



Village of
WEST ALEXANDRIA

Special Meeting	March 16, 2020	7:00 p.m.	Twin Valley Media Center
Members Present:	Geoff Justice, Ashley Myers, Holly Robbins Zach Shafer, Shannon Smith, Dan Utsinger		
Attendees:	Jeff Hickey, Mayor		

Meeting called Special Meeting to order at 7:00 p.m. by Jeff Hickey, Mayor

Pledge of Allegiance & Voice Roll Call

▪ **Announcements**

- Due to COVID-19 the utility department will be closed for face-to-face payments. Water and sewer payments can be dropped in the lockbox, made at Twin Valley Bank or be mailed.
- Due to COVID-19 all mayor's court activity has been stopped.
- Due to COVID-19 the Fire Department Bingo has been stopped.

▪ **Review of Bills**

- Received a liquor license for the Kiwanis' Oktoberfest. The Mayor will follow up on.
- Bill approval

Dan Utsinger moved to approve the payment of bills presented, seconded by Shannon Smith. Roll Call: Zach Shafer, yea; Holly Robbins, yea; Geoff Justice, yea; Dan Utsinger, yea; Shannon Smith, yea; Ashley Myers, yea. MOTION APPROVED

▪ **Approval of Past Meeting Minutes**

- February 18, 2020
- February 24, 2020
- February 26, 2020
- February 27, 2020

Zach Shafer moved to accept the first minutes from February 18, 2020, seconded by Dan Utsinger. Roll Call: Zach Shafer, yea; Holly Robbins, yea; Geoff Justice, yea; Dan Utsinger, yea; Shannon Smith, yea; Ashley Myers, yea. MOTION APPROVED

Dan Utsinger moved to accept the first minutes from February 24, 2020, seconded by Zach Shafer. Roll Call: Zach Shafer, yea; Holly Robbins, yea; Geoff Justice, yea; Dan Utsinger, yea; Shannon Smith, yea; Ashley Myers, yea. MOTION APPROVED

Dan Utsinger moved to accept the first minutes from February 26, 2020, seconded by Zach Shafer. Roll Call: Zach Shafer, yea; Holly Robbins, yea; Geoff Justice, yea; Dan Utsinger, yea; Shannon Smith, yea; Ashley Myers, yea. MOTION APPROVED

Zach Shafer moved to accept the first minutes from February 27, 2020, seconded by Dan Utsinger. Roll Call: Zach Shafer, yea; Holly Robbins, yea; Geoff Justice, yea; Dan Utsinger, yea; Shannon Smith, yea; Ashley Myers, yea. MOTION APPROVED

▪ **Department Reports**

- West Alexandria Fire Department, Jeff Shafer, Chief
 - ISO audit was performed today and went well. The street department staff assisted with the water pressure test(s).
 - There are 119 hydrants with 6" mains and 25 hydrants with 4 to 6" mains.
 - Mutual aid to City of Eaton Fired on March 25, 2020.



- Chief requests POs for the following:
 - Annual services agreement.
 - New tires for truck totaling \$5,315. Current tires are 16 years old.

Ashley Myers moved to approve purchase orders for the air sample and hose ladder testing, seconded by Dan Utsinger. Roll Call: Zach Shafer, abstain; Holly Robbins, yea; Geoff Justice, yea; Dan Utsinger, yea; Shannon Smith, yea; Ashley Myers, yea. **MOTION APPROVED**

Ashley Myers moved to approve purchase orders for a tire purchase of \$5,315, seconded by Dan Utsinger. Roll Call: Zach Shafer, abstain; Holly Robbins, yea; Geoff Justice, yea; Dan Utsinger, yea; Shannon Smith, yea; Ashley Myers, yea. **MOTION APPROVED**

- Chief requests the 2019 carryover from his budget to make improvements to the current fire station; i.e., stucco, window replacement, etc.

