

RECORD OF PROCEEDINGS

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Minutes of Village of Genoa Council

Meeting

DAYTON LEGAL BLANK CO. FORM NO. 1014B

Held November 15,

19 93

MAYOR SKILLITER CALLED THE MEETING TO ORDER WITH THE PLEDGE TO THE FLAG. CLERK STONE CALLED THE ROLL: PRESENT WERE: BOWER, MCLEAR, VERKIN, FINTEL, MOTTER, SLOTNICK (6).

CORRECTIONS TO THE NOVEMBER 1, 1993 MINUTES. PAGE 3, ORDINACE 71-93 VERKIN DID NOT VOTE IN FAVOR. PAGE 4, WHY THE CLERK IS, NOT "WE ARE" COMPLICATING THE MATTER. ORDINANCE 71-93 DID SERVE AS THE PUBLIC MEETING NOT COULD HAVE BEEN. LAST PAGE, SLOTNICK DISCUSSED THE AMOUNT OF TIME THAT THE CLERK SPENDS IN THE OFFICE AND HE HAS NOT CALLED IN TO MARY ANN AS REQUESTED. MOTTER MOVED TO ACCEPT THE MINUTES AS CORRECTED SLOTNICK SECONDED. ROLL CALL BOWER, MCLEAR, VERKIN, FINTEL, MOTTER, SLOTNICK. ALL YEAS (6).

MR. FORTMAN FROM CMI WAS PRESENT AT COUNCIL'S REQUEST TO ANSWER QUESTIONS.

VERKIN ASKED FORTMAN HOW COULD SOMEONE GET INTO THE COMPUTER SYSTEM AND DELETE SEVERAL PURCHASE ORDERS? FORTMAN (REPRESENTATIVE FROM CMI WHOM SUPPORTS OUR COMPUTER SOFTWARE) EXPLAINED ALL THE DETAIL ON HOW MUCH SOMEONE WOULD HAVE TO DO TO GET INTO THE SYSTEM AND THE POSSIBILITY OF SOMEONE GETTING INTO THE SYSTEM.

VERKIN ASKED FORTMAN IF HIS COMPUTER KEPT TRACK OF WHEN SOMEONE IS ON THE COMPUTER SINCE THE CLERK IS ON THE COMPUTER AFTER REGULAR HOURS? FORTMAN SAID THAT CMI ONLY GETS ON THE SYSTEM WHEN REQUESTED BY THE VILLAGE THROUGH THE MODEM AND DOES NOT CONTINUOUSLY MONITOR THE SYSTEM. FORTMAN STATED THAT THE USAGE OF SUPPORT HELP IS WITHIN THE NORMAL RANGE.

UPDATES TO THE SOFTWARE PROGRAM USUALLY HAPPEN AT LEAST ONCE A YEAR. FINTEL ASKED ABOUT THE OPERATING SYSTEM UPDATE? FORTMAN SAID WITH THAT KIND OF UPDATE IT IS NECESSARY TO HAVE AN ONSITE LOADING. FINTEL ASKED IF IT WAS POSSIBLE TO RELOAD A PREVIOUS MONTH TO INPUT THE DATA THAT SHOULD HAVE BEEN PUT INTO THAT MONTH. FORTMAN SAID ONLY IF IT IS A SIGNIFICANT AMOUNT OR REQUIRED BY A STATE AUDITOR BUT USUALLY IT IS JUST BUT INTO THE MONTH'S WORK THAT YOU ARE IN CURRENTLY.

FINTEL ASKED IF IT WAS POSSIBLE TO MANIPULATE THE REPORTS TO FIT THE VILLAGE'S NEEDS? FORTMAN SAID THERE IS A REPORT WRITER IN BOTH PAYROLL AND BUDGET.

FINTEL ASKED HOW WOULD WE HAVE TO SET UP THE PAY SCHEDULE FOR OUR POLICE DEPARTMENT SINCE THEY ARE SALARY, BUT TO BE ABLE TO KEEP TRACK OF VACATION AND SICK TIME? FORTMAN STATED THE POLICE OFFICERS WOULD HAVE TO BE SET UP AS HOURLY EMPLOYEES SINCE ALL OF THE VACATION AND SICK TIME ARE KEPT TRACK IN THE HOURLY PAY SECTION OF THE PAYROLL PROGRAM. THE ONLY PEOPLE IN SALARY THE SYSTEM ARE STATUARY PERSONS.

SLOTNICK ASKED IF THE COMPUTER WILL AUTOMATICALLY STEP UP THE ACCURAL RATE WHEN AN EMPLOYEE MOVES FROM ONE LEVEL TO ANOTHER LEVEL OF ACCURAL BASED ON TIME SERVED? FORTMAN SAID THE COMPUTER DOES NOT HAVE THE ABILITY TO DO THAT AT THIS TIME.

