**RECORD OF PROCEEDINGS**

Minutes of The Regular Meeting

Held October 9, 2023, @ 7:00 P.M.

Council met in Regular session with Lora Lyons, Jason Hower, Nancy Speice, Kevin Wannemacher, Allen Wobler and Jennifer Zartman present. Annette Danner was absent.

Guests Present: Police Officer Brandon Shuherk, Assistant EMS Coordinator James Weaver, Village Solicitor Shane Lee and write-in candidate for Village Council Bob Bohland. The following attended to discuss the possibility of adding an Village Administrator as a Village employee: Bob Blankenship, Chris Stabler, Ray Speice, Bill Childs, Amber Gonzales, Zoning Inspector Tony Gonzales, BPA members John Hall and Jarrod Childs, Village employees Randy Miller, Keith Schroeder and Brant Heck.

Interim Mayor Lyons welcomed the visitors to the meeting. She stated that the discussion about the possibility of adding a Village Administrator as a Village employee would be first and asked the visitors to introduce themselves. After the introductions, Interim Mayor Lyons stating that the discussion around the possibility of adding a Village Administrator has been ongoing for sometime. Interim Mayor Lyons informed those present that the duties of the Village Administrator would be to assist the Water/Sewer Operator and Street Department with projects and handle the Zoning duties, to be a leader for strategic planning, to research and apply for grants, to be involved in the bidding process for projects, to attend meetings on behalf of the Village and report his or her activities to Council. She explained that the Village Administrator could be funded from the funds currently paid for the three BPA members, the Zoning Inspector and the second full-time Class 3 Laborer. The total of those three salaries is $37,778.44. Interim Mayor Lyons also explained that the Village would be able to save money on grant writing and engineering expenses by adding a Village Administrator and that the Village has some large waterline replacement projects planned and will need to update the water plant in the next five to seven years, which she stated would be a huge undertaking. In the last five years, $113, 891.82 has been paid to Kleinfelder (formerly Poggemeyer) and Jones and Henry for their grant writing and engineering services. BPA Member Jarrod Childs voiced his concerns about the cost of the Village Administrator. Jarrod also presented a list of residents who are not in favor of the adding a Village Administrator. Jarrod questioned why the Mayor could not perform the duties of applying for grants. Interim Mayor Lyons responded by saying that she has been applying for grants and attending meetings on behalf of the Village, however, the processes have gotten more involved. A Village Administrator would be able to devote more time since that would be his full-time job. Bill Childs stated that Councilwoman Speice when she was Mayor and Council were able to handle the water tower project without a Village Administrator. Tony Gonzales stated that he had talked to former Mayor Austin Scheiner about the position. He is interested in the position if the position is added. He stated his educational and work experiences. He also worked in the past as a Class 3 Laborer for the Village and is currently the Village Zoning Inspector. He also has volunteered his time to help Brant build a new pump house and other small jobs. Keith Schroeder who is employeed full-time in Leipsic, Ohio and works part-time for the Village stated that he feels it is outdated for Villages to have a BPA. He used Leipsic as an example stating that he felt Leipsic was about to become a ghost town, but after a Village Adminsitrator was hired, Leipsic has made a turnaround and is doing much better. He stated that he feels Payne has the same potential especially with the Village having rail access and because Payne is located between US 24 and US 30. Bob Blankenship inquired if the Village Adminsitrator would be a local person. Village Solicitor Lee stated that residency in the Village for the Village Administrator is required unless Council adopts a resolution stating otherwise. Councilman Wobler explained that he is torn as to whether the BPA should continue or a Village Administrator should be added, however he does feel that Council needs to investigate the possibility of adding the position. Interim Mayor Lyons assured those present that she and Council would give their comments serious consideration and would continue to investigate whether adding the Village Administrator was a positive move for the Village.

The Minutes from the September 11, 2023 meeting were read. Councilwoman Zartman made a motion to approve the minutes. Councilman Hower seconded and the motion passed unanimously. The minutes from the September 25, 2023 meeting were read. Councilwoman Zartman made a motion to approve the minutes. Councilman Hower seconded and the motion passed unanimously.

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

1. There were twelve runs last month and has been two runs this month.
2. Katie Strickler has completed her training and is eligible for a $250 bonus. Councilman Wobler made a motion to pay Katie Strickler the $250.00 bonus. Councilwoman Zartman seconded and the motion passed unanimously.

**Fire Department: Chief Hefner** was not present and **Assistant EMS Coordinator Weaver** reported the following to Council:

1. There have been two runs this month and four runs last month.
2. The painting of the Fire/EMS Station has started. The building trim will be fire engine red, the doors and window trim white and the remainder will be charcoal grey. The Wayne Trace Art Department is still planning to paint a mural on the building.

**Police Department:** **Police Chief Miller** was not present. **Interim Mayor Lyons** reported the following to Council:

1. Bids for the old cruiser can be listed on one platform only. Interim Mayor Lyons stated that at the last meeting the Council members present suggested using a local platform and setting the minimum bid at $5,000.00. Councilman Hower made a motion to post the old cruiser for sale on a local platform with a minimum bid of $5,000.00. Councilman Wobler seconded and the motion passed unanimously.

