

VILLAGE OF WEST ALEXANDRIA COUNCIL MEETING MINUTES

REGULAR MEETING HELD ON 10/21/2019

MEETING DATE: 10/21/2019

CALL TO ORDER TIME: 7:00 PM

PLEDGE OF ALLIGIENCE AND INVOCATION - Mayor Lunsford completed both before moving to the roll call.

ROLL CALL COUNCIL MEMBERS: All members of council were present: Jeff Hickey, Karen Mays, Ashley Myers, Holly Robbins, Shannon Smith, and Dan Utsinger.

OTHERS PRESENT –Village representatives/employees who may be present to give monthly or regular reports to council, or are present offer legal counsel/representation : Village Administrator – vacant as of 5/17/19 (Mayor is Acting-Village Administrator), Fiscal Officer -Wendy Chesney, WAPD Chief- Tony Gasper, EMS Chief- Tom Smith, Fire Chief- Jeff Shafer

APPROVAL OF MEETING MINUTES –Minutes from the 10/7/19 Regular Council Meeting: Council was presented the minutes via email ahead of the date of the meeting for their review as well as a copy the day of the meeting. Mayor asked for any additions or corrections. Two amendments were requested; 1- notation of council asking for previous minutes from one or more meetings during July, August and September. 2- Change the “appears to be outstanding” statement to be changed to ‘is outstanding’ in regard to the Staples bill. Holly Robbins moved to accept the minutes from the 10/7/19 meeting, seconded by Ashley Myers, Vocal vote 6 yeas, 0 nays. Motion carried.

APPROVAL OF BILLS- Council reviewed two lists of bills as presented by the Fiscal Officer – list #1 included invoices that had arrived to the Village between 10/8/19 and 10/16/19 totaling \$6,128.93, presented to the Council via email on 10/16/19. List #2 included invoices that had arrived to the village between 10/16/19 and 10/21/19, totaling \$27,925.72 which was presented to the council at the 10/21/19 meeting. Mayor called for a motion to approve payment of the bills. Dan Utsinger motioned to pay the bills, seconded by Jeff Hickey. Roll Call vote: 6 yeas, 0 nays. Motion carried.

GUESTS- Mayor read instructions for guests addressing the council during a public meeting and then welcomed Ray Waldeck to speak. Mr. Waldeck declined to speak at the meeting.

CORRESPONDENCES -FISCAL OFFICER-

- Letter of invitation from Larkin Cobb for “Business After Hours” on 10/24/19 at their location in Eaton and includes food drinks and door prizes.
- Letter of Engagement from Ohio Auditor of State Keith Faber regarding LGS services. Mayor has received a copy from the Fiscal Officer. Members of council were emailed a copy.

CORRESPONDENCES –MAYOR

- Beggar’s night will be held on October 31, from 6:00pm – 7:30pm.
- Thank you to Dept. Heads and their employees for assisting on Oktoberfest activities and weekend
- Time change for Fall on November 3, 2019
- Bingo continues at Fire dept. on Thursday evenings.

READING OF RESOLUTIONS/ORDINANCES

The Second reading of “**RESOLUTION AUTHORIZING THE VILLAGE OF WEST ALEXANDRIA TO ACCEPT THE BASE BID OF R.A. MILLER CONSTRUCTION CO., INC. FOR THE WEST ALEXANDRIA SOUTH MAIN STREET EXTENSION PHASE 2 PROJECT AND TO EXECUTE ANY CONTRACTS NECESSARY, however, to postpone the awarding of a contract for the South Main Street Improvements Phase 2 project, until final understanding has been reached of the Village’s budget for this project**”. was omitted regarding the base bid from RA Miller after Council had discussion on the additional information from Kramer and Associates. Discussion was held regarding the reading of the resolution as it was originally presented to Council.

