

# RECORD OF PROCEEDINGS

Minutes of \_\_\_\_\_

Council

Meeting \_\_\_\_\_

BARRETT BROTHERS - DAYTON, OHIO

Form 6101

Held December 3, 2018

## MINUTES OF THE DECEMBER 3, 2018 COUNCIL MEETING

Meeting called to order at 7:00 p.m. by Council President Steve Johnston.

**Council Members Present:** Steve Johnston, Doug Eakins, Howard Wade, Jennifer Warner, Linda Hall and Mike Conway. Also attending were Mayor Ray Martin, Clerk of Council Jack Herrel, Director of Finance Rebecca Arnott, Public Service Director John Mitchell, and Police Chief Rick Hardy.

**Council Members absent:** Jim King

**Motion to excuse Mr. King** due to family emergency by Mr. Johnston and seconded by Mr. Eakins.

*Roll Call: All Yeas*

*Motion carries 6-0*

**Prayer:** Mayor Martin

**Pledge of allegiance** led by Steve Johnston.

**Motion to adopt the agenda** by Mr. Eakins and seconded by Ms. Warner.

*Roll Call: All Yeas*

*Motion carries 6-0*

**Motion to adopt the minutes** of the November 19, 2018 Council Meeting by Mr. Wade and seconded by Ms. Hall.

*Roll Call: All Yeas*

*Motion carries 6-0*

**Old Business:** None

**New Business**

### A. Ordinance 18-092, authorizing a supplemental appropriation of

\$16,519.04 in the WTP Construction Fund.

**Motion to adopt Ordinance 18-092** by Ms. Warner and seconded by Ms. Hall.

*Discussion: Becky Arnott noted that the supplemental appropriation was needed because the contractor submitted a last minute request for payment on the WTP Project but there was not enough left in the appropriation budget to cover it.*

*Roll Call: All Yeas*

*Motion carries 6-0*

### B. Ordinance 18-093, Reducing 2018 appropriations in the WWTP Improvement Fund by \$888,163.70.

**Motion to adopt Ordinance 18-093** by Mr. Eakins and seconded by Mr. Wade.

*Discussion: This request is made because, due to delays, the estimated construction on this project will not occur until next year.*

*Roll Call: All Yeas*

*Motion carries 6-0*

### C. First reading of Ordinance 18-094, authorizing the Director of Public Service to

impose a new water and sewer rate schedule and repealing any ordinance or section of an ordinance that may be in conflict with this ordinance.

*Discussion: Mr. Mitchell provided a schedule of proposed rate increases for both water and sewer. The increases are needed to help pay the debt service for improvements to both the water and sewer plants. After the initial higher rate*

# RECORD OF PROCEEDINGS

Minutes of Council

Meeting

BARRETT BROTHERS - DAYTON, OHIO

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*increases, he proposes a perpetual increase of 2% annum to keep the water and sewer funds solvent. The Water and Sewer Funds are classified as Enterprise Funds and must receive their funding through user fees, although in a time of crisis they may be subsidized by the General Fund.*

**D. Resolution 18-095**, authorizing the Mayor to enter into a Real Estate Purchase Contract with the Board of Education of the Jefferson Local School District.

*Discussion: The village is acquiring certain property located at 177 Frey Avenue from the Jefferson Local School District Board of Education. This property is located where the old middle school used to be. The village will pay for the property out of the Park Development Fund and plans to continue to use it as park space. The purchase price is \$200,000.00.*

**Motion to adopt Resolution 18-095** by Mr. Conway and seconded by Mr. Eakins.

*Roll Call: All Yeas  
Motion carries 6-0*

**E. Resolution 18-096**, accepting a proposal from Modern Office Methods to purchase a, state of the art, Document Management System.

**Motion to adopt Resolution 18-096** by Mr. Conway and seconded by Mr. Johnston.

*Discussion: The village has long needed an automated system for storing documents. This system will allow the village to digitally store and archive all important documents. Phase 1 is intended for the village ordinances and resolutions.*

*Roll Call: All Yeas  
Motion carries 6-0*

## Committee Reports:

**Finance:** None

**Police:** None

**Employee Benefits:** None

**Public Service:** None

**Development:** None

**Parks and Recreation:** None

**Special Events:** The Christmas parade starts on Saturday December 15 at 5:30 p.m. Participating Council members to meet at the street garage between 4 and 4:30 P.M.

