

Village of Windham, Ohio

Minutes of the Regular Council Meeting

Held April 17, 2007

At 7:00 PM, the Honorable Mayor C. James Moore called the meeting to order and led in the Pledge of Allegiance.

Roll Call: Rachel Barrett – present, Scott Garrett – present,
 Sonya Edwards – present, Jodi Minotti – present,
 Marian Garrett – present Phil Snyder – present

Also present, Village Solicitor Mark Manlove, Village Administrator Maurice Hankins, Police Chief Ed Perdian, Nancy Packard, Bob Edwards, Pam Jenkins, Shelia Pare, Phyllis Baker

The minutes of the March 20, 2007 Regular Council Meeting were reviewed. Marian Garrett made a motion to approve the minutes. Seconded by Sonya Edwards. Ayes: R. Barrett, S. Edwards, M. Garrett, J. Minotti, P. Snyder. Nays: None. Motion carried.

The Mayor called on Phyllis Baker who asked to be permitted to sell Poppies in the Village for the American Legion Auxiliary on May 10, 11 and 12th 2007. There being no objection her request was granted.

Village Fiscal Officer reports, Lloyd Billman. The Fiscal Officer asked the members to review the report of the Income Tax Administrator and stated that she is doing a great job. The March Bank Reconciliation was reviewed with the all funds balance of \$732,908.44 for the month. The expenditures for the month were \$211,744.29.

Village Council President Sonya Edwards. Sonya spoke about the Landlord Association meeting which was held with positive results. The chairman will be Jason Fahl and the vice chairman will be Stacy Brown and the Secretary will be Lesley Strausbaugh with the treasure to be Bob Edwards.

Rachel Barrett presented the Dispatchers, Police, Fire and Rescue Squad (EMS) report for the month of March 2007.

Mayor Moore presented the Mayor's report to Council. Mayor Moore presented a March 26, 2007 letter to Dominic Cioffi, project manager for Liberta Construction regarding the final pay estimate # 10 for the new sewer line construction and the Village retainage of \$24,000 to cover certain damages.

The Mayor presented letter dated April 12, 2007 letter to Allan Saline Construction Analyst for the USDA – Rural Development with the enclosure of the final inspection report signed and dated per their request.

The Mayor then presented an April 12, 2007 letter and village check for \$16,334 to cover Amendment No. 2 Engineering services to Arcadis for the new sewer line construction engineering and the final payment.

Mayor Moore then presented an April 13, 2007 letter to Congressman Timothy J. Ryan requesting that the Federal government help us build a new civic center to house the police department, village administration offices, public library space and an area designated as youth-senior center.

Four apartment buildings are to be removed at 9510 and 9591 Community and 9631 and 9636 Brook Court at a cost of \$143,510 to come from the county commissioners federal formula grant to the community housing improvement program loan fund.

An agreement to obtain services of the housing inspector, Thomas Brett, was signed and a copy provided to council members.

There were no prior requests of guests to speak.

Safety / Personnel / Rules Committee by Rachel Barrett. The Mayor said he added one item to the Committee Report the U.S. Department of Homeland Security 2007 Assistance to Firefighters Grant for a new generator, to maintain power during a power outage and not lose dispatch emergency calls, and energy for the fire siren and fog horn and further to supply new hydrants to replace several old "woods" hydrants. Marian added that Stacy Strausbaugh is helping to write the grant and believes that fire hydrants do not qualify. The deadline is May 4th on the grant.

Rachel spoke about Fire Chief Simpson submitting a letter of proposal for a new ambulance at a cost of \$130,000. The Committee said that they had an opportunity to submit this under a grant; this will be conveyed to the Township Trustees.

Police Chief Perdian updated the Committee on several things within the department. They now have a K-9 unit and the swat team will come in to provide some training. There was also some discussion about the handicapped parking spots available. He also asked about an updated radio recording system which would cost about \$9500.

Phil Snyder spoke about the savings the police department has realized by better managing the department. He stated this reflects a more professional approach to our police department.

