

RECORD OF PROCEEDINGS

Minutes of _____

Council

Meeting

BARRETT BROTHERS - DAYTON, OHIO

Form 6101

Held February 3, 2020

MINUTES OF FEBRUARY 3, 2020 COUNCIL MEETING

Meeting called to order at 7:01 p.m. by President Steve Johnston

Council Members Present: Steve Johnston, 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, and Director of Building, Planning and Zoning, Tom Hale.

Council Members absent: None

Prayer: Ms. Hall

Pledge of Allegiance: Mr. Conway

Motion to adopt the agenda by Ms. Warner and seconded by Ms. Hall

Roll Call: All Years

Motion carries 7-0

Motion to adopt the Minutes of the January 20, 2020 Council Meeting by Mr. Wade and seconded by Ms. Hall

Roll Call: All Years

Motion carries 7-0

Motion to excuse the Finance Director from the meeting by Mr. Johnston and seconded by Ms. Warner

Roll Call: All Years

Motion carries 7-0

Recognition of Guests:

Mr. Daryl Champer, who lives in the Mount Sterling area, is running for County Commissioner. His experience includes 30 years as a director of facilities maintenance, and he hopes to use his experience to help with county growth.

Ms. Ashley Cooper is running for County Treasurer. She has been a financial analyst for 12 years. She also has a Bachelor's Degree in Business, with a minor in accounting, and will complete her CPA by May. Her goal is to help bring modernization to the office.

Mr. Bob Gable, with ODNR, thanked Council for considering Ordinance 20-005 which will enhance the protection of Big and Little Darby Creeks. Both are National and State Scenic Rivers and home to a variety of wildlife species, including five federally endangered species. They are phenomenal natural resources and an asset to the community.

Ms. Heather Doherty, ODNR Central Ohio Regional Manager, thanked the Mayor for his assistance with developing the "Protecting the Darby" flyer. The flyer contains recommendations for continued protection of both the Big and Little Darby Creeks. The Mayor feels the flyer provides necessary material for developers. Mr. Johnston said the information is outstanding and easy to understand.

Old Business:

2nd Reading of Ordinance 20-005, an ordinance amending Zoning Ordinance 03-022, passed April 21, 2003 by amending Section 1137.06 of the Zoning Code (Setbacks of Publicly Established Drainage Ditches).

Discussion: The required Public Meeting was held at the last meeting. This ordinance will bring us into compliance with EPA Requirements and will become effective 30 days from passage.

Motion to adopt Ordinance 20-005, by Mr. Wade and seconded by Mr. King

Roll Call: All Years

Motion carries 7-0

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New Business:

Resolution 20-009, creating the position of Investigative Detective.

Discussion: This position has been reviewed by both the Police and Finance Committees. Chief Floyd explained this is not a rank but a position. The Detective is in charge of crime scene investigation and is responsible for call-in. The rate of pay is identical to a Sergeant's pay.

Motion to adopt Resolution 20-009 by Ms. Hall and seconded by Mr. Wade

Roll Call:

Yeas: Johnston, Warner, Wade Conway, Hall, King

Mr. Patterson recused himself due to a conflict of interest.

Motion carries 6-0

Ordinance 20-010, amending Ordinance 19-129, passed December 2, 2019 (2020 Employee Pay Scale), by adding the position of Investigative Detective, setting the salary, and declaring an emergency

Discussion: The Finance Committee has reviewed this proposal and is making this recommendation.

Motion to adopt Ordinance 20-010, by Ms. Warner and seconded by Mr. Conway

Roll Call:

Yeas: Johnston, Warner, Wade Conway, Hall, King

Mr. Patterson recused himself due to a conflict of interest.

Motion carries 6-0

Resolution 20-011, setting the pay rate for Investigative Detective, Casey Conley, at the seven-year level, and making the rate retroactive to January 1, 2020

Discussion: The Police and Finance Committees are making this recommendation.

Motion to adopt Resolution 20-011, by Mr. Johnston and seconded by Ms. Hall

Roll Call:

Yeas: Johnston, Warner, Wade Conway, Hall, King

Mr. Patterson recused himself due to a conflict of interest.

