VILLAGE OF WEST ALEXANDRIA COUNCIL MEETING MINUTES

REGULAR MEETING HELD ON 08/19/2019

MEETING DATE: 08/19/2019

CALL TO ORDER TIME: 7:00 PM

PLEDGE OF ALLEGIENCE AND INVOCATION –Mayor Lunsford

Mayor Carol Lunford called the meeting to order at 7:05pm

APPROVAL OF MEETING MINUTES – Mayor skipped the roll call and moved directly to reviewing meeting minutes from the August 15, 2019 Special Meeting. **Motion to accept the minutes from the 8/15/19 Special meeting of council by Holly Robbins. Seconded by Shannon Smith. Roll Call: 6 yeas, 0 nays. Motion carried**

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

OTHERS PRESENT – Village Administrator – vacant position as of 05/17/19, Fiscal Officer -Wendy Chesney, WAPD Chief- Tony Gasper, Fire Chief- Jeff Shafer, Jo Ellen Hickey- Zoning Inspector

APPROVAL OF BILLS – Fiscal officer presented the bill lists for approval from July and August as well as the check register from June. Questions from the council members were answered by the fiscal officer. Fiscal officer commented on the bills with large amounts, as well as the Government Accounting Solutions software, the software used for accounting and payroll.

- **Motion by Shannon Smith, to pay the bills for July and August, seconded by no one. Motion fails for lack of second.**
- **Motion to pay $245 to KE Rose for the outstanding balance due on the set-up / equipment transfer from the old police cruiser to the new police cruiser, seconded by Jeff Hickey. Roll Call: 6 yeas, 0 nays. Motion carried.**
- **Motion to pay the July Bills with the exception of the Ricoh invoice by Dan Utsinger, seconded by Shannon Smith. Roll Call: 6 yeas, 0 nays. Motion carried.**
- **Motion by Shannon Smith to investigate the costs and timeline it would take to move from using Government Accounting Solutions for payroll/ budgeting/ utility billing to using UAN – state software. Motion seconded by Holly Robbins. Roll Call vote: 6 yeas, 0 nays. Motion carried.**

RECOGNITION OF GUESTS AND/OR CITIZENS – Ray Waldeck was present to discuss the building in which the WAPD is located that he now owns. Has complaint that the Village has not paid the specified amount of rent for which he has invoiced but wants to work with the Village and keep the WAPD at that location. Village Council responded with the same reply as given to Mr. Waldeck by the Village Solicitor, to generate and present a lease agreement to the Village on which the Council can discern and take action. At present there is no lease agreement and the old agreement with Chrismer is being followed.

CORRESPONDENCES – ***Fiscal Officer*** – none. ***Mayor*** - None- mentioned upcoming events of Kiwanis and Celebration Committees for the fall.

READING OF RESOLUTIONS/ORDINANCES-

READING OF RESOLUTIONS/ORDINANCES

1) **AN ORDINANCE AMENDING AND MODIFYING SECTION 246.075 OF THE VILLAGE OF WEST ALEXANDRIA, OHIO CODE OF ORDINANCES.** *WHEREAS*, the Council of the Village of West Alexandria finds that it is beneficial to the Village, its employees and residents to pay out accrued but unused sick leave to employees at the time of their retirement; and *WHEREAS*, the Council of the Village of West Alexandria, as responsible stewards of taxpayer dollars, has also determined that the rate of the sick leave payout must be more consistent with the fiscal resources of the Village; and WHEREAS, the Council of the Village of West Alexandria has determined that it is necessary for its fiscal integrity to reduce the rate of sick leave payout for certain retiring employees;
    - **Motion to accept the first reading by Holly Robbins, seconded by Shannon Smith. Roll Call vote: 6 yeas, 0 nays. Motion carried.**

REGULAR MEETING HELD ON 08/19/2019

2) **ORDINANCE ADOPTING A TAX BUDGET FOR CALENDAR YEAR 2020 AND DECLARING AN EMERGENCY.**

That, whereas, the Preble County Budget Commission has requested the Village of West Alexandria, Ohio, to adopt a tax budget for 2020 according to the Ohio Revised Code and submit the same to said Budget Commission by August 20, 2019; NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF WEST ALEXANDRIA, PREBLE COUNTY, OHIO, AS FOLLOWS: Section 1. The Council of the Village of West Alexandria, Preble County, Ohio, herein adopts a tax budget for calendar year 2020 as per attached Exhibit "A", and the same shall be submitted to the Preble County Budget Commission forthwith. Section 2: It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of Council and that all deliberations of the Council and any of the decision making bodies of the Village of West Alexandria which resulted in such formal actions were in meetings open to the public in compliance with all legal requirements of the State of Ohio. Section 3: This Ordinance is deemed to be an emergency measure necessary for the preservation of the public peace, health, and safety of the residents of the Village of West Alexandria and for the further reason that the Village must approve said budget immediately to meet applicable legal requirements. Wherefore, as allowed by law, provided this Ordinance receives the required affirmative votes of Council, this Ordinance shall take effect and be in force immediately upon passage by Council.

