

On Tuesday, February 9, 2016 at 6:00 PM Mayor Melissa Fries opened the Council meeting with a word of prayer, and the Pledge of Allegiance to the flag was recited by those present.

The regular meeting for the Council of the Village of Monroeville was then called to order.

Present at roll call:	Mark Rupp	And:	Melissa Fries, Mayor
	Chris Raftery		Bonnie Beck, Clerk-Treasurer
	Susan Rogers		Tom Gray, Administrator
	Kevin Rasnick		Jim Barney, Solicitor
	Craig Franklin		
	Bob Whitacre		

Also attending: Chief Gary Lyons, Cindy Wilson, and Zoe Greszler from the Norwalk Reflector.

The financial report and bank reconciliation for January and February 2016 was distributed to Council via email.

APPROVAL OF AGENDA

Mark Rupp made a motion, seconded by Craig Franklin, to approve the agenda as presented. No discussion. Motion carried with all voting "yea."

DISPOSITION OF MINUTES

Craig Franklin made a motion, seconded by Chris Raftery, to approve the minutes from the December 14, 2015 regular meeting and the January 26, 2016 special meeting. No discussion. Motion carried with all voting "yea."

APPROVAL OF FINANCIAL REPORTS

Chris Raftery made a motion, seconded by Craig Franklin, to approve the January and February 2016 financial reports as presented. No discussion. Motion carried with all voting "yea."

OPPORTUNITY FOR CITIZENS TO ADDRESS COUNCIL

Cindy Wilson introduced herself, and stated that she was attending tonight's meeting as a requirement for a Masters level class.

ADMINISTRATIVE REPORTS

Police- Chief Lyons stated that the January stats show a separation of the radar and Dragon cam activity. The actual activity is probably twice as much as reported, he noted, with the concentration being in the school zone. January is typically a light month for calls for services, but it ramps up in March. Tomorrow is the 5K run for St. Joe's, which starts at 5:45PM, with about 150 participants expected. Twenty reflective vests were provided by the Bellevue PD. The Chief spoke of a recent mandate from the Ohio Association of Chiefs of Police. The department's policies and procedures will need to be brought up to date to include all recent mandates. He also spoke of a no match grant for up to \$30,000 that is available to assist with the new changes. Body and cruiser cameras are included in this funding. Administrator – Tom did a brief summary of each division, touching on the start of usual and customary tree trimming. Pricing for electronic locks and re-keying for the park buildings is being pursued. Tom stated that the Village has met the EPA requirements for the lead and copper content in our water supply. Tom reminded Council that the Recreation Board will be meeting on the 18th with Jim Barney and our risk management agent to try to marry the issues regarding the Recreation Board and the Monroeville Eagles Fast Pitch Association. There is a Local Government Safety Capital Grant Program (LGSCP) that provides 100% grants for the enhancement of public safety. Our PD could use some radios and additional safety items, such as a standby generator. There is \$10,000 available for FY16, and the program is available until 2020. Tom asked for Council's consideration to **purchase a 2" water meter** for the school to use on their irrigation system supplied to the MAC practice field at an estimated cost of \$850. This metering would allow the deduction of sewer charges from the billing. Tom reminded Council that they had discussed the amendment to the Personnel Manual to include the on-call procedure, and asked for their approval of it as an action item. Mark asked what would happen if there was no response to the call-out. Tom said that this is addressed in the procedures. Mayor Fries asked for motions on the action items. Mark Rupp made a motion, seconded by Craig Franklin, to allow Tom to **apply for the LGSCP grant**. No discussion. Motion carried with all voting "yea." Chris Raftery made a motion seconded by Sue Rogers, to **purchase a 2" meter** for the school's MAC practice field's irrigation system. No discussion. Motion carried with all voting "yea." Chris Raftery made a motion, seconded by Kevin Rasnick, to **approve the inclusion of the on-call procedures** in the Personnel Manual as presented. No discussion. Motion carried with all voting "yea." Tom informed Council that the CDBG grant application process just opened and he will be requesting permission to start that process soon. Clerk-Treasurer- Bonnie said that unless there were any questions about her report, she would get right into the items for action. She asked for a motion for Council to appoint a delegate to attend the required HB9 training (public records), which will be held in Elyria on March 7th. Bob Whitacre and Sue Rogers said they would like to attend. Chris Raftery made a motion, seconded by Sue Rogers, **to appoint Bonnie as the delegate** representing Craig Franklin. No discussion. Motion carried with all voting "yea." Bonnie asked about the appointment of Abe Helmstetter and Ron Graham to the Recreation Board. At the Mayor's request, Jim Barney suggested tabling the appointment

