

RECORD OF PROCEEDINGS

Minutes of Council

Meeting

BARRETT BROTHERS - DAYTON, OHIO

Form 6101

Held March 16, 2020

MINUTES OF MARCH 16, 2020 COUNCIL MEETING

Meeting called to order at 7:00 p.m. by Vice-President Jen Warner

Council Members Present: Howard Wade, Jennifer Warner, Richard King, Linda Hall, Jeff Patterson, and Mike Conway. Also attending were Mayor, Ray Martin, Clerk of Council, Debbie DiLeo, Chief of Police, Chris Floyd, Director of Building, Planning and Zoning, Tom Hale, and Director of Finance, Rebecca Arnott.

Council Members absent: Mr. Johnston

Prayer: Ms. Hall

Pledge of Allegiance: Mr. Wade

Motion to excuse Mr. Johnston, due to illness by Mr. Patterson and seconded by Mr. Wade
Passed by Acclamation of Council

Motion to adopt the agenda by Ms. Hall and seconded by Mr. King
Roll Call: All Yeas
Motion carries 6-0

Motion to adopt the Minutes of the March 2, 2020 Council Meeting by Mr. Conway and seconded by Mr. Wade
Roll Call: All Yeas
Motion carries 6-0

Recognition of Guests: None

Old Business:

2nd Reading of Ordinance 20-025, an ordinance amending Ordinance 19-050, passed May 20, 2019 (The Employee Handbook), by Amending "Policy 14.01-Vacation Leave"
Discussion: This is the second reading of this ordinance. There was no discussion.
Motion to adopt Ordinance 20-025, by Mr. Conway and seconded by Mr. King
Roll Call: Warner, Wade Conway, Hall, King
Mr. Patterson recused himself due to a conflict of interest.
Motion carries 5-0

New Business:

Resolution 20-027, adopting the recommendation of the Tax Incentive Review Council
Discussion: Ms. Warner explained approval is contingent on reports being submitted to Mr. David Kell. The Mayor reported all reports have been received. No further discussion.
Motion to adopt Resolution 20-027, by Ms. Hall and seconded by Mr. Wade
Roll Call: All Yeas
Motion carries 6-0

1st reading of Ordinance 20-028 an ordinance enacting a new chapter entitled "Contractor Registration" to Part Seven (Business Regulation Code" of the Codified Ordinances of the Village of West Jefferson
Discussion: This is the first reading of this ordinance. Mr. Hale explained last summer the Village adopted a fee increase for contractor registration. It was later discovered there was not proper legislation regarding the registration process, which we are trying to correct at this time. Ms. Hall pointed out under Term and Renewal it states the registration shall be renewed. She feels this implies that it will be renewed regardless of the situation, and it should state it shall be considered for renewal. Mr. Hale stated the language was suggested by our attorneys, but he will correct it for the 2nd reading of the ordinance. Mr. Wade inquired if this would be annual legislation. It will not. The one difference from our current procedure is instead of renewing each year in January, the renewal will be twelve months from the date the registration was issued. Contractors have also expressed thanks for not charging the credit card transaction fee for this operation.

Resolution 20-029, adopting a temporary policy to protect the health of Village Employees and the Community during the Coronavirus outbreak
Discussion: The Mayor reported our human resource advisors, JK Evans and Associates, recommended the adoption of the proposed policy. The Village is not at appoint where anyone is on paid leave due to COVID19. Employees are now required to use their personal leave if they are away from work. At this time

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the State is considering paid leave for the virus. He has taken steps to cut down on physical contact. This is a two-month policy that may be amended or rescinded as needed.

Motion to adopt Resolution 20-029, by Ms. Hall and seconded by Mr. Patterson

Roll Call:

All Yeas

Motion carries 6-0

Committee Reports:

Finance: Ms. Warner stated there may be a need to have a meeting in the near future, and will schedule a meeting as needed.

Police: None

Employee Benefits: None

Public Service: None

Development: None

Parks and Recreation: None

Special Events: None

Director of Finance Report: Ms. Arnott presented the February financial reports. Income tax collections were up 31% due to increased withholding payments. She is hopeful the trend will continue. She has issued 111 income tax refunds for approximately \$121,000.00.

Director of Public Service Report: Mr. Mitchell was not present.

Director of Parks and Recreation Report: Ms. Darlington was not present.

Mayor's Report and Recognition: Information letters have been sent to residents that are impacted by the Norwood/Parkdale Sanitary Sewer Project. All Community Center activities have been cancelled, although rentals are still available. The Village will sanitize the center on Mondays. Mr. Conway stated he feels the Village should sanitize the center after each rental. The Mayor will have weekly meetings with department heads and necessary staff each Friday to review procedures. Inter-office traffic has been curtailed, and employees are to remain in their own area unless absolutely necessary. Mr. Martin also posted a message to residents on Facebook concerning the Coronavirus. The State mandate to close restaurants and bars is enforceable by our police department. He encourages residents to support our local restaurants by ordering take-out or delivery. Ms. Hall asked if the Village had any participation in policies for the Industrial Park. The Industrial Park businesses are privately owned and the Village does not have any direct involvement.

Recognition of Clerk and Council: Ms. DiLeo informed Council the new website will hopefully be available within the next 48 hours. There may still be some corrections that need to be made, but the new site affords greater flexibility to keep the public informed. Ms. Hall thanked Ms. DiLeo for sanitizing the lobby and council chambers prior to the meeting.

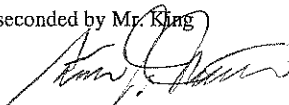
Additional Business: None

Motion to pay the bills by Ms. Hall and seconded by Ms. Warner
Passed by Acclamation of Council

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

Motion to adjourn at 7:27 p.m. by Mr. Patterson and seconded by Mr. King
Passed by Acclamation of Council


Deborah J. DiLeo
Clerk of Council


Steven J. Johnston
President of Council