- Motion to accept the first reading of by Shannon Smith, seconded by Holly Robbins. Roll Call vote: 6 yeas, 0 nays. Motion carried.
- Motion to waive the second and third readings of by Shannon Smith, seconded by Karen Mays. Roll Call vote: 6 yeas, 0 nays. Motion carried.
- Motion to adopt an "ORDINANCE ADOPTING A TAX BUDGET FOR CALENDAR YEAR 2020 AND DECLARING AN EMERGENCY ", by Shannon Smith, seconded by Holly Robbins. Roll Call vote: 6 yeas, 0 nays. Motion carried.
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3) **"RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR."**

Motion to accept the first reading of "Resolution Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying them to the County Auditor" by Shannon Smith, seconded by Ashley Myers. Roll Call vote: 6 yeas, 0 nays. Motion carried

DEPARTMENT REPORTS:

POLICE: (Reporting FIRST MEETING OF EACH MONTH)- Chief Gasper gave his monthly report to the Council and recommended that Michael McDonald be promoted to Sargent with a $0.50/hr. raise making his wages $16.50/ hour effective today, with a one year probationary period.

- Motion by Shannon Smith and seconded by Jeff Hickey to accept the Police Chief's recommendation and the Mayor's appointment of part-time officer, Michael McDonald to Sargent with a $0.50/hr. raise making his wages $16.50/ hour effective today, with a one year probationary period. Roll Call vote: 6 yeas, 0 nays. Motion carried.

EMERGENCY SQUAD: (Reporting FIRST MEETING OF EACH MONTH) – Recommendation for Michelle Brierly-Bowman be hired as part-time EMT Basic at the rate of $9.00/ hour.

- Motion by Holly Robbins to accept the EMS Chief's recommendation and the Mayor's appointment of Michelle Brierly-Bowman as a part-time EMT Basic at the rate of $9.00/ hour. Motion was seconded by Dan Utsinger. Roll Call vote: Roll Call vote: 6 yeas, 0 nays. Motion carried.

FIRE DEPARTMENT: (Reporting FIRST MEETING OF EACH MONTH) – Fire Chief Jeff Shafer gave his monthly report to the Council. No action items needed at this time.

REGULAR MEETING HELD ON 08/19/2019

Motion by Holly Robbins to go into executive session at 8:35 pm, as per the ORC 121.22 G (1), to discuss and consider the discipline of a public employee. Motion seconded by Shannon Smith. Roll Call vote: 6 yeas, 0 nays. Motion carried.

Motion by Holly Robbins and seconded by Karen Mays to return from Executive Session at 8:58pm and proceed back into regular session of council meeting. Roll Call vote: 6 yeas, 0 nays. Motion carried.

Motion by Dan Utsinger to reach out to the LGS (Local Government Services) to assist the village Fiscal Officer in organizing the village finances. Motion was seconded by Karen Mays. Roll Call vote: 6 yeas, 0 nays. Motion carried.

Motion by Dan Utsinger to set the hours of the Fiscal Officer to be Monday – Friday from 8am -4:30 pm with a half an hour lunch break to be staggered with the lunch break of the Utility Billing Clerk so they are not going to lunch at the same time, to be coordinated by the Mayor and Wendy. Roll Call vote: 6 yeas, 0 nays. Motion carried.

COUNCIL COMMITTEE REPORTS:

SOCIAL MEDIA ADMINISITRATION (Utsinger, Myers) – continuing to update the website and Facebook page

BUDGET/FINANCE: (Robbins, Utsinger) – nothing to report at this time

SIDEWALK/CURBS/GUTTERS: (Hickey, Myers) nothing to report at this time

STREET/ALLEYS/ STORM SEWERS: (Utsinger, Smith) nothing to report at this time

SAFETY: (Smith, Mays) – Status of the Crosswalk by subway to the school property – Mayor to reach out to State to get the updated status of this item.