**Street:** **Interim Mayor Lyons** reported the following to Council:

1. Interim Mayor Lyons informed Council that Johnny Schwartz in planning to construct the pavilions as sunshades for the Natureworks Grant in 4-6 weeks. Fiscal Officer Rhonda Stabler submitted a progress report to the ODNR. Interim Mayor Lyons also informed Council that the Paulding County Area Foundation is offering grants for community improvement. Interim Mayor Lyons suggests applying for a grant to improve the main pavilion at the Village Park, to improve the walking path and to add pickleball courts and frisbee golf. She will begin getting quotes for these items and prepare the grant form. Council expressed their wishes for a beautification effort in the Village.
2. Village employee Randy Miller reported that he had to clean up debris from the fireworks display during the Rock the Block celebration. Interim Mayor Lyons stated that she believed that the company that did the fireworks display was responsible for cleaning up. If fireworks are planned another year, Interim Mayor Lyons assured Council she would see that clean up was included in the contract. Randy Miller asked if he could get quote to have the chipper serviced at Benschneider Auto. Council agreed that he get a quote. A discussion about the compost site was held. Village employee Randy Miller stated that he would work at the site on a Saturday morning so that residents can bring their brush. He also stated that he and Brant Heck are trying to clean up the site. There are some trees that could be offered for firewood to residents. Interim Mayor Lyons stated that Fire Chief Jesse Hefner is unsure if the Village will receive a burn permit for the compost site.
3. Interim Mayor Lyons presented Council to with a paving quote for the area at the end of East Merrin Street near Buckeye Park and for an area on Bailey Street. The paving will be completed by Dangler Excavating. Their quote for the paving is $13,600.00. Councilwoman Zartman made a motion to have Dangler Excavating complete the paving for $13,600.00. Councilman Wobler seconded and the motion passed unanimously.
4. Interim Mayor Lyons ask Council to approve Gavin Taylor’s resignation without a two week notice. Councilman Hower made a motion to accept Gavin Taylor’s resignation. Councilwoman Speice seconded and the motion passed unanimously. Interim Mayor Lyons informed Council that Gavin thought he was due two weeks vacation due to a conversation he had with former Mayor Austin Scheiner. After reviewing the salary ordinance and the policy and procedure manual, it has been determined that Gavin needed to be employee for full-time for one year and not part-time. Councilwoman Speice made a motion to not pay any vacation time to Gavin Taylor since he was not a full-time employee for one year and because he did not give a two weeks notice. Councilwoman Zartman seconded and the motion passed unanimously.
5. Intermin Mayor Lyons informed Council that Street employee Randy Miller and Water/Sewer employee Brant Heck do not feel they need another full-time employee to help them although they may need occasional help. Interim Mayor Lyons said that Zoning Inspector Tony Gonzales is willing to help the Street and Water Departments out as needed. He would be paid at the part-time laborer rate of $10.25 per hour. Councilwoman Speice made a motion to allow Tony Gonzales to help the Street and Water/Sewer Departments as need at rate of $10.25 per hour. Councilwoman Zartman seconded and the motion passed unanimously. Interim Mayor Lyons also discussed moving Village employee Randy Miller to Street/Park Department from Street/Water Department effective for the pay period beginning September 24, 2023. He would still be paid for any hours worked for the Water Department and his salary would be split 50% Street, 50% Park(General Fund).
6. Interim Mayor Lyons presented a quote to repair the Street Department pickup and showed Council pictures of the damage to the dump truck. After reviewing the quote and pictures, Councilwoman Speice made a motion to not to repair the dump truck or the street pickup. Councilman Wannemacher seconded and the motion passed unanimously.

**Zoning: Zoning Inspector Gonzales** was not present at this part of the meeting.  **Interim Mayor Lyons** reported the following to Council:

1. Interim Mayor Lyons introduced Ordinance 2023-7-Amended, an ordinance regulating utility vehicles and mini-trucks within the Village of Payne, and requiring inspections of the same by the Payne Police Department and including violations and declaring an emergency. Councilwoman Zartman made motion to suspend the rules. Councilman Wobler seconded and the motion passed unanimously. President of Council, Speice, read Ordinance 2023-7-Amended. Councilman Zartman made a motion to adopt Ordinance 2023-7-Amended. Councilman Hower seconded and the motion passed unanimously.

**Committee Reports: Interim Mayor Lyons** reported the following to Council:

1. There will be a Fire/EMS Meeting with the Benton and Harrison Township Trustees on October 25, 2023 at 7:00 p.m. in the Village Hall. The purpose of the meeting is to discuss the possibility of purchasing a new ambulance. Interim Mayor Lyons stated that she has confirmed with Braun Ambulance that the lead time on a new ambulance is two years. Also, Assistant EMS Coordinator Weaver has requested a quote for an ambulance. Typically a quote takes at least a month so the quote may not arrive in time for the meeting.

**Correspondence Letters:**

1. Interim Mayor Lyons informed Council that she received a RITA Collection Authorization Form. Interim Mayor Lyons explained the form offers three choices:
	1. Authorize litigation.
	2. Accept accounts for self collection.
	3. Hold further action---RITA will continue billing the past-due accounts until the statue of limitations or other circumstances prevents RITA from reasonably continuing such action.

