

RECORD OF PROCEEDINGS

Minutes of

Council Special

Meeting

DARRETT BROTHERS - DAYTON, OHIO

Form 6101

Held

October 13, 2020

MINUTES OF OCTOBER 13, 2020 COUNCIL SPECIAL MEETING

Meeting called to order at 6:30 P.M. by President Jen Warner.

Roll Call: Howard Wade, Jennifer Warner, Richard King, Linda Hall, Jeff Patterson, Samantha Cahill, and Mike Conway. Also attending were Mayor, Ray Martin, Finance Director, Becky Arnott, Public Service Director, John Mitchell, Building, Zoning and Planning Director, Tom Hale, Clerk of Council in Training, Jimmy John Hall, and Chief of Police, Chris Floyd.

Council Members absent: None.

Motion to adopt the Agenda, by Ms. Hall and seconded by Mr. King.

Roll Call: All yeas.

Motion Carries 7-0.

Discussion of the Proposed 2021 Revenue and Appropriations Budget:

Ms. Arnott said the allocations for the income tax revenue is 85% to the General Fund, 5% to the Streets Fund, and 10% to Capital Fund. The three topics explained were revenue, employee salary, and appropriations.

Revenue: The biggest change is to the revenue and how we appropriate the income tax. Instead of transferring money during the year, we would transfer at the beginning of the year. The reason this makes sense is the Public Service Director is trying to accomplish a lot of projects early in the year. In the past the income for the projects came later in the year, even though the projects were budgeted. This transferring change would alleviate the problem. Legislation will be brought to the Council in January 2021 that will authorize the transfers. The bottom line is we are expecting \$10,649,748.00 in revenue next year. President Warner asked why revenue is down so much. Ms. Arnott said when we take out a loan, the loan receipts have to be shown as revenue. This artificially shows cash even though we do not actually see it. Mr. Mitchell said improvements can artificially inflate the budget. Mr. Wade asked about losing tax revenue to businesses closing and if that will show on the budget. Ms. Arnott said we will actually see income from the first abated building falling off in 2022 and not 2021. Also, the TIF's take 15 years and we have new TIF's coming in. Mr. Mitchell said in the past we could not pay a contractor until the income tax was received. Ms. Arnott said we will need an ordinance to change fund allocations in December that's says "effective January 1, 2021."

Employee Salary: Ms. Arnott discussed employee salary next. She said our current employee pay raises jump from 4% to 10%. There does not appear to be any reason why the scale changes. To solve this problem, the average increase between years is a 4.5% increase between each level. There are going to be some changes to the Clerk of Council and the Water Plant. Due to a retirement, the change will be to add a Public Service Water Superintendent, a Public Service Wastewater Superintendent, and add Public Service Water and Wastewater Operator Class II. Also, there is a new Recreation & Special Events Manager and a PT Recreation & Special Events Coordinator. Ms. Cahill asked if we have added jobs as opposed to having one position. Mr. Mitchell said we re-named the previous position and added a part-time position for the books to help during the busy times or special events. Ms. Arnott said the other concern is the pool and what Ohio might do to the minimum wage. So, the pool positions are subject to change. Mr. Mitchell said right now there is one person who is the Water and Wastewater Superintendent and, in the future, this will need to be separated out into two positions to report to the EPA and take care of business as needs be. Mr. Mitchell said the Village employees are essential workers and have done a good job at staying healthy. We can't lose, for example, our wastewater and water employees but we have verbal agreements with other municipalities to help each other out. Ms. Warner recommended to move Ms. Arnott and Chief Floyd up to the five-year level on the pay scale. This will need legislation. President Warner said at the next meeting there will be a change to the Assistant Clerk of Council as Debbie DiLeo has retired but is willing to offer help.

Appropriations: Ms. Arnott said she still is waiting for a confirmed amount from Bureau of Workers Compensation (BWC). The BWC estimate is about \$100,000.00. Last year we paid about \$64,000.00. Transfer from the General Fund will be an estimated about of \$960,00,00 more than normal. The reason why that seems high is because some \$550,000.00 is going to capital fund, \$200,000.00 going to the street fund, the pool transfer, and some larger projects. President Warner asked if the park spending was put into revenue. Ms. Arnott said 'yes' under sale of park property. Council pointed out the amount may not be correct.

- 2021 Debt - Ms. Arnott explained the 2021 Debt. The Ohio Public Works Commission (OPWC) deferred the second half payment due to COVID and would not even accept a payment toward the 0% loan. We are appropriating for the second half payment next year, saving the Village

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\$50,000.00. The Village has received about \$270,000.00 in Coronavirus relief funds from the County.