Chief Perdian then talked about not using the time clock since they have a professional schedule to better manage the times. Marian said this should wait until the post audit meeting and be discussed at that time.

Service Committees: (Utilities, Street & Sidewalks, Housing Code, Buildings & Properties)
Utilities

Streets and Sidewalks report by Phil Snyder. Phil spoke about the sidewalks belonging to the Village and that we have a need for additional handicapped parking spots. The parking is the responsibility of the Village to provide adequately for this. He spoke about the spring cleanup in conjunction with the Township Trustees for April 27, 28 and 29th. Phil made a motion and Sonya seconded the motion for the Spring Cleanup. Ayes: R. Barrett, S. Edwards, M. Garrett, J. Minotti, P. Snyder. Nays: None. Motion carried.

There was a Resolution No. R-2007-11 for the Ohio Department of Transportation (ODOT) to provide preventative maintenance on SR 303 from the Western Corporation limit to the eastern Corporation limits in the year 2008. The motion was made by Phil and seconded by

Rachel for acceptance of the Resolution. Ayes: R. Barrett, S. Edwards, M. Garrett, J. Minotti, P. Snyder. Nays: None. Motion carried.

The Mayor then spoke about the need for a Grant for Sidewalks – this has to be in by Friday and is the County Economic Development Distressed Grant. Maurice spoke about some of the additional needs. Phil moved and Sonya seconded for the approval for the Grant. Ayes: R. Barrett, S. Edwards, M. Garrett, S. Garrett, J. Minotti, P. Snyder. Nays: None. Motion carried.

Finance Committee Report by Scott Garrett. Scott moved for approval of Fiscal Officer's expenditures for March in the total amount of \$211,744.29. The motion was seconded by Marian. Ayes: R. Barrett, S. Edwards, M. Garrett, S. Garrett, J. Minotti, P. Snyder. Nays: None. Motion carried.

Marian then moved for approval of the March Bank reconciliation with a reconciled all funds balance of \$732,908.44. Rachel seconded the motion. Ayes: R. Barrett, S. Edwards, M. Garrett, S. Garrett, J. Minotti, P. Snyder. Nays: None. Motion carried.

Scott presented new Resolution No. R-2007-10 authorizing the mayor and fiscal officer to employ L.G.S. to reconcile the village books for 2005 and the first three months of 2006 at a cost not to exceed \$11,840.00. Scott moved for acceptance on the Resolution and Sonya seconded the motion. Ayes: R. Barrett, S. Edwards, M. Garrett, S. Garrett, J. Minotti, P. Snyder. Nays: None. Motion carried.

Scott then asked for approval to send our Income Tax Administrator, Lori Lee to Columbus on July 11-13 to a seminar for additional training at the rate of \$124 per night for two nights and a cost of \$210 for the seminar. The Seminar covers Taxation, Ethics, updates, audit skills, appeals and the Ohio Business Gateway. The motion was made by Marian and seconded by Scott. Ayes: R. Barrett, S. Edwards, M. Garrett, S. Garrett, J. Minotti, P. Snyder. Nays: None. Motion carried.

Scott then made a motion to approve the increase in annual salary for the Income Tax Administrator by \$1000 for a total salary of \$23,040. This is within the salary schedule range of \$20,040 to \$23,040 for the Income Tax Administrator. Phil seconded the motion. Ayes: R. Barrett, S. Edwards, M. Garrett, S. Garrett, J. Minotti, P. Snyder. Nays: None. Motion carried.

Scott made a motion to approve the increase in annual salary for the Fiscal Officer by \$1000 for a total salary of \$28,040. This is within the salary schedule range for the Fiscal Officer of \$26,040 to \$28,040. Seconded by Sonya. Ayes: R. Barrett, S. Edwards, M. Garrett, S. Garrett, J. Minotti, P. Snyder. Nays: None. Motion carried.

