**RECORD OF PROCEEDINGS**

Minutes of The Regular Meeting

Held October 22, 2018, @ 7:00 P.M.

Council met in Regular session with all Councilmembers present, except Austin Scheiner and Andrew Head.

Guests Present: Solicitor Miller.

The Minutes from the October 8, 2018, meeting were read, and approved as read.

**EMS: Coordinator Schuerman** was present and reported the following to Council:

1. There have been 7 runs in October to date.
2. Kim Mansfield is requesting to return to the EMS Department, and has submitted an application, and if accepted, will be in a probationary period until she feels comfortable making runs. Lyons made a motion to hire Kim Mansfield as an EMT pending a drug screen and physical, Zartman seconded, and the motion passed unanimously.
3. Travis Zartman had to get his vaccinations up to date as part of the requirements for the EMS Basic Class. He has not had any vaccinations since 1996. The EMS Coordinator requested the Village reimburse him for the $144.00 it cost in order to get his records up to date. Council wanted it on record that they will only reimburse for vaccinations if the employee in question is uninsured, or if their insurance won’t cover the vaccinations. Collis made a motion to reimburse Travis Zartman the $144.00 he paid for the vaccinations, Lyon seconded, and the motion passed unanimously.
4. On November 5th there will be a CE class covering situational awareness from 6 p.m. to 8 p.m. The fire department and Antwerp were invited.
5. On November 10th, there will be makeup CPR classes for those that need it.
6. Squad 54’s driver side taillight is out. Chief Anderson will look at it and see if he can fix it.
7. She made contact with Southeastern Medical Equipment (SME) at the Trauma in the Hills conference she attended. She is proposing to use this new company in place of the current company, Emergency Medical Products (EMP), because SME’s costs are about half of the amount charged by EMP.

**Fire Department: Chief Anderson** was present and reported the following to Council:

1. All the trucks passed their pump tests, however some work had to be done. Engine 56 had some valves replaced; Engine 55 had a pump seal & gasket on the deck gun replaced, and Engine 53 had its water gauge recalibrated.
2. A heater in the firehouse is not working, and he plans on having someone in to look at all the heaters and fix the broken one.
3. On Wednesday, he will be meeting with Warren Fire Equipment in order to place the order for the gloves, hoods, and washing machine for which the BWC Grant allowed.
4. He received an application from one of the daytime staff, Thomas Shrider, who would like to be on the fire department. Mr. Shrider lives outside the district, however Chief Anderson believes he is close enough to help out. Council reviewed the application, and Miller made a motion to hire Thomas Shrider as a firefighter pending a physical, but waiving the drug screen since he had one prior to being accepted on the EMS rolls. Zartman seconded the motion, and the motion passed unanimously.
5. He has been researching grants and found a state grant that allows for a 20 year interest free loan for fire departments to add on to their current building(s). He stated he believes there is a need for the additional room as there have been some close calls with hitting other vehicles and the building. Mayor Wobler stated the USDA also has 20 year interest free loans that can be used for new buildings. He stated that a $500,000 loan would cost $2083/month to repay. No plans were made.

**Police Department: Chief Miller** was present and reported to Council the following:

1. He has posted three tall grass notices. One was mowed by the owner, however the one at 224 West Townline and 423 South Laura Street are being mowed by the Village.
2. He handed out two more grass in the road warnings.
3. Two of the three junk letters that were mailed out by certified mail were picked up. 303 West Merrin Street and 206 East Oak street are all cleaned up. He did not receive the return mail certificate for 420 South Laura Street, the burnt house, and the owner has not cleaned the property. He asked how Council would like to proceed. Solicitor Miller stated he would need to put a legal notice regarding the property in the newspaper one time in order to satisfy the Ohio Basic Code requirements. Once it is published, and the fifteen days have passed, then the Village can have the property cleaned and have the expenses assessed to the property owner’s real estate taxes.
4. His body camera fell off and the clip broke. He will need to have it replaced.
5. His bullet proof vest is 9 year’s old, and only have a lifespan of 5 years. He is applying for a grant in order to purchase a new one. The quote he received was for $1500, and the BWC grant would require a 25% match. Mayor Wobler stated he should write to Dianne Cooper to see if Cooper Farms would be willing to help out on the purchase of a new vest. Zartman made a motion to allow for the immediate purchase of a bullet proof vest for Chief Miller, Lyons seconded, and the motion passed unanimously.

