

RECORD OF PROCEEDINGS

Minutes of GENOA VILLAGE COUNCIL Meeting

JUNE 6, 2016

Regular Meeting

Mayor Kenneth Harsanje, Sr. called the meeting to order at 7:03 pm and asked everyone to stand for the Pledge of Allegiance to the Flag.

Mayor Harsanje, Sr. then asked for the roll call:
Council members in attendance included Mr. Bittner, Mr. Lewis, Mr. Reed, Mr. St. Marie, Mr. Diebert and Mr. Huston.

Also in attendance were Village Administrator Kevin Gladden, Police Chief Brad Weis, Village Solicitor Brian Ballenger and Fiscal Officer Julie Van Nest.

The minutes of the May 16, 2016 regular Council meeting were presented. Mr. Diebert made a motion to approve the minutes of the May 16, 2016 regular meeting; seconded by Mr. Bittner. Roll call:

Yea: Mr. Diebert, Mr. Bittner, Mr. St. Marie, Mr. Lewis, Mr. Huston and Mr. Reed.

Nay: 0

Motion carried.

At this time Mr. Diebert made a motion to amend the meeting agenda to include Ordinance #19-2016; seconded by Mr. Reed. Roll call:

Yea: Mr. Diebert, Mr. Reed, Mr. Bittner, Mr. St. Marie, Mr. Huston and Mr. Lewis.

Nay: 0

Motion carried.

ENGINEER'S REPORT - Mr. Hertzfeld was not in attendance.

ADMINISTRATOR'S REPORT - No written report.

- Mr. Gladden explained that Ordinance #19-2016 allows him to advertise for bids for the 2016 Street Resurfacing project. He said that he's trying to expedite the project and hoping to get ahead of the game.
- Tyler Pickard has been hired as the new public works employee and started on June 6, 2016. He's been with the recreation department several years and after lengthy consideration it was felt that Tyler would be a good fit in the public works department. Welcome Tyler.
- Thank you to the public works employees for working hard to get the Homecoming set up. Vendors had no problems or issues with the electricity and were very pleased with the new water supply.
- Thank you also to Tom Bell for his help cleaning up after the Homecoming. Also, congratulations to Tom for serving almost 50 years with the Kiwanians in the French fry trailer.

FISCAL OFFICER - No written report.

- Mrs. Van Nest provided each Council member the following April, 2016 financial reports for review:
 - Bank Reconciliation
 - Month to Date Fund Balance
 - Year to Date Fund Balance
 - Revenue Balancing Summary
 - Expense Balancing Summary

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Minutes of GENOA VILLAGE COUNCIL Meeting

- Although Mrs. Van Nest was not at the May 16, 2016 Council meeting, she provided Finance Committee Chairman Brent Huston \$130,600.00 in vendor checks for his review and \$30,409.00 in payroll checks from May 13, 2016.
- Mr. Huston also reviewed \$33,418.00 for the May 27, 2016 payroll.
- Mrs. Van Nest reported receiving a refund check of \$1,300.00 from Shakely Services for prior years of overpayments.
- An agreement has been reached with Toledo Building Services to clean the offices one time a week. We should save \$150.00/month.
- Mrs. Van Nest is working with Verizon Wireless to review the current service plan.

MAYOR'S REPORT

- Mayor Harsanje, Sr. reminded Council members that Administrative Secretary Mary Ann Bell will be leaving on vacation June 15th. She will need all information for Council packets prior to that date.
- Mayor Harsanje, Sr. was very pleased with the results of the Homecoming. A lot of work went into making the Homecoming a success and he expressed his appreciate to all who helped in any way. Police Chief Weis reported that there were no problems involved over the weekend.
- The Ottawa County Improvement Corporation will hold a safety meeting on June 15, 2016 at Schedel Gardens. Julie Van Nest or Kevin Gladden will be attending for the Village. Chief Weis attended the May 18, 2016 meeting.
- A meeting of concerned citizens will be held June 14, 2016 at 3:30 pm to discuss the status of the buildings on Washington Street. He has found out neither building is in the historical district. He feels it would be about \$250,000.00 to repair the schoolhouse.
- June 15th thru June 17th the Mayor will be attending the Mayor's Association Conference in Columbus.

COMMITTEE REPORTS

Economic Development – No written report.

Mr. St. Marie stated an Economic Development team meeting will be held on June 25, 2016 at 9:00 am at Ray's Café. He's in touch with Jamie Grant of the Ottawa County Improvement Corporation. He found that a market analysis was done 10 years ago.

Streets & Sidewalks - No written report.

The tree committee will meet on June 14, 2016 at 7:00 pm

Utilities - No written report.

Mr. Ballenger is working on Ordinances and they should be ready to present to Council in August.

Finance/Insurance - No written report.

RECORD OF PROCEEDINGS

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Mr. Huston furnished meeting minutes from the 5/16/2016 committee meeting.

He encouraged all Council members to review the reports provided by the Fiscal Officer. It's important to see where we can save money. He stated that one goal of the Committee is to maintain a \$50,000.00 balance in the General Fund at all times.

Mr. Huston scheduled a Finance Committee meeting for 6:30 pm on June 20, 2016.

Mr. Huston would like to schedule an Audit Committee meeting prior to the Auditor of the State's 2014 and 2015 regularly scheduled audit. This will be done once we have a better idea when the audit will take place.

It was brought to Mr. Huston's attention that the Utility Department would like to increase their petty cash fund from \$100.00 to \$150.00. At times the department comes close to depleting their funds because of the daily deposit policy implemented.

Mr. Huston made a motion to increase the Utility Department petty fund cash from \$100.00 to \$150.00. Mr. Reed seconded the motion. Roll call:

Yea: Mr. Huston, Mr. Reed, Mr. St. Marie, Mr. Bittner, Mr. Lewis and Mr. Diebert.