7:15 p.m. Bid Opening for Water Tower Updates

- Leery Construction for \$58,900
 - Includes coating, complete painting priming and existing lettering as it already is.
- Pittsburg Tank and Tire
 - Options include:
 1. Interior for \$24,630
 2. Epoxy system for \$49,825
 3. Exterior coating for \$59,895

Shannon Smith moved to accept the Leery Construction bid for \$58,900, seconded by Zach Shafer. Roll Call: Zach Shafer, yea; Holly Robbins, no; Geoff Justice, no; Dan Utsinger, yea; Shannon Smith, yea; Ashley Myers, no. Motion ended in tie. Mayor Jeff Hickey voted no to break the tie. **MOTION FAILED.**

- Knowing what repairs are needed will not be known until the tower is drained.
- Jim Hans, Water & Waste Water Superintendent prefers the options that Pittsburg is offering.
 - Option 1 may require updating in five (5) to nine (9) years. Option 2, with the epoxy system, should last around 20 years and add option 3.

Dan Utsinger moved to accept the Pittsburg Tank and Tire bid with the option 2, Epoxy System at \$49,825 and option 3, Exterior Coating at \$59,895, seconded by Zach Shafer. Roll Call: Zach Shafer, yea; Holly Robbins, yea; Geoff Justice, yea; Dan Utsinger, yea; Shannon Smith, yea; Ashley Myers, yea. **MOTION APPROVED.**

7:20 p.m. Presentation of the Water & Sewer Rate Study, Wayne Cannon, RCAP

- Mr. Cannon compiled information from five (5) years of financial and customer account data.
- Water: the concern is that of water loss. Loss should be below 15% and is at about 35%.
- The 2019 increase to the rates was unfortunately not enough. Mr. Cannon created an Improved Water Maintenance Budget to include:
 - Additional costs for water loss maintenance
 - Predictive maintenance for short lived asset replacements
 - Capital Improvement Projects
- Community Development Block Grants (CDBG) are able
- Department Reports, continued
 - West Alexandria Police Department, Tony Gasper, Chief
 - Presented Aaron Melling's resignation.



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Geoff Justice moved to accept Aaron Melling's resignation, seconded by Dan Utsinger. Roll Call: Zach Shafer, yea; Holly Robbins, yea; Geoff Justice, yea; Dan Utsinger, yea; Shannon Smith, yea; Ashley Myers, yea. **MOTION APPROVED.**

- Chief Gasper requested to add Henry Dawkins as an auxiliary officer, pending drug screen.
- Mayor Hickey appointed Henry Dawkins as an auxiliary officer.

Shannon Smith moved to accept Mayor's appointment of Henry Dawkins as an auxiliary officer, pending drug screen, seconded by Zach Shafer. Roll Call: Zach Shafer, yea; Holly Robbins, yea; Geoff Justice, yea; Dan Utsinger, yea; Shannon Smith, yea; Ashley Myers, yea. **MOTION APPROVED.**

- Chief Gasper requested to hire Robert Bernhardt, who was an auxiliary officer, to part-time, at \$16/hour, retroactive to March 8, 2020.
- Mayor Hickey appointed Robert Bernhardt as a part-time officer.

Shannon Smith moved to accept Mayor's appointment of Robert Bernhardt as a part-time officer, at \$16/hour, seconded by Dan Utsinger. Roll Call: Zach Shafer, yea; Holly Robbins, yea; Geoff Justice, yea; Dan Utsinger, yea; Shannon Smith, yea; Ashley Myers, yea. **MOTION APPROVED.**

- Social Media – All media outlets are current.
- Budgets – Budgets are due to the county by April 1, 2020. Meetings will be scheduled to pass resolution.
- Parks/Maintenance – Mayor Hickey is working on scheduling an environmental study for 10 N. Main. There is damage to the new shelter at Smith Street Park.

