

RECORD OF PROCEEDINGS

February 4, 2019 REGULAR MEETING

- Mayor Harsanje Sr. called the meeting to order at 7:00 p.m. and asked all 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. Diebert, Mr. Huston, Mr. Koppinger, and Mr. St. Marie.

Mr. Diebert made a motion to excuse Mr. Lewis due to being out of town; seconded by Mr. Huston.

Yeah: Mr. Diebert, Mr. Huston, Mr. St. Marie, Mr. Koppinger, and Mr. Bittner.

Nay:

Motion carried

- Also in attendance were Village Solicitor Brian Ballenger, Administrator Kevin Gladden, Fiscal Officer Julie Van Nest, and Genoa Police Chief Brad Weis.
- Mayor Harsanje Sr. asked for approval of the minutes from the regular Council meeting on January 22, 2019.
- Mr. Koppinger asked for a correction to the 4th page, on the 2nd motion, where Council names were listed incorrectly.

Mr. Diebert made a motion to approve the minutes as amended from the January 22, 2019 regular Council Meetings; seconded by Mr. Koppinger.

Yeah: Mr. Diebert, Mr. Koppinger, Mr. St. Marie, Mr. Huston, and Mr. Bittner.

Nay:

Motion carried

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ENGINEER'S REPORT – Kevin Gladden

Mr. Gladden stated he had met with Mr. Hertzfeld from C.T. Consultants earlier that day and received the completed version of the Asset Management Plan required by the EPA. The plans will be on file at the Public Works Office and posted online once the Village receives the electronic file from C.T. Consultants

- Mr. Gladden explained the plan covers the complete inventory of our water system. This includes Utility meeting minutes and what is required to fund the water system.

ADMINISTRATORS REPORT – Kevin Gladden

- Mr. Gladden reported six properties within the Village had either frozen water line or broken meters during the extreme cold weather. He also stated the Home of Mercy, Genoa Care Center, and Guardian Industries experienced problems with their fire suppression systems in which the Genoa Fire Department had been called.

FISCAL OFFICERS REPORT – Julie Van Nest

- Ms. Van Nest informed Council they received a memo on updating their W4 form for tax purposes.
- Mr. Gladden expressed his concern for the need to fill out new forms every year.
- Mr. Huston is reviewing paid invoices in the amount of \$228,024.31 from January 29 2019.
- Payroll and withholding taxes of \$38,269.33 were paid on February 1st, 2019.

MAYOR'S REPORT – Ken Harsanje Sr. – Report attached

- Mayor Harsanje Sr. informed Council of the Village of Genoa receiving “The Achievement of the Year Award” from the Ottawa County Improvement Corporation. Mayor Harsanje Sr. requested Council and available Village employees attend if possible.

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COMMITTEE REPORTS

ECONOMIC DEVELOPMENT – Mr. St. Marie – no report

- Mr. St. Marie stated he would be attending the Chamber meeting on Thursday morning.

STREETS & SIDEWALKS – Mr. Koppinger – no report

UTILITIES - Mr. Diebert

- Mr. Diebert stated Mr. Gladden had replaced his Village vehicle which will provide better fuel economy. This vehicle will also be fitted with new tool boxes.

Mr. Diebert reported a Utilities meeting was held prior to Council concerning the emailing of utility bills. It was decided to table the subject until an Ordinance could be put together to cover electronic billing and bill pay.

Mr. Diebert made a motion allowing Mr. Gladden to make a request for quotes from qualifying Engineering firms; seconded by Mr. Huston.

Yeah: Mr. Diebert, Mr. Huston, Mr. Bittner, Mr. St. Marie, and Mr. Koppinger.

Nay:

Motion carried

Mr. Diebert made a motion to allow Mr. Gladden to make a request for quotes from IT (Information Technology) services; seconded by Mr. Huston.

Yeah: Mr. Diebert, Mr. Huston, Mr. Koppinger, Mr. St. Marie, and Mr. Bittner.

Nay:

Motion carried

- Mr. Gladden thanked Council for their support in looking at different companies other than those presently hired. He mentioned it can be a difficult to do, but necessary in order to remain fiscally responsible.

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FINANCE/INSURANCE - Mr. Huston – no report

- Mr. Huston asked Ms. Van Nest when the Final Appropriations would be ready.
- Ms. Van Nest stated they were not due until the end of March and she is working to try to have them ready for the first meeting in March.

SAFETY - Mr. Bittner / Chief Weis

- Chief Weis stated they had four applicants they would be interviewing for the open Officers position.

AD-HOC – Mr. Lewis – not present

PERSONNEL - Mr. Koppinger – no report

Mayor Harsanje Sr. asked if anyone wished to address Council.

Ms. Leeann Dufendock Village employee thanked Mr. Gladden for his support in addressing issues with residents concerning their garbage pick-up and utilities bills.

Mr. Gladden mentioned there had been more issues lately due to the inclement weather and changes in Waste Management services.

- Mayor Harsanje Sr. stated he spoke with the Prosecutor's Office and we will be receiving help with back taxes and property nuisances.

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ORDINANCE 05-2019

ORDINANCE DIRECTING THE FISCAL OFFICER TO REQUEST THE AUDITOR OF STATE TO APPROVE THE ESTABLISHMENT OF NEW FUND ACCOUNTS; AND DECLARING AN EMERGENCY.

Mr. St. Marie made a motion that the rule requiring three distinct readings for Ordinance 05-2019 be dispensed with in accordance with O.R.C. section 731.17; seconded by Mr. Bittner. Roll call:

Yeah: Mr. St. Marie, Mr. Bittner, Mr. Huston, Mr. Diebert, and Mr. Koppinger.

Nay:

Motion carried.

Mr. St. Marie made a motion to pass Ordinance 05-2019 as an emergency measure according to ORC section 731.30; seconded by Mr. Bittner. Roll call:

Yeah: Mr. St. Marie, Mr. Bittner, Mr. Koppinger, Mr. Diebert, and Mr. Huston.

Nay:

Motion carried.

- Mr. Diebert asked if the account numbers should be included in the motion.
- Mr. Ballenger stated that would not happen until after the State allows the funds to be created, then account numbers would be assigned.
- Mr. Diebert asked what type of unclaimed funds were being deposited into the account.
- Ms. Van Nest stated it would be uncashed checks written by the Village that have been carried over several times, these need to be deposited into an unclaimed fund account per the Auditor of the State.

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- Mr. Koppinger asked if this was something that came out of the Auditor's review.
- Ms. Van Nest stated yes, it has been an issue for about six years and we want to get it cleaned up.
- Mr. Gladden stated they were writing Ordinances now to address the issues brought out by the Audit.

Mr. St. Marie, made a motion to adopt Ordinance 05-2019; seconded by Mr. Bittner.
Roll call:

Yeah: Mr. St. Marie, Mr. Bittner, Mr. Diebert, Mr. Huston, and Mr. Koppinger.

Nay:

Motion carried.

Mayor Harsanje Sr. reminded Council of the next meeting being on the 19th of February due to the Holiday on the 18th.

Mr. Bittner made a motion to adjourn; seconded by Mr. Diebert. Roll call:

Yeah: Mr. Bittner, Mr. Diebert, Mr. Huston, Mr. Koppinger, and Mr. St. Marie.

Nay:

Motion carried.

With no further business of the Council, Meeting adjourned at 7:25 pm.

Audio recording available.

ATTEST:  SIGNED: 
Fiscal Officer Mayor

APPROVED: 2-19-19