

VILLAGE OF NEW LEXINGTON COUNCIL MEETING

March 19, 2018

6:30 PM

MUNICIPAL BUILDING

The Village of New Lexington met in regular session with Mayor Ratliff presiding and the meeting being called to order at 6:30 pm. Council Members present were Dan Bethel, Trent Thompson, Susan Goodfellow, Kathy Chute, Susan Boyle, Jeff Danison and James Welsh. Also present were Finance Director Heather Rockwell, Police Chief Scott Ervin and Administrator Bo Powell.

Councilperson Chute made a motion to approve the minutes for the March 5, 2018 meeting as read. Seconded by Councilperson Welsh. All Council voted "yes". Motion carried.

Bill Cozad addressed Council about an issue with a water bill at one of his rental properties. There was a water leak at the property and the bill is very high. Cozad would like to know if the Village could help in some way with the bill. Water Clerk Hannah Dearing stated he was given sewer credit on the bill. Council decided this should go to the Municipal Concerns Committee.

Mayor Ratliff stated he was given an e-mail from Mitch by Larry Hatem stating this should have been taken care of by the person in charge of the grant. Councilperson Chute stated they hired Mickey to do grant writing and Chris Spencer was the contact person at the Village for the grant. Chute asked where the information on the e-mail came from. Larry Hatem stated he contacted someone in Washington D.C. Councilperson Thompson stated the e-mail should be reviewed by the Village Solicitor. Thompson also inquired if the e-mail would hold up in an audit by FEMA. Councilperson Bethel asked Mayor Ratliff if everyone knew what needed to be done to complete the FEMA review check list. Ratliff stated "yes". Mayor Ratliff asked if we had a budget for all departments. Finance Director Rockwell stated "yes" and that it was being presented tonight. Mayor Ratliff also asked for a copy of department heads and supervisor's vacation time, sick time and compensation time. Finance Director Rockwell asked if the Mayor wanted the current balances. Ratliff stated "yes".

Finance Director Rockwell stated the February credit card statement was being passed around to Council members. Rockwell presented Council with a 2018 Amended Certificate of Estimated Resources and a 2018 Permanent Appropriations Ordinance. Rockwell also requested a motion to approve the February 2018 financial statements presented at the March 5, 2018 meeting. Councilperson Bethel made a motion to approve the February 2018 Financial Statements and the February 2018 Bank Reconciliation. Seconded by Councilperson Thompson All Council voted "yes". Motion carried.

Administrator Powell stated the Pleasant Street bridge project will start in April 2019. Powell presented Council with an Ordinance amending the water ordinance. Powell informed Council he was contacted by the Board of Elections to see if they could put up temporary parking signs during elections. Councilperson Bethel made a motion to allow the Board of Elections to put up temporary signs during election times. Seconded by Councilperson Goodfellow. All Council voted "yes". Motion carried. Powell asked Council to enter into a contract with the Perry County Engineer for Issue One paving. Councilperson Goodfellow made a motion to enter into a contract with the Perry County Engineer for the Issue One paving project. Seconded by Councilperson Danison. All Council voted "yes". Motion carried.

Police Chief Ervin reported that Saint Patrick's Day weekend was very quiet and calls have been down.

Larry Hatem reported to Council for Fire Chief Hollingshead. Hatem inquired about the status of approval to purchase the used medic. Councilperson Bethel stated it had been allocated in the budget that was presented. Councilperson Chute stated the stipulations with the purchase of the used medic are both of the old medics need to be sold. Hatem informed Council that the siren would be moved on March 20, 2018. The siren will be shut down during the move, but the Broadway siren will still be working.

Councilperson Bethel reported on the Finance Committee meeting held on March 12, 2018. Bethel stated the Committee discussed upcoming projects and recommended various funding sources for each project. The Committee stated Pool Improvements would be split between the Pool Bond Fund and the Parks & Recreation Fund to use the remaining balance of the Pool Bond Fund before it is closed. Bethel stated funding received for storm damage through the Perry County EMA would be used to repair the Fowlers Lane Catch Basin.