New Business

- Fiscal Officer Position
 - Mayor Hickey requested to hire Shaylie Werner as fiscal officer.
 - Position is a salaried-exempt at \$44,000/year.
 - Position does not accrue comp or personal time, but does accrue sick time.
 - Position will also be responsible for tax items.
 - Position has a one (1) year probation period.
 - To begin April 6, 2020.

Dan Utsinger moved to accept the employment of Shaylie Werner as the Fiscal Officer, seconded by Zach Shafer. Roll Call: Zach Shafer, yea; Holly Robbins, yea; Geoff Justice, yea; Dan Utsinger, yea; Shannon Smith, yea; Ashley Myers, yea. **MOTION APPROVED.**

- Mayor Hickey requested to hire John Devilbiss as a contracted employee to work with the fiscal officer in a training and mentor capacity. John will work a part-time schedule of five (5) to 10 hours weekly at \$20/hour. Mayor requests this be retroactive to March 1, 2020.

Dan Utsinger moved to accept the employment of John Devilbiss as a contracted, part-time employee to assist the fiscal officer, seconded by Zach Shafer. Roll Call: Zach Shafer, yea; Holly Robbins, yea; Geoff Justice, yea; Dan Utsinger, yea; Shannon Smith, yea; Ashley Myers, no. **MOTION APPROVED.**

- West Alexandria Archives
 - A user lease agreement was presented to the archives. They are not interested in signing a lease or obtaining insurance that the council is requesting.
 - Mayor Hickey is meeting with Ron Dafler tomorrow to further discuss and will report in April.
- CCA Landlord Forms



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- The utility billing clerk will assist the new fiscal officer with these lists. Needs to start in June.
 - USPS and Taxes
 - Former administration never sent a report to the local post office to receive income tax from their employees. Does the village retro this report for collection or start new?
 - A letter will be sent to the local postmaster asking for an employee report beginning with 2016.
 - Village Credit Cards
 - Council would like to reduce the number of current credit card accounts.
 - Resolution is to be drafted by Isaac, Wiles and Burkholder to update the names on the credit card accounts.
 - Isaac, Wiles and Burkholder will send a credit card policy to the Mayor and Ashly Myers for review.
 - Records Retention Policy
 - Department heads are to inventory their records and what they need to keep. This information will be sent to Aaron Glasgow, solicitor, to help create a policy.
 - Third Service Worker Position
 - Council would like this position to work on obtaining a water and/or sewer operator's license.
 - Position would be a 30 hour/week, fulltime position.
 - Mayor Hickey is working on a job description and asks that council approve the posting of this position. Once approved, he requests Dan and Geoff to post appropriately on the website and Indeed.
- Zach Shafer moved to post the third service worker position at 30 hours per week, seconded by Shannon Smith. Roll Call: Zach Shafer, yea; Holly Robbins, yea; Geoff Justice, yea; Dan Utsinger, yea; Shannon Smith, yea; Ashley Myers, yea. MOTION APPROVED.**

Old Business

- Spectrum
 - Account has been updated to Ohio rates and credited to December 23, 2019.
- One Call
 - Working to update numbers on their form.
- Brethren Church at Oak and Central Streets
 - Church requests to paint handicapped signage on street.
 - Aaron Glasgow working with JoEllen Hickey.
- Shane Baker property on East Dayton Stree
 - There has been no effort to further clean the property. Contact State Fire Marshall for assistance.
- Special meeting is being scheduled for March 19, 2020 at 6:30 p.m. Location and agenda TBD.

Zach Shafer moved to adjourn, seconded by Dan Utsinger. Voice Vote of 6 yea.

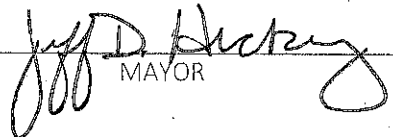
Meeting adjourned at 9:35 p.m.

Nest Regular meeting is scheduled for Monday, April 20, 2020 at 7:00 p.m.

PASSED:

4-20-2020


FISCAL OFFICER


MAYOR