

MINUTES OF REGULAR MEETING OF SMITHVILLE VILLAGE COUNCIL

December 7, 2021

The Council of the Village of Smithville met in regular session on Tuesday, December 7, 2021 at 7:00pm in the Village Hall. Mayor Tom Poulson called the meeting to order. Members present at roll call were Larry Allen, Matt Haas, Tricia Mullins, Joseph Reed, and Scott Thorn. Solicitor Jason Groh and Office Administrator Becky Dannemiller (acting as council clerk) were also present. Officer Jacobs was in attendance to represent the police department.

Thorn motioned to approve the November 15, 2021 council meeting minutes, Reed seconded the motion, and Council unanimously approved the minutes for November 15, 2021.

The last scheduled leaf pickup is this week.

A Fairlawn Avenue resident requested a street light be installed in the cul-de-sac. The Mayor contacted AEP and a light will be installed at no charge. There will be a small increase on the monthly billing for street lighting.

Mullins discussed the website upgrade from Drupal version to Wordpress version. After speaking with Josh of Crossbridge Marketing, she highly recommends making the change for ease of use of the website. Some of the items Josh mentioned were: state-of-art security, automatic service updates, email hosting at no cost, free training for the new version, can be done immediately (as opposed to waiting months for a Drupal update), and ease of implementing and using the site. The upgrade cost is \$1500 with a monthly cost of \$30, or one annual payment of \$330 (a \$30 discount). There was little discussion and all were in favor of upgrading. Mullins made the motion to upgrade the website to Wordpress with Crossbridge Marketing, Allen seconded the motion, and Council unanimously approved the upgrade.

Bev Hatten's resignation letter was read and Mullins motioned to accept her resignation letter. Haas seconded the motion, and Council unanimously approved to accept her letter of resignation.

Mullins made the motion to enter executive session pursuant to R.C. 121.22 (G)(1) to consider the appointment, employment, dismissal, discipline, promotion, or compensation of a public employee. Haas seconded the motion and Council unanimously approved entering executive session.

Mullins made the motion to exit executive session, Thorn seconded, and Council unanimously approved to exit executive session.

The October 2021 Financial Report was reviewed. Reed made the motion to approve the October financial report, Mullins seconded, Council unanimously approved.

The November 2021 Income Tax Report was reviewed.

The November Cash Report, Revenue Report, and Expense report were reviewed.

The 2022 Annual Appropriations were reviewed and discussed. Thorn felt Council should place it on first reading as John Hietger had questions about them and was absent tonight. Haas made the motion to place the 2022 Annual Appropriations on first reading, Reed seconded, and Council unanimously approved.

Liaison Reports: Thorn stated the Street department is servicing the mowers and equipment for the winter. Allen stated the Fire Department had purchased a new chassis and will have the remaining work done to it at later date. Fire department runs were up. The Mayor (in a statement from Heitger) stated the concrete is in place for the new salt building and the Christmas lights had all in place. Mullins is updating the various Commissions and Boards to determine who needs re-appointed. Those appointments will be done in January 2022. In addition, the four (4) re-elected Council persons will be sworn in by the Mayor at the first January meeting.

The Mayor reported the final walk-through for the water tower project is scheduled for Tuesday, December 14, 2012 at 10:30am. He also reported the site-work and fencing still needs completed. When the final walk-through is done and items completed as required, Contract A will be finalized, paid, and closed.

The Mayor reported a problem with Well #7 communicating with the pump. It was found the contacts were worn and needed replaced. It was determined the contacts were aged, and the pump running longer to keep the new tower full, caused more wear-tear on them. The BPA has discussed replacing the remaining three (3) contacts when the costs come in and determine what the total cost is. Adam does respond to and manually take care of the pumps when alert texts are sent.

The Mayor reported the reconnaissance video had been taken of the various properties near the old tower by the demo company. This video will provide the company reference to previous condition for reclamation at project end. The Mayor stated a crane has been ordered to be in next week to begin.

The Mayor updated Council on additional charges from the filling of the water tower. In December 2020, a water line was not pressurized correctly (G.E. Baker's contract portion). Since Downing had equipment on-site (and Baker did not), they were asked to correct the problem. The cost was \$3500 but Baker was not asked to cover those charges at that time. As a result, those charges were on a recent invoice requesting the village to pay them. While the Mayor does not argue Downing should be paid, he feels Baker should absorb the cost. After a conversation with Chris Brubaker, C.T.'s inspector, Chris felt there was no recourse with Baker, and he took responsibility for not following up at that time. The Mayor will have the Solicitor write C.T. with our concerns.

The Mayor informed Council members we had received approval from OPWC today for the North Mill Street Water Line Project. This was approved for a \$100,000 grant with no loan. The fiscal officer had an issue with the title on the project paperwork, as Jennifer of C.T. had submitted the correct paperwork for the project but it was titled incorrectly (it was titled Sewer Relining Project which we just completed). The Mayor will reach out to C.T. to have them correct the title of the project so there are no problems going forward.

The Mayor stated we are on the agenda for the January 2022 meeting to be approved for the Ohio EPA loan for the *Sanitary Sewer Master Study*.

The Mayor updated Council about the property at 523 N. Summit Street and the response he had from Prosecuting Attorney Dan Lutz. Lutz left a lengthy voicemail with a question as to who should have been served; the property owner, or the tenant. The Mayor has referred this to the Solicitor and Zoning Administrator Jon Parker for their input.

The Mayor reported that the prosecutor's office had finally served delinquent income tax filers with summons to appear in court. Becky has been overwhelmed with residents coming in to file and pay. Becky stated we have collected thousands of dollars in delinquent taxes, penalties, and interest since.

Mullins made a motion to into executive session to discuss personnel, Allen seconded, Council unanimously approved.

Mullins made a motion to exit executive session, Reed seconded, and Council unanimously approved.

Two items were discussed to add to the 2021 Salary Ordinance. Wording was suggested to enable an employee to donate sick leave to another employee. In addition, a full-time office administrator position was added to Appendix A in light of the Part-Time Assistant's position being vacant.

2021-20 Ordinance to amend the 2021 Salary Ordinance to add sick leave donation and add a full-time office administrator position. Mullins motioned to suspend rules, Allen seconded, Council unanimously agreed to suspend rules for Ordinance 2021-20.

2021-20 Ordinance to Amend Salary Ordinance #2021-13 to add sick leave donation and add a full-time office administrator position. Mullins made the motion to approve the amended salary ordinance, Allen seconded, Council unanimously approved.

The Mayor related to Council the Village's *Personnel & Procedures Manual*, Section 5.21 Work Assignments, an employee who is temporarily required to perform the duties of a higher rated position for more than ten (10) days, the employee will be paid the established rate for the number of days in excess of ten (10) days. Pursuant to the Village of Smithville's Personnel and Procedures Manual, Mullins made a motion to increase the Public Service Worker's pay rate to

the established rate of the Public Service Supervisor in the absence of the Supervisor, Thorn seconded, and Council unanimously approved.

After discussion and consideration, Mullins made a motion to offer Belinda Taylor a full-time office administrator position, Allen seconded, and Council unanimously approved.

Allen made the motion to approve paying bills in the amount of \$57,904.93, Mullins seconded, and Council unanimously approved.

Allen made the motion to adjourn at 9:05pm, Mullins seconded, and Council unanimously approved.

Scheduled Meetings:

Council Meeting, December 28, 2021 @ 7pm

Council Meeting, January 4, 2022 @7pm

Clerk

Mayor