

VILLAGE OF HICKSVILLE
REGULAR COUNCIL MINUTES

Monday, April 2nd, 2018, at 6:00 p.m.

The meeting was called to order by Mayor Diane Collins, followed by the invocation.

The Pledge of Allegiance was recited by all present.

Roll Call was read with the following persons in attendance: Mayor Diane Collins; Council Members Mike Barth, Eric Bassett, Ron Jones, Ron Beverly; Shelia Baker and Larry Ridgway; Administrator Jim Brown; Fiscal Officer Cheryl Smith; and Solicitor Troy Essex.

Former Administrator Kent Miller was present and available to answer questions related to projects or decisions from his time in the office.

Minutes from the March 19th Regular Council Meeting were presented. Larry Ridgway made a motion to accept, seconded by Eric Bassett. All voted yes.

A list of bills was presented. The mayor noted that some invoices were paid late because they were not presented on time. Also, 2 purchases were made without purchase orders. Brown said they had talked about the used computer monitor and "it just showed up." He didn't have a purchase order for it. He said the \$1891.00 bill for weed killer was for the park. He had the chance to get it at a good price, but had to order it right away. He neglected to get a purchase order. Bassett asked the administrator about the purchase of towel dispensers/soap dispensers for \$600.00. At the school they got free dispensers for buying the product. Brown said he wasn't aware that was an option. He is installing them in village buildings for sanitary purposes. Mayor Collins asked the police department why they purchased \$2,000.00 in uniforms on the last bills list and another \$900.00 this time. It was reported that they were necessary because of all the new officers. Beverly asked if they all had their names embroidered on the shirts. The answer was yes, but they do have a place that can remove the stitching and change it if necessary. Beverly asked what a "jelly blade" was. It was purchased by the street department to be used to wipe down vehicles instead of using a cloth rag. The Police department had the Taurus worked on and was questioned as to the repairs, which were over \$300.00. Smith asked council to approve an invoice from Borderline Construction for the first payment to the contractor. Bassett noted that the list didn't appear to add up to the bottom line. The work completed and listed on the invoice should match the bid document. The 1st payment does match what is in the contract. Beverly asked if the contract was legal and if that was what was hanging on the front board. The *Notice to Commence* has not been written up according to Ohio Revised Code. Essex explained the reasons for the proper paperwork – that is for the protection of both the contractor, subcontractors and the village. Brown asked if the contract should have required a bond, which it does not. He said he is uncomfortable with this project. Mayor Collins told Brown to get all the paperwork corrected as soon as possible. Ron Beverly then made a motion to approve the bills, seconded by Eric Bassett. All voted yes.

Boards & Commissions:

- The **Park Board** met March 14th. Minutes were in the packets. The mayor attended the meeting and reported the village needs a volunteer to head up the Summer Park Program this year. There is a salary in the budget as well as funds for arts & crafts. If anyone is interested, please contact Susan Mack or the mayor.

Council Committees:

- The **Police & Fire Committee** met March 26th – minutes were included in the packets. Bassett reported that Essex is composing a letter for the EMS Department to send out to any account with an outstanding balance. The letter will urge the patient to contact the EMS department about the balance. It could be a case of a misapplied payment, a forgotten balance or a need to set up a payment plan. They also discussed future salary increases, a First Responder class, and the need for funds to fix the ladder truck.
- The **Water/Sewer Committee** met tonight before the council meeting. Minutes will be sent out in the next packet. They discussed the repairs needed on the Defiance Avenue Lift Station. This is already in the Long-Term Control Plan Phase II. They are having a problem with shop rags getting caught in the machinery. Brown and WWTP Superintendent Jeff Rumble have gone to all area businesses trying to discover who is putting rags down the system. They reported they were everywhere and could not find the culprit. Rumble would like it fixed now. Beverly asked if we do it now – and when Phase II begins – will the EPA accept it or make us do it again to their specifications? Kent Miller was on hand tonight and recommended getting the flow numbers from the EPA before any engineering begins. The mayor said we first need to get the rags out of the system.

Barth reported that Andrew Gall from the EPA will be here April 19th to look at the lift station and the Chicago Avenue area. Chicago Avenue is still in Phase I to be completed by October of this year. Brown has sent in an application to amend the permit and move this project to Phase II but does not have an answer yet.