HEALTH/SANITATION: (Mays, Hickey) nothing to report at this time

PUBLIC BUILDINGS/GROUNDS: (Myers, Robbins)

- **Status update of Smith Street Park** - Shelter and debris removed. Rodeffer wants $2000 upfront payment for construction lumber.
  - Motion by Holly Robbins to employ the services of Rodeffer Construction with an upfront payment of $2000.00 for lumber costs for the construction of the new shelter at the Smith Street Park. Motion seconded by Shannon Smith. Roll Call vote: 6 yeas, 0 nays. Motion carried. Mr. Rodeffer to come pick up the check. Ashley to email them and ask to whom the check is to be made out to, etc.
- **Status update of Water building (tornado damage) repairs** – Mayor to investigate to see what work has been done by the Service Dept and what might need to be done by Robbins' Home Imp.

OLD BUSINESS:

- **Construction meeting on Tuesday 8/20/2019 for WWTP – Shannon Smith to attend**
- **Council mtg site- TVS school media center starting September 1, 2019 if approved**
  - Motion by Ashley Myers to move the first and third Monday's meetings (regular village council meetings) to the TVS school media room (library) with the first meeting being held there on September 3, 2019. Roll Call vote: 6 yeas, 0 nays. Motion carried.
- **Codifying the ordinances estimate being requested from the AM legal Publishing Co**
- **Printers/Copiers within the village-** Discussion was held in order to get feedback on what is needed and Ashley to get quotes. Kelsey Creech has some quotes already. Ashley to meet with Kelsey to discuss.
- **CCA dept of taxation** – Karen Mays looking into Rita for a second option as tax admin of the village
- **Rollback on taxes of the ½ % that is given as a credit to residents who live in west Alex but work in another village** – Discussion was held on the pros and cons of doing this and to what extent of additional revenue it would allow the Village.

REGULAR MEETING HELD ON 08/19/2019

- **Miami Valley Lighting Company** – Contract is good through the end of the year 2020 with a contract so will revisit at a later date
- **Fire hydrants**- replacement and flushing fixtures need replaced b/c of changes in the design $4000 – this will likely be worked into next year's budgeting
- **Water tower repairs** –Doug Werts had quotes –Carol Lunsford will get contact information.
- **Jim Hans –water/wastewater operator employment offer** – Offer was given to Mr. Hans, the Village is actively working with Mr. Hans to answer his questions about employment
- **BPA** - Discussion was held to discuss pros and cons of whether the Village should go back to a BPA
- **OML conference** – Dates listed. Holly Robbins discussed the opportunities it afford attendees
- **Budget for 2020** - Fiscal Officer is working on the Tax Budget for the County
- **Agenda and bill list and minutes** – Discussion of when the items should be ready and reviewed by Council- second meeting of the month for the financial reports. Minutes and lists ahead of the meeting times so council can review.
- **EMS approval of the new MULE and gurney system from the Nancy Ross Estate** – nearly ready
- **EMS Billing Company** – Tom Smith working on this item and will report updates when the Billing Company is ready to move forward
- **Status of the Annexation of the WWTP construction site** – Mayor Lunsford is working on this with the Solicitor and the County
- **Employee Handbook** – status- Solicitor has a copy and is reviewing- Karen wants to review new handbook
- **Police Cruiser** – KE Rose sent invoice to 12 E Dayton rather than 2 East Dayton and 16 N Main Street, TVB has paid the portion that was included in the loan but the remainder needs paid $245.00 – taken care of in the motions above.
- **Village Admin Position** – Mayor Lunsford feels she should still remain acting village administrator to keep the ball rolling on the WWTP construction project

NEW BUSINESS:

Review of the Bills/Invoice lists was brought up by the Mayor. Stating that the bills cannot be paid until the Council moves to do so.

- Motion by Ashley Myers to approve payment of the bills/ invoices that are due between 8/19/19 and 9/3/19. Motion seconded by Dan Utsinger. Roll Call vote: 6 yeas, 0 nays. Motion carried.

Discussion was held to determine whether the Fiscal Officer' office should be moved to the water plant so the WAPD can move to the Town Hall. Pros and Cons were discussed.

- Motion by Dan Utsinger, with a second by Shannon Smith to set up with Brubaker moving the earliest possible date move the Fiscal officer to the Water Treatment Plant, no earlier than September 9, 2019. Roll Call vote: 6 yeas, 0 nays. Motion carried.

ANNOUNCE NEXT MEETING – DATE: Monday, September 2, is Labor Day, so the meeting will be held on Tuesday 9/3/2019

LOCATION:

Motion to adjourn the meeting by Holly Robbins, seconded by Shannon Smith. Vocal Vote: 6 yea, 0 Nay. Motion Carried.

PASSED_____

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MAYOR

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CLERK