

VILLAGE OF WEST ALEXANDRIA COUNCIL MEETING MINUTES

REGULAR MEETING HELD ON 06/17/2019

MEETING DATE: 06/17/19

CALL TO ORDER TIME: 7:06PM

PLEDGE OF ALLEGIANCE AND INVOCATION –Mayor Lunsford

ROLL CALL COUNCIL MEMBERS: Present: Jerry Carter, Jeff Hickey, Ashley Myers, Holly Robbins, Shannon Smith, Dan Utsinger

OTHERS PRESENT – Village Administrator – vacant position as of 06/17/19, Fiscal Officer -Wendy Chesney, WAPD Chief- Tony Gasper, EMS Chief- Tom Smith, Fire Chief- Jeff Shafer, Jo Ellen Hickey- Zoning Inspector, Aaron Glasgow by phone (Issac Wiles, Burkholder & Teeter) - Village Solicitor

APPROVAL OF MEETING MINUTES – Meeting minutes were approved by roll call vote from special meeting held on 6/10/19. Motion to approve: Shannon Smith, Second: Jerry Carter III, Vocal Vote: 6 yeas, 0 Nays. Motion carried.

APPROVAL OF BILLS – Fiscal officer presented the financial report from April along with the bills from May. Motion to pay the bills: Shannon Smith, Seconded: Jeff Hickey, Roll Call vote: 6 yeas, 0 Nays. Motion Carried. Fiscal officer, Chesney, also took time to explain the process of the WWTP construction finances and the procedure for paying the engineers and the construction co., as well as how the loan process and grant processes work with regard to the approval process of the pay orders and the fund draw-downs.

RECOGNITION OF GUESTS AND/OR CITIZENS –

1. Miami Valley Lighting – Bob Stallman -representative requests to discuss/present LED lighting proposal to replace all WA Lights to LED bulbs- Did not attend meeting- will attend in July.
2. Rod Rehmert - Did not attend meeting
3. Chris Arnold – village resident – was given the opportunity to speak. Mr. Arnold voiced his concern with a property maintenance issue with his next door neighbor. Referred to the village ordinance governing said property maintenance issues as thorough, but was concerned that the ordinance isn't being enforced in an effective or timely manner by the Village Administrator. Mr. Arnold expressed his concern that there is no longer a village administrator to enforce and perhaps the duties of the enforcement should be under the responsibility of another position within the village, such as the zoning inspector. Mr. Arnold offered his assistance with the matter. Further, Mr. Arnold expressed concern for the Fire/EMS levy dollars continuing to be collected and not utilized to build a Fire/EMS station. Mr. Arnold recognized that the levy, though written as an operating levy was falsely portrayed as a building levy. Mr. Arnold requested that the levy be stopped if there are no plans to build a Fire/EMS station. Zoning inspector, JoEllen Hickey addressed Mr. Arnold on one or more of the points he made with regard to her position, in order to negate the assumptive statements Mr. Arnold had made that she was afraid for her safety while enforcing the ordinances she is responsible for handling.
4. Jim Robbins/ Matt Robbins – follow-up from planning commission for property improvements-desires to build a house on Stotler Road – Mr. Robbins and Mr. Robbins were not present for the meeting.
5. WA Fire Assn. – Fire Chief, Jeff Shafer was in attendance representing the Fire Association. Mr. Shafer requested that the properties located at 61 E. Dayton, 67 E Dayton, and the East Point of lot 91 be deeded back to the Fireman's Association from the Village of West Alexandria. Mr. Shafer sited the date/terms of the construction of a Fire/EMS building had

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not been met by the deadline presented upon the transfer of the land to the Village, and therefore must be deeded back to the fireman's association in order to abide by the terms of the original contract. Jeff Hickey moved to deed the three parcels of land (61 E. Dayton St, 67 E Dayton St., and the East Point of lot 91- as specified in the contract) back to the Fireman's Association. Seconded by Shannon Smith. Roll Call vote: 6 yeas, 0 Nays. Motion Carried.

Opening of any sealed bids for REFUSE MANAGEMENT WILL BE OPENED AT 7:30pm

Sealed bids for the refuse management were opened at 7:30 pm. One sealed bid was received by the Village; Rumpke of Ohio. Mayor Lunsford read the bid offer. Council held discussion regarding the 3 options presented in the bid regarding automatic pick-up service, versus the current curbside method option, as well as an additional service available to the village for recycling. Mr. Noel Moomey was present to represent and answer questions of the Council. Council members thanked Mr. Moomey for extending the contract over the month of June to allow the village to continue uninterrupted service, until the decision on which option would be chosen.

