

Bremen Village Council

Meeting Minutes April 13th , 2020

Meeting was called to order March 23rd, 2020. by Mayor Anthony Taylor at 7:03p.m.

Pledge

Roll Call: Mayor Taylor: Aye Todd Wesaw –via teleconference, Toni Harper- Aye, M. Chris Cunningham- Aye, Tad Moyer-via teleconference-Aye, Debbie Wolfe-Aye, Connie Moyer-Aye.

Staff present, Ron Stephens,Village Administrator: Lisa Burnworth,Village Fiscal Officer: Volunteer,Tracy Shahan for live video feed via Facebook.

No visitors due to COVID-19 outbreak- **Dan Rutherford via telephone.** Expressed his concern regarding routine maintenance that he believes should occur despite Gov. DeWine’s stay at home order. Expressed that roof is leaking on the restrooms along the south wall. Further stated that personnel layoffs should be considered rather than avoiding routine and needed maintenance. Dan stated he is putting Handicap swing project on hold in the original location that he excavated. He would now like to pursue a previously-approved project by prior administration of a free library in that location. Mayor Taylor asked Council if each had any questions for Mr. Rutherford. Councilwoman Wolfe questioned the leak and possible causes that could potentially be something other than the roof itself.

Aaron Tripp regarding Eagle Scout Project: Aaron Tripp is a Life Scout of Bremen Troop 95 and a life long resident of the village. Aaron would like to pursue a tree purchase and planting project toward attaining his Eagle Scout. He is proposing planting 10 trees in the village this spring. Tree planting locations will be within the public right of way between the curb and the sidewalks where trees are needed or have died. The trees would be from a local nursery and Aaron, in coordination Councilman Moyer and the Village Administrator identify the proper locations. Aaron will coordinate and contact OUPS (Ohio Utilities Protections Service) in preparation for the planting. The Tree Committee has worked to determine the proper type and size of trees to be planted. He will also review and follow the current village tree ordinance prior to beginning the project. The project will be mindful of COVID-19 protocols. Aaron is requesting that the Village Council approve advancing the funds necessary to purchase the trees in a timely manner until his fundraising campaign is complete. Once his fundraising campaign is complete, he will reimburse the village with the funds he was able to raise. The upfront cost of the trees is \$1,300.00. Additional questions from various Councilpersons were posed to Aaron. Each Councilperson along with the Mayor offered to donate funds toward the project. Aaron stated the checks could be given to him and made payable to Troop 95. **Councilwoman Wolfe made the Motion** to approve Aaron’s project request and have the village advance the \$1300.00 payable to Decker’s Nursery for 10 trees. **Councilwoman Harper 2nd:** no further discussion. **Roll Call:** Wesaw yes, .Harper yes, C.Cunningham yes, T. Moyer yes, Wolfe yes, C. Moyer- yes. **Motion passed.**

Approval of prior minutes: **Motion** to approve minutes for council meeting on March 23rd, 2020 made by C. Moyer Second by Wolfe .

Motion to accept committee minutes from Parks for Finance Committee for March 23rd. by C. Moyer, Wolfe second. **Discussion:** **Roll Call:** Wesaw yes, Harper yes, C.Cunningham yes, T. Moyer yes, Wolfe yes, C. Moyer yes. **Motion passed.**

Mayor's Report:

Mayor Taylor wanted to recognize and thank all of the people involved in making the Easter parade happen, from the folks that organized, donated, stuffed, distributed eggs to those who drove the parade vehicles.

Contacted a couple of the local businesses to discuss the impact of COVID19 on their workforce. Was given positive feedback regarding maintaining current staffing levels unless further orders were received from Governor Dewine.

Reviewed procedures with Council for the approval of projects and payments. Mayor Taylor stated that projects must be planned through committees and brought forward to Council for approval. Once approved, projects and payments should be coordinated through the Administrator and Fiscal Officer. Mayor Taylor along with Admin Stephens stated the new process is working very well with the staff of the village and provides an accurate audit trail for expenditures.