Service Committees: (Utilities, Street & Sidewalks, Housing Code, Buildings & Properties)
Utilities

Utilities report by Scott Garrett. Scott made a motion to accept the resignation of Water Superintendent, Daniel Edwards effective April 10, 2007. This was seconded by Phil. Ayes: R. Barrett, S. Edwards, M. Garrett, S. Garrett, J. Minotti, P. Snyder. Nays: None. Motion carried.

Scott made a motion to accept the resignation of the Water/Sewer Superintendent, Bill Szymanski, effective May 31, 2007 after 22 years of service. Seconded by Marian. Ayes: R.

Barrett, S. Edwards, M. Garrett, S. Garrett, J. Minotti, P. Snyder. Nays: None. Motion carried.

Scott then made a motion to accept the resignation of Sewer Operator-in-Training, Bill Simpson effective April 27, 2007. This was seconded by Phil. Ayes: R. Barrett, S. Edwards, M. Garrett, S. Garrett, J. Minotti, P. Snyder. Nays: None. Motion carried.

East Center Street (St. Rt. 303) will be closed from Monday, April 23 until May 4 to replace a culvert located east of Harbison Walker Drive.

Maurice Hankins gave a report about the Water leak we have been trying to locate.

Mayor Moore wanted Council to approve the State Issue I Application for old Water Line Replacements. This is an issue one Grant for infrastructure and the deadline is May 25th. There is a matching on the part of the Village to this in the amount of 25%. Marian moved and Phil seconded the motion to approve acting on this Grant. Ayes: R. Barrett, S. Edwards, M. Garrett, S. Garrett, J. Minotti, P. Snyder. Nays: None. Motion carried.

Marian asked who is responsible for maintaining Horn Road; Jim said we are. She then asked when we could start patching this since St. Rt. 303 is being closed. Maurice said we will begin soon.

Housing Rental License Code by Jodi Minotti. Jodi said, I have nothing on that yet.

Village Buildings and Properties by Marian Garrett. Mostly what she has been doing is chasing every grant. We don't have anything to lose and everything to gain. She turned over to Chief Perdian a Weeds and Seeds grant for drug prevention. She also reported upon the Distress Grant which won't be closed until June this year. She will be talking with EPA this week about the contaminate situation on the Robino property.

Planning and Zoning Commission by Phil Snyder. The Board of Appeals meeting is scheduled for Monday, April 23rd to approve the variances for Doug Lago.

Parks and Recreations by Phil Snyder. Phil said there was 100% attendance and involvement for the Parks and Recreations meeting. He read a new Resolution No R-2007-12 authorizing the naming of Village Park Ball field Number 1 in honor of Jeff Stanley and then moved for its adoption. This was seconded by Scott. Ayes: R. Barrett, S. Edwards, M. Garrett, S. Garrett, J. Minotti, P. Snyder. Nays: None. Motion carried. Phil spoke about an event for Memorial Day weekend in the Village Park with Dinner and an evening dance.

Bicentennial Committee by Sonya Edwards. Sonya said that the Village and Township representatives have agreed to submit one poster on behalf of Windham as a whole. The representatives have also agreed to work on the Religious event together. The event will be held on October 17, 2008 and hopefully will be at Hiram College where all the churches within Portage County will be invited to sing in the choir.

Economic Development and Long Range Planning by Jodi Minotti. – Nothing yet.

Tax Incentive Review Board by Marian Garrett & Scott Garrett. – They have met and a resolution will be coming from the county to approve a 7th year of a 10 year program.

Records Commission by Scott Garrett. – No report.

Solicitor report by Mark Manlove. – No report.

Guest recognition – Bob Edwards spoke about letters and newsletters being sent out with the utility bills not getting to the residents. He said he received a few dozen copies of the mayors newsletter and personally distributed them to his tenants. He won't be able to continue doing that.

Marian moved and Rachel seconded and with no objections the meeting was adjourned at 8:30 PM.

Respectfully submitted,

Attest

Lloyd C. Billman, Clerk of Council

C. James Moore, Mayor