CORRESPONDENCES –

Fiscal Officer discussed the settlement of insurance company Glatfelter- in regard to the tornado damage sustained at the water building, to the pump house, and Smith Street Park picnic tables and shelter houses. A Check was received to cover the damages. Fiscal officer discussed the WAPD cruiser was purchased via the Twin Valley Bank and the Mayor executed the loan with the bank and the first payment will be due in July. Further that the cruiser is at KE Rose and will be finished soon, upon which time the payment to them will be made for their services.

Mayor presented the EMS Dept. (represented by Chief Tom Smith) with the Proclamation for EMS Week to be the last week of May, 2019, citing the dinner that was held in honor of the week. Mayor also read the acknowledgement letter and certificate received to the Village from House Representative J.T. Smith as a recipient of a 100% Safety Award from BWC for no lost time by village employees due to work-related injuries.

READING OF RESOLUTIONS/ORDINANCES-

FIRST READING:

A RESOLUTION A ADOPTING THE PREBLE COUNTY 2018 MULTI-JURISDICTIONAL NATURAL HAZARD MITIGATION PLAN

AN ORDINANCE AMENDING AND MODIFYING SECTION 220.01 OF THE VILLAGE OF WEST ALEXANDRIA, OHIO CODE OF ORDINANCES TO PROVIDE FOR FIVE MINUTES FOR GUEST SPEAKERS TO ADDRESS COUNSEL.

WHEREAS, currently under Section 220.01 of the Village of West Alexandria, Ohio Code of Ordinances, each guest speaker addressing the Village of West Alexandria, Ohio Council are permitted ten minutes to address council; and

WHEREAS, Council finds that allowing ten minutes of speaking time per guest speaker may produce inefficient and unnecessarily lengthy public meetings; and

WHEREAS, Council recognizes that the public has a substantial interest in being provided sufficient time to speak during public meetings; and

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WHEREAS, Council desires to find a balance between efficiency in conducting public meeting and ensuring that the public has sufficient to time to address Council during those meetings.

WHEREAS, Council has determined that allowing five minutes for each guest speaker to address Council strikes the balance between these interests.

Jerry Carter moved to accept the first reading of the resolution, seconded by Holly Robbins.

Roll Call vote: 6 yeas, 0 nays. Motion carried.

DEPARTMENT REPORTS:

VILLAGE ADMINISTRATOR: (REPORTS THE SECOND MEETING OF EACH MONTH)- no report

FISCAL OFFICER (REPORTS THE SECOND MEETING OF EACH MONTH) – reported in correspondences section

POLICE: (Reporting MTGS – FIRST MEETING OF EACH MONTH)

Chief Gasper presented the Mayor with letters of resignation from Matt Nave and Evan Monroe to which Council Members responded by taking the following action: Shannon Smith moved to accept the resignation of Matt Nave effective June2, 2019, seconded by Holly Robbins. Roll Call vote: 6 yeas, 0 nays. Motion Carried. Holly Robbins moved to accept the resignation of Evan Monroe, effective June12, 2019, seconded by Shannon Smith. Roll Call vote: 6 yeas, 0 nays. Motion carried.

Chief Gasper continued with report of the new police cruiser. Cruiser is getting the necessary equipment and painting completed at KE Rose, and has an expected date of completion of thirty days or less. Other action items requested by the Chief included the recommendation to hire Jacob Smith as a part-time police officer at the wage rate of \$16.00/hour with one year of probation. Jacob Smith has completed his training and has passed the drug screen. Mayor stated that she appoints Jacob Smith to status of part-time police officer for the village of West Alexandria. Shannon Smith moved to hire Jacob Smith as part-time police officer at the rate of \$16.00 / hour, with a one-year probationary period. Motion was seconded by Jerry Carter III. Roll Call vote: 6 yeas, 0 nays. Motion Carried. Chief Gasper also recommended the hiring Eric Stevens, pending passage of a drug screen, as a part-time police officer at the wage rate of \$16.00/hour with one year of probation. Mayor stated that she appoints Eric Stevens to status of part-time police officer for the village of West Alexandria, pending a drug screen being passed. Holly Robbins moved to hire Eric Stevens as part-time police officer at the rate of \$16.00 / hour, with a one-year probationary period upon successful drug screen passage. Motion was seconded by Shannon Smith. Roll Call vote: 6 yeas, 0 nays. Motion Carried. . Chief Gasper also recommended the hiring Steven Parker, pending passage of a drug screen, as an auxiliary officer to complete his training. Mayor stated that she appoints Steven Parker to status of auxiliary officer for the village of West Alexandria with a one-year probationary period, pending a drug screen being passed. Jeff Hickey moved to hire Steven Parker as auxiliary officer with a one-year. Probationary period, pending the passage of a drug screen. Motion was seconded by Shannon Smith. Roll Call vote: 6 yeas, 0 nays. Motion Carried.

