

MINUTES OF REGULAR MEETING OF SMITHVILLE VILLAGE COUNCIL

JUNE 4, 2018

The Council of the Village of Smithville met in regular session on Monday, June 4, 2018 at 7:00 pm in Village Hall, Mayor Paul Alexander called the meeting to order. Members present at roll call were Larry Allen, Tricia Fetzer, Joyce Garn, John Heitger, Ken McCune, and Tom Poulson. Matt Simpson, Solicitor; Pam Keener, Fiscal Officer; Beverly Hatten, Clerk of Council; Police Chief Funk were present. In the audience was Sgt Barnett.

Minutes for the May 21, 2018 approved as written with Garn abstaining.

The mayor recognized Chief Funk for the police report. The chief submitted the May police report. Allen motioned to accept the police report, Fetzer seconded the motion and the council voted unanimously to accept the May police report.

Fetzer questioned about the vacation property checks, are they done every shift? Chief advised no, they are done daily when officers have time. There is no policy of when the checks should be done.

Garn with a follow up question, should there be a policy? Chief responded by saying he would prefer not to make a policy at this time. Chief explained, when you have a policy things become routine and he doesn't want building checks to be routine. Criminals watch for routine and once they learn it you have more break-ins. Normally it is the second shift responsibility, during their shift at their convenience. Building checks are done after the business has closed for the day. Officers get out of the cruiser and pull doors to see if they are locked and walk around the building. Vacation checks are a little different. You never know if someone has come back early and didn't let you know or maybe someone else is checking on the house. Officers have to be very careful.

Chief Funk handed out a copy of the Orrville 48 hour parking ordinance as an example. This would give the council an idea and they would be able to draft something similar to fit Smithville if they are interested. Simpson advised the ordinance has been working for Orrville for years, it should work for Smithville, he stated he has read it through and would recommend a schedule of parking restrictions, refer to it within the ordinance or immediately after it so people are aware of the schedule and look for it. Garn inquired if the parking ordinance would stand on its own or be in addition to the current parking ordinance. Simpson suggested making it its own ordinance within the traffic code. After discussion on the parking issues within the village, council believes it would be useful. Chief advised it would be used in the situation with the car parked on Main Street.

Old Business

Mayor recognized Keener regarding CD Renewals-Investments. Keener advised an account has been established with Star Ohio. She has online access and just needs to transfer the funds, working with Becky, hopefully will be done this week. She again advised on having an investment policy, although it would not be required at this time with Star Ohio, but it is something to keep in mind.

Heitger did obtain an updated quote from Buchwalter Greenhouse, Inc regarding the planters for the downtown area. The quote had changed from the October quote, it was less. The difference was due to the type of planter, would not be the washed terra cotta plastic pots, they are not available at that price any more, but would be the whiskey barrel planter. Heitger did ask what it would cost for Buchwalter's to maintain them. There would be a monthly fee if the Village would want Buchwalter's to care for the

planters. The monthly fee for care, watering and fertilizing would be \$450 per month. Discussion on where the funds would come from, where the planters would be located, how they would be affected with the sidewalks that are going to be replaced downtown, the cost of the planters and maintenance. Allen asked if there was a garden club that would look after the planters, Garn advised they disbanded some time ago. Garn suggested something could be done with the planters for Christmas, greenery. Council agreed they would like to have the planters, but the funds aren't appropriated at this time, look at adding it to the appropriations for next year. Appropriating funds to the Park as landscaping or to Lands and Buildings.

Garn inquired if the budget was to be done by October. Keener advised she was working on the budget right now for next year.

New Business

Mayor recognized Simpson regarding the Asset User Agreement with the Fiscal Officer concerning the laptop computer and printer. Simpson advised he requested the information from Becky and she responded. He has all the information needed for the Asset User Agreement, just needs to review actual agreement and put all the specifics in and it looks good, will just need signatures.

Mayor advised the Mosquito Spraying to be done by Valley View Spraying at \$495 per treatment, up to 3 times as needed, needs to be passed and first treatment would be done tonight, June 4. Poulson motioned to have Valley View Spray for mosquitoes, Garn inquired about the zika virus, that it was not in there. The mayor confirmed with all the information about the virus it was not needed and recommended that we not add it. It is quite a bit cheaper without it. Poulson motioned to have the spraying done, Fetzer seconded the motion. Council passed unanimously to have Valley View Spray for mosquitoes.

Mayor presented the estimate from Burkey Excavating regarding the collapsed storm sewer from the Ryneer residence on Northeast Street. Mayor requested McCune explain what happened and needs to be done. McCune advised the storm sewer/culvert that runs under the driveway to our main storm sewer which then runs under Northeast Street to the creek. The pipe under the drive collapsed. Ryneer fixed it temporarily, filled the sink holes. Discussion regarding responsibility for paying for the pipe versus the resident paying for the pipe. The pipe is the beginning of the underground storm sewer, it just happens to run under the driveway. It is in the public right of way and the Village is responsible for repair/replacement. Poulson motioned to accept the estimate from Burkey and McCune seconded the motion. It was passed unanimously for Burkey Excavating to repair the storm sewer and replace the pipe for \$1385. Mayor will have Mike Turner contact Burkey Excavating.

Keener passed out the expense and revenue reports to the council members. The reports will provide more detail to council.