Finance Committee Report (Chairwoman Moyer): Financial committees recommendation on the Mulberry Street rental property. **Motion made by C. Moyer 2ndHarper:** Discussion: As of June 1st, 2020 the tenant will be responsible to pay the all utilities which include: water, wastewater, sanitation, and the capital Improvement fees. On September 1st, 2020 monthly rent will increase to \$350.00 plus utilities. January 1, 2021 rent will increase to \$400.00 monthly plus utilities. The Village of Bremen reserves the right to inspect the property with a twenty-four hour notice. **Roll Call:** Wesaw yes, Harper yes, C.Cunningham yes, T. Moyer yes, Wolfe yes, C. Moyer yes. **Motion passed.**

Finance Committee will be seeking guidance from the Auditor of State regarding purchase orders and authority to issue payment prior to a Council meeting once a PO has been issued.

Planning and Zoning Report (Chairman Wesaw): Fielding multiple calls lately. Councilwoman Moyer inquired the status of the Zoning Inspector position. Councilman Wesaw stated there is a new candidate they are talking with. Mayor Taylor stated until such time a new Inspector was hired that the Administrator and Mayor would be working to resolve any zoning matters.

Administrative Process (Councilwoman Harper): **Harper:** Motion to accept 3/13/2020 minutes 2nd Wolfe: **Roll Call:** Wesaw yes, Harper yes, C. Cunningham yes, T. Moyer yes, Wolfe yes, C. Moyer- yes. **Motion passed.** All other issues before the committee regarding the handbook and personnel will be addressed in the executive session.

Parks and Pool (Councilwoman Wolfe): Upcoming meeting. Councilwoman inquired on behalf of the committee the status of interviewing for Pool Manager and Lifeguards. Admin. Stephens responded that we have only 3-4 applications. Status of pool repairs. Admin Stephens responded that we are moving forward with obtaining quotes for crack repair. Received a letter from R. Knisely regarding a sanctioned horseshoe match on 6/27/2020. She will respond on behalf of committee and Council based upon Gov. DeWine's orders and directives. Councilwoman Wolfe stated she received a donation directly to her for the purchase of flowers for the park. CBDG Grant application submitted by Councilwoman Wolfe for refurbishing and upgrading of the playground. Councilwoman Wolfe also advised permission was given to Cenell Boch to submit a CBDG Grant application for improvement of the walking track, tennis courts,

and ball diamonds. Councilwoman will provide copies of these applications to the Administrator to create proper grant files and track progress for audit purposes. Councilwoman Wolfe also wanted to note 1 gallon of paint was being donated by her.

Economic Development (Councilman Wesaw): No meetings or minutes due to COVID-19

Safety and Infrastructure (Councilman Cunningham) No minutes. Upcoming meeting

Village Administrator

Streets: Working on cleaning catch basins. Uncovered one that had been covered up.

Spring mowing, ordering repair parts for pool windows

Water: Replace blower

Wastewater: Obtaining quotes for various projects around the plant that we can complete

Administration: 3 large delinquent accounts remain

Discussion of hours in executive session

Received 2 packets from new civil engineering firms, one with no retainer

Fiscal Officer Report

Interfund transfer in the amount of \$2000.00 from General Fund #1000-910-910 to Agency #9201-931-0000. Overpayment of municipal tax from Worthington Industries.

First loan proceeds received from OWDA on 4-2 in the amount of \$29,903.00 were receipted into Sewer Operating Loans #5201-923-0000. A check will need to be cut payable CT Engineering. Once County Auditors' office acknowledges request for change in Revenue and provides amended certificate.

Appropriation change from Solid Waste #5601-569-190 in the amount of \$550.00 to 5601-569-323. Postage funds

March Bank Reconciliation for approval

Approval of payments and purchase order's Blankets' 44-2020 through 46- 2020 and Regular PO's 50-2020 – 54-2020. Along with Payment Listing check #'s 44763 to 44801. Payment listing attached.