**Director of Finance Report:** None

**Director of Public Service:** John Mitchell reported that the leaf pickup program is now finished. They are preparing the trucks and equipment for snow removal.

**Director of Parks and Recreation Report:** Absent

**Mayor's Report and Recognition:** Mayor Martin reported that the Parks and Rec. Director has been working on grants for various projects at the West Jeff Community Center.

**Recognition of Clerk and Council:** None

**Additional Business:** (Discussion on the Employee Benefits Committee Recommendations):

**RECORD OF PROCEEDINGS**

Minutes of Council

Meeting

BARRETT BROTHERS - DAYTON, OHIO

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Mr. Johnston mentioned that the cell phone policy will be taken up at the next Council meeting. The current Employee Handbook was passed as a result of certain issues in prior administrations. Mr. Johnston also noted that has a problem with passing the 600 page Lexipol document for Police Department Regulations without picking it apart to see what should and should not apply to the Village of West Jefferson.


**Motion to pay the bills** by Mr. Eakins and seconded by Ms. Hall.

*Passed by Acclamation of Council*

**Motion to approve** "Then and Now" Certificates over \$3,000.00: None

**Motion to adjourn at 7:59 p.m.** by Mr. Eakins and seconded by Mr. Johnston.  
*Passed by Acclamation of Council.*

  
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Jack R. Herrel  
Clerk of Council

  
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Steve Johnston  
President of Council

# RECORD OF PROCEEDINGS

Minutes of Council

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BARRETT BROTHERS - DAYTON, OHIO

Form 6101

Held DECEMBER 17, 2018

## MINUTES OF THE DECEMBER 17, 2018 COUNCIL MEETING

Meeting called to order at 7:00 p.m. by Council President Steve Johnston.

**Council Members Present:** Steve Johnston, Doug Eakins, Howard Wade, Jennifer Warner, Jim King, Linda Hall and Mike Conway. Also attending were Mayor Ray Martin, Clerk of Council Jack Herrel, Director of Finance Rebecca Arnott, Public Service Director John Mitchell, Parks and Rec. Director Marci Darlington, and Police Chief Rick Hardy.

**Council Members absent:** None

**Prayer:** Pastor Jerry Newman

**Pledge of allegiance** led by Linda Hall.

**Motion to adopt the agenda** by Mr. King and seconded by Ms. Hall.

*Roll Call: All Yeas*

*Motion carries 7-0*

**Motion to adopt the minutes** of the December 3, 2018 Council Meeting by Mr. Conway and seconded by Mr. Johnston.

*Roll Call: All Yeas*

*Motion carries 7-0*

**Old Business:**

**Second Reading of Ordinance 18-094**, authorizing the Director of Public Service to impose a new water and sewer rate schedule, and repealing any ordinance or section of an ordinance that may be in conflict with this ordinance, and declaring an emergency. *Discussion: Mr. Johnston added that the rate increase was incorporated into the 2019 budget. Mr. Eakins said he did not like the idea of perpetual increases. Mr. Eakins also questioned why we are still collecting user fees in the Reverse Osmosis Fund. Mr. Mitchell explained that it was set up that way to collect funds to pay the debt service on the Reverse Osmosis System. Once the debt is paid off, Council will likely revisit the Reverse Osmosis Fund. In fact, Council can amend the water/sewer fee schedule ordinance any time in the future and adjust it accordingly based on the funding needs of the village.*

**Motion to adopt Ordinance 18-097** by Mr. Conway and seconded by Ms. Warner.

*Roll Call: Yeas – Mr. Wade, Ms. Warner, Mr. Johnston, Mr. King, Ms. Hall, and Mr.*

*Conway. Nays – Mr. Eakins*

*Motion carries 6-1*

**New Business**

**Ordinance 18-097**, authorizing a supplemental appropriation of \$120,616.52 in the WTP Construction Fund and \$104,000.00 in the Park Development Fund.

*Discussion: Ms. Arnott stated that this is due to the contractor asking for another draw in the amount of \$120,616.52 on the Water Treatment Plant Project prior to the end of the year. The \$104,000.00 is to close the deal with the Jefferson Local School Board for the purchase of property at the old middle school and Garrett Park.*

**Motion to adopt Ordinance 18-097** by Mr. Conway and seconded by Ms. Warner.

*Roll Call: All Yeas*

*Motion carries 7-0*