

Regular Council

Tuesday, September 8, 2015 at 6:00 p.m.

The meeting was called to order by Mayor Michael Headley.

A Prayer was given by Mayor Headley.

The Pledge of Allegiance was recited by all present.

Present were: Council members Mick Pocratsky, Ron Beverly, Mike Barth, Ron Jones and Bruce Hart; Solicitor Troy Essex; and Administrator Kent Miller and Clerk-Treasurer Diane Collins. Councilmember Mark Haver was absent. There were ten visitors present.

Jones moved to approve the August 17 minutes. Barth seconded. All voted yes.

Beverly moved to approve 2 lists of bills. Pocratsky seconded. All voted yes.

Park Board: Minutes of the August 19 meeting were in the council packets. It was noted there is a new sign at the entrance to the park.

Personnel Committee: Pocratsky reported the committee met on Monday, August 24 at 5 p.m.. They proposed the following changes to the personnel manual: Department heads do the performance evaluations instead of immediate supervisor; background checks are to be done on adults only; we will not accept benefits brought forth from other communities when we hire someone (this stopped a long time ago but the manual did not reflect it); and benefits will end immediately upon termination of employment. The committee would like to get the numbers back up in the police department. The committee recommends hiring a person to monitor downtown parking and have the Police and Fire Committee look at the budget issues related to their recommendations and set the pay scale and the job description. They also would like to see the Village Administrator act as the department head to all offices in the municipal building.

Water/Sewer/refuse Committee: Barth reported that he attended a Upper Maumee Valley Watershed meeting last week. The committee met prior to this meeting. Roberta Acosta from RCAP was present. She had completed cost studies and rate analysis to help determine if we needed to increase our water and sewer rates. It was determined that we had a deficit in the water fund for the last two years. The committee recommends charging for the first 1,000 gallons of water used but not to increase any other fees. It is determined this will generate \$53,000 per year but we will still have a deficit at the end of the year. Adam Voris of EMH&T was present to give council an update on all the projects.

Adam Voris was at the council meeting to update council on each project he is working on. **Columbia & Pearl Street:** There is about two weeks left on the actual plan work. The Easement may cause a delay. Voris said he would leave the easement document with Kent. He also has draft bid documents and construction plans. **Antwerp Drive:** He is building on the storm sewer original designs. He is moving the outlet which involves a few more properties. He is putting an extension of storm sewer up Antwerp Drive to try to control a 50 year storm and 300 acres of drainage. The flood routing point is still going to be the low area of Antwerp Drive. The plan includes a 1 ½ - 3 acre retention pond. He stated we will want to schedule soil borings soon to see how the drainage will be. Dikes and swales will intercept the drainage. Roadside ditches will be graded. Voris noted the goal is to set up for future extension. **South Main & South Bryan:** He has a full time technician working on this project. **Haver Drive:** It still needs to be determined exactly what improvements are going to be made there. He has other guys working on other projects right now. The EPA permit is approved but they haven't issued the permit. Adam will send prints to Kent.

Administrator's Report: Miller reported the following;

- General pick-up is scheduled to begin September 15.
- Industrial Drive Extension work has begun. The roadway will be asphalt with curbs, plus a storm line, catch basins and manholes installed. The catch basins are solely for road drainage while surface water from the field will go to the new ditch built on the north side. Any businesses which locate along the new roadway will have to put in on-site retention as the line is not sized for much additional capacity. Since we do not own anything other than the roadway, you may want to think of working with the owner to iron out details for what should be installed if a parcel would be developed. The existing Industrial Park has a covenant with various standards (set-backs, retention, etc.) which firms are required to go by. Miller thought council would want something similar for this even though it's not technically our property until after a business is in and annexed. By then it will be too late if they do something we don't want. Beverly pointed out that covenants and standards are not being followed. The

