

VILLAGE OF NEW LEXINGTON COUNCIL MEETING

January 3, 2017

6:30 PM

MUNICIPAL BUILDING

The Village of New Lexington met in regular session with Mayor Ratliff presiding and the meeting being called to order at 6:30 PM. Council Members present were Dan Bethel, Susan Goodfellow, Kathy Chute, Tim Fiore, Jeff Danison and Susan Boyle. Absent was Councilperson Anderson. Also present were Finance Director Heather Rockwell and Police Chief Scott Ervin.

Councilperson Chute made a motion to excuse Councilperson Anderson from the January 3, 2017 meeting. Seconded by Councilperson Danison. All Council voted "yes". Motion carried.

Councilperson Fiore made a motion for Dan Bethel to serve as Council President for the 2017 calendar year. Seconded by Councilperson Chute. All Council voted "yes". Motion carried.

Councilperson Bethel accepted.

Councilperson Chute made a motion to approve the minutes for the December 19, 2016 meeting as read. Seconded by Councilperson Boyle. All Council voted "yes" except for Councilperson Danison who abstained due to being absent from the December 19, 2016 meeting. Motion carried.

Rick Chuvalas spoke to Council about renaming a portion of Lincoln Street to Corporal White Way. Chuvalas's uncle's remains were brought home from the Korean War after sixty six years. Corporal White Jr., was raised on Lincoln Street. Chuvalas stated the family would be willing to get signatures on a petition to start the process. Police Chief Ervin stated Chuvalas could find the procedure for changing a street name under The Walter Drane Co. web site. Finance Director Rockwell stated he could reach the web site through the Village web site. Chuvalas stated he would do the work and then present to Council upon completion.

Corlyn Altier presented Council with the end of year EMS Billing report. Altier reported on the collections for EMS and Mayors Court with the Attorney General's office. Altier stated she would like to set up a meeting with the Finance Director and some Council members to come up with a plan for reporting Mayors Court collections to the Attorney General.

Finance Director Rockwell presented Council with the December 2016 Bank Reconciliation and the December 2016 Financial Reports. Rockwell also presented Council with an ordinance for 2016 Supplemental Appropriations. Rockwell stated the Fire/EMS deficit has gone from \$329,000 on January 1, 2016 to \$204,624 as of December 31, 2016. This is a recovery of over \$124,000 in 2016. Rockwell requested a motion to disconnect the AT&T phone circuit saving the Village approximately \$36,000 a year. Councilperson Chute made a motion to disconnect the AT&T phone circuit. Seconded by Councilperson Bethel. All Council voted "yes". Motion carried.

Council Clerk Spohn presented Council with a letter from the Perry County Commissioners giving notice to terminate their lease agreement with the Village for the rental of the Community Building as of February 28, 2017.

Police Chief Ervin stated they had a very busy weekend. Ervin reported there were some problems with electronic equipment. Ervin informed Council the new patrol unit is in, but still needs lights and decals. Councilperson Goodfellow inquired about the hiring of a property maintenance officer. Goodfellow requested they look at 136 Railroad Street. Ervin informed Goodfellow she would have to get a property maintenance complaint form from the administration office to report this address. Ervin stated that the position has not been

filled at this time but current patrol officers are trying to perform some of the property maintenance duties when possible.

Councilperson Chute reported on the Finance Committee meeting that was held on December 21, 2016. A new dump truck for the public service department was discussed due to the current truck no longer being safe to operate. Finance Director Rockwell will prepare a forecast for the feasibility for a new truck. Rockwell presented the committee with the updated five year Public Fund Depository Agreement from People's National Bank. The agreement is standard and must be renewed every five years if the Village wishes to continue banking with Peoples National Bank. Rockwell informed the Committee with the departure of the current Administrator, Council will need to decide whose name they would like put on the Village credit card. Administrator Bryant informed the Committee he had invoiced Barry Bowers for the storm sewer work done on State Street. The work was approved by Council with the agreement that Bowers would cover the cost of materials. The invoice was sent November 23, 2016 and no payment has been received. The committee requested Rockwell send a second invoice to Bowers. Bryant stated he had spoken with Randy Comsford of ODOT and Mr. Jablonski of Poggemeyer Design Group regarding current funding available for the Streetscape project that was previously abandoned due to lack of funding. Bryant stated he believes that with new funding available the Village may be able to perform the project with 95% to 100% funding.

Councilperson Chute reported on the Finance Committee meeting that was held on December 28, 2016. Chute stated she spoke with Chris Farmer about Community Ambulance renting space at the Village. Farmer informed Chute that the supervisor he was working with was no longer with Community Ambulance and that he is now working with a new supervisor and should have something to report within a couple of weeks. Rockwell informed the committee she sent a second invoice to Barry Bowers. Rockwell presented forecasts for the purchase of a new dump truck. The committee recommended to Council that a new dump truck be purchased for the Public Service Department. Councilperson Chute made a motion to purchase a new dump truck. Seconded by Councilperson Fiore. All Council voted "yes". Motion carried.