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Therefore the first reading of the original resolution regarding the Main Street South Phase 2 Project, a **“RESOLUTION AUTHORIZING THE VILLAGE OF WEST ALEXANDRIA TO ACCEPT THE BASE BID OF R.A. MILLER CONSTRUCTION CO., INC. FOR THE WEST ALEXANDRIA SOUTH MAIN STREET EXTENSION PHASE 2 PROJECT AND TO EXECUTE ANY CONTRACTS NECESSARY”**. was moved to be accepted by Jeff Hickey with a second of the motion by Dan Utsinger. Discussion was held regarding the project and the finances committed by the council to the project and certified by the County Auditor and the Budget Commission. The fiscal officer stated that the Council had approved the project in 2018 and the funds for such were included in the appropriations/distributions of the Budget as approved by Council for 2019 and that which was submitted the County Auditor and approved there as well. Fiscal officer noted at the question of Council why the funds hadn't been moved or shown as appropriated on the expense reports; funds are not required to be moved to the intended fund from the distributions until such time as the funds are actually needed for use, in order to keep them from being designated if not needed. Fiscal Officer stated that they will move them if the Council feels reassured seeing them there- once appropriated, they cannot be changed from the Street Fund. Roll call vote: 4 yeas (Holly Robbins, Shannon Smith, Dan Utsinger, Jeff Hickey). 2 nays (Karen Mays, Ashely Myers) Motion carried.

Shannon Smith moved to waive the second and third readings of **A Loan Resolution – “RESOLUTION OF THE VILLAGE OF WEST ALEX AUTHORIZING AND PROVIDING FOR THE INCURRENCE OF THE INDEBTEDNESS FOR THE PRUPOSE OF PROVIDING A PORTION OF THE COST OF ACQUIRING, CONSTRUCTING, ENLARGING , IMPROVING, AND/OR EXTENDING ITS FACILITY TO SERVE AN AREA LAWFULLY WITHIN ITS JURSDICTION TO SERVE”**. Motion was seconded by Dan Utsinger. Roll call vote: 4 yeas (Holly Robbins, Shannon Smith, Dan Utsinger, Jeff Hickey). 2 nays (Karen Mays, Ashely Myers) Motion Carried.

Dan Utsinger moved to adopt **A Loan Resolution – “RESOLUTION OF THE VILLAGE OF WEST ALEX AUTHORIZING AND PROVIDING FOR THE INCURRENCE OF THE INDEBTEDNESS FOR THE PRUPOSE OF PROVIDING A PORTION OF THE COST OF ACQUIRING, CONSTRUCTING, ENLARGING , IMPROVING, AND/OR EXTENDING ITS FACILITY TO SERVE AN AREA LAWFULLY WITHIN ITS JURSDICTION TO SERVE”**. Motion was seconded by Shannon Smith. Roll call vote: 3 yeas (Shannon Smith, Dan Utsinger, Jeff Hickey). 3 nays (Holly Robbins, Karen Mays, Ashely Myers) Vote resulted in a tie. Therefore the Mayor was required to vote: Mayor voted yea. Motion Carried.

Mayor moved on to the second reading of a **LOAN RESOLUTION – “RESOLUTION OF THE VILLAGE OF WEST ALEX AUTHORIZING AND PROVIDING FOR THE INCURRENCE OF THE INDEBTEDNESS FOR THE PRUPOSE OF PROVIDING A PORTION OF THE COST OF ACQUIRING, CONSTRUCTING, ENLARGING , IMPROVING, AND/OR EXTENDING ITS FACILITY TO SERVE AN AREA LAWFULLY WITHIN ITS JURSDICTION TO SERVE**, By title, whereas, tit is necessary for the Village of West Alexandria, to raise a portion of the cost of such undertaking by issuance of its bonds in the principal amount of Four Million Eight Hundred Seventy Thousand and 00/100 (\$4,870,000.00). “ Discussion was held by council. Shannon Smith moved to accept the second reading, Ashely Myers seconded the reading. Roll call vote: 6 yeas, 0 nays. Motion carried.

Shannon Smith moved to waive the third reading of the same resolution, with a second to his motion by Holly Robbins. Roll call vote: 6 yeas, 0 nays. Motion Carried.

Holly Robbins moved to adopt the resolution: **“RESOLUTION OF THE VILLAGE OF WEST ALEX AUTHORIZING AND PROVIDING FOR THE INCURRENCE OF THE INDEBTEDNESS FOR THE PRUPOSE OF PROVIDING A PORTION OF THE COST OF ACQUIRING, CONSTRUCTING, ENLARGING , IMPROVING, AND/OR EXTENDING ITS FACILITY TO SERVE AN AREA LAWFULLY WITHIN ITS JURSDICTION TO SERVE.”** With a second my Ashley Myers. Roll call vote: 6 yeas, 0 nays. Motion Carried.