STONE ASKED IF THE COMPUTER COULD GIVE EVERY EMPLOYEE THE AMOUNT OF VACATION EARNED AUTOMATICALLY ON THEIR ANNIVERSARY? FORTMAN STATED USING THAT PROCEDURE IS A MODIFIED ALLOTMENT SYSTEM AND WE WERE GETTING INTO A POLICY PROBLEM THAT WOULD HAVE TO BE DECIDED ON BY COUNCIL. MOST CLIENTS USE THE ACCRUAL METHOD AND LET EMPLOYEES USE ALL OF THEIR BALANCE AS THEY EARNED IT.

STONE ASKED IF THE COMPUTER COULD RESTRICT THE AMOUNT OF VACATION TO BE USED AFTER ONE YEAR SO THE EMPLOYEE COULDN'T TAKE NEXT YEAR'S VACATION THIS YEAR? FORTMAN SAID WE WOULD BE USING THE ALLOTMENT METHOD. BY USING THE ACCURAL METHOD THE

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EMPLOYEE COULD USE ANY AMOUNT OF VACATION THAT WAS AVAILABLE IN THE BALANCE OF THEIR VACATION. MOST ENTITIES LET EMPLOYEES ONLY TAKE VACATION AN HOUR AT A TIME.

FINTEL ASKED WHAT TYPE OF PRINTER WOULD WE HAVE TO BUY FOR THIS COMPUTER? FORTMAN SAID WE WOULD NOT HAVE TO BUY THE PRINTER FROM CMI BUT WE SHOULD CONSULT CMI TO SEE IF THE PRINTER IS COMPATIBLE WITH THE SYSTEM.

SLOTNICK ASKED WHY WE LOOSE THE BEGINNING CHECKS OF THE CHECK RUN. FORTMAN SAID IT IS DUE TO THE TYPE PRINTER WE HAVE.

MOTTER ASKED IF WE COULD GET BACK INTO A MONTH EARLIER THIS YEAR TO FIND A \$40.00 MISTAKE. STONE SAID THE MONTH IN QUESTION HAS BEEN RELOADED ON THE COMPUTER SO HE COULD LOOK AT THE MONTH AGAIN. FORTMAN STATED HE WOULD BE GLAD TO HELP LOOK FOR THE ERROR.

THE MAYOR ASKED FORTMAN IF THE USAGE OF OUR MAINTENANCE AGREEMENT WAS NORMAL? FORTMAN SAID THE AMOUNT OF USAGE WAS IN THE ACCEPTABLE RANGE AND AS FAR AS HE COULD SEE THERE WAS NO REAL PROBLEMS.

SLOTNICK ASKED FORTMAN IF HE WOULD CALL US IF THERE WAS EVER A PROBLEM? FORTMAN STATED HE WOULD BECAUSE CMI WOULD BE LOOSING MONEY.

FORTMAN STATED IF WE EVER HAD A QUESTIONS WE SHOULD JUST CALL AND HE WOULD BE GLAD TO ANSWER THEM.

ENGINEERS REPORT: GREG TELECKY NOT PRESENT.

ADMINISTRATORS REPORT: GRISWOLD REPORTED THE SEWER AT 4TH & MAIN STREET WAS FIXED.

THERE WILL BE AN ORDINANCE FOR NEXT YEAR'S TEMPORARY APPROPRIATIONS AT THE NEXT MEETING.

LEAF PICKUP IS ON SCHEDULE.

MILLER BROTHERS WAS THE BEST BID FOR ASPHALT AND GRAFFICE WAS THE BEST BID FOR SCREENINGS. ORDINANCES WILL BE PRESENTED AT THE NEXT MEETING.

THERE WAS AN AMENDUM TO OUR INSURANCE POLICY TO COVER OUR COMPUTER FOR \$25,000.00 AND \$50,000.00 FOR OUR TRAFFIC SIGNALS AND STREET LIGHTS.

GRISWOLD MET WITH THE COUNTY COMMISSIONERS TO DISCUSS PHASE VI OF THE SENIOR CITIZENS CENTER. SLOTNICK ASKED IF THE SENIOR CITIZENS REPRESENTATIVES HAVE BEEN KEPT INFORMED ON THE PROGRESS? GRISWOLD SAID ONCE THE BLOCK GRANT IS OKAYED THERE WOULD BE A MEETING WITH EVERYONE INVOLVED.

MCLEAR ASKED WHY THE TOWN WAS EARLY IN GETTING TO THE LEAVES ON MAIN ST. GRISWOLD SAID THE TOWN WAS ACTUALLY A DAY LATE IN GETTING TO MAIN ST.

VERKIN ASKED GRISWOLD IF HE COULD GET THE TRAFFIC LIGHT ON MAIN AND 13TH ST. FIXED? GRISWOLD SAID THE TOWN WOULD HAVE TO ORDER A NEW SIGNAL.