of the Recreation Board members until the pending issues have been addressed. Mark Rupp made a motion, seconded by Chris Raftery, to table these appointments as recommended. No discussion. Motion carried with all voting "yea." Bonnie reminded Council that they had reviewed the proposed policy for **credit card usage**, and she asked if they would approve the policy so it can be incorporated into the utility rules and regulations. Craig Franklin made a motion, seconded by Bob Whitacre, to approve the credit card policy as presented. No discussion. Motion carried with all voting "yea." Bonnie asked for Council's permission to write off utility account #03*901*4 due to the age of the account. Bonnie explained that the account was closed in July of 2012. The unpaid utilities of \$353.71 were assessed at that time, but the owner has since passed away and the property is deteriorating and unkempt. Bonnie noted that the unpaid account is reported to the USDA and OWDA every year as an outstanding/aging account. Questions were asked about the assessment, which Bonnie answered. Chris Raftery made a motion, seconded by Sue Rogers, to **write off the outstanding balance of \$353.71** on utility account #03*901*4. No discussion. Motion carried with all voting "yea." Bonnie informed Council of yet another water leak, this time involving a hot water heater that lost 70th gallons of water. Based on the formula applied, Bonnie is asking for Council to approve **excusing \$596.79 of sewer charges** from account #01*150*16. Craig Franklin made a motion, seconded by Bob Whitacre, to excuse the sewer charges as presented. No discussion. Motion carried with all voting "yea." The Rules of Council have been amended to show the change in Council's meeting dates. Bonnie asked for a motion to approve the Rules as amended. Chris Raftery made a motion, seconded by Kevin Rasnick, to approve the amended Rules of Council as presented. No discussion. Motion carried with all voting "yea." Mayor – Mayor Fries presented her State of the Village report, noting the multiple projects that were accomplished last year, commending the people of our community for their commitment to their own personal achievements and to making our Village great, and praising the Village employees for their dedication and hard work. At the conclusion of her report everyone applauded.

BOARD/COMMITTEE REPORTS

Planning Commission – Chris reported that the Planning Commission met last night. Their meeting dates have been changed and will now be held the Monday preceding the Council meetings. Last night's meeting was good. People from the Firelands Federal Credit Union met with Tom with proposed plans to utilize the former PNC bank building, which would create 11 new jobs as they move credit card and loan processing to the improved building. Janotta & Herner will be the contractors for the building improvements. Ted Caldwell is still in the process for his storage unit. He is working with PDG and Ben Krupp (Wilhelm Construction) to get the plans together. There are still some items that need to be done for the school's new sign, and they are requesting a permit for another sign in front of the MAC building.

There was no Council appointee for the HRJFD, and the Recreation Board did not have a December or January meeting.

APPOINTMENTS TO BOARDS/COMMISSIONS/COMMITTEES

Mayor Fries opened the floor for the annual appointment for President pro-tem. Mark Rupp made a motion, seconded by Kevin Rasnick, to appoint Chris Raftery. The Mayor asked if the nomination was accepted, and Chris said "yes". Motion carried with all voting "yea." Mayor Fries made the following recommendations for Council committee appointments: Finance/Audit Committee- Chris, Mark and Kevin; Safety – Craig, Bob and Sue; Service/Utilities – Chris, Mark and Craig; Legislative – Chris, Kevin and Craig; Employee Relations/Grievance – Sue, Mark and Kevin. Other recommendations were: Recreation Board rep – Kevin; BZA rep – Mark; Shade Tree Commission – Craig; HRJFD – Bob. Craig Franklin made a motion, seconded by Sue Rogers, to approve the appointments as recommended. No discussion. Motion carried with all voting "yea."

Mark Rupp made a motion, seconded by Craig Franklin, to suspend the rules for the following legislation. No discussion. Motion carried with all voting "yea."

RESOLUTION 2016-01 ADVANCE MONIES FOR MONROE ST SANITARY SEWER PROJECT

A Resolution authorizing the Clerk-Treasurer to advance monies from the General Fund to the Monroe Street Sanitary Sewer Project Fund to cover construction expenses until the Ohio Water Development Authority funds are received and declaring an emergency was presented for adoption. Craig Franklin made a motion, seconded by Bob Whitacre, to adopt Resolution 2016-01 by title only. No discussion. Motion carried with all voting "yea."

