**RECORD OF PROCEEDINGS**

Minutes of The Regular Meeting

Held November 27, 2023, @ 7:00 P.M.

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

Guests Present: Police Chief Rodney Miller, Police Officer Brandon Shuherk, Village Solicitor Shane Lee and Attorney Terry Simson.

The Minutes from the November 13, 2023 meeting were read. Councilman Hower a motion to approve the minutes. Councilwoman Danner seconded and the motion passed unanimously.

Interim Mayor Lyons welcomed Village Solicitor Shane Lee and Attorney Terry Simson. Solicitor Lee explained that he unable to continue to serve as Village Solicitor and submitted his resignation. He introduced Attorney Terry Simson and recommended her for the position. Attorney Simson stated that she does have experience as a Solicitor and she would like serve as the Solicitor for the Village. Interim Mayor Lyons stated that Council would discuss the Solicitor position later in New Business.

**EMS: EMS** Coordinator **Zartman** was not present. **Interim Mayor Lyons** stated that there was no report from the EMS.

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

1. There have been eleven runs this month.

**Police Department:** **Police Chief Miller and Officer Shuherk** were present and reported the following to Council:

1. Police Chief Miller explained that Zoning Secretary Jill Treat had an incident at the Village Office. Therefore, he is recommending adding security for the front entrance to the Village Hall. Possibly some type of intercom, a system to buzz visitors into the office or a window to pass through documents. Interim Mayor and Council agreed to research the options and obtain quotes to make a change to the entrance.
2. Police Chief Miller recommended that the department keep the extra vest they have for reserves. Council agreed.
3. Interim Mayor Lyons asked about items that are stored in the back of the Village Hall. Police Chief Miller explained the items were from an investigation. Interim Mayor Lyons and Council suggested that if the investigation is complete and if it is possible, the items be cataloged and possibly auctioned.
4. Interim Mayor Lyons opened the bids for the 2015 cruiser. They bids are as follows:
5. Mitch Kipfer---$7,114.00
6. Francis Wobler---$7,025.00
7. George Williams---$6,850.00

 Interim Mayor Lyons stated that Mitch Kipfer is awarded the bid for the purchase of the

 cruiser. Interim Mayor Lyons asked Police Chief Miller to contact Mitch and make

 arrangements for payment and the transfer of the title of the cruiser.

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

1. Leaf pickup wil continue through December 2, 2023.
2. Street Department employee Randy Miller is working to get a quote for mulching of the brush pile. Randy has also contacted Thomas Zuber for a bid for a box on the truck.

**Zoning: Zoning Inspector Gonzales** was not present.  **Interim Mayor Lyons** reported the following to Council:

1. Two new members are needed for the Zoning Committee.
2. Scott Straley is working on a the survey for 301 West Oak Street to see if the fence is on the property of a neighbor.
3. Zoning Secretary Jill Treat has sent two certified letters to the owner of 412 Maple Street regarding a fence that was constructed without a permit. A certified letter is being sent to the property owner at his address in Hicksville and to the 412 Maple Street address in Payne.
4. Zoning Inspector Gonzales is contacting the owner of a downtown building regarding a permit application.

**Committee Reports:**

1. Interim Mayor Lyons stated that the Fire/EMS Budget Meeting will be held on Saturday December 2, 2023 at 9:00 a.m. in the Village Hall.
2. Interim Mayor Lyons informed Council of a meeting with Kleinfelder regarding a grant opportunity on Wednesday November 29, 2023.
3. Interim Mayor Lyons informed Council that she and Fiscal Officer Rhonda Stabler are meeting with Amy Hoffman from Palmer Energy tomorrow November 28, 2023 about the engery contract that expires in May 2024.

**Correspondence Letters:**

1. Interim Mayor Lyons informed Council that a letter was received from the Ohio Municipal Attorneys Association concerning joining their organization. Interim Mayor Lyons stated she gave the information to Solicitor Lee and Attorney Simson.
2. Interim Mayor Lyons presented Council with a letter from Paulding County Economic Development asking the Village to contribute to their organization for 2024. In the past, the Village has been a Copper Member for the cost of $100.00. Councilman Wobler made the motion to continue to be a Copper Member at the cost of $100.00. Councilman Hower seconded and the motion passed unanimously.

**OLD BUSINESS:**

1. Interim Mayor Lyons informed Council that the report from Wastewater Combined Sewer Overflow Inspection has not be received.