Poulson opened a discussion regarding when there is no written policy, if the funds are appropriated, therefore approved to be spent, does it still need approval to be paid. Hasn't that been done by making the appropriation of funds? An approval is done through the appropriations so what is the purpose of approving it a second time? There is no policy regarding this on the books, it is a practice the council does. Council needs to consider writing a policy that when the funds have been appropriated the department may disburse their funds according to the appropriations without further approvals. Department heads would be making the decisions for their departments. They know what their budgets

are and what has been approved to purchase. A limit can be placed to which council would be comfortable, possibly \$300 - \$1000 if the cost is higher they would need to get approval from council. Keener advised she does not control purchasing, she verifies that funds are available. Employees still have to go through the process of obtaining a purchase order before making purchases. The funds would still need to be available, they can't make the purchase unless funds are available. This could streamline the processes and allow the departments to do their jobs more efficiently. Department heads would be making decisions. Different departments may need different thresholds. Council will work on developing a specific proposal open to consideration. Maybe at a certain dollar level have the department provide quotes. We wouldn't want quotes on everything. Poulson requests Keener write something for consideration. Garn advised anything we can do to improve how the village is run is good.

Fetzer had a question about the street resurfacing machine. Is it something we are looking at? Discussion about the machine, pros and cons. Would need to speak to persons actually using the machine to see what they think, not just the supervisor that doesn't use it. Might want to find out why someone would return the machine. What is currently spent on patch material here in Smithville? The machine patches much better than the cold patch currently being used. Salesman advised the machine would pay for itself in 5 years. Not sure about that here in Smithville. Is it possible to share the cost and machine with another village? Sharing is not always the best option.

Fetzer advised she and Poulson went through new build papers. There are some parts Smithville should utilize. Fetzer will revise them to apply to Smithville. There is a checklist that Fetzer is revising to apply to Smithville. Orrville gave them a lot of information, it was pretty thorough. Smithville does not have forms that we should for the different new construction that is done. Fetzer advised they went over the forms and she will be working on creating new forms. There is a lot that we probably need that we don't have.

Garn raised a question about the David Street sidewalk project progress. She's been driving up and down the street frequently to watch the progress being done. There is one driveway not done. Why is that driveway not done. Mayor advised the resident is doing something himself, correct? Garn advised it's too late. If they were going to do something it was to have been done prior to the start of the project. Mayor advised, I don't know that. Poulson advised he sent the question in an email and Baker responded. Baker copied to Tom an email which had been sent to the mayor and Al Snyder. Here we are in the project and the resident says he will put it in, if and when he does we have to make sure it is in a timely fashion. Garn advised we have deadlines we cannot change the contract. Garn inquired if there was a change order. There are certain things that have not gone the way they are supposed to. She advised she expects that sidewalk to be in before they leave. The sidewalk needs to be in across the driveway. If he was going to do the sidewalk himself it was to be done prior to the start of the project. Now we have one driveway on the entire street that is not completed. I don't know how he got away with it. Poulson advised that the email stated it has to do with the barn project he started last summer. He has not completed it. Poulson advised in speaking to Al Snyder he was given the indication council had approved it. Poulson advised they had not approved it. This was a specific situation where there was a clause in place that if a resident wanted to do their own work they had to notify council by a certain date and the work was to be done by a certain date which allows us to ensure they are doing the work. At some point in time someone mentioned the contractor would do the driveway for this resident. Poulson advised Al Snyder presumed that we knew about it, Poulson advised we did not. They

told Becky it was approved. Poulson asked the mayor if he had a conversation or responded with an email. The mayor advised he did not. How do we now force him to do the sidewalk. Garn advised that option is off the table, he cannot do it now. He missed the deadline. Poulson how do we handle the situation. Snyder questioned if there was a change order in place, this reduces the cost estimate to us. Poulson wants to verify that no one had communication with them to arbitrarily make a change. Another resident, Paull, had been lobbying since the contract was awarded several times to make changes. He was strongly told no. Now there is a neighbor a few doors down that we've allowed not to be included. Garn advised we have not allowed it, the sidewalk needs to go forward. Did anyone give an approval? No one did. They need to get in there and get it done. If there is an additional cost they are responsible for it. The equipment is still here. They need to get it done. Mayor advised he would talk to Kent Baker in the morning. We'll get it taken care of.

Street report, the street sweeping is supposed to be done tomorrow.

The proposal from Brian Shook was reviewed regarding maintenance for the traffic light. It is working but might not be functioning fully. Poulson motioned to have the work done. McCune seconded the motion. Council approved unanimously to have Brian Shook do the proposed work on the traffic light.

Heitger advised that when the sidewalk will be put in, there is a pole that will need ground down. Currently the pole is level with the sidewalk but will need ground down to do the new sidewalk. It is not a hazard now.

Mayor requests to approve the financial report. Poulson motioned to approve the financial report, Fetzer seconded the motion. The financial report was unanimously approved.

Garn motioned to approve the bills in the amount of \$124,282.67, which included the large item for the WWTP Project. Poulson seconded the motion and council passed it unanimously.

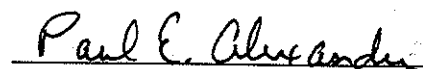
Poulson advised the quote for painting the water tower is \$36,000. Request the mayor follow up on it with the insurance. We were turned down before with covering the cost, there were no precipitating issues prior other than weather. This time the peeling is clearly the result of the water main break, the fire and how the hydrant was shut down, which there were multiple chain of events, we lost full pressure. Poulson believes we can make an argument to reasons beyond the weather. The mayor will follow up.

Upcoming meetings are June 12 the AMP Plan Meeting with CT Consultants and June 18 the records Commission Meeting at 6pm followed by the regular council meeting also on June 18 at 7 pm.

A motion was made to adjourn the meeting and passed unanimously. Meeting was adjourned at 8:20pm.

Minutes approved on June 18, 2018.


Clerk


Mayor