

# RECORD OF PROCEEDINGS

Minutes of

Council

Meeting

BARRETT BROTHERS - DAYTON, OHIO

Form 6101

Held August 3, 2020

## MINUTES OF AUGUST 3, 2020 COUNCIL MEETING

**Meeting called to order at 7:06 P.M.** by Acting President Jen Warner

**Roll Call:** 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, Public Service Director, John Mitchell, Finance Director, Rebecca Arnott, and Building, Planning and Zoning Director, Tom Hale.

**Council Members absent:** None

**Prayer:** Ms. Hall

**Resolution 20-054**, confirming the interim appointment of Samantha Cahill to fill the vacant council seat in Ward 1.

*Discussion: None*

**Motion to adopt Resolution 20-054**, by Ms. Hall and seconded by Ms. Warner

*Roll Call: All Yeas*

*Motion Carries 6-0*

**Mayor Martin** administered the Oath of Office to Ms. Cahill

*The Mayor and Council offered Ms. Cahill congratulations and welcomed her to Council. Ms. Cahill joined the remainder of the meeting.*

**Acting President Jen Warner**, called for nominations for President to fill the unexpired term of Steven Johnston, through January 3, 2021.

*Discussion: None*

**Mr. Conway nominated Ms. Warner**, and seconded by Ms. Hall.

*Roll Call: All Yeas*

*Nomination Carries 7-0*

**Newly elected President presided over the remainder of the meeting.**

**Ms. Warner** called for nominations for Vice-President to fill the expired term of Ms. Warner, through January 3, 2021.

*Discussion: None*

**Mr. Patterson nominated Mr. Conway**, and seconded by Mr. Wade.

*Roll Call: All Yeas*

*Nomination Carries 7-0*

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

*Roll Call: All yeas*

*Motion Carries 7-0*

**Motion to adopt the Minutes of the July 20, 2020 Council Meeting**, by Mr. Conway and seconded by Mr. Wade.

*Roll Call: All yeas*

*Motion Carries 7-0*

**Recognition of Guests:** Guests, Arnie Booth, James Graham, Josephine Birdsell, Sue Barker, and Linda Pelphry, were present but there were no requests speak. Ms. DiLeo instructed the guests to send a chat or to raise their hand to be recognized.

### Old Business:

**2<sup>nd</sup> reading of Ordinance 20-052**, an ordinance amending Ordinance 19-050, passed May 20, 2019, (The Employee Handbook), by amending Polices: 3.01 Equal Employment Opportunity; 3.09 EEO Complaint Procedure; 7.01 Resignation & Retirement; 8.08 Sexual, Racial, & Other Forms of Harassment; 11.01 Compensation; 14.01 Vacation Leave; and 14.05 Sick Leave Conversion.

*Discussion: Ms. DiLeo commented that if this Ordinance is passed tonight, then it will go into effect 30 days after signature.*

**Motion to adopt Ordinance 20-052**, by Mr. Conway and seconded by Mr. Patterson.

*Roll Call: All yeas*

*Motion Carries 7-0*

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## New Business:

**Resolution 20-055**, confirming Council's appointment of Jimmy J. Hall to the position of Clerk of Council in Training and setting the salary at the two-year level.

*Discussion: Mr. Martin asked if the salary can be set before the position is placed on the pay scale. Ms. DiLeo said the position was already created and has been added to the pay scale.*

**Motion to adopt Resolution 20-055**, by Ms. Hall and seconded by Mr. Wade.

*Roll Call: All yeas*

*Motion Carries 7-0*

**Ordinance 20-056**, amending Ordinance 19-129, passed December 2, 2019, (2020 Employee Pay Scale) by amending the pay range for Part-Time Building and Zoning Code Enforcement Official, and declaring an emergency.

*Discussion: Mr. Martin asked if this was for the new part-time building and zoning position or for the current position to go part-time or is it addressing both positions? Ms. Warner said this legislation is only to allow Mr. Booth to go to part-time. Ms. DiLeo clarified that this is not the new position that Mr. Hale has requested. The new position will be reviewed by the Finance Committee. If the Committee recommends the position, it will be created and placed on the pay scale at a later date. Mr. Hale appreciates everybody's participation.*

**Motion to adopt Ordinance 20-056**, by Mr. Wade and seconded by Mr. Patterson.

*Roll Call: All yeas*

*Motion Carries 7-0*

**Ordinance 20-057**, amending Ordinance 19-129, passed December 2, 2019, (2020 Employee Pay Scale) by changing the position of Director of Parks and Recreation to part-time, and declaring an emergency.

