

RECORD OF PROCEEDINGS

Minutes of Council

Meeting

BARRETT BROTHERS - DAYTON, OHIO

Form 6101

Held April 20, 2020

MINUTES OF APRIL 20, 2020 VIRTUAL COUNCIL MEETING

Meeting called to order at 7:05 p.m. by President Steven Johnston

Council Members Present: Steven 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, Public Service Director, John Mitchell, Chief of Police, Chris Floyd, Director of Building, Planning and Zoning, Tom Hale, Director of Finance, Rebecca Arnott, and Parks and Recreation Director, Marci Darlington.

Council Members absent: None

Prayer: Ms. Hall

Motion to adopt the agenda by Mr. Conway and seconded by Mr. King

Roll Call: All Yeas

Motion carries 7-0

Motion to adopt the Minutes of the March 16, 2020 Council Meeting by Mr. Conway and seconded by Ms. Hall

Roll Call: All Yeas

Motion carries 7-0

Recognition of Guests: None

Old Business:

2nd 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 Ordinance was read for the first time at our March 16th meeting. A correction to the policy was made pursuant to the discussion at that meeting. The words "shall be renewed" have been changed to "may be renewed". Upon passage, this ordinance will become effective 30 day from the date of execution. Ms. Warner pointed out a typo in Section 736.02 (a). \$1,000.000 will be corrected to \$100,000.00.

Motion to adopt Ordinance 20-028, by Mr. Johnston and seconded by Mr. Wade

Roll Call: All Yeas

Motion carries 7-0

New Business:

Resolution 20-030, authorizing a donation in the amount of \$1,000.00 to "Madison County Vets to DC" Discussion: Mr. Terry Mackey made this request to Council last fall. At that time, the Mayor stated it would be considered in the 2020 Appropriation Budget. The donation has been budgeted.

Motion to adopt Resolution 20-030, by Ms. Hall and seconded by Mr. Conway

Roll Call: All Yeas

Motion carries 7-0

Ordinance 20-031, authorizing supplemental appropriations in the General Fund and the Capital Fund Discussion: These appropriations are for two pass-through grants from Battelle for the Lunch and Learn Program and body bunkers (portable shields) for the police department. There is also an additional appropriation for concrete repairs on Kirkwood that need to be finished before the paving can be completed. Mr. Johnston thought that several years ago we received funding from Battelle for the same body bunkers. The Chief stated that we only have the two from this grant and he is not aware of additional funding from the past.

Motion to adopt Ordinance 20-031, by Ms. Warner and seconded by Mr. Conway

Roll Call: All Yeas

Motion carries 7-0

Resolution 20-032, authorizing the Mayor and Public Service Director to participate in the "Build Grant Program" as a co-applicant with the Ohio Department of Transportation (ODOT). Upon approval of the grant, the Village of West Jefferson shall commit \$4 Million for Phase II construction of the I-70/State Route 29 overpass and roundabout

Discussion: This is the same grant we applied for two other times but were unsuccessful. The Village's cost has increased to \$4M. This amount includes \$2.862M that ODOT has banked from developers. The remaining \$1.238M will be generated from an OPWC grant and/or TIF funds. Mr. Wade asked about the

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timeline for the project. The grant will hopefully be awarded by the end of the year, designed in 2021 and construction could begin in 2021. If the Village does not receive the grant no construction will take place.

Motion to adopt Resolution 20-032, by Mr. Conway and seconded by Mr. Wade

Roll Call: All Yeas

Motion carries 7-0

Resolution 20-033, adopting a Families First Coronavirus Response Act Policy, and making the policy effective retroactively to April 1, 2020

Discussion: JK Evans and Associates prepared this policy for council review. The Mayor stated this policy is a federal mandate and is in addition to the first coronavirus policy that was passed. This policy exempts the police department but applies to the street, water and sewer departments. There is a process to request any related benefits. The Mayor stated he would honor any recommendation from a doctor and reiterated that he does not want any employee to suffer because of this virus. A copy of the policy is available upon request.