**Street:**

1. Mayor Wobler informed Council that Asphalt Maintenance Services (AMS) repaired the catch basin grate at Oak and Gibson. They also repaired the road on North Maple where Jay Dangler dug across for the elevator. Dangler Excavation will receive the bill for that repair . AMS could not repair the catch basin grate at 49 and Oak without the catch basin being repaired first.

**Zoning: Inspector Tom Sinn** was present and reported the following to Council:

1. The right of ways for Taylor Made have been researched, and the Mayor has a copy of them.
2. Dave Franklin finally finished fixing his deck and the poles have been removed.
3. He gave a 7-day notice to a house at Townline & Laura that had a car with no plates on it.
4. He has been trying to contact the people who own the camper on Dallas Street, but no one will come to the door. He has noticed an extension cord going from the house to the camper. The house needs repairs and the owners need to get a variance in order to live in the camper while the house is being repaired.
5. MetaLink needs a permit for the tower they are installing. Mayor Wobler stated they hope to have the tower completed by November 15th. The tower will be bringing fiber optic to the Village.
6. Council stated there is a house on Oak Street that installed a new fence in their backyard. Inspector Sinn stated he would look into it.

Mayor Wobler informed Council that the zoning meeting is scheduled for November 1, 2018, at 6:00 p.m.

**Committee Reports: NONE**

**Correspondence Letters:**

1. Mayor Wobler informed Council that the Ohio Municipal League (OML) told the attendees of the Columbus Mayor’s Court School that 614 Ohio Cities and Villages currently have an income tax. This is roughly two-thirds of Ohio, and the OML predicts that almost all cities and villages in Ohio will have and income tax within the coming years due to funding cuts.
2. Mayor Wobler stated that there is a website called fixourroadsohio.com available to the public, and suggested Council take the time to look at it.

**OLD BUSINESS:**

1. Mayor Wobler informed Council that Lawrence Temple replaced the broken lights with new LED dusk to dawn spotlights at the Depot. He repaired the first light on Brian Drive that had been staying on, and he will be installing another spotlight for the Caboose soon.
2. Mayor Wobler informed Council that the Fiscal Officer received a scholarship for which she and the Mayor had applied. This scholarship allows her to attend the two-day Municipal Fiscal Officers Association Conference at no cost to the Village. Check in is on October 31st, and check out isn’t until November 2nd.
3. Mayor Wobler informed Council that the BPA decided to put in a new payment box for the water department bills. It has been ordered and received.
4. Mayor Wobler informed Council that Harrison Township will be bringing dirt to 100 South Maple. He contacted the engineers office, and they approved the project since the property is not in the flood plain.
5. Mayor Wobler informed Council that the house at 415 South Laura Street has been removed by the Land Bank.

