson-216 regular, 82.25 overtime, Officer Thompson – 7 regular, 0 overtime, Officer Wynn-133.25 regular, 49.50 overtime. There were 5 Traffic Crash Report, and 14 Offense Reports. Arrest Information: Arrests - 10, Traffic Citations - 26, and Warning Citations - 22. Police vehicle information: Unit 1 – 2017 Police Interceptor – 928 miles driven, Unit 2 - 2005 Ford Explorer – 936 miles driven, Unit 3 - 2015 Police Interceptor – 355 miles driven. Repairs: \$0 and Training: \$0.

Additional Information from Chief Nolley:

- The Police Department has 97 active case reports.
The departments total reports received for the month of January 2020 were 14 reports, a decrease of 10 reports from January 2019.
- Councilwoman Blythe Pelham asked Chief Nolley if the Village could do anything about the abandoned cars around town. Chief Nolley stated the process for abandoned cars is very time consuming and with the PD being short staffed, he doesn't feel they have time for that right now. Chief Nolley stated to handle one abandoned car, the car has to be verified through registration and vin#, you have to take pics of the vehicle, send out a certified letter to the registered owner, then after all of that has been complete you can do the citation and then take them to court.

Report of Utility/Streets Department:

- Administrators report submitted.
- Administrator Butch Wiget informed Council of a big sewer problem on 119 South Street. Administrator Wiget believes the tap line and pipe for the property is need of replacement. Currently, both run under the resident's garage and parking slab. If the Village would replace the tap in, we would have to jack hammer the garage and driveway, or the other option is to dig down 15 feet. The cost to dig would be around \$10,000 - \$15,000 but Admin Wiget feels this would be the best option because property would not be destroyed. In addition, Butch said he had asked the property owner if they would be willing to pay for half. However, Fiscal Officer Tracy Evans presented Council with Ordinance No. 1978-1 that states the price to incur or replace a tap is the responsibility of the property owner and that is the policy the Utility Department has always abided by. After discussion, Council and Administrator Wiget agreed to adhere to Ordinance No.1978-1 since that has been past practice. Therefore, the price to correct the problem would be solely on the property owner.

Report of Income Tax Administrator Dorothy Vance:

- Fiscal Officer Tracy Evans reported that \$44,180.68 was collected for the month of January 2020.

Report of Mayor Shawn C. Priest:

- Informed Council she attended a meeting and learned the Village could receive an Appalachia Grant for \$2,000 that can be used for anything including the sidewalk project.
- Attended an OVRDC meeting and received info regarding future grants.
- Met with Jim Henry along with Fiscal Officer Tracy Evans and Administrator Butch Wiget on February 20, 2020 to help us locate and apply for grant funds. During this meeting, Mr. Henry informed us we can combine grant funds and loan funds as our matching share.
- Attended a very informative Mayors Partnership for Ohio meeting. One of the main points of the meeting was bringing Japanese Industry to the State of Ohio.
- The Military Banners that have been previously purchased are now falling apart. Mayor Priest is looking at a couple of different places to have the banners made, including the Print Shop in Hillsboro. Mayor Priest will take a banner for them to give us a quote.
- Suggested the Village have a booth at the Leesburg Festival for the Community.
- Working with the Highland County Census Group for the 2020 year. Census takers will make \$14.00/hr and this rate of pay will not affect their welfare benefits or retirement wages. In addition, the Mayor will be at the Leesburg Library on Saturday, April 4, 2020 from 11-1 to assist residence with their Census reporting and questions.
- Mayor Priest will be on vacation from March 1, 2020 – March 15, 2020.

Report of Fiscal Officer Tracy Evans:

- Passed around monthly reports and credit card statement for Council to sign.
- Presented each Council member with a corrected copy of the 2019 final Amended Certificate.
- Informed Council the Village will be sending out a newsletter with the utility bills due March 10, 2020. The newsletter will contain a copy of the RITA letter previously mailed to our residence in addition to a list of major utility expenses for the 2019 year.
- Requested a refund of \$123.95 for Mayor Priest for traveling/mileage expense for attending meetings. Roll call vote 4-0. Motion carried.
*Blythe Pelham moved and Kenny Worley seconded to approve the refund of \$123.95 for Mayor Priest.
- Informed Council of current problems with the HSA. Fiscal Officer Tracy Evans stated even though we let Medical Mutual know in November 2019 that we were going with their HSA, we were just approved this week for our HSA. In addition, the Village tried to set up the employee accounts at Fifth Third Bank and they were not able to set us up. Therefore, the Village ended up going with Merchants Bank and we are in the process of getting their accounts set up.
- RITA has created more work than expected for the Fiscal Office. Fiscal Officer Tracy Evans stated she is trying to handle the extra work to the best of her ability.

- Requested Council combine the Income Tax Petty Cash of \$50 with the Fiscal Officer's Petty Cash of \$50 to make the Fiscal Office Petty Cash Fund \$100 monthly. This is to cover the extra postage of mailing all the monthly RITA tax info.

*Blythe Pelham moved and John Michael seconded to combine the Tax and Fiscal Petty Cash Funds to make one Petty Cash Fund of \$100/month. Roll call vote 4-0. Motion passed.

VI. OTHER BUSINESS:

- Councilman Kenny Worley suggested that Macy Lane be made one way. Fiscal Officer Tracy Evans suggested before discussion starts, that Councilman Worley talk to the school due to the bus routes and how it would affect them.
- Councilwoman Blythe Pelham suggested the Council set dates and times for each Council Committee to meet every month. After discussion, it was decided that "all standing Committees of Council will have a meeting the 1st Wednesday of every month at 1:00 PM and the 2nd Wednesday of every month at 6:00 PM in the Municipal Building. Solicitor Beery stated if for some reason one of these meetings is cancelled, the cancellation does not have to be advertised.
- Councilwoman Rita Smith stated she had a resident complain about not receiving a utility bill for several months and the resident doesn't believe she should have to pay the late fee. Fiscal Officer Tracy Evans showed all of Council that on the back of every utility bill it states "failure to receive bill does not waive the penalty".

MISCELLANEOUS:

- John Michael moved and Blythe Pelham seconded to adjourn at 9:02 PM. Roll call vote 4-0. Meeting adjourned.