RESOLUTION 2016-02 REPAY GENERAL FUND FOR PHASE X ELECTRICAL PROJECT

A Resolution authorizing the Clerk-Treasurer to repay the General Fund for the advancement of funds used for the Phase X Electrical Distribution Upgrade Project, and declaring an emergency was presented for adoption. Chris Raftery made a motion, seconded by Bob Whitacre, to adopt Resolution 2016-02 by title only. No discussion. Motion carried with all voting "yea."

RESOLUTION 2016-03 ADVANCE FROM GF TO PHASE X ELECTRICAL PROJECT FUND

A Resolution authorizing the Clerk-Treasurer to advance monies from the General Fund to the Phase X Electrical Distribution Upgrade Project Fund to cover construction and material expenses until the

American Municipal Power Inc funds are received, and declaring an emergency was presented for adoption. Chris Raftery made a motion, seconded by Sue Rogers, to adopt Resolution 2016-03 by title only. No discussion. Motion carried with all voting "yea."

APPROVAL OF BILL SUMMARY

Kevin Rasnick made a motion, seconded by Bob Whitacre, to approve the bill summary, from check #036210 to check #036294 for January and from check #03695 to check #036375, including check #036288 as presented. No discussion. Motion carried with all voting "yea."

APPROVAL OF REQUISITIONS

The following blanket requisitions were presented for Council approval: 1) Bonded Chemical - \$66,900 for water/wastewater chemicals ; 2) MASI - \$5000 for water/wastewater sample testing; 3) H&L Biosolids - \$2500 for sludge hauling; 4) Buckeye State Pipe - \$3000 for water distribution system misc supplies; 5) Power Line Supply - \$5000 for electric supplies and tools; 6) Brownstown - \$4500 for electric supplies and tools; 7) Midway - \$2500 for electric trucks maintenance and repair; 8) Wolff Bros - \$5100 for electric supplies and tools; 9) Marett Unltd - \$2000 stone for water/sewer projects; 10) Hach Chemical - \$4000 for water/wastewater lab supplies; 11) Power Services - \$11,950 for substation preventative maintenance and testing; 12) Marett Unltd - \$5000 stone for storm sewer/street projects; 13) Power Line Supply - \$6000 material for Phase X project; 14) Stang Automotive - \$2700 for vehicle maintenance-all depts.; 15) USA Bluebook - \$2500 for water/sewer equip repair materials; 16) Staples - \$3150 for office and paper supplies – all depts.; 17) City of Norwalk - \$8980 mandatory microcystin samples (39) water/sewer; algae tests; 18) Brownstown - \$3398 Sandusky & Monroe St lighting upgrade projects/2 harnesses. Craig Franklin made a motion, seconded by Bob Whitacre, to approve the requisitions as presented. No discussion. Motion carried with all voting "yea."

COUNCIL BUSINESS

Bonnie referred to Tom's communications regarding the old/unused items that are currently being stored in the maintenance building. Bonnie noted that it has been determined that there is no further use of these items for the Village, but they would hang on to the tires until the next county recycling program so they could be properly disposed. Any scrap metal will be taken to the scrap yard, and the rest will be disposed of in the dumpsters. Chris Raftery made a motion, seconded by Bob Whitacre, to approve the disposal of the noted items. No discussion. Motion carried with all voting "yea." Mayor Fries reminded Council that she would like to take pictures of members after the meeting for the website. Mark asked about the electric rate structure with the cost of natural gas being so low. Bonnie said she hadn't seen anything recently about that, but Tom responded with a brief explanation of the rate stabilization and the new hydro coming in line.

ADJOURNMENT

There being no further business to discuss Kevin Rasnick made a motion, seconded by Chris Raftery, to adjourn. No objections were voiced. The meeting adjourned at 6:45PM.

Bonnie Beck, MMC, Clerk-Treasurer

Melissa Fries, Mayor

On 1-19-16 the Clerk-Treasurer did an e-mail poll as follows:

I was going to bring this up at this month's Council meeting, but since we won't be meeting now until February I am doing a poll to get your recommendation on the purchase of the 6 Knox Boxes that Council previously approved. At that time, the boxes were \$179.00 each, but when I went to place the order the cost had gone up to \$225 each. I talked to Tom Beck about this cost increase, and he called the salesman who informed him that for the first time in 7 years they increased all prices across the board. The cost of the boxes will be split between four funds, but I didn't want to place the order without Council's approval, as that's a significant increase. Do you approve placing the order at the higher cost? Thank you for your prompt response.

Chris Raftery, Craig Franklin, Kevin Rasnick and Bob Whitacre replied with "yeas". The order was placed at the higher cost.

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