Motion carries 6-0

Resolution 20-012, setting the pay rate for Investigative Detective, Brandon Smith, at the seven-year level, and making the rate retroactive to January 1, 2020

Discussion: The Police and Finance Committees are making this recommendation.

Motion to adopt Resolution 20-012, by Ms. Hall and seconded by Mr. Wade

Roll Call:

Yeas: Johnston, Warner, Wade Conway, Hall, King

Mr. Patterson recused himself due to a conflict of interest.

Motion carries 6-0

Ordinance 20-013, amending Ordinance 19-085, which adopted a Restructured Building, Zoning, and Planning Department Fee Schedule, by adding a 2% Credit Card Transaction Fee, for all Building, Zoning, and Planning Department Fees, which are paid by Credit Card, with the exception of Zoning Permits and Contractor Registrations, and declaring an emergency

Discussion: This ordinance has also been recommended by the Finance Committee. Mr. Hale explained they will not charge the transaction fee for zoning permits, which would be collected from residents. Contractor Registrations will also be excluded. Mr. Conway asked if 2% was a sufficient charge. Mr. Hale said, that per the Finance Director, the bank fees vary from 1.2% to 2%. This should cover our expense.

Motion to adopt Ordinance 20-013, by Ms. Warner and seconded by Mr. Johnston

Roll Call: All Yeas

Motion carries 7-0

Resolution 20-014, repealing Resolution 10-037, passed May 17, 2010, which adopted the Village Website Policy, and adopting a new Village of West Jefferson Website Policy

Discussion: This policy has gone through several reviews by the Mayor, the Chief, JK Evans & Associates, the Clerk of Council, our Tech Advisor, Brian McMahon, and the Special Events Committee. The Website will remain under the authority of Council through the Special Events Committee. Passage of the Website Policy will allow the revised website to go live. Ms. Hall asked who would be responsible to update the website. It is the Clerk of Council's responsibility.

Motion to adopt Resolution 20-014, by Mr. Wade and seconded by Mr. Conway

Roll Call: All Yeas

Motion carries 7-0

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Resolution 20-015, adopting the Village of West Jefferson Social Media Policy
Discussion: This policy has gone through the same levels of review as the Website Policy. Goals must be established prior to the creation of any social media site for the Village.
Motion to adopt Resolution 20-015, by Mr. Johnston and seconded by Ms. Hall
Roll Call: All Yeas
Motion carries 7-0

Resolution 20-016, setting the pay rate for full-time Dispatcher Joy Litchfield-Stacy, at the one-year level, effective March 2, 2020
Discussion: Dispatcher Debbie Skeldon has retired. The position was posted and two part-time dispatchers applied. Both were equally qualified. The position was given to the person with the most seniority. The one-year level gives Ms. Litchfield-Stacy credit for her part-time service.
Motion to adopt Resolution 20-016, by Ms. Hall and seconded by Mr. Wade
Roll Call:
Yeas: Johnston, Warner, Wade Conway, Hall, King
Mr. Patterson recused himself due to a conflict of interest.
Motion carries 6-0

Resolution 20-017, designating Deborah J. Dileo as Council's representative to attend Public Records Training
Discussion: Each term, pursuant to the ORC, Councilmembers must complete Public Records Training... but they are allowed to designate a representative. There is usually a free 3-hour training in Urbana sometime in April. Ms. Dileo will let us know when the training is scheduled and anyone that wishes to attend may do so as well.
Motion to adopt Resolution 20-017, by Mr. Conway and seconded by Ms. Warner
Roll Call: All Yeas
Motion carries 7-0

Resolution 20-018, authorizing Rebecca Arnott, Village Finance Director, to invest one million dollars of Village interim funds in a Huntington CDAR
Discussion: Last year this CDAR earned over \$17,000. This year's return is more than \$24,000. This will allow Ms. Arnott to re-invest one million dollars.
Motion to adopt Resolution 20-018, by Ms. Warner and seconded by Ms. Hall
Roll Call: All Yeas
Motion carries 7-0

Resolution 20-019, authorizing a donation in the amount of \$3,000.00 to West Jefferson Youth, Inc.
Discussion: This group is formerly the West Jefferson Youth Athletic Association, and this is our annual donation. The donation is budgeted in the 2020 Appropriation Budget
Motion to adopt Resolution 20-019, by Ms. Hall and seconded by Mr. Patterson
Roll Call: All Yeas
Motion carries 7-0

