

Village of Williamsburg Regular Council

July 12, 2018

The regular meeting of the Williamsburg Village Council was held on Thursday, July 12, 2018 at 5:30 p.m. at the Community Center -107 West Main Street, Williamsburg, Clermont County, Ohio.

MEMBERS PRESENT: **MAYOR:** Mary Ann Lefker, **VICE-MAYOR:** Tim Wood, **COUNCIL MEMBERS:** Gary Collier, David Fiscus, Mark Herren, Dr. King and Randy Mercer
CLERK/TREASURER: Michael Murray, **SOLICITOR:** Mike Minniear, **POLICE:** Chief Mike Gregory, **ADMINISTRATOR:** Susan Ellerhorst

AUDIENCE: Matt Early, Board of Education Superintend

Mayor Lefker called the meeting to order at 5:30 p.m. with the Pledge of Allegiance.

TAX BUDGET HEARING:

Clerk/Treasurer Mike Murray presented the 2019 Tax Budget. No questions asked from the public. Council had discussion.

Vice-Mayor Wood made motion to accept the 2019 Tax Budget presented. Councilman King second. All ayes by roll call. Motion carried

AUDIENCE STATEMENTS:

APPROVAL OF MINUTES:

Councilman Herren made a motion to approve the June 14, 2018 regular meeting minutes. Councilman Collier second. All ayes by roll call. Motion carried.

Councilman King made a motion to approve the July 10, 2018 special meeting minutes. Vice-Mayor Wood second. All ayes by roll call. Motion carried.

MAYOR'S REPORT:

Mayor Lefker read the June 2018 report of Mayor's Court Fines and Costs.

Councilman King made motion to accept the reports as presented. Vice-Mayor Wood second. All ayes by roll call. Motion carried.

Mayor Lefker noted Chief Gregory and Matt Earley have been meeting about a School Resource Officer. Williamsburg School Board provided a proposed agreement for a School Resource Officer to begin in August.

Vice-Mayor Wood made a motion to authorize the Mayor to sign the contract for the hiring of a School Resource Officer. Councilman Herren second. All ayes by roll call. Motion carried.

Mayor Lefker discussed the meeting last night with the property owners from the SR 133 North Sewer Expansion project.

SOLICITOR'S REPORT:

No Report

POLICE REPORT:

Police Chief Mike Gregory submitted a report on the Village calls, citations and runs.

FIRE REPORT:

Fire Chief Kevin Wiedemann submitted a report on the Townships Fire and EMs runs.

CLERK/TREASURER'S REPORT:

Clerk/Treasurer Mike Murray presented the June 2018 Financial Statements (agenda item 1).

Councilman Mercer made motion to accept the reports as presented. Councilman King second. All ayes by roll call. Motion carried.

Clerk/Treasurer Mike Murray presented the June 2018 the SSI Utilities Receipts and UAN Receipts (agenda item 2).

Councilman King made motion to accept the report as presented. Councilman Herren second. All ayes by roll call. Motion carried.

Clerk/Treasurer Mike Murray presented the June 2018 Utility Funds Snapshot for general information (agenda item 3).

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Clerk/Treasurer Mike Murray presented the June 2018 Income Tax receipts report (agenda item 4).

Councilman King made motion to accept the report as presented. Councilman Mercer second. All ayes by roll call. Motion carried.

Councilman Dave Fiscus entered meeting at 5:45 p.m.

Clerk/Treasurer Mike Murray read for the first time Resolution 804-18 Authorizing the Transfer of Mayors Court Unclaimed Monies 9104 & 9105 and Close Fund (agenda item 5).

Councilman King made motion to suspend the rules on Resolution 804-18. Councilman Herren second. All ayes by roll call. Motion