- *Police Department - Chief Floyd explained the Police Department Budget. The Body Cameras, Riot Gear, and New Radar Equipment will be on the Agenda for Monday, October 19, 2020 Meeting. Mayor Martin said there is a meeting to see about getting a Village app. Ms. Arnott asked about legislation for cell phones. Chief Floyd said the supervisors are using their own cell phones when they are off duty to facilitate issues.*
- *Recreation & Special Events Department - Mr. Mitchell said the spending is down for the Recreation & Special Events Department because of COVID.*
- *Zoning Department - Mr. Hale explained the Zoning Department Budget. There are two projects going on outside the Village, St. Simon & Jude Church and Fyda Freightliner. It has taken four weeks to get through Fyda Freightliner's electronic plan review process because of the current server. Some of the left-over revenue will be applied to upgrading the computer system to meet customer needs. Mr. Mitchell said the computer upgrades can be made through the Coronavirus Relief Fund to eliminate face-to-face contact. Mr. Wade asked if a tablet device would help. Mr. Hale said he currently uses one and has MiFi which solves the remote issue.*
- *Mayor - Mayor Martin explained the Mayor's Budget. Several conferences were cancelled for 2020 but were put back in the Budget for 2021.*
- *Council - President Warner explained the Council Budget. The Budget has not significantly changed from last year.*
- *Finance Department - Ms. Arnott explained the Finance Budget. The only items that changed were those that increased in price.*
- *Buildings and Grounds - Mr. Mitchell explained the Building and Grounds Budget. The big change is under Capital Outlay, Garret Park Improvements and Park Improvements to Converse and Westwood. Mayor Martin explained the improvements are maintenance. Mr. Mitchell said existing ball field fences, steel bleachers, fertilizer, and the back stops and dugouts are also being maintained. Mr. Conway asked about public restrooms. Mr. Mitchell said public restrooms will come with some other improvements to be made to Converse Park. There was some discussion about the need for water tower improvements, a new water tower, and the required amount of water stored by municipalities.*
- *Legal Services - Ms. Arnott said the Legal Services Budget has an increased variance.*
- *Tax Department - Ms. Arnott said the Tax Department Budget the big difference is found in the school TIF and CRA withholdings that went from \$400,000.00 to \$1,200,000.00, from 32.5% to 50%.*
- *General Government - Ms. Arnott said the General Government Budget changed because of next year's audit. Mr. Conway asked about a comprehensive plan. We have all the pieces of a Comprehensive Plan but not one plan. A Comprehensive Plan is expensive. Mr. Mitchell suggested interviewing several other companies to see if a Comprehensive Plan is worthwhile. President Warner asked to put this subject off to another meeting.*
- *Street Department - Mr. Mitchell said the Street Department Budget does not include a street sweeper; it will be budgeted next year. Also, everybody in the Service Department gets \$400.00 for boots, pants, shirts, and safety greens.*
- *State Highway - Mr. Mitchell said the State Highway Budget includes funding for a traffic signal at Taylor Blair Road, possibly reimbursed by the State. The traffic signal would give a break in the traffic near the rail bridge. Mayor Martin said ODOT reported the rail bridge is rated 'poor.'*
- *Revitalization - Mr. Mitchell said the Revitalization Budget is nearly the same as the previous year's budget.*
- *Park Development - Mr. Mitchell said the Park Development Budget includes Garrett Park Improvements and equipment.*
- *Capital - Mr. Mitchell said the Capital Budget includes paving projects, sidewalks, and the Lilly Chapel Road project. We applied for an OPWC grant to rebuild the Westchester neighborhood.*
- *Water Department - Mr. Mitchell said the Water Department Budget includes a high-speed service pump. Mr. Wade said AEP tore down the old grid. How does this help with black outs? Mayor Martin said AEP has been out trying to find the problem.*
- *Sewer Department - Mr. Mitchell said the Sewer Department Budget includes a reimbursement amount for the Foundation Disconnect Drain (FDD).*
- *Pool - Mr. Mitchell said the Pool Budget was down due to COVID for 2020. The 2021 Budget will back to normal level.*

**Motion to adjourn: 7:16 P.M.** by Ms. Hall and seconded by Mr. Patterson.  
 Passed by acclamation of Council.

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*Jimmy John Hall*  
Jimmy John Hall  
Clerk of Council in Training

*Jennifer Warner*  
Jennifer Warner  
President of Council