- Beverly asked to revisit a discussion from 2 meetings ago concerning the downtown area businesses. He feels that since the structures are “commercial buildings” the upstairs rentals should also be considered such. He wanted clarification of 2 things. (1) If a business combines two units into one, they will be billed the base rate accordingly. He was assured this was already an established policy. (2) If alternative trash disposal is available (i.e. dumpsters belonging to the downstairs business), the upstairs tenants do not need to have a cart from Werlor or pay a fee for its use. Essex told Beverly anyone can ask for legislation to be written. A vote is not necessary. Beverly asked Essex to prepare legislation to address issue #2 (exempt the downtown area from Main to Maple from mandatory trash pick-up) and bring it to full council for a vote. Anyone who wishes to have a tote can choose to do so and will be billed accordingly. Kent Miller reminded council that the entire Refuse Ordinance needs to be amended to cover the new policy using Werlor for pick-up.
- Brown has been having the street employees pick up the trash at the village buildings and take it to the Sewer Plant for disposal. Miller reminded everyone that each of the 4 village buildings were given totes to roll out on Wednesday like everyone else. A dumpster is located at the sewer plant, so the street employees can empty the downtown trash receptacles and take it to the plant, where Werlor picks it up. That is the only trash pick-up activity that was to be handled by village employees. All issues with trash pick-up and/or Werlor should be referred to Mike Bailey. He is the liaison between the village and Werlor. The issues only become confusing when too many people are trying to handle the same problem.
- Shelia Baker reported she has asked Dawn Hostetler to put a note on the bills asking residents to pull their totes back from the curb after being emptied. She will consider legislation to attach fines for non-compliance if gentle persuasion is not sufficient.

NOTE: All meeting minutes are available in their entirety in the Fiscal Officer's office at 111 South Main Street, Hicksville or by email request to hixcs@defnet.com.

Administrator's Report:

- A written report was in the packet. Brown reported that ODOT is no longer maintaining the roads through town. Jones asked if Brown could tell council exactly where the stop/start lines were. Brown said they stop where state highways intersect. Brown said ODOT will not be paving High or Main from the Catholic Church to Marathon. The Street Department is now filling potholes as they appear.
- Brown wants to put in a catch basin at Bunnell and High to catch the water that is not going down the existing standpipe. Beverly asked Brown if he had considered putting in a curb before going with the more costly catch basin. There was some discussion with no resolution to the problem.
- Brown recommends the village go with RCAP for the Asset Management Program we have to have in place this fall. It will cost about \$42,000.00 for the program and the GIS system Brown would like to have for the entire town. He feels the street employees will be able to complete some of the work to save costs. Beverly asked if the cost includes engineering, or is it separate? No definitive answer was given.
- Brown feels the purchase of a new sewer vac truck is important and urgent. Beverly asked him if he could find out the hours-of-use actually on our existing truck. It could give council a clearer picture of the cost of repair vs purchase. Brown will get the numbers for Beverly. Our truck is 24 years old, and we have had it for 14 years. Brown has gotten a quote for repairing the existing truck (about \$25,000.00) and a lease offer for a new truck (\$337,000.00). Former administrator Miller reminded council that a truck has to be purchased by sealed bids - and we are already advertising pricing. Brown said he was trying to be upfront with it all.
- Beverly said if our problem is roots in the system, hire someone to remove them. If the roots are bad enough they have probably already harmed the pipe. It should be dug up and replaced.
- Brown would like to revisit a sewer separation of West High Street from the Catholic Church to Sailer's Market. Kent Miller, now as a taxpayer, said that would be too costly a job. It was originally in the Long-Term Control Plan, but council voted to take it out for that reason and others. Barth said he knows High Street “is shot” but fixing it would help with the Sholl Terrace/Chicago Avenue area problems. Rumble added he thought the storm water should be routed through Westwood.
- Brown returned to the vac truck situation. He said a schedule has been set up for use along with a maintenance program. Beverly asked if Brown could contact the EPA about any chemicals approved to kill the roots. Rumble said to cut out the roots and reline the pipe. Beverly asked what about when the roots grow back? Baker asked what was the committee's recommendation? Barth answered they discussed all options including renting our truck out to other communities, or outsourcing. Council was against that idea. Bassett said he was for purchasing a new truck. Beverly said he was

against a new truck, but if that was the route we took, not to cobble it together with old parts. Make sure the new truck would serve the purpose it was intended for. The mayor recommended we look into purchasing/leasing a new truck. Mike Barth made a motion to accept bids to purchase a new vac truck. Ron Jones seconded the motion. All voted yes.