Councilperson Bethel reported on the Finance Committee meeting held March 15, 2018. Randy Ayers of Simplified Business Solutions Inc. spoke to the Committee about employee insurance. Ayers stated he reviewed the current fully-insured plan provided by Anthem through Ohio Insurance Services including the Village's funding plan. Ayers told the Committee he did not see anything wrong with the Village's current plan. Ayers reported he could review more of the financial aspects of the insurance and make recommendations to the Committee. Bethel stated Police Chief Ervin asked the Committee if they want input from department heads when developing the budget each year. The Committee stated they do. Bethel reported the Committee discussed budgetary procedures, permanent appropriations and forecasting scenarios.

Councilperson Chute asked Council if they should make a motion for Ayers to become the Village insurance broker. Councilperson Bethel stated he would like more information before making a final decision. Councilperson Thompson agreed. Councilperson Bethel stated progress is being made with payments on previous insurance claims. Finance Director Rockwell stated Benovation is starting to pay claims and the receivership has sent her paperwork if any employee is being harassed for payment of a bill.

Councilperson Goodfellow reported on the Municipal Concerns Committee meeting that was held on March 14, 2018. The Committee discussed changes to Water Ordinance 09-04. Goodfellow stated the Committee discussed the adjustment of water and sewer rates to accommodate the Wastewater Treatment Plant upgrades. The Committee discussed changing the \$50.00 reconnect fee to a \$50.00 disconnect fee with the fee for out of town water customers remaining \$75.00. The Committee talked about changing the Administration Office hours from 8:00 am to 4:00 pm to 7:00 am to 3:00 pm. Administrator Powell stated he asked all employees about changing the time. Powell stated the lobby hours would be from 8:00 am to 3:00 pm. Powell asked if a motion could be made to change the hours. Mayor Ratliff stated the Ordinance presented previously would need to be corrected and the new hours posted on the web site, water bills and other media outlets. Councilperson Bethel made a motion for the Administration Office hours to change to 7:00 am – 3:00 pm beginning on April 2, 2018. Seconded by Councilperson Thompson. All Council voted "yes". Motion carried.

Councilperson Boyle stated a Parks & Recreation Committee meeting is scheduled for March 21, 2018 at 6:30 pm at the Municipal Building. Boyle inquired if Council was going to pay \$6,000 and the 4th of July Committee pay \$4,000 on the fireworks for the 4th of July celebration. Boyle stated Hamburg Fireworks contacted Administrator Powell with a contract for fireworks. Boyle asked Finance Director Rockwell if she needed a copy of the contract. Rockwell stated not until an amount is decided on and the contract is executed. Council stated Administrator Powell is in charge of executing the contract. Powell stated Judy Cannon contacted him stating she has a giant waterslide for the 4th of July celebration and wanted to know if the Village could supply lifeguards from the pool to monitor the slide for safety. Council stated Administrator Powell can meet with the pool manager once the pool is open to schedule this.

Councilperson Thompson reported on the Public Safety Committee meeting that was held on March 13, 2018. Thompson stated Jim Fain spoke to the Committee about threats within the fire department, chain of command issues, maintenance and safety testing issues and grievances not being handled. Thompson stated the Committee discussed the Village being non-compliant with FEMA which could lead to negative action. Thompson stated findings from FEMA for noncompliance are due within a couple of weeks. Thompson reported that Fire Chief Hollingshead is to confirm with Mayor Ratliff that all policies and procedures are in place as soon as possible. He also stated Mayor Ratliff has the check list. Thompson stated the Committee recommends a vehicle service maintenance checklist and a list of all equipment with service dates be created.

Councilperson Chute stated Mayor Ratliff is to get a list of vehicles and equipment from Fire Chief Hollingshead and when inspections and maintenance have been done. Chute also requested Mayor Ratliff get copies of the invoices for these projects. Chute inquired about physicals for Fire/EMS employees according to ORC section 505.38. Hatem stated that has not been done in years due to financial issues. Chute asked if Council should implement this process again. Councilperson Chute asked if the Village could contract with one doctor to do this. Council asked Police Chief Ervin the cost for physicals for the police officers. Ervin stated it is around \$1,500 per officer. Finance Director Rockwell inquired if the ORC applies to volunteer Fire employees. Council asked Administrator Powell to contact the Law Director to get clarification on if the firefighters and EMS need to complete physicals.

Councilperson Chute stated Mayor Ratliff is the head of the Records Committee and would like him to contact the Law Director about the status of records retention.