CLERK/TREASURERS REPORT: STONE STATED HE WAS GOING TO BE OUT OF TOWN ON WEDNESDAY NOVEMBER 17TH.

STONE PRESENTED OCTOBER'S FINANCIAL STATEMENT TO COUNCIL.

MOTTER ASKED THE CLERK WHY ONE OF LAST COMMITTEE MEETINGS WAS NOT POSTED AT MILLER'S? STONE SAID HE POSTED THE MEETING BUT THE NOTICE WAS NOT UP A FEW DAYS LATER. MOTTER SUGGESTED TO THE CLERK THAT HE SHOULD REPOST THE MEETING IF HE NOTICES THE

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~~POSTING IS MISSING~~

BOWER ASKED STONE IF HE HAD BEEN GETTING THE FORM SIGNED BY A PERSON FROM A REPRESENTATIVE OF THE PLACE OF BUSINESS TO VERIFY THE POSTING OF ORDINANCES? STONE SAID HE HAD NOT. IT WAS AGAIN SUGGESTED TO THE CLERK THAT HE SET UP A SYSTEM OF VERIFICATION.

THE MAYOR ASKED IF THE CLERK HAD BEEN POSTING THE ORDINANCES TO BE PRESENTED AT NEXT MEETING BEFORE THE ACTUAL COUNCIL MEETING? STONE SAID THAT HE WAS ONLY POSTING THE ORDINANCES AFTER THEY HAD BEEN PASSED. THE GENERAL CONSENSUS OF COUNCIL WAS TO HAVE THE CLERK POST THE HEADING OF THE ORDINANCES BEFORE THE MEETING SO EVERYONE HAS A CHANCE TO SEE WHAT IS GOING TO HAPPEN AT THE NEXT MEETING.

FINTEL ASKED IF THERE HAD BEEN ANY COMPLAINTS FROM THE POLICE ABOUT THEIR PAY CHECKS? STONE SAID HE HAD NOT HEARD OF ANY COMPLAINTS.

PARK BOARD: SLOTNICK STATED THAT THE NEXT PARK BOARD MEETING WILL BE AT 7:00 P.M. NEXT SUNDAY.

ZONING BOARD : FINTEL NO REPORT. VERKIN STATED THE ECONOMIC DEVELOPMENT COMMITTEE NEEDS SOME CLARIFICATION ON THE ZONING AND PROCEDURES OF THE ZONING PROCESS.

MAYOR'S REPORT: SKILLITER REPORTED THERE WILL BE A MEETING NEXT WEDNESDAY IN ROCKY RIDGE. THIS WILL BE THE THIRD OF SIX MEETINGS AND THE MAIN TOPIC WILL BE ON ECONOMIC DEVELOPMENT.

THE MAYOR WILL BE ATTENDING A MEETING OF THE ELECTED OFFICIALS FROM ERIE, OTTAWA AND SANDUSKY COUNTIES AND MEMBERS FROM TMACOG TO SEE HOW THOSE COUNTIES CAN BETTER SERVE THE AREA.

THE MAYOR REMINDED EVERYONE OF THE SCHOOL BOARD MEETING TO DETERMINE THE AMOUNT OF MILLAGE TO PUT ON THE BALLOT IN FEBRUARY.

ANYONE WISHING TO ADDRESS COUNCIL: NONE

COMMITTEE REPORTS:

STREETS--MCLEAR ASKED THE ADMINISTRATOR IF HE COULD PUT SOME GRAVEL IN THE ALLEY BEHIND BOB DUNN'S? THE ALLEY IS LOCATED NORTH OF 9TH STREET BETWEEN MAIN AND WEST STREETS.

SLOTNICK ASKED WHY THE CONTRACTOR NEVER SHOWED TO PUT IN THE SIDEWALKS? GRISWOLD SAID HE HAD WRITTEN THE CONTRACTOR SEVERAL TIMES ASKING HIM WHEN WOULD THE WORK BE DONE. GRISWOLD INFORMED COUNCIL THE SIDEWALKS WOULD BE BID AGAIN NEXT YEAR. COUNCIL SUGGESTED THE OWNERS BE NOTIFIED. IT WAS DECIDED TO SEE IF THE PRESS WOULD RUN A SMALL PARAGRAPH. TO EXPLAIN THE DELAY.

UTILITIES--VERKIN SAID THE UTILITIES COMMITTEE WOULD HAVE A MEETING ON THE 22ND AT 7:30 P.M. WITH POGGEMEYER AND THE COUNTY COMMISSIONERS TO DISCUSS THE DETAILS AND SCHEDULING OF THE WORK OF THE PONDS.