Interim Mayor Lyons stated that in the past the Village has selected “Hold further action”.

Council agreed to continue with holding further action.

1. Interim Mayor Lyons presented Council with a letter form the Department of Commerce-Division of Liquor Control stating that the liquor license from Puckerbrush Pizza is being transferred to C & Y Oil Co., Inc. (Payne MaraMart). The letter asks if the Village would like a hearing regarding the transfer. Council agreed to allow the transfer and not request a hearing.

**OLD BUSINESS:**

1. Interim Mayor Lyons reported that she has requested a quote from Global Paving to repair the walking path at the Village Park but has not received the quote.
2. Interim Mayor Lyons informed Council that she received notice that the Safe Route to School Grant is complete. The total of the grant was $256,541.56.

**NEW BUSINESS:**

1. Interim Mayor Lyons presented a quote from Lippincott to Council to replace one toilet at the Water/Sewer Department and two toilets at the Village Hall. These toilets were installed during the COVID-19 pandemic with an automatic flush, however the automatic flush does not work well or regularly. The quote to replace the toilets is $2,775.00. Also, included on the quote it the cost to winterize the Village Park restrooms. The quote to winterize the restrooms is $865.00. Schlatter’s LLC also quoted to winterize the Village Park restrooms for $1,052.00. Councilman Wobler made a motion to accept the Lippincott quote to replace the toilets for $2,775.00 and to winterize the restrooms at the Village Park for $865.00. Councilman Wannemacher seconded and the motion passed unanimously.
2. Interim Mayor Lyons presented a quote from True Vine Tree Service to remove two trees on West Merrin Street and trim a tree on East Merrin Street for a cost of $2,450.00. Councilman Speice made a motion to have True Vine Tree Service to remove the two trees and trim one tree for a cost of $2,450.00. Councilman Hower seconded and the motion passed unanimously.
3. Interim Mayor Lyons informed Council that the cell phone plan that the Police Department has with AT&T (First Net) is at that maximum number of phones per plan. Interim Mayor Lyons would like to add a plan for the EMS/Fire to allow the Street and Water Department cell phones to be added to the Police Department plan. Councilwoman Zartman made a motion to move the EMS/Fire to a plan of their own and to have the Water/Street Department join the Police Department plan. Councilwoman Speice seconded and the motion passed unanimously.
4. Interim Mayor Lyons informed Council that she met with IGS Energy. They are interested in quoting the Village for energy costs for May 2024 when the Village contract ends with Palmer Energy. Councilman Hower made a motion to allow IGS Energy to provide a prelimary quote for electric service to the Village. Councilwoman Zartman seconded and the motion passed unanimously.
5. Interim Mayor Lyons informed Council that Shawn Dooley from Dooley Funeral informed her that the Village may be responsible for another indigent creamation. However, the fund through the State of Ohio is not currently available. Shawn has suggested that the Village reserve $4,000.00 per year for potential indigent creamations. Interim Mayor Lyons stated this can be discussed at the budget meeting.
6. Interim Mayor Lyons introduced Resolution 2023-T, a resolution raise water and sewer tap fees and declaring an emergency. Councilwoman Speice made a motion to suspend the rules. Councilwoman Zartman seconded and the motion passed unanimously. President of Council, Speice, read Resolution 2023-T. Councilman Wobler made a motion to adopt Resolution 2023-T. Councilwoman Zartman seconded and the motion passed unanimously.

**BPA: Interim Mayor Lyons** reported the following to Council:

1. A meeting was held with Maumee Valley Planning and Kleinfelder on September 26, 2023 to review the Merrin Street and Oak Street Waterline Replacements. A funding breakdown was received. Kleinfelder is preparing the designs.
2. Interim Mayor Lyons tabled a discussion on an agreement with Kleinfelder concerning the water meters.
3. Interim Mayor Lyons informed Council that the Hyman Street project completed by Dangler Excavating came in under cost. The remaining funds will be used to pave the street where the repair was made.
4. Interim Mayor Lyons stated that the pump house being built by Brant Heck and Tony Gonzales is nearly complete.
5. The digital meters should be completed this week.

**Good and Welfare:** There was nothing to report for Good and Welfare.

Councilman Hower made a motion to accept the financial reports as presented by the Fiscal Officer. Councilman Wannemacher seconded the motion, and the motion passed unanimously.

Councilman Wobler moved to approve the payment of bills presented, Councilman Wannemacher seconded, and the motion passed unanimously.

Councilwoman Speice moved to go into executive session for personnel and legal reasons at 9:06 p.m., and Councilman Wobler seconded, and the motion passed unanimously.

Councilman Hower moved to go back into regular session at 9:30 p.m., and Councilman Wannemacher seconded, and the motion passed unanimously.

With no further matters to discuss, Councilwoman Zartman made a motion to adjourn, Councilman Hower seconded, and the motion passed unanimously, and the meeting adjourned at 9:30 p.m.

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Interim Mayor Lora Lyons Fiscal Officer Rhonda Stabler