**NEW BUSINESS:**

1. Mayor Wobler informed Council that he called in the streetlights at 211 West Merrin, and 610 North Main Street. AEP still hasn’t fixed the others, however, they stated they will get to them as soon as possible. Councilwoman Lyons stated there is an electric line hanging low by her house. Mayor Wobler stated he would call it in.
2. Mayor Wobler introduced Resolution 2018-T. This is a resolution affirming the increase in transportation and mileage charges for EMS runs that was approved in December 2017. The auditor suggested the Council pass a resolution. Miller made a motion to suspend the rules, Collis seconded, and the motion passed unanimously. President of Council read Resolution 2018-T. Zartman made a motion to accept Resolution 2018-T as presented, Lyons seconded, and the motion passed unanimously.
3. Mayor Wobler informed Council that the December 24th Council meeting needs to be moved as it falls on a holiday. The Council meeting was moved to Thursday, December 27th at 7:00 p.m.
4. Mayor Wobler informed Council that the NatureWorks Playground Grant has been completed and the final reimbursement in the amount of $6,941.25 has been received from the ODNR.
5. Mayor Wobler reminded Council that all parades need to follow certain safety rules to avoid injuries to participants. Mayor Wobler asked for a motion stating anyone who wants to hold a parade contact Council prior to the event so the Village can provide safety measures. Collis made a motion requiring anyone who wants to hold a parade contact Council prior to the event so the Village can provide safety measures. Lyons seconded the motion, and the motion passed unanimously.
6. Mayor Wobler informed Council that the BPA is giving an extra generator to the Village Hall. It will be put in the back room, and will be used as needed for emergencies.
7. Mayor Wobler informed Council that the BPA would like to sell, using sealed bids, the three point generator that resides at the water plant. This generator has never been used and hooks up to a tractor.
8. Mayor Wobler stated his belief that the Village should hire a part-time employee to be used between the Water/Sewer Departments and the Street Department. This employee will help bimonthly with meter readings and help with leaf pickup. He stated he looked into hiring an Independent Contractor, but it is not a legal option. Two names were brought up: Jim Miller, a prior employee who knows how to work all the equipment, and Ed Blankenship. Council decided to hire Jim Miller as a temporary employee.
9. Mayor Wobler reminded Council of the Fire and EMS Quarterly Trustee Meeting set for October 23rd, at 7:00 p.m.
10. Mayor Wobler informed Council that the ceiling tile on the upper floor of the Village Hall has fallen down and he is worried the roof may be leaking. He asked Council to stay after the meeting and look at it.
11. Mayor Wobler informed Council that the BPA will be using Dangler Excavating to replace the catch basin at 500 and Laura Street as it is plugged. The cost of the project is estimated to be between $1500 and $2000. There is already an open purchase order for the project, and the catch basin at 49 and Oak will also be fixed. Councilwoman Collis brought up a concern regarding water that goes under the road at the 500, 49, and West Street intersection. She stated there is a bar with a handle on it there and was wondering if it is the Village’s. It was stated that the farmer put in a new drain a while back. Mayor Wobler stated he will have the water department check it out to make sure it isn’t an issue with a Village drain.
12. Mayor Wobler informed Council that the power has been turned off at the ballfields, the buildings will be winterized by the water department, and a plug will be installed per Taylor Made’s request.
13. Mayor Wobler informed Council that the 2019 budget planning meeting will be on November 10th at 10:00 a.m. He asked Council to look at the streets and decide what paving should be done next year.
14. Mayor Wobler informed Council that he received an estimate of $750.00 from Wagner’s Metal to repair the street building. He already had an estimate for $300.00 from Francis Wobler. He also stated that a Village employee could go over to Woodburn and buy a piece of metal for $80 to $100 and then install it. The color would be close, but wouldn’t match exactly due to fading. Councilwoman Collis stated that having an employee perform the work would probably not save the Village any money, and she would rather see the work done by someone else. Council agreed. Miller made a motion to accept Francis Wobler’s bid of $300.00 to fix the street building, Collis seconded, and the motion passed unanimously.
15. Mayor Wobler informed Council that the brush pile can no longer be burned. Village employees lit the brush pile and an anonymous complaint was called in to the EPA. Mayor Wobler talked to the EPA and was told no fine would be issued due to this being a first offense. He was also told that the EPA would not issue an open burning permit. Therefore, the Village will now need to chip the brush collected. It is his understanding that Antwerp and Paulding chip theirs for a cost of about $3000 per year. They use a company out of Van Wert.
16. Mayor Wobler informed Council he received a letter from the ODNR stating the Village has been approved for the park restroom grant in the amount of $52456.00. The restroom will be placed over by the pavilion, and additional funding for some sewer and water line installations will be required.
17. Mayor Wobler informed Council that the Fiscal Officer has completed the Fiscal Integrity Acts’ requirements for her first term that runs from 2016 to 2020.
18. Solicitor Miller presented a contract between Poggemeyer and the Village. The contract is for the developing of the Combined Sewer Overflow Public Notification Plan for Board of Public Affairs. Solicitor Miller stated Council needed to make a motion authorizing the Mayor to sign the contract on the behalf of the Village. Collis made a motion to authorize the Mayor to sign the CSO contract on the behalf of the Village, Zartman seconded, and the motion passed unanimously. The Mayor, Fiscal Officer, and Solicitor signed the contract.
19. The Fiscal Officer updated the Council regarding the new legislation that is going into effect that requires the Village to have a Credit Card Policy. This policy needs to state who can have one, what they can purchase, how they purchase, what constitutes a violation of the policy, and who is in charge of reviewing the charges made/paid. The Fiscal Officer stated she will be drafting the policy which needs to be in place by February 2, 2019.

**Good and Welfare: None**

Miller moved to accept the financial reports as presented by the Fiscal Officer, Zartman seconded, and the motion passed unanimously.

Lyons moved to pay the bills, Zartman seconded and the motion passed unanimously.

Miller moved to go into executive session for personnel and legal reasons at 8:40 p.m., and Collis seconded. The motion passed unanimously.

Zartman moved to go back into regular session at 8:59 p.m., and Miller seconded. The motion passed unanimously.

With no further matters to discuss, Lyons moved to adjourn, Collis seconded, the motion passed unanimously, and the meeting adjourned at 8:59 p.m.

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Mayor Steve Wobler Fiscal Officer, Zoe McMaster