Nay: 0

Motion carried.

Safety - No written report.

Mr. Bittner attended the Ottawa County Development meeting in Port Clinton, Ohio. He reported that we did not receive Rural Development Funding.

AD-HOC - No written report.

Personnel - No written report.

A Personnel Committee meeting was held at 6:30 pm prior to the regularly schedule Council meeting. Mr. Reed reported that the main topic was about the language used in the policy book about overtime and hours worked. This subject is unclear in the policy book and everyone feels changes need to be made. A lot of time was spent during this meeting trying to decide which policy book is current and up to date.

At this time Mr. Reed made a motion to pay Officer Cody Garcia for the 8 hours of overtime in question from the April 13, 2016 pay.

Mr. Huston thought this decision should be tabled because we don't know which overtime policy is accurate. He said that the committee just spent one half hour at the meeting and got no where in a decision.

Mr. Bittner seconded the motion to pay Officer Garcia. Roll call:

Yea: Mr. Reed, Mr. Bittner and Mr. Diebert

Nay: Mr. Huston, Mr. St. Marie and Mr. Lewis

Mayor Harsanje, Sr. broke the tie vote by voting yes to pay Officer Garcia. He would like to see the overtime policy taken care of at the next meeting.

GUESTS WISHING TO ADDRESS COUNCIL - none

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ORDINANCES AND RESOLUTIONS

At this time Mr. Reed presented the following Ordinance to Council for the second reading:

ORDINANCE #16-2016

An Ordinance to vacate a portion of alley between Ninth, Eighth and Wilson Street and declaring an emergency.

At this time Mr. Huston presented the following Ordinance to Council:

ORDINANCE #17-2016

An Ordinance authorizing the Fiscal Officer to transfer \$22,400.00 from the Capital Improvement Fund (403) to Major Projects D-1 Fund (405) and declaring an emergency.

Mr. Huston made a motion to suspend the three reading rule of Ordinance #17-2016; seconded by Mr. Reed. Roll call:

Yea: Mr. Huston, Mr. Reed, Mr. St. Marie, Mr. Lewis, Mr. Diebert and Mr. Bittner.

Nay: 0

Motion carried.

Mr. Huston made a motion to pass Ordinance #17-2016 as an emergency measure; seconded by Mr. Reed. Roll call:

Yea: Mr. Huston, Mr. Reed, Mr. Bittner, Mr. Diebert, Mr. St. Marie and Mr. Lewis

Nay: 0

Motion carried.

Mr. Huston made a motion to adopt Ordinance #17-2016; seconded by Mr. Reed.

Yea: Mr. Huston, Mr. Reed, Mr. Bittner, Mr. St. Marie, Mr. Lewis and Mr. Diebert.

Nay: 0

Motion carried.

At this time Mr. Huston presented the following Ordinance to Council:

ORDINANCE #18-2016

An Ordinance authorizing the Fiscal Officer to transfer \$21,500.00 from the Water Fund (601) into the OWDA Washington Street – Fifth Street Waterline Payment Fund (304) and declaring an emergency.

Mr. Huston made a motion to suspend the three reading rule of Ordinance #18-2016; seconded by Mr. Reed.

Yea: Mr. Huston, Mr. Reed, Mr. St. Marie, Mr. Lewis, Mr. Diebert and Mr. Bittner.

Nay: 0

Motion carried.

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Mr. Huston made a motion to pass Ordinance #18-2016 as an emergency; seconded by Mr. Reed. Roll call:

Yea: Mr. Huston, Mr. Reed, Mr. Bittner, Mr. St. Marie, Mr. Lewis and Mr. Diebert.

Nay: 0

Motion carried.

Mr. Huston made a motion to adopt Ordinance #18-2016; seconded by Mr. Reed. Roll call:

Yea: Mr. Huston, Mr. Reed, Mr. Bittner, Mr. St. Marie, Mr. Lewis and Mr. Diebert.

Nay: 0

Motion carried.

At this time Mr. Reed presented the following Ordinance to Council:

ORDINANCE #19-2016

An Ordinance authorizing the Village Administrator
To advertise for bids for the Village's 2016 Street
Resurfacing program, and declaring an emergency.

Mr. Reed made a motion to suspend the three reading rule of Ordinance #19-2016; seconded by Mr. Diebert. Roll call:

Yea: Mr. Reed, Mr. Diebert, Mr. Bittner, MR. St. Marie, Mr. Lewis and Mr. Huston.

Nay: 0

Motion carried.

Mr. Reed made a motion to pass Ordinance #19-2016 as an emergency; seconded by Mr. Diebert. Roll call:

Yea: Mr. Reed, Mr. Diebert, Mr. St. Marie, Mr. Lewis, Mr. Huston and Mr. Bittner.

Nay: 0

Motion carried.

Mr. Reed made a motion to adopt Ordinance #19-2016; seconded by Mr. Diebert. Roll call:

Yea: Mr. Reed, Mr. Diebert, Mr. Bittner, Mr. St. Marie, Mr. Lewis and Mr. Huston.

Nay: 0

Motion carried.

With no further business of the Village, Mr. Diebert made a motion to adjourn the meeting; seconded by Mr. St. Marie. Roll call:

Yea: Mr. Diebert, Mr. St. Marie, Mr. Bittner, Mr. Reed, Mr. Huston and Mr. Lewis.

Nay: 0

Motion carried.

Meeting adjourned at 7:45 pm.

An audio CD of this meeting is not available.

ATTEST: Jeanette Torres
Fiscal Officer

SIGNED: Jenneth D. Hargrove Sr.
Mayor

APPROVED: 6-20-16 (5)