**NEW BUSINESS:**

1. Interim Mayor Lyons introduced Resolution 2023-X, a resolution appointing Terry L. Simson as Village Solicitor and declaring an emergency. Councilwoman Danner made motion to suspend the rules. Councilman Hower seconded and the motion passed unanimously. President of Council, Speice, read Resolution 2023-X. Councilman Hower made a motion to adopt Resolution 2023-X. Councilwoman Danner seconded and the motion passed unanimously.
2. Interim Mayor Lyons informed Council that Street Department dump truck was repaired at Schultz Automotive for $653.00. The repair consisted of a new fuel pump and repairs to the fuel tank due to the tank being damaged for an unknown reason. Councilman Wobler made a motion to pay Schultz Automotive $653.00 for the repairs. Councilwoman Speice seconded and the motion passed unanimously.
3. Interim Mayor Lyons discussed Ordinance 2023-10 (Salary Ordinance) to be introduced to Council at the December 18, 2023 meeting. Interim Mayor Lyons stated that the ordinance reads that all comp time must be taken by the first pay period in December each year. Interim Mayor Lyons stated that she recommends removing that wording since the ordinance will also say that an employee can have no more than forty hours of comp time at one time. Interim Mayor Lyons said that she also recommends amending vacation time to state that a new employee will receive one week of vacation after completing the six-month probationary period and then an additional week after one year of service.
4. Interim Mayor Lyons informed Council that she would like for all Village elected and employed positions to have business cards. She plans to have Zoning Secretary Jill Treat research the best option for the business cards.
5. Interim Mayor Lyons informed Council that she does not have an update on the authorization AEP was asking for regarding the Jim and Jane Linder property. She stated she will check with the Village Solicitor.
6. Interim Mayor Lyons informed Council that the EMS Department has received a quote for a new ambulance. The quote will be presented at the Fire/EMS Budget Meeting with the Benton and Harrison Township trustees on December 2, 2023. The quote is $328,000.00. The 37.5% share for the Village is $123,151.50.
7. Interim Mayor Lyons presented Council with the March 2023 insurance rates provided by Anthem Representative Mike Goggin. She asked Council to review the individual and family insurance rates. Mike did warn that typically the Village receives approximately an 11% increase in insurance cost per year.
8. Interim Mayor Lyons stated that since the last meeting, Fiscal Officer Rhonda Stabler and Police Officer Brandon Shuherk have offered to take over the office cleaning duties. Interim Mayor Lyons did recommend getting a quote for window washing from Vance Hugg. Fiscal Officer Rhonda Stabler will call for a quote.
9. Interim Mayor Lyons informed Council that Firefighter Jason Bauer was injured in a recent fire and received treatment at Paulding County Hospital. The injury has been submitted as a BWC Claim.
10. Interim Mayor Lyons introduce Resolution 2023-Y, a resolution to amend appropriations for the Fire Equipment and Maintenance Fund (Fund 2902) and declaring an emergency. Councilman Wobler made a motion to suspend the rules. Councilwoman Speice seconded and the motion passed unanimously. President of Council, Speice, read Resolution 2023-Y. Councilwoman Speice made a motion to adopt Resolution 2023-Y. Councilwoman Danner seconded and motion passed unanimously.
11. Interim Mayor Lyons informed Council that the $15,000.00 per acre offer for land for a new water plant was rejected by the land owner. Interim Mayor Lyons stated that she, Council and the BPA will continue to look for 25 acres in or near the Village for a new water plant and wells.
12. Interim Mayor Lyons stated that she plans to swear in the newly elected and appointed officials before the December 18, 2023 meeting at 6:30 p.m.
13. Interim Mayor Lyons informed Council that the IGS Energy quote will be discussed at the December 18, 2023 meeting.
14. Interim Mayor Lyons presented quotes from Yenser Gross Heating and Air for new restroom heaters and a new condensation pump for the air conditioning unit for a total of $1,850.00. Councilwoman Danner made a motion to accept the quotes for the total of $1,850.00. Councilman Hower seconded and the motion passed unanimously.
15. Councilman Wobler presented a gift idea to recognize John Hall’s 40 years of service to the Village BPA. It is a water/sewer lid that would be engraved with his name and years of service for $110.00 plus shipping and handling. Councilman Hower made a motion for Councilman Wobler to purchase the gift for $110.00 plus shipping and handling. Councilwoman Speice seconded and the motion passed unanimously.

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

1. Grant funds for the water meter replacement have been approved for $213,000.00.
2. EJP invoices for $4,730.00 have been submitted for the water meter replacement grant and another $33,374.00 in invoices will be submitted when they are received.
3. An extension for the Lead Service Line Grant has been approved. The New deadline is March 29, 2024. The remaining funds to be used are $2,556.61. According to Councilman Wobler these funds will be used to investigate unknowns. Councilman Wobler also stated that there is an upcoming equipment grant opportunity for the Water/Sewer Department.
4. Intermin Mayor Lyons stated that a cut wire was discovered on one of the new meters on Henderson Street. Chief Miller did discuss tampering with water meters with the home owner.
5. Interim Mayor Lyons informed Council that Dangler Excavating is not confident that they can complete the paying on Hyman Street this season. It is likely the paving will have to wait until Spring 2024.

**Good and Welfare:**

1. Interim Mayor Lyons and Council would like to thank the Village employees Brant Heck and Randy Miller for cleaning out the flower pots and preparing for the installation of the Christmas decorations. The Christmas decorations will be installed on Saturday December 2, 2023.

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

Councilwoman Speice moved to approve the payment of bills presented, Councilwoman Danner seconded, and the motion passed unanimously.

Councilwoman Danner moved to go into Executive Session for personnel and legal matters at 8:50 p.m.

Councilwoman Speice seconded and the motion passed unanimously.

Councilman Wobler moved to return to regular session at 9:05 p.m. Councilwoman Danner seconded and the motion passed unanimously.

With no further matters to discuss, Councilwoman Danner made a motion to adjourn, Councilwoman Zartman seconded, and the motion passed unanimously, and the meeting adjourned at 9:05 p.m.

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Interim Mayor Lora Lyons Fiscal Officer Rhonda Stabler