- party controlling the land needs to have retention plans. Beverly wants Essex to handle that. Beverly is looking at Industrial Development signs.
- Miller is waiting for AEP to come take a look at adding street lights to the existing Industrial Drive as well as the extension. Right now the lighting ends just past Arc Solutions and they should have been added farther down after Granite Ridge was built. Lighting will probably have to go on the south side of the new roadway due to the ditch on the north side, but exact placement, how many, etc. is unknown. Plowing, or driving in general, in the dead of night will be an adventure if lighting isn't installed, but whether it can be accomplished this year is also unknown.
- Miller has a late afternoon (3:30) OPWC meeting in Defiance on Friday, September 11. Also, it is Patriots Day, so flags will be at half staff in case people wonder.
- The recycle lot brush was finally ground. There is a good size pile of mulch for folks to take. At the moment we are not hauling it anywhere. There were 20 loads of ungrindable wood and debris which took parts of two days to haul away. The guys are hauling 4-5 loads of grass a week. As of this writing we have hauled 64 loads of grass and 21 loads of old chips since late April.
- The radio reads obtained by the BWC grant are getting installed as quickly as time allows. The street guys have been helping out when the water dept is double booked.
- The street laborers are trying to get the sixteen stump grinding spots worked up, tilled and seeded. Between helping with water digs, pouring the rain garden sidewalk and cleaning up that area, pouring the Eagles cement approach off S. Maple, doing trash, and assorted odd ball projects which pop up, it's going to take a bit longer than hoped. They are removing low hanging limbs. Our painting for the year was wrapped up just prior to the fair.

Miscellaneous:

Resolution 2015-16 to assess the delinquent cost of water and sewer bills was read by caption only for the second reading. Beverly moved to suspend the rules. Hart seconded. All voted yes. Resolution 2015-16 was read by caption only for the third reading. Barth moved to approve. Pocratsky seconded. All voted yes.

Resolution 2015-17 to assess the delinquent cost of weed and grass mowing was read by caption only for the second reading. Jones moved to suspend the rules. Pocratsky seconded. All voted yes. Resolution 2015-17 was read by caption only for the third reading. Beverly moved to approve. Hart seconded. All voted yes.

Resolution 2015-20 accepting the amounts and rates as determined by the Budget Commission was read by caption only for the second reading. Jones moved to suspend the rules. Beverly seconded. All voted yes. Resolution 2015-20 was read by caption only for the third reading. Pocratsky moved to approve. Barth seconded. All voted yes.

The Defiance County Budget Commission asked council to waive any hearings and agree to the alternate plan of apportionment of local government funds on the basis of needs and the amount received in past years. They are proposing our share at 6.9% and is estimated at \$71,459.45. Jones moved to approve. Beverly seconded. All voted yes.

It was noted we do not have a contract with Mediacom yet.

Police/Fire/EMS: Police Chief Ballinger asked council to hire Monica Williams as a part time police officer. Mayor Headley recommended hiring Monica Williams as a part time police officer pending good physical, drug screen and background check. Beverly moved to approve the Mayor's recommendation. Pocratsky seconded. All voted yes.

Fire Chief Scott Cramer asked council to approve Kelly Noto to the fire department pending a good physical, drug screen and background check. She will have to go through training yet. An agreement will be signed stating she will pay for the course and books if she fails to complete and pass the class. Jones moved to approve. Pocratsky seconded. Pocratsky, Barth, Beverly & Jones voted yes. Hart abstained.

Clerk/Treasurer's Report: The 2014 Financial Report and 2015 Budget of the Hicksville Union Cemetery was shared with council. The MTD/YTD Cash Report and Income Tax Report were shared. Collins reported that she accepted resumes for an income tax administrator until last Friday and will set up interviews for the Personnel Committee to sit in on before

making a decision. Essex gave Collins some annexation papers for the Industrial Park Roadway and stated they need to be filed with the Auditor and Board of Elections.

Mayor's Report - Mayor Headley shared the August Mayor's Court Report; a request for financial assistance from Christ Cupboard; an invitation to Mike Williams retirement party in October; a complaint about the new 40 degree angle parking downtown.

Beverly moved to adjourn. Jones seconded. All voted yes.

Mayor

Clerk/Treasurer