Resolution 20-020, setting the pay rate for part-time Police Officer TJ Hammons, at the two-year level
Discussion: Mr. Hammons returned to his former job, but is willing to continue working on a part-time basis. The salary reflects his prior service credit.
Motion to adopt Resolution 20-020, by Mr. Johnston and seconded by Mr. King
Roll Call:
Yeas: Johnston, Warner, Wade Conway, Hall, King
Mr. Patterson recused himself due to a conflict of interest.
Motion carries 6-0

Resolution 20-021, amending the boundaries of the West Jefferson Northern Community Reinvestment Area to include additional property and amending the exemption that can be negotiated within the West Jefferson Northern Community Reinvestment Area
Discussion: This property was purchased by Duke Realty in 2012. When the CRA area was expanded to include the Parsons property in 2015, this parcel was unintentionally excluded. This parcel needs to be included in the CRA area because Duke now has a company that would like to develop it.

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Motion to adopt Resolution 20-021, by Mr. Johnston and seconded by Ms. Hall

Roll Call: All Years

Motion carries 7-0

Committee Reports:

Finance: Minutes of the January 24th Meeting were presented.

Police: Minutes of the January 24th Meeting were presented.

Employee Benefits: Minutes of the January 24th Meeting were presented.

Public Service: None

Development: None

Parks and Recreation: None

Special Events: The minutes of the January 23rd meeting were presented. Mr. Patterson proposed the adoption of Goals for Council's Social Media Sites. **Motion to adopt** the proposed goals by Mr. Patterson and seconded by Mr. Conway. *Passed by Acclamation of Council*

Director of Finance Report: None. Ms. Arnott is on vacation.

Director of Public Service Report: None. Mr. Mitchell is ill.

Director of Parks and Recreation Report: None. Ms. Darlington is attending a conference.

Mayor's Report and Recognition: Mayor Martin thanked the candidates for County Commissioner and County Treasurer for attending and introducing themselves. He noted there are still concerns with the trash pickup and believes it is 90% driver error; however, it cannot continue much longer. He has received several complaints about this week's service. The administration is trying to resolve the problems. Mr. Conway stated Waste Management has had three months to resolve issues and it is getting ridiculous. There will be a Town Hall meeting on February 19th at 7:00 p.m. at the Community Center. Mr. Martin gave accolades to Ms. Arnott for the interest return on investments. The Village Social Media sites will be useful tools for communication with residents. He also thanked ODNR for their hard work on creating the "Protecting the Darby" flyer.

Recognition of Clerk and Council: Ms. Warner feels we have given Waste Management enough time to resolve our problems. Residents deserve better. Headquarters should come in to address our issues. She added residents are getting different answers when they call Waste Management. The Mayor encouraged residents to call the Water Department instead of Waste Management. She would like us to bid out the contract. The Mayor will give them a warning, regarding breach of contract. Mr. Johnston warned that before we bid out the contract, we should research the companies and services which are available. There was some discussion about the cost of returning to the previous arrangement for services.

Ms. Dileo reported she will be unable to attend the next meeting. Mr. Herrel will attend in her absence.

Mr. Conway appreciated the Clerk's Report to Council and would like to see a similar report on a continued basis. The New Resident Information sheet will be posted on the updated website. Ms. Dileo will work with Tech Support to get the website and social media site up and running soon.

Mr. Conway inquired when the Amazon tour will be scheduled. Mr. Hale stated Amazon is scheduled to go live on February 9th. They want to be in full operation before Council tours the facility. The Medline building has had final inspections, and the automated distribution is approximately half way complete. They are scheduled to go online May 8th. The Exeter building should have final approvals next week. Hillwood is not too far along. Nothing has been submitted from Pizutti or Core5.

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Additional Business: None

Motion to pay the bills by Mr. Wade 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 7:45 p.m. by Mr. Patterson and seconded by Mr. Conway
Passed by Acclamation of Council



Deborah J. Dilco
Clerk of Council



Steven J. Johnston
President of Council