

VILLAGE OF BOLIVAR COUNCIL MEETING January 3, 2017

The Bolivar Village Council met in regular session on **Tuesday, January 3, 2017**. Mayor Hubble called the meeting to order at 7:01 p.m. The Pledge of Allegiance was said. Lloyd opened the meeting with a moment of prayer. Gettan, Lang, Lapp, Lebold, Lloyd & Vincent answered roll call.

Lapp moved-seconded by Vincent to accept the previous meeting minutes, bills paid and financials. In a roll call vote, all members present voted yes.

The Fiscal Officer read the bills for the month of December, totaling \$49,146.72. Gettan moved, seconded by Lapp to approve the bills. In a roll call vote, all members present voted yes. There were no corrections or additions to the agenda.

PUBLIC SPEAKS: - none

MAYOR HUBBLE – The Mayor stated there is some general beginning of the year housekeeping to take care of before proceeding. The first item brought before council was the election of a president pro-tempore. Lang moved, seconded by Lapp to elect Robert Lloyd. The Mayor asked if there were any other nominations or discussion before moving on for a vote. All members were in agreement. In a roll call vote, all members present voted yes.

The Mayor said the next order of business is to establish new committees for 2017. The list is as follows: Finance: Don Lapp (chair), Megan Gettan and Dick Lebold; Safety: Dick Lebold (chair), Don Lapp and Megan Gettan; Street/Alley: Robert Lloyd (chair), Tim Lang and Mary Vincent; Parks and Recreation: Mary Vincent (chair), Tim Lang and Robert Lloyd.

Next the Mayor appointed Dave Franks as the Village Administrator. She also designated Dave as the Village rep for Regional Planning. He will also remain as our Street Superintendent. Our Water Operator will be Chuck Williams.

The topic of Tax Administrator was re-visited. The Mayor turned it over to Armstrong our Solicitor to discuss the details of the Ordinance. Armstrong said she understands there will be a new Income Tax Administrator who is not going to be an independent contractor. Therefore there will be an Ordinance to appoint Heather Lecce in the position as the Income Tax Administrator, establishing an emergency. Her rate will be \$12.50 per hour at 10 hours per week, except during the tax season which is the busiest. There will be a one year term initially with a six (6) month probationary period. Armstrong asked if anyone had any questions; if not someone would need to make a motion to suspend the rules. Vincent moved to suspend the rules, seconded by Lloyd for an **ORDINANCE TO APPOINT HEATHER LECCE AS VILLAGE OF BOLIVAR TAX ADMINISTRATOR; ESTABLISHING AN EMERGENCY**. In a roll call vote, all members present voted yes. Vincent moved, seconded by Lapp to approve **ORDINANCE O-1-2017** as an emergency. In a roll call vote, all members voted yes.

Council proceeded to discuss retaining Stephanie Long for clerical assistance. Lloyd moved, seconded by Lapp suspend the rules for an **ORDINANCE TO HIRE STEPHANIE LONG AS AN INDEPENDENT CONTRACTOR FOR THE POSITION OF VILLAGE CLERICAL ASSISTN FOR THE VILLAGE OF BOLIVAR; ESTABLISHING AN EMERGENCY**. In a roll call vote, all members present voted yes. Lloyd moved, seconded by Lapp to approve **ORDINANCE O-2-2017**. In a roll call vote, all members present voted yes.

FINANCE: - Vincent announced finance met at its regular time of 6:00p.m. A brief recap of the finance meeting was provided. Vincent reported during the finance committee the Fiscal Officer recapped the 2016 revenue and expenditures for the year to include a recap of income tax revenue for the year.

Vincent read a request for a water/trash exemption. The owner lives out of state but will be here a couple times per year. Council discussed, under the circumstance, they would provide a full trash exemption for the year but charge for the first quarter of water until such notice that someone occupies the home. Vincent moved, seconded by Lloyd to approve the request based on the stated conditions. In a roll call vote, all members present voted yes.

It's that time of year to set the 2017 wages for the Mayor and full time employees. Vincent reported the Fiscal Officer received an email on December 27, 2016 from OPERS that outlined the new salary requirements for being fully vesting. Vincent stated council would need to raise the Mayor to \$630.00 to remain vested and avoid interruption of service.

Vincent moved, seconded by Lloyd to suspend the rules for **AN ORDINANCE INCREASING THE RATE OF PAY FOR THE OFFICE OF MAYOR OF THE VILLAGE OF BOLIVAR FOR THE YEARS 2017 AND 2017.**

In a roll call vote, all members present voted yes. Vincent interjected that in 2018, the OPERS minimum requirement increases to \$660.00 per month. Armstrong stated Council could establish in the Ordinance a step-up to increase the salary effective in 2018 as well to meet the OPERS minimum standards. Vincent moved, seconded by Lang to approve **ORDINANCE O-3-2016**, to include the years 2017 and 2018 as discussed, as an emergency. In a roll call vote, all members present voted yes.

In regards to annual raises, there are four (4) full time employees to include the Street Superintendent, the Police Chief, the Police Sergeant and the Fiscal Officer. Vincent made the recommendation for the first reading to increase the rates by .50 per hour. There was a first reading by title only for **AN ORDINANCE TO SET THE CURRENT RATES OF PAY FOR THE EMPLOYEES OF THE VILLAGE.**

The Fiscal Officer interjected, next month Council will need to discuss raises for the part time employees as well. Vincent suggested we wait until the next meeting; the Fiscal Officer agreed it would need discussed further in the finance committee.