Councilperson Chute stated the PPM meeting would be held on April 3, 2018 at 4:35 pm at the Municipal Building.

Councilperson Bethel stated Captain Phillips of the Fire Department reported no maintenance had been done on the ladder truck since 2009. Phillips brought a quote to the Public Safety Committee meeting for maintenance on the ladder truck of \$3,400. Finance Director Rockwell stated under the current procurement policy anything over \$2,500 would require two bids. Phillips will need to bring two quotes to the Finance Committee.

Larry Hatem asked Council to thank Chris Farmer from Community Ambulance for having extra medics on station when the Village medics were both out of service. Council thanked Farmer.

Administrator Powell and Councilperson Chute requested an executive session.

Councilperson Chute made a motion to file the 2018 Amended Certificate of Estimated Resources with the Perry County Auditor. Seconded by Councilperson Bethel. All Council voted "yes". Motion carried.

Councilperson Bethel made a motion to suspend the rules and read by title only Ordinance No. 18-9 and declaring an emergency. Seconded by Councilperson Thompson. All Council voted "yes". Motion carried. Ordinance No. 18-9: **AN ORDINANCE TO MAKE PERMANENT APPROPRIATIONS FOR THE CURRENT EXPENSES AND OTHER EXPENDITURES OF THE VILLAGE OF NEW LEXINGTON, STATE OF OHIO, DURING THE FISCAL YEAR ENDING DECEMBER 31, 2018 AND DECLARING AN EMERGENCY.** Councilperson Thompson made a motion to adopt Ordinance No. 18-9 as read. Seconded by Councilperson Chute. All Council voted "yes". Motion carried.

Councilperson Thompson made a motion to suspend the rules and read by title only Ordinance No. 18-10 and declaring an emergency. Seconded by Councilperson Bethel. All Council voted "yes". Motion carried. Ordinance No. 18-10: **AN ORDINANCE AMENDING SECTIONS OF ORDINANCE 09-04 AND DECLARING AN EMERGENCY.** Councilperson Thompson made a motion to adopt Ordinance No. 18-10 as read. Seconded by Councilperson Welsh. All Council voted "yes". Motion carried.

Councilperson Bethel made a motion to suspend the rules and read by title only Ordinance No. 18-8 as a second reading. Seconded by Councilperson Chute. All Council voted "yes". Motion carried. Ordinance No. 18-8: **TO LEVY A MUNICIPAL MOTOR VEHICLE LICENSE FEE PURSUANT TO SECTION 4504.17, OHIO REVISED CODE.** Councilperson Bethel made a motion to adopt Ordinance No. 18-8 as read. Seconded by Councilperson Welsh. All Council voted "yes". Motion carried.

Councilperson Chute made a motion to go into executive session to discuss official matters regarding personnel under ORC 121.22 (G) (1) with Council, Mayor, Administrator and Water Clerk Dearing present. Seconded by Councilperson Bethel. All Council voted "yes". Motion carried.

Meeting adjourned for executive session at 8:05 pm.

Councilperson Thompson made a motion to exit executive session. Seconded by Councilperson Chute. All Council voted "yes". Motion carried.

Councilperson Chute made a motion to go into executive session to discuss a personnel complaint under ORC 121.22 (G) (1) with Council, Mayor, Administrator and Police Chief Ervin present. Seconded by Councilperson Thompson. All Council voted "yes". Motion carried.

Meeting adjourned for executive session at 8:30 pm.

Councilperson Chute made a motion to exit executive session. Seconded by Councilperson Thompson. All Council voted "yes". Motion carried.

Meeting resumed at 9:10 pm.

Councilperson Chute stated no decisions were made as a result of the executive sessions.

Council asked Mayor Ratliff to check into Facebook allegations and the status of the second grievance brought to the attention by the Public Safety Committee meeting. Councilperson Chute asked if they needed the e-mail Larry Hatem presented for Administrator Powell to get clarification from the Law Director. Chute also stated Fire Chief Hollingshead needs to make sure the check list gets done for FEMA.

Mayor Ratliff entertained a motion to adjourn.

Councilperson Welsh made a motion to adjourn. Seconded by Councilperson Thompson. All Council voted "yes." Motion carried.

Meeting adjourned at 9:20 pm.


Mayor Kevin Ratliff


Council Clerk Lisa Spohn