Motion to adopt Resolution 20-033, by Mr. Johnston and seconded by Ms. Hall

Roll Call:

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

Recusal: Patterson-due to a conflict of interest

Motion carries 6-0

Resolution 20-034, authorizing the Mayor and Building, Planning and Zoning Director to execute a contract addendum to the current agreement with the Village of Mount Sterling

Discussion: Mt. Sterling has requested additional services and this agreement was prepared by the Law Director's office. The addendum includes administrative assistance regarding new development, administration of floodplains and advising Mt. Sterling Council about development matters.

Motion to adopt Resolution 20-034, by Mr. Conway and seconded by Mr. King

Roll Call: All Yeas

Motion carries 7-0

Resolution 20-035, authorizing Bob's Flat Work, LLC to perform various concrete replacements on Kirkwood Avenue, in an amount not to exceed \$110,000.00

Discussion: This is the work that will be completed utilizing the supplement appropriation passed earlier tonight. This vendor used to be Don's Flat Work. Don retired and Bob has taken over the business.

Motion to adopt Resolution 20-035, by Ms. Warner and seconded by Mr. Wade

Roll Call: All Yeas

Motion carries 7-0

Mr. Johnston stated that after discussion with the Finance Director, and uncertainty regarding income tax revenues, he recommends holding off on spending for large budgeted items and new police officers. Examples are the Community Center Roof and Tuck and Point of Village Hall. He also suggests we scrutinize discretionary spending until our revenue stream can support the expenses. The Mayor stated Amazon is gaining employees, so that may help our income tax collections, but he would also like to be cautious on spending. Mr. Conway agreed but wondered if the roof at the Community Center is in good enough condition to postpone. Right now the roof can wait, but if it becomes necessary, we will proceed. The police officer that is ready to start is replacing an officer that left employment and although the new cruiser was ordered in January, Ford has stopped production. Availability of the cruiser is undetermined.

Committee Reports:

- Finance: None
- Police: None
- Employee Benefits: None
- Public Service: None
- Development: None
- Parks and Recreation: None
- Special Events: None

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Director of Finance Report: Ms. Arnott presented the March financial reports. Overall income tax collections were up 19% for the first quarter. Since that time income tax collections are down 52% which was anticipated due to the filing extension. As of last week, collections were down 7% and approximately \$238,000.00. The extended filing date is July 15th, so we really won't know where we stand until after that time.

Ms. Arnott made arrangements for the finance committee to sign and review financial documents this Friday.

BWC has will be issuing employer rebates and the Village will receive part or all of our premiums refunded.

OPWC has offered a six month deferral for the July payments. This deferral would be \$50,000.00 if we choose to accept. We can revisit this at a later date.

Ms. Arnott also reminded council that she will begin emailing paystubs in May. There is a form to complete if you want to participate.

Director of Public Service Report: The Public Service department is mowing, picking up trash and spraying for weeds. They are also rebuilding catch basins in preparation for the 2020 Paving Program. They are trying to maintain social distancing by allowing only one person in any vehicle and only one person in any office.

Director of Parks and Recreation Report: Ms. Darlington has started some virtual programming. Today there was Facebook Bingo which turned out fairly well. She hopes residents will take advantage of the programs being offered.

Mayor's Report and Recognition: The Mayor thinks the online programming is a fantastic idea and is excited for the activities.

Due to heavy rains the village is continuing work on the I & I reduction program. The village work is complete and the Village will now be reaching out to homeowners to assist with additional problems.

Safe practices are ongoing at Village Hall. Temperatures will be taken if you enter the building. He thanked all village employees for their service.

Ms. Warner asked about the status of the playground equipment grant. Although the grant was supposed to be awarded in February it has been put on hold.

Mr. Wade inquired about what was being done at the West Jefferson Plumbing and Heating building. The Mayor reported that the village owns the building and the requested plumbing repairs are being completed. The project will be put on hold temporarily. Part of the building will house the Senior Citizens Center and part will be used for the street department. The Mayor will meet with the senior citizens to determine their needs.

Recognition of Clerk and Council: None

Additional Business: Ms. Warner thanked Ms. DiLeo for facilitating the virtual meeting so Council could continue to conduct business.

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

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

Motion to adjourn at 7:46 p.m. by Ms. Hall and seconded by Mr. Johnston
Passed by Acclamation of Council

Deborah J. DiLeo
Deborah J. DiLeo
Clerk of Council

Steven J. Johnston
Steven J. Johnston
President of Council