PLANNING – Lebold stated he previously reported in December a recap of 2016. He said there are pending ordinances before council. Franks also provided a summary report for 2016 in December as well. Lebold thanked Franks for his hard work. There will not be a zoning meeting this Thursday (January 5th).

The Mayor made the following appointments for zoning in 2017; Dick Lebold will continue to be the Zoning President; Mary Vincent will remain as the council rep and Dave Frank as the Zoning Inspector.

SAFETY – Lloyd reported there were 76 calls cleared in the month of December. Lloyd reported there is a need for additional auxiliary police. Lloyd made a motion, seconded by Gettan to suspend the rules for **AN ORDINANCE TO ADD JOSEPH WILLIAMS AND JOSHUA GOTTSALL AS AUXILIARY POLICE OFFICERS FOR THE VILLAGE OF BOLIVAR.** In a roll call vote, all members present voted yes. Lloyd moved, seconded by Lang to approve **ORDINANCE O-4-2017** as an emergency. In a roll call vote, all members present voted yes.

CHIEF – Haugh wanted to personally thank Ohio Armament of Strasburg for their "Give Back Program". They donated 1,000 rounds of 9mm ammo to the department.

STREET & ALLEY: Lang thanked Franks for doing a great job this past year.

STREET SUPERINTENDANT / ADMINISTRATOR - Franks directed council's attention to the GPS map on the wall from the RCAP project. He pointed out the "red" indicates hydrants and hydrant valves. These maps will be in the office. The other GPS map is for storm sewer. A binder book was also created with this project that is separated into grids. Franks said when we get the tablet for inside the truck, the grid will come up on the screen. He went on to note this is all free; the Mayor got the grant. Franks noted there will be a training at the county in the spring. The Mayor spearheaded this program.

In other news, Franks reported a letter has been sent to Mr. Tomblin on Bolivar-Strasburg Road who has water service with the Village of Bolivar. Tomblin stated the Village agreed to maintenance of the line. Franks asked if he had any signed documents stating as such. Franks has not yet heard back. He went on to say the Village doesn't have any documents stating the village is responsible. "Our water book states it's the resident's responsibility". Franks said it's been at least a month and he still hasn't heard anything back from Tomblin.

Franks reported there is approximately 420' of water lines. If he can't supply documentation, it defaults back to the water book rules which state it's the homeowner's responsibility. Armstrong asked Franks to keep her updated with a status.

SHADE TREE – The Mayor reported she submitted an application for the Tree City again. "We should hear back shortly".

RECREATION - Lebold reported they had a recreation meeting regarding the Trail amenities as to what has been done so far and what needs to be done.

The following items have been previously approved but not yet completed: the fence, two (2) trash cans, concrete pad and two (2) park benches.

The remaining grant balance is approximately \$1,111.00 which \$555.00 is the village's match which should be enough for the concrete. We also received a donation for \$250.00 to be used towards trees.

Lebold reported he was invited to apply for another amenity grant for 2017. Will provide updates as he gets more information.

He has received many positive responses from other towns and people using the Trail. Lebold went on to thank Council for supporting the project.

FISCAL OFFICER – none

LAW DIRECTOR – There was a **second reading** by title only for AN ORDINANCE TO APPROVE THE PETITION OF KEITH AND LAURIE CARRETTA FOR A LOT SPLIT.

Armstrong read a **second reading** by title only for AN ORDINANCE TO ADOPT POLICIES PERTAINING TO HONORARY STREET DESIGNATIONS WITHIN THE VILLAGE OF BOLIVAR.

Armstrong read another second reading by title only for, AN ORDINANCE TO EDIT SECTION XIV, SUBSECTION D(2) OF THE VILLAGE ZONING CODE related to short term signage. Armstrong stated we are having a second reading here today. We will be advertising and having a public hearing at the February meeting on this ordinance.

The third and final reading for **AN ORDINANCE TO EDIT SECTION 12.4 OF THE POLICIES AND PROCEDURES MANUAL** in regards to changes to the Uniform Allowance. The Fiscal Officer interjected there needs to be an edit to the ordinance. App said initially she recommended \$300.00 per year or \$150.00 per half; but it should actually be \$324.00 per year or \$162.00 per half. The first proposal would have reduced what the police and street currently get; currently they receive approximately \$160.00 per half. Armstrong said she could make the change and went on to ask Council if they had any discussion based on the revised information. No one had any comments.

Lang moved, seconded by Lapp to approve an ORDINANCE, **O-5-2017, TO EDIT SECTION 12.4 OF THE POLICIES AND PROCEDURES MANUAL**. In a roll call vote, all members present voted yes.

Before adjourning, the Mayor provided a schedule of monthly meetings as follows: The Council meetings are the first Monday of each month at 7p.m. in the council chambers. Safety and Finance are also the first Monday of the month; Safety is at 5:30 and Finance is at 6:00p.m. Street/Alley and Parks/Rec are the third Monday of each month at 5:30 p.m.; Zoning is the first Thursday of each month at 5:30.

There being no further business, Lebold moved, seconded by Lang to adjourn until the next meeting on MONDAY, FEBRUARY 6, 2017. There will be a public hearing at 7:00 regarding a zoning change with the regular Council meeting to immediately follow. In a roll call vote, all members present voted yes.

Mayor Rebecca S. Hubble

ATTEST: _____
Maria A. App, Fiscal Officer

Approved: _____