- Brown was instructed to set parameters for the purchase and put it out for bid. Essex reminded council they could consider the bids and accept one or none. Smith reminded council that the money in the budget is all there is. Miller reminded them that when a contingency is spent – it has to build up again. The same amount will not appear in the budget next year. They will be starting at zero again.
- Beverly asked Brown where the gas propelled valve exerciser was. Brown said it was either in the garage or at the water plant. Beverly said the last he knew, it had been borrowed by Edgerton and was not returned. Brown said we are in possession of it.
- The mayor asked Brown about an email he forwarded her from ODOT. She was certain ODOT would still pave the downtown area as in the past. Jones said he read the email the same way. She asked Brown to check the schedule published by ODOT to verify if they will or will not pave as usual.
- The email from EMH&T was addressed by council tonight. Ron Beverly made a motion to refuse to pay an additional amount requested by Underground Utilities for the Clearview/Haver Project. Larry Ridgway seconded it. All voted yes. Council asked Troy Essex to write an official letter stating council's intentions and sending the ball into their court.
- Rumble asked if the village ever received reimbursement from Underground Utilities for the damages they caused on the project. Miller said when he left, the invoice/letter he has sent them was left on the board for follow-up. Brown will check the board to see if the invoice is still there.
- Brown was asked about the lights on Haver Drive – and the issues with AEP. Apparently, they have personnel issues. The ground was first too hard from the winter weather. Now it is too soft. If we want them to go ahead and install the lights, they will bill us for any cost they incur to fix the lawns back to original – ballpark figure reported by Brown is \$10,000.00.

<i>Complete report available from the Administrator at viladmin@defnet.com.</i>

- A quote for work to be done on the Defiance Avenue Lift Station was included for council. It does not include labor costs.
- A "100% Award" was given to Hicksville for having 12 months with no work time lost due to illness or injuries from the Black Swamp Safety Council.
- An OUPS Ticket Status spreadsheet was also given to council.

Solicitor's Report:

Second reading of **Ordinance 2018-02** by caption only to adopt 925.09 setting rules for future use of village utilities by anyone outside the village limits.

Second reading of **Ordinance 2018-03** by caption only to adopt 903.02 permit amount for curb/road cuts.

First reading of **Ordinance 2018-04** by caption only authorizing the Fiscal Officer to transfer funds from the General Fund to Capital Projects and Police Pension.

Department Heads:

Police Chief Kirk Stickney was absent. Sergeant Doctor was present to report Officer Maynard has been doing very well in his training. Doctor is concerned with the number of OVI's in the village. It is set to become a record year for them. He would like to request a Police & Fire meeting to discuss the upcoming Certified Police Procedures mandated by the State of Ohio. He has already spoken with Troy Essex.

Fire Chief Scott Cramer was on hand to ask Essex to bring legislation to allow unused turnout gear to be made into other items (handbags, pouches, etc.) They would be used for fundraising. Cramer asked the mayor to recommend Tyler Blair be hired as a fireman. The mayor made the recommendation dependent upon a good physical, drug screen, background check and training. Mike Barth made a motion to approve the mayor's recommendation, seconded by Ron Jones. All voted yes. May 12th the FD will hold a Reverse Raffle. Also, mention was made of Fireman of the Year Blake Whitman and EMT of the Year Bruce Silcott.

EMS Chief Bruce Silcott gave council a report of collections, outstanding invoices and run activity so far this year.

Park Director Val Shull was absent. Ryan Miser was to attend but had a baseball game.

Fiscal Officer Report:

- March Income Tax Report
- March Utility Collections Report
- List of Seminars Smith attended at the Local Government Officials Conference

Mayor's Report:

Mayor Collins reported she had received an email from a concerned citizen (from out of state) warning about non-regulation “Baby Boxes” being installed. CMH is currently installing one.

There will be a public meeting April 11th with the OEPA in Defiance at the old middle school auditorium. The meeting concerns a variance request from a plant that would change the amount of mercury they can dispose of in the river system.

The annual Defiance Co. Economic Development TIRF meeting in Defiance will be Monday, April 16th. Hicksville is represented by Mike Bailey and Cheryl Smith. Smith will be unable to attend due to Hicksville council being the same time.

The mayor has had a meeting with Mike Jay, from the Defiance Co. Economic Development Regional Growth Partnership. That organization is helpful in the area with expansion of business.

There will be a meeting with STMA at 10 am Thursday in council chambers. It is mainly an informational meeting to keep abreast of their progress.

The mayor is working to put together a Summer Concert Series which will be held on the Huber Opera House patio in the evenings. The details are still being worked out. A meeting will be held at 5:30 if anyone would like to attend.

Finally, the mayor said the Easter Egg Hunt at the park was wonderful.

At 8:00 Ron Beverly asked for an executive session to discuss land acquisition, personnel issues and economic development. Larry Ridgway seconded the motion. All voted yes. At 9:35 council returned to regular session.

Ron Beverly made a motion to adjourn, seconded by Larry Ridgway. All voted yes. Meeting adjourned at 9:40 pm.

Mayor Fiscal Officer