Councilperson Boyle stated she would like to set up a subcommittee to raise money for special events. Councilperson Chute state she should wait until Council President Bethel sets up the committees for 2017.

Finance Director Rockwell asked Council if they wanted to sign the Depository Agreement with Peoples Bank and whose name they wanted on the Village credit card. Rockwell stated three signatures are required on the Depository Agreement. Councilperson Bethel made a motion to continue banking with Peoples Bank. Seconded by Councilperson Danison. All Council voted "yes". Motion carried. Councilperson Bethel made a motion to put Rockwell's name on the Village credit card. Seconded by Councilperson Boyle. All Council voted "yes". Motion carried. Rockwell stated she would include the credit card statement with the monthly reports moving forward.

Mayor Ratliff stated he had received two applications for the administrator position and one part time application for the administrator position from John McCort. Councilperson Chute reminded everyone they have to follow the Personal Policy Manual procedures for posting, advertising and hiring. Councilperson Goodfellow stated she needed a job description before posting the job opening. Chute stated it was in the Charter and she will need to get more information to add to it. Councilperson Chute inquired if McCort wanted the position part time or as an interim position until the Village could hire someone permanent. Mayor Ratliff stated he would like to hire McCort as an interim administrator until the position could be filled. Councilperson Danison stated they need to follow the PPM.

Mayor Ratliff recommended renewing the contract for legal services with Sitterley, Vandervoort, & Davis Ltd.

Councilperson Chute made a motion to suspend the rules and read by title only Resolution No. 16-21 and declaring an emergency. Seconded by Councilperson Fiore. All Council voted "yes" except for Councilperson Danison who voted "no". Motion carried. Resolution No. 16-21: **A RESOLUTION APPROVING AND**

AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT FOR LEGAL SERVICES AND DECLARING AN EMERGENCY. Councilperson Chute made a motion to adopt Resolution No. 16-21 as read. Seconded by Councilperson Fiore. All Council voted “yes” except for Councilperson Danison who voted “no”. Motion carried.

Councilperson Chute stated Council needs to look at the Personal Policy Manual for information on hiring an interim Administrator and possibly help on the job description for this position. Finance Director Rockwell stated she would look and see if she has a copy of an old job description. Police Chief Ervin stated the Charter will give some direction on this process. Councilperson Bethel stated they needed to check the PPM and get some guidance from the attorney. Mayor Ratliff asked if anyone would want to meet with him to help with the job description. Councilperson Goodfellow stated she would help. Ratliff stated if John McCort is hired as an interim administrator he could help with the job description for the administrator position and possibly training a new administrator.

Steve Coffman wanted to know what the pay will be for Attorney Davis. Councilperson Goodfellow gave him a copy of the resolution. Coffman also wanted to know why they did not know the procedure for hiring an interim administrator. Councilperson Chute stated there is a procedure in the Personal Policy Manual they all just need to review the procedure.

Finance Director Rockwell informed Council she received the paperwork for the Volunteer Fire Fighters Dependents Fund. Rockwell stated she was going to speak with Fire Chief Hollingshead so he could recruit the firefighters to be on the committee. The committee also will need two council members. Rockwell will request a list of members at the next meeting.

Councilperson Bethel inquired if anyone got in touch with Rob Gleason about giving him permission to cross Village property on Airport Road to remove timber from the Taylor property. Bethel stated he should probably speak to Public Service Director Chuck Hicks.

Councilperson Chute made a motion to suspend the rules and read by title only Ordinance No. 17-1 and declaring an emergency. Seconded by Councilperson Goodfellow. All Council voted “yes”. Motion carried. Ordinance No. 17-1: **AN ORDINANCE AMENDING THE APPROPRIATION ORDINANCE 16-4 TO REALLOCATE FUNDING TO THE FIRE & EMS LEVY AND SEWER FUNDS WITHIN THE VILLAGE OF NEW LEXINGTON AND DECLARING AN EMERGENCY TO MAINTAIN NORMAL OPERATIONS OF THE VILLAGE.** Councilperson Chute made a motion to adopt Ordinance No. 17-1 as read. Seconded by Councilperson Bethel. All Council voted “yes”. Motion carried.

Mayor Ratliff entertained a motion to adjourn.

Councilperson Chute made a motion to adjourn. Seconded by Councilperson Goodfellow. All Council voted “yes.” Motion carried.

Meeting adjourned at 8:15 PM.


Mayor Kevin Ratliff


Council Clerk Lisa Spohn