Chief Gasper apologized for not having a formal monthly stats report ready for the meeting and will provide one for the next meeting.

EMERGENCY SQUAD: (Reporting FIRST MEETING OF EACH MONTH)

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Chief Smith thanked the Mayor for the EMS Week Proclamation, and gave condolences to the family of Doug Crouse.

Chief Smith moved on to action items. Chief Smith recommends promotion of Lt. Pat Kincer and Lt. Diana Wall to Captains to take effective July 1, 2019 with a wage rate of \$2,500.00/ year according to ordinance #808. Mayor stated that she appoints the two as recommended by Chief Smith. Jeff Hickey moved to accept the promotion of Diana Wall and Pat Kincer to Captains of the EMS squadron. Motion was seconded by Jerry Carter III. Roll call vote: 6 yeas, 0 nays. Motion Carried. Chief Smith stated that the hiring process will start in order to fill the vacancies of Lieutenant Positions.

Chief Smith also stated that he recommends additions to volunteer EMS personnel roster Advanced EMT Mindy Jones-Vannetter and EMT Basic Matthew Vannetter, both pending a drug screen test. Mayor stated that she appoints the two recommended by Chief Smith, Mindy Jones-Vannetter, and Matthew Vannetter to volunteer EMS personnel. Holly Robbins moved to accept the hiring of Mindy Jones- Vannetter as an Advanced EMT Volunteer squad member at the rate specified in Ordinance #808, along with Matthew Vanetter as a Volunteer EMT Basic, at the pay rate specified in Ordinance #808. Motion was seconded by Shannon Smith. Roll call vote: 6 yeas, 0 nays. Motion Carried.

Chief Smith noted roster changes and presented the clerk and council with a list of roster changes to remove those members who are no longer volunteering or who haven't completed training. Chief Smith also noted that Jenna Melling will be moved to volunteer status due to personal reasons. Jeff Hickey moved to accept the roster changes for the EMS dept. as specified by the Chief on the list presented to the fiscal officer. Ashley Myers seconded the motion. Roll call vote: 6 yeas, 0 nays. Motion carried.

List of Roster Updates:

remove the following people from our roster: Joe Burgess - did not get protocol completed Jeff Shafer - expired EMS certification Brad Shafer - non participation Cristina Shafer - non participation Ashley Jones - did not complete class Sarah Randolph - did not pass state testing. Jenna Melling - move from part-time status to volunteer, has been on medical leave for months now, unknown if she will be able to return to part-time status

FIRE DEPARTMENT: (Reporting FIRST MEETING OF EACH MONTH)

Chief Jeff Shafer thanked all the help received on the funeral for Council Member Doug Crouse, City of Eaton, Trenton Fire Dept and all of the West Alex fire and EMS. Mr. Shafer stated that a very heartfelt thank-you letter was received from the Crouse family.

Chief Shafer gave a copy of his report to the council members, noting that there would be a potential candidate for firefighter volunteer. Action items for the fire dept. included request to spend \$8,154.00 for three sets of new gear. Holly Robbins moved to allow Chief Shafer purchase three new sets of gear. Motion was seconded by Shannon Smith. Roll call vote: 6 yeas, 0 nays. Motion carried.

Chief Shafer noted the complaints from residents encouraged the fire dept. to water down the burn pile. Shafer noted that while the burn pile causes some smoldering and a bit of annoyance for a short period of time, (if not burned) would cost the village upwards of \$20,000.00 to have chipped and hauled away.

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COUNCIL COMMITTEE REPORTS:

BUDGET/FINANCE: Holly Robbins, Dan Utsinger – no report at this time

SIDEWALK/CURBS/GUTTERS: Jeff Hickey, **Ashley Myers**- no report at this time

STREET/ALLEYS/ STORM SEWERS: Dan Utsinger, Shannon Smith- no report at this time

SAFETY: **Shannon Smith, Jerry Carter III** – noted that due to the death of Council Member Doug Crouse, the Volunteer Firefighters' Dependents Fund Committee needed a replacement for the position Doug Crouse. Holly Robbins moves to Replace Doug Crouse with Dan Utsinger. Shannon Smith seconded the motion. Roll call vote: 6 yeas, 0 nays. Motion carried.

HEALTH/SANITATION: **Jerry Carter III, Jeff Hickey** - NO report at this time

PUBLIC BUILDINGS/GROUNDS: - **Ashley Myers, Holly Robbins** – Holly Robbins noted that she is looking into a splash pad and dog park details from surrounding municipalities (Lewisburg being one) as well as shelter options to replace the damaged shelters. She will report more in the future to council.