*Discussion: This ordinance moves Marci Darlington to a part-time position.*

**Motion to adopt Ordinance 20-057**, by Ms. Hall and seconded by Mr. Wade.

*Roll Call: All yeas*

*Motion Carries 7-0*

**Ordinance 20-058**, authorizing a supplemental appropriation in the General Fund, Income Tax Refunds (Account 1000-750-690-0107) in the amount of \$30,000.00.

*Discussion: None*

**Motion to adopt Ordinance 20-058**, by Mr. Conway and seconded by Ms. Warner.

*Roll Call: All yeas*

*Motion Carries 7-0*

## Committee Reports:

**Finance:** The Finance Committee is meeting next week to discuss several items. The Committee will review the year-to-date budget. Mr. Mitchell also has two items for the agenda. Mr. Martin asked Ms. Warner who she will appoint to the Finance Committee to replace Steve Johnson and will legislation be required? Ms. DiLeo legislation will be prepared when Ms. Warner provides information on committee assignments.

**Police:** None

**Employee Benefits:** None

**Public Service:** None

**Development:** None

**Parks and Recreation:** None

**Special Events:** None

**Director of Finance Report:** Income tax for July 2020 was the best that Ms. Arnott could find on record. The Village collected over \$560,000. July collections were up 104%, which puts the Village up 26% for the year. There is a CD maturing this week. The best options for reinvesting the CD will be discussed at the next Finance Committee Meeting for approval at the August 17<sup>th</sup> Council Meeting. Ms. Arnott also thanked her income tax clerk, April Milstead, for covering the Water Department and the Tax Department

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over the last 2 weeks. Ms. Arnott and Ms. Milstead got along very well and made the work seamless on behalf of the residents of West Jefferson.

**Director of Public Service Report:** Mr. Mitchell also thanked Ms. Arnott and Ms. Milstead for their help. The Village obtained the OPCW Grant Funding for Lilly Chapel in the amount of \$795,000. The plan is to begin the construction next year and to complete the design and engineering this year. The area of construction is between Garfield Avenue and Merriman Drive. Since Council passed legislation to allow non-residents admittance to the pool, usage has increased. Additionally, at the upcoming Finance Meeting, the OPWC and Foundation Drain Disconnect Program will be discussed

*Discussion:* Ms. Warner raised a question concerning the completion of the Parkdale Sanitary Sewer project. Mr. Mitchell responded that the project is 70% complete, the main sewer line is in, has been tested, and connections are being made. The project will be finished in one to two weeks. Mr. Wade raised a question concerning an electrical line problem. Mr. Mitchell said that there will not be any more problems. A contractor uncovered underground lines and the service vehicle hit a tree root while digging a trench and struck the overhead power lines. This is being looked into with the home owner whose service line was involved.

**Director of Parks and Recreation Report:** Mr. Mitchell presented the report in the absence of Ms. Darlington. Battelle's "Lunch and Learn" will come to an end this week. The program has been a success, despite having the program completed online. The community pool is going well. After Ms. Darlington leaves in a month or two, the Administration will consider what to do next. Ms. Warner said that her grand kids loved the program and received really cool stuff.

**Mayor's Report and Recognition:** The position of Administrative Assistant has been filled by Jill Sorenson. The Mayor received a letter from West Jefferson's 4<sup>th</sup> of July Street Fest full of thanks to the Village. Mr. Martin recognized all the street workers and the Police Department. Mr. Martin said we are surviving the Coronavirus and is looking forward to opening things up. Mr. Martin asked Mr. Hale to explain August 5<sup>th</sup>'s Planning Commission Meeting with the presence of some of the Developers. The meeting is both virtual and in person, while following COVID guidelines. Mr. Hale will control the door to safeguard that the attendance and numbers are according to the limits set forth. Public letters went out but a glitch was found in the GIS system for Madison County. Immediate changes were made and property owners contacted. The GIS problem was immediately addressed in through the relevant department.

**Recognition of Clerk and Council:** Ms. Warner gave thanks for her recent election as President of the Council. Ms. Hall had a question from a resident concerning regulations on cats. The Chief of Police, Mr. Floyd, said that cats can be trapped on one's own property and taken to a permissible location. Although dogs are regulated, there is no state wide regulation for cats, and no funding. Ms. DiLeo sent greetings from Steve Johnston, who is in Florida awaiting occupancy of their new home. Mr. Conway said the Village sign is still working infrequently. Mr. Mitchell said that they are working with the vendor and are still waiting for parts to arrive. The Mayor reported the sign is still under warranty.


**Additional Business:** None

**Motion to pay the bills,** by Mr. Wade 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: 7:41 P.M.,** by Ms. Hall and seconded by Mr. Patterson  
*Passed by acclamation of Council*

  
Deborah J. DiLeo  
Clerk of Council

  
Jennifer Warner  
President of Council