

**Record of Proceedings
Village of Bremen Council Meeting
August 14, 2017**

The Council of the Village of Bremen was called to order in regular session by Mayor Mike Henwood at 7:00 P.M. The council, residents and visitors stood and recited the Pledge of Allegiance. Roll call was taken. Members present were Toni Harper, Sue Henwood, Liz Lehman, Dave Ray, and Debbie Wolfe. The Clerk Treasurer Jennifer Storey and Village Administrator Jeff White were also in attendance; Sherman Prince had an excused absence.

Minutes of Previous Meetings:

Ray moved to approve the July 10, 2017 minutes; Wolfe second. Harper, nay; Sue Henwood, yea; Lehman, yea; Ray, yea; Wolfe; yea; the motion passed. There was some discussion regarding recognizing people who speak in the Council meetings in the minutes. The Clerk-Treasurer said that if a person wants to be recognized in the minutes as officially speaking on the record, they need to ask to be placed on the agenda with an item for discussion. The Clerk's concern is that the minutes will become too detailed and cumbersome, and she also does not know the names of every person who speaks out of turn.

The minutes to the July 26, 2017 special meeting were read aloud and discussed. Harper moved to accept the minutes to the July 26, 2017 meeting as amended; Lehman second. Harper, yea; Sue Henwood, yea; Lehman, yea; Ray, yea; Wolfe; yea; the motion passed.

Guests and Residents:

Craig Dennis wants to know when the problem on Bartlett Street will be fixed. He feels that the drains are not working properly as water is coming up to their garage. The Mayor has indicated that we have a company coming out to work on drains and that the extraordinarily heavy rains were also a factor in water levels in the streets.

Anthony Taylor expressed frustration regarding various issues that he feels are not being addressed by the Administration including Safe Routes To School; street signs; the pool has water sitting in it, and other items that will be addressed by the Safety and Infrastructure Committee before coming to Council.

Sheriff's Deputy Report Deputy Busby is not present today.

Mayor's Report:

The Mayor is requesting a motion from Council to allow the Boy Scouts to use Howell Park for an overnight campout and a pancake breakfast the following morning. Ray moved that the Boy Scouts be allowed to use Howell Park for an overnight on September 9th, 2017, Wolfe second. Harper, yea; Sue Henwood, yea; Lehman, yea; Ray, yea; Wolfe; yea; the motion passed.

The Mayor asked Council to approve the Sheriff's Department to cover the Dan Rutherford's event in Howell Park. The cost will be \$450.00. Harper moved to approve Sheriff's Coverage for this event; Wolfe second. Harper, yea; Sue Henwood, yea; Lehman, yea; Ray, yea; Wolfe; yea; the motion passed.

The Mayor has forwarded information regarding Rushcreek Township's tap fee to the Solicitor. The Vinton County National Bank would like to use Howell Park for their 150th anniversary; he asked Council for approval of this, and no one appeared to have an issue with it. The Mayor did not require a motion at this time.

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The Mayor presented to Debbie Wolfe a list of questions from Rinehart Danner regarding Dan Rutherford's event in Howell Park.

Clerk-Treasurer's Report:

The Clerk began her report by giving words of support for the Village Administrator, and Council voiced agreement.

The Clerk submitted a report and read it to Council. Highlights of the report are as follows:

- Our current checking balance as of August 14 is \$569,695.27
 - July 31, 2017 was \$559,133.97
- Our fund balance as of August 14, 2017 is \$560,466.21
- We have spent 38.94 percent of our permanent appropriation budget for 2017.
- We have received 62.80 percent of our annual revenue budget for 2017.
- The Magic Number is 62%
- The Clerk attended the County Budget Commission meeting to approve the Village's Tax Budget for 2018.
- The Clerk continues to submit documentation to Balestra for Audit.
- Chance Spencer suggested that the pay period shift from Monday through Sunday to Saturday through Friday. Doing would allow employees to better anticipate overtime and flex out their time appropriately. Council would like to know that all the Village Employees are on board before making a decision. The Clerk is also going to ask Balestra for an opinion before bringing it back to Administrative Process.
- Continues to work with GGC on projects.
- The Clerk will be going on vacation on 8-19 and has been communicating with Balestra to make sure they will be able to get what they need to finish the audit.
- Everyone make sure to take time to enjoy the eclipse!

Administrator's Report:

The Village Administrator submitted his report to Council. His report included the following items he has worked on since the last council meeting:

- Represented the Village at various board meetings and Council meetings.
- Produced the newsletter
- Tonka inspected the water plant
- There was a lightning strike at the WWTP which took out the control panel. There was no power for several hours, but AEP came out right away.
- Both of our loan applications with OWDA were approved.

The bid will be awarded to Jamison for the Water Well and there is a construction meeting scheduled in September. It will take approximately two months to complete; we anticipate completion before year's end. The Administrator asked for Council to approve the Clerk-Treasurer to pay the invoices as they arrive. Sue Henwood moved to allow the Clerk-Treasurer to pay all invoices for the Water Well project as they are received; Lehman second. Harper, yea; Sue Henwood, yea; Lehman, yea; Ray, yea; Wolfe; yea; the motion passed.

- The Safe Routes To School project is mostly completed, but there are still small tasks yet to be completed.

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Approval of Payment of Bills

Debbie Wolfe said the Clerk should check with Crystal before sending refunds for Howell Park rentals to make sure they have turned in all the keys. Wolfe moved to pass the pay authorization; Toni Harper seconded. Harper, yea; Sue Henwood, yea; Lehman, yea; Ray, yea; Wolfe; yea; the motion passed.