Department of Treasury penalty for late IRS form 941 deposits 11/15/19 and 12/16/19. Total amount \$366.48 requesting direction from Council as to where to expend funds. Council agree the penalty should come from the General Fund. Fiscal Officer will issue a purchase order immediately and forward to funds to the IRS to avoid additional penalty.

Motion to approve purchase orders, payment of bills

Motion: Harper :Second: C. Moyer Roll Call: Wesaw yes, .Harper yes, C.Cunningham yes, T. Moyer yes, Wolfe yes, C. Moyer- yes. **Motion passed**

Old Business:

Rushville Water matter update: Mayor Taylor stated that Rushville Council is still closed to the public and he feels this should be addressed in person.

2nd Reading of Ordinance 2020-3 (Establishing Sewer Rates) and 2020-4 (Establishing procedures for delinquent utilities): Councilwoman Moyer questioned the current rate at \$32.00 and what would be the new rate for Ordinance 2020-3. Administrator Stephen responded the new rate would be \$35.00

Public Power, LLC acknowledged receipt of our request for penalty relief. They indicated they were not currently staffing the office due to COVID-19 and would respond at a future date.

New Business:

Zoning Matters: Process and Procedure questions. Several zoning matters have been cropping up without a person in place or committee addressing them. The Mayor has directed Administrator Stephens to oversee the process until someone can be located and the Chairperson of that committee should assist. Rushcreek Feed has pending issues. Administrator Stephens has resolved the Nutter issues and Fiscal Officer was able to obtain answer for Barlett, Benner Realty.

BHM has sent final invoice for audit corrections and adjustments in the amount of \$6000.00. Councilwoman Moyer reviewed the bill with Council and advised the final total had come in at \$1500.00 less than what had been budgeted. Councilwoman Moyer noted this was in large part due to Mike Belestra waiving the expenses for travel. She indicated that a note of thanks will be sent to BHM for assisting the village in resolving some very difficult matters stemming back to 2018.

Motion by Harper to enter into Executive Session under ORC 121.22 (G)(1). Second: Cunningham: Return to regular session at completion to conduct any further business. **Roll Call:** Wesaw yes, Harper yes, C.Cunningham yes, T. Moyer yes, Wolfe yes, C. Moyer- yes. **Motion passed**

Adjourn regular session and enter into executive session at 9:16p.m.

Return to regular session at 10:47 p.m.

Motion: Harper Second: C. Moyer: Position of Village Utility Clerk (water billing, admin clerk) position maintain no more than 32 hours per week effective immediately, to be staffed with consistent daily hours. No other position modifications at this time. **Roll Call:** Wesaw yes, Harper yes, C.Cunningham yes, T. Moyer yes, Wolfe yes, C. Moyer- yes. **Motion passed.**

Motion: Harper Second: C. Moyer Effective January 1, 2021 the following adjustments will be made to the paid holiday and business schedule. Eliminate Good Friday/Monday, Christmas Eve Day, New Years Eve Day. Eliminate Martin Luther King Day and replace with Veterans Day. . **Roll Call:** Wesaw yes, Harper yes, C.Cunningham yes, T. Moyer yes, Wolfe yes, C. Moyer- yes. **Motion passed.**

Motion: Harper Second: Cunningham Effective April 19, 2020 Part-time employees and non permanent or seasonal employees will no longer receive paid benefits such as holidays, vacation or personal time. All full time permanent employees will not received benefits until after their 90 day probation period. **Roll Call:** Wesaw yes, .Harper yes, C.Cunningham yes, T. Moyer yes, Wolfe yes, C. Moyer- yes. **Motion passed**

Motion: Harper Second: Cunningham Effective April 19, 2020 Vacation time for all fulltime permanent employees will accrue at the anniversary of the date of hire through the 6th year at an amount of 10 days. Definition of section 9.7 as amended in the employee handbook. Ammended text as follows: All full-time permanent hourly employees shall be eligible for the following vacation pay:

Vacation leave shall be granted each January 1st and henceforth until the fifteenth year: ten (10) working days (the hourly equivalent of each working week x 2; i.e. If the employee works 32 hours per week, the hourly equivalent will be 64 hours

After fifteen years, and henceforth: Fifteen (15) working days (the hourly equivalent of each working week x 3; i.e. If the employee works 32 hours per week, the hourly equivalent will be 96 hours)

All full-time permanent hourly employees hired after May 11, 2020 shall be granted vacation leave on the employee's anniversary date of hire as follows:

After the first year anniversary date of hire and henceforth until the sixth year: Five (5) working days (the hourly equivalent of each working week; i.e. If the employee works 32 hours per week, the hourly equivalent will be 32 hours)

- After five years, and henceforth until the eleventh year: Ten (10) working days (the hourly equivalent of each working week x 2; i.e. If the employee works 32 hours per week, the hourly equivalent will be 64 hours)

- After ten years, and henceforth: Fifteen (15) working days (the hourly equivalent of each working week x 3; i.e. If the employee works 32 hours per week, the hourly equivalent will be 96 hours)

Vacations shall not be cumulative and shall not be permitted to run into the succeeding vacation year period unless permission is given by the Village Administrator and extenuating circumstances are involved. In that case, no more than ten (10) working days (or the hourly equivalent of each working week x 2; i.e. If the employee works 32 hours per week, the hourly equivalent will be 64 hours)) from an accumulation of either vacation or sick leave can be rolled over into the next calendar year and MUST be taken or forfeited after completion of the next anniversary date of hire.

There will be no cash payments allowed for vacation days. All efforts will be made to honor scheduled vacation days. However, a person who is required to work on a previously scheduled vacation day will be paid at the same rate as any other non-holiday, and the vacation day will be rescheduled.

Vacation leave, for members of each department, is granted on a first-come, first served basis. Vacation leave may be requested at the start of each calendar year. In the event two or more employees request the same date(s) at the same time, seniority of the employees involved will be the determining factor for preference. The Village Administrator has the final determination as to whether the vacation request will be granted. **Roll Call:** Wesaw yes, .Harper yes, C.Cunningham yes, T. Moyer yes, Wolfe yes, C. Moyer-yes. **Motion passed.**

Motion: Wolfe Second: Harper: Vacation request:per the handbook **Roll Call:** Wesaw yes, .Harper yes, C.Cunningham yes, T. Moyer yes, Wolfe yes, C. Moyer- yes. **Motion passed.**

Motion: C. Moyer Second: Cunningham: No overtime or comp time shall be paid/issued to any employee unless actual 40 hours have been worked. **Roll Call:** Wesaw yes, .Harper yes, C.Cunningham yes, T. Moyer yes, Wolfe yes, C. Moyer- yes. **Motion passed.**

Motion: Wolfe Second: Cunningham: Hourly pay rate increase for Water Plant employee Frank Fondale to \$19.00 per hour effective 4-5-2020. **Roll Call:** Wesaw yes, .Harper yes, C.Cunningham yes, T. Moyer yes, Wolfe yes, C. Moyer- yes. **Motion passed**

Motion:C. Moyer Second: Wolfe: Village Administrator Ron Stephens as a Permanent Part Time employee at a salary of \$41,000.00 per year effective 4-5-2020. . **Roll Call:** Wesaw yes, Harper yes, C.Cunningham yes, T. Moyer yes, Wolfe yes, C. Moyer- yes. **Motion passed**

Motion:C. Moyer Second: Cunningham: Part time employee Lisa Burnworth 90 day probation will be complete 5-4-2020 and move to increase hourly rate to \$19.00. **Roll Call:** Wesaw yes, Harper yes, C.Cunningham yes, T. Moyer yes, Wolfe yes, C. Moyer- yes. **Motion passed**

Motion to Adjourn Wolfe Second: Wesaw at 11:22p.m.

Anthony M. Taylor

Mayor

Lisa A. Burnworth

Fiscal Officer