OLD BUSINESS:

1. **Status of the Annexation of the WWTP construction site-** Solicitor Aaron Glasgow noted that the county said they hadn't received the Annexation packet he sent to them. He resent the packet as a result to the county prosecutor and is waiting for an update on the status of the annexation from the county.
2. **Employee Handbook – status- Solicitor has a copy and is reviewing** – Solicitor Aaron Glasgow stated that a meeting needs be held to review and make changes with a committee since the former Village Administrator didn't get with them before his resignation. Attorney, David Mosier of IWB&T to contact the village to make arrangements for a meeting and will report by next council meeting.
3. **Status of 119 E Dayton Street property for sale-** Jeff Hickey reported that a preliminary draft of phase 1 and phase 2 of the building is completed and recommends a work session to discuss the results and recommendations of the architect. Jeff noted that he recommends adding items numbered # 6, 7, 8 on the list of old business to the work session. Mayor Lunsford and council agreed to hold a public work session on Tuesday 6/18/19 at 6pm.
4. **Police Cruiser Purchased and cruiser is at the KE Rose getting finishing touches- no new updates**
5. **Glenwood/PC sewer line possibilities to West Alex connection – Fred Smith (CDM Smith) working with Preble Co Commissioners to determine West Alex's interest–** Mayor Lunsford noted that a formal letter was sent to the county by the Fiscal Officer and the representative from USDA does not recommend that the village proceed with connecting the Glenwood sewer lines to the village of West Alexandria.
6. **Village Admin Position** – discussion will be held at the work session on 6/18/19 at 6 pm
7. **Utility Billing Clerk Position-** discussion will be held at the work session on 6/18/19
8. **Water/Wastewater Operator Position** – discussion will be held at the work session on 6/18/19
9. **Water /Sewer Training classes regarding Mr. Weigold and Mike Miller** – Fiscal officer reported along with Council member, Holly Robbins, Books are being collected from both individuals, and the classes have not been attended. Village will not receive a reimbursement, but could receive and reduced cost for future trainings.

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NEW BUSINESS:

- 1- Jo Ellen Hickey –Zoning Inspector reported that one of the resident’s barns is in need of being torn down for safety reasons, the matter is being reviewed by the Solicitor to determine with the county prosecutor what direction the village needs to take. JoEllen Hickey will discuss with the solicitor the results in the upcoming week in order to proceed.
- 2- Water, Sewer, and Sanitation liens on property will be discussed with the solicitor as well in order to implement the charges for those people not following the property maintenance ordinances.
- 3- Discussion was held regarding moving the West Alexandria Police Department to the Town Hall. The Fiscal Officer and the Zoning Inspector will be moved to the Water Building. There is a new owner of the location at 73 N. Main Street, where the WAPD currently rents to house their department. The concern about the security of the WAPD has prompted the decision to move the department to the Town Hall. Determinations will be made as to what the terms of a lease are or will be with the new owner, as nothing in regard to a formal lease has been presented to the village, rather a notification / information letter from the new landlord only. No formal proof of ownership has been presented to the village by the new landlord either, so the Solicitor will be in communication with the new owner and the terms of the tentative lease agreement presented in order to determine what the status of the location of the Village Police Dept. will be, come July 1, 2019. Fiscal Officer read the communication received by the village from the new owners. Solicitor commented on the cost being doubled. The Village Council and the Mayor wish to move the WAPD to a new location.
- 4- Village of West Alexandria is holding Downtown Saturday Nights in the parking lot across from the Town Hall. They have been well-attended, according to the Mayor. While Holly Robbins pointed out that several local business owners complained to her that they lost substantial revenue on those evenings, the Mayor explained that all local business owners were invited to participate and even have their goods for sale at the event. Suggestions for further communications with the local business owners was made by Holly Robbins.
- 5- Jeff Hickey pointed out that the sign located at the potential site of the new Fire/EMS building should be removed, since there is no prospect for the village to construct a building as the land will be deeded back to the Fireman’s Association.
- 6- Mayor Read the Resignation letter of Jerry Carter III to be effective on 6/30/19. Shannon Smith moved to accept the resignation letter of Mr. Carter, seconded by Ashley Myers. Roll Call vote: 6 yeas, 0 nays. Motion carried.

ANNOUNCE NEXT MEETING – Monday, July 1, 2019

LOCATION: EMS Building. 8 Marty Lane, West Alex., Ohio 45381

MOTION TO ADJOURN

Holly Robbins moved to adjourn the meeting. Shannon Smith Seconded the motion to adjourn. Vocal vote: 6 yeas, 0 nays. Motion Carried.