WATER--BOWER NO REPORT. THE MAYOR ASKED IF THE FIRE HYDRANT BY ROBINSON'S FUNERAL HOME WAS WORKING? GRISWOLD SAID THE TOWN WAS IN THE PROCESS OF CHANGING OVER SEVERAL HYDRANTS.

SEWER--VERKIN INFORMED EVERYONE THAT PHASE SIX OF THE SEWER SEPARATION IS GOING JUST FINE AND EVERYONE IS SATISFIED.

ELECTRIC--FINTEL NO REPORT.

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FINANCE--BOWER REPORTED THAT THE FINANCE COMMITTEE MET ON THE 8TH OF NOVEMBER.

MOTTER ASKED IF THE COUNCIL COULD VOTE ON THE RECOMMENDATION OF FINANCE COUNCIL FOR THE PAY OF THE TAX COMMISSIONER. IT WAS DETERMINED THAT AN ORDINANCE WAS NEEDED.

STONE WAS ASKED HOW HE ACCRUED VACATION TIME? STONE SAID HE ACCRUED VACATION TIME ON A PER PAY BASIS FOR THE NUMBER OF WEEKS THAT EACH EMPLOYEE SHOULD RECEIVED. THERE WAS A LENGTHY DISCUSSION ON WHAT METHOD OF ALLOCATION SHOULD BE USED.

SAFETY--FINTEL NO REPORT.

MAINTENANCE--FINTEL NO REPORT

ADHOC--SLOTNICK REPORTED THAT ADHOC HAD MET WITH A REPRESENTATIVE FROM THE HUSS TREE FARM ON NOVEMBER 4TH. THE REPRESENTATIVE FROM HUSS SAID HE WOULD SELL THE TREES TO ADHOC FOR 15% ABOVE COST AT \$25-\$40.00 PER TREE. THE TREE COMMISSION HAS A \$1,500.00 BUDGET NEXT YEAR.

THE MAIN FOCUS OF THE TREE COMMISSION WILL BE MAIN STREET IN THE BEGINNING.

SLOTNICK STATED BY PUTTING GRAVEL WHERE TREE STUMPS HAVE BEEN DUG OUT AND PARKING CARS THERE ARE KILLING THE OTHER TREES BY DAMAGING THE ROOTS.

ECONOMIC DEVELOPMENT--VERKIN REPORTED THAT AT THE LAST MEETING THERE WAS A LOW TURN OUT. THE PLANNING COMMISSION LAND USE MAPS ARE OUT.

THERE WAS ALSO DISCUSSION ON PASSING LEGISLATION LIMITING THE TYPE OF USE IN THE ENTERPRISE ZONE. THE ENTERPRISE ZONE WILL BE MADE UP OF THE VILLAGE OF GENOA, CLAY TOWNSHIP AND ALLEN TOWNSHIP.

INSURANCE--MOTTER

ORDINANCES/RESOLUTIONS/MOTIONS:

FINTEL DID NOT PRESENT ORDINANCE 78-93. THE GENERAL CONCENSUS OF THE POLICE OFFICERS AND FINANCE COMMITTEE TO LET THE AUDITORS DURING THE NEXT AUDIT DETERMINE IF THE PAY METHOD IS CORRECT.

GRISWOLD WAS ASKED IF HE HAD A CONTRACT WITH BOB RICKARD FOR THE ADDITIONAL WORK REQUESTED. GRISWOLD TOLD COUNCIL THAT RICKARD HAD AGREED TO DO EVERYTHING FOR \$600.00 PER MONTH. WE ARE WAITING FOR EPA TO APPROVE THE CONTRACT. FINTEL ASKED WHO WAS CURRENTLY TRAINING FOR THE WATER TEST? GRISWOLD SAID DAVE ADAMS WAS CURRENTLY TRAINING FOR THE TEST.

THE SOLICITOR INFORMED COUNCIL THAT THE DELINQUENT TAX NOTICE PUBLISHED IN THE PAPER WAS FROM THE PROPERTY WE BOUGHT FROM FRED KUSIAN. WHEN SHE WENT TO THE COUNTY TREASURERS OFFICE TO LOOK INTO THE PROBLEM, SHE WAS TOLD THAT THERE WAS A DUPLICATE BILLING AND THE ERROR HAD BEEN CORRECTED. THE VILLAGE WAS NOT DELINQUENT IN PROPERTY TAXES. THE SOLICITOR WAS GIVEN SOME EXEMPTION FORMS TO FILL OUT FOR THE VILLAGE'S PROPERTY.

THERE BEING NO FURTHER BUSINESS VERKIN MOVED AND FINTEL SECONDED TO ADJOURN. ROLL CALL. BOWER, MCLEAR, VERKIN, FINTEL, MOTTER, SLOTNICK ALL YEAS (6). TIME 9:40

David R. Stone

CLERK/TREASURER

MAYOR