Old Business:

-Are Soccer Fields done? The striping needs finished and pictures taken before being submitted. Curtis Lehman is volunteering to take the measurements and the men in the Street department can stripe it.

-The water faucet in the park is not fixed yet, Debbie Wolfe requests that it be hand-dug instead of using the backhoe. She suggested that Josh Groce has plans for a composter the Village could make. Some of the trash cans in Howell Park need lids.

-The Mayor stressed that there should be NO yard waste going to the site next door to the WWTP.

-Does Jeff have a new shower head for the pool? The Mayor is willing to donate one, but he needs to know what size to get.

New Business:

-The Administrator proposed increasing the accrual limit of Comp Time hours for Village Employees from 25 hours to 40 hours. There was considerable debate among the Administration. Some felt it would be a positive way to provide paid time off for those who do not qualify for benefits, and others felt that it would encourage more overtime by giving employees too much paid leave. Lehman suggested that this be a trial run to the end of the year and that Council revisit the issue in 2018. Jeff White asked that this be approved to be retroactive to the previous pay period. Lehman moved to change the accrual limit for Comp Time be changed to 40 hours starting 8-14-2017 and ending 12-31-2017; Sue Henwood second. Harper, yea; Sue Henwood, yea; Lehman, yea; Ray, yea; Wolfe; yea; the motion passed. The Clerk-Treasurer asked for clarity regarding the eligibility of seasonal employees to received Comp Time. After some discussion, it was concluded that Comp Time is not a benefit, it is a manner of payment for services rendered and that seasonal employees are eligible.

Ordinances and Resolutions

Resolution 1147

Accepting the Rates

Pass As Emergency

The paper the Clerk received from the Tax Commission is different from last year, and so the Clerk needs to type it up properly before it can be submitted. The exact wording is the same as last year's Resolution and the Rates were presented to Council.

Ray moved to waive the three-reading requirement and pass Resolution 1147 as an emergency; Wolfe second. Harper, yea; Sue Henwood, yea; Lehman, yea; Ray, yea; Wolfe; yea; the motion passed. Ray moved to pass Resolution 1147; Wolfe second. Harper, yea; Sue Henwood, yea; Lehman, yea; Ray, yea; Wolfe; yea; the motion passed.

Ordinance 3-9-17

Tap Fees

Final Reading

Crystal Pritchard, Ron Stephens, and Sue Henwood have worked together to fully update and edit this Ordinance. The Clerk commented that she made grammatical and formatting changes in the Ordinance in preparation for passage. Sue Henwood moved to pass Ordinance

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3-9-17; Lehman second. Harper, yea; Sue Henwood, yea; Lehman, yea; Ray, yea; Wolfe; yea; the motion passed.

Park Ordinance

First Reading

Harper submitted to Council and the Administration changes to the previous Park Ordinance for the Village. Harper explained the changes she wants to make and there was discussion.

Around the Table:

- Harper, Toni: Nothing
- Wolfe, Debbie: Nothing
- Sue Henwood: Sue and Crystal will be working on the Garbage contract to be put up for bid. Her key project is nearly complete. Only Crystal and Jeff will have access to the boxes, and there will be sign-out sheets for all employees and officials to sign out keys. The Clerk-Treasurer has indicated that because of the protected information in her keep, the Mayor and the Clerk are the only ones who should have access to the key to her office. The Mayor said that this is already the case. Regarding Zoning Variances, the Committee is now conducting the as the Village Solicitor has suggested.
- Ray, David: The Pool meeting Wednesday night will be after the regular Safety and Infrastructure committee meeting.
- Lehman, Liz: There are non-residents on the Pool Committees, and she feels that the issue of having non-residents on the Tree Board should be re-visited. The Ordinance will have to be presented to Council for revision. There is a forester interested in being part of the Tree Board. There was considerable discussion regarding how the Tree Board makes purchases and their accountability to Council.
- Prince, Sherman: Nothing
- White, Jeffrey: Nothing
- Mayor Henwood: The Mayor reiterated that the Village Administrator is doing a fine job and that he is happy with Safe Routes To School overall. The Mayor will be sending Anthony Taylor a letter to remind him that the Safety and Infrastructure meeting is this Wednesday the 16th.
- Storey, Jennifer: A friend has tree saplings in her yard that she is willing to donate to the Village if someone will come and get them. The Mayor requests no more Hawthorne trees be planted, as they damage Village equipment and personnel.

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Committee Reports:

Financial Process: This committee met on Wednesday, July 26th, 2017 and minutes were submitted to council members by Council chair. This committee will meet again on Wednesday, August 30th at 6 pm at the Village Office.

Safety and Infrastructure Committee: This committee will meet again on Wednesday, August 16th will meet again on at 6 pm here at the Village office.

Administrative Process: This committee met on Thursday, August 3rd and will meet again on Thursday, October 5th at 7pm at the Village office.

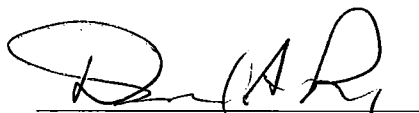
Recreation and Facilities Committee: This committee will meet on Wednesday October 3rd at noon at 6pm at the Village office.

Zoning, Property Maintenance & Planning: This committee met on Wednesday, September 6th, and will meet again on Wednesday, October 4th at 6:30pm at the Village Office.

Design Review Board Committee: No meeting.

Motion to adjourn the meeting by Councilperson Dave Ray at 9:14 P.M.

The next regular council meeting will be Monday, September 11, 2017 at 7:00 pm. at the Village Offices located at 9090 Marietta Road.



David Ray
Council President



Jennifer R. Storey
Clerk-Treasurer