DEPARTMENT REPORTS:

FIRE DEPARTMENT (Reporting MTGS – FIRST MEETING OF EACH MONTH) - No report at this time

EMERGENCY SQUAD: (Reporting FIRST MEETING OF EACH MONTH) - No report at this time

POLICE: (Reporting MTGS – FIRST MEETING OF EACH MONTH) – No report at this time

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COUNCIL COMMITTEE REPORTS:

PUBLIC BUILDINGS/GROUNDS: (Myers, Robbins)

- **Status update of Smith Street Park** – Ashley spoke to Rodeffer and they plan to start next week. Discussion was held to confirm the exact location / direction of structure N/S vs E/W to face the shelter. Future expansion of the Water Dept. buildings and location of underground utility pipes and lines, need to be considered, etc. Review of the property will be made by Council member Dan Utsinger, with Rodeffer to ensure proper location of the shelter site is made before construction actually begins.

BUDGET/FINANCE: (Robbins, Utsinger) – Nothing to report

SIDEWALK/CURBS/GUTTERS: (Hickey, Myers) – Nothing to report

STREET/ALLEYS/ STORM SEWERS: (Utsinger, Smith) Nothing to report

SAFETY: (Smith, Mays) – Nothing to report

HEALTH/SANITATION: (Mays, Hickey) Nothing to report

OLD BUSINESS:

SOCIAL MEDIA ADMINISTRATION (Utsinger, Myers) Dan Utsinger noted that the council members received an email of information from Riverscape Web Design regarding their company's abilities to design websites and other conveniences for municipalities, such as direct deposit for payroll and other on-line payment options for utilities, etc. More information will be reviewed from this company as well as other companies.

Police Department unused cruiser– Discussion was held regarding the police cruiser that is no longer in service. Jeff Hickey moved to give Chief Gasper the permission to sell the unused cruiser via sealed bids, accepted through 11/30/19, seconded by Holly Robbins. Discussion was held regarding sealed bids vs gov.deals. Roll call: 6 years, 0 nays. Motion carried. Sealed bids will be taken on the 2009 Crown Victoria. Fiscal officer will work with Chief Gasper to get the notice advertised.

Bulk Water Rates – new bulk water rates were enacted as of 10/08/19 at \$2.25 per 250 gallons. The Village website and other notifications have been posted.

Sewer Surcharges- Holly Robbins noted that Ashley Kelly has suggested that the village work with RCAP to do another rate study. Dan Utsinger feels that the information was obtained during their previous assistance to the village, and the village should not spend more money to do another study, stating that the previous numbers indicated there would likely need to be a larger increase than the one implemented (suggested by RCAP originally at \$7.50). Jeff Hickey stated the village council should only implement one additional change. Council will review numbers of the revenues collected since the last change was implemented to determine what revenue has been collected and compare water usage to determine the amount an increase / surcharge will need to be made to cover the loan reserve required. Jeff Hickey stated that there needs to be communication to the public ahead of changes and suggested a work session to go over the numbers. Council will hold a work session on Tuesday, 10/29/2019, at 7:00pm to discuss.

WA Fire Association land for transfer from Village to WA Fire Association – Attorney, Jill Hittle has all the information she needs according to Council President, Holly Robbins and is working on the transfer of the property in question back to the WA Firemen's Association.

Mayors Court: expenses and revenues – Chief Gasper reported that the Mayor's Court Clerk gave him the information for July's- September's monthly report and relayed the amounts of the revenue requested by Council at a previous meeting. The values do not match that which the Fiscal Officer recalls depositing. Chief Gasper will review the numbers with the Mayor's Court Clerk. Fiscal Officer stated that the amounts she deposited on the previous Tuesday, when the check was received from the Mayor's Court Clerk, were nearly one thousand dollars under those he reported for each month (Sept 2154.00, August: \$2,130.50, and

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July was \$2,554.50). Fiscal Officer will review her deposit and send an email to council and the Police Chief to give them the exact totals, but she stated that none of the amounts were over \$2000.00. Council Member asked Chief Gasper to have a report given to the Fiscal Officer for Jan.- current. Jeff Hickey stated council needs to ask the Mayor's Court Clerk for her reports.

Notification of class action law suit - Mayor indicated that the Council needs to make a decision as to whether they wish to be removed from the class action lawsuit. Council does not wish to act on being removed and will therefore be included into class action lawsuit.

NEW BUSINESS:

LGS engagement letter – Discussion was held regarding the letter received from the State Auditor's office. Jeff Hickey noted that until the council moves forward to commit to their services the fiscal officer should not spend time gathering information. Holly Robbins noted that the letter stated the costs as \$50.00 per hour at an estimated 200 hours or an estimated cost of \$10,000.00 possible. This amount may change if less than 200 hours are needed. She stated the council will need to approve for the Mayor to sign the letter return to the Auditor's office, but realized a resolution is also requested on the engagement letter. Fiscal Officer noted that the funds would need to be appropriated by council and amended to the county auditor as well for the year's budget. Shannon Smith moves have a resolution drafted to allow the village to engage with LGS with the Mayor being authorized to sign the letter and thus allow the Mayor to sign the permission letter. Holly Robbins seconded the motion. Roll call vote: 6 yea, 0 nay. Motion carried.

Fact sheet about WWTP – Continued calls regarding sewer rate increases and wastewater treatment plant project inquiries have been received by both the Utility Billing Clerk and the Fiscal Officer. Suggestion of generating a fact sheet to send to residents would help subdue the continued inquiries, as well as aid the utility billing clerk in being able to answer any questions from residents regarding the project. Jeff Hickey stated it should be mailed to the community residents as well as placed on the social media sites. This topic will also be discussed at the scheduled work session on 10/29/19.

BPA- Discussion was held regarding the possibility of going back to a BPA (separating the Water, Sewer, and Sanitation Departments from the Village) as it was in the past. There would be three appointed board members initially who would then need to run for office. Additional employees would need to be hired to do this - a Street Superintendent would need to be paid a stipend and an additional street service worker be hired. Board members are not paid, rather appointed then required to run for office. Dan Utsinger asked if the use of a strong Village Administrator wouldn't be better to move the village forward. Pros and Cons were discussed and decided the topic needs more discussion in the future or at the first of the year.

Phone for the Mayor's office - Main Village telephone numbers /lines have been in limbo as of the move of the WAPD to the Town Hall. Village phone numbers 839-4168, 839-9848, and fax 839-1102 are scheduled to be relocated to the water department building on 10/24/2019. Determination of what the village would like to have as a village-wide phone system will need to be researched. Options to use Spectrum, Robinson Communications, and SWOCA will be researched and reported on at a future meeting. More discussion on this topic can be held at the work session as well. The Mayor will need a phone line at the Mayor's office regardless. For the time-being contact the Mayor via her work cell phone number or at the Salon number.

Copiers- Ashley Myers reported that she is researching copier options to replace the two copiers currently at the water dept. with one single copier at the water dept. for Fiscal Officer and Water/Sewer/Sanitation. Research will be done to determine whether the police dept.'s contract is able to be ended early.

Annexation of the Sewer plant site- Mayor Lunsford stated that the annexation paperwork is still moving through the necessary county departments' hands for signatures of approval.

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Mayor Asked if there was any other business and council member, Holly Robbins moved to go into Executive Session pursuant to ORC 121.22-G1 to consider the discipline and or dismissal of a public employee. Shannon Smith seconded the motion. Roll call vote: 6 yeas, 0 nays. Motion Carried.

Council removed themselves to a rear office in the Media Room to go to Executive session at 8:30 pm.

Council members emerged from a rear office location, Holly Robbins stated that it was 9:00 pm and stated to the Mayor that she move for the Council come out of Executive Session having made no decisions and not moving on anything. Motion was seconded by Shannon Smith. Roll call vote 6 yeas, 0 nays. Motion carried.

TABLED BUSINESS:

Library Lease

CCA Dept. of Taxation- Karen comparing CCA vs Rita

Water Tower- maintenance and repairs- Jim Hans will oversee

Codifying the ordinances

Roll back on taxes of the ½ % credit given

Miami Valley Lighting Company –contract consideration with lighting options

Fire Hydrants- replacements, etc.

Village Administration Position

ANNOUNCE NEXT MEETING –

DATE: 11/04/19, 7:00pm

LOCATION: TVS Media Room, 100 Education Drive, West Alex., Ohio 45381

AND THERE WILL BE A WORK SESSION ON TUESDAY 10/29/2019 AT 7:00PM (EMS Bldg.)

MOTION TO ADJOURN by Dan Utsinger, seconded by Shannon Smith. Vocal Vote 6 yeas, 0 nays. Motion carried.

Meeting adjourned at 9:05 pm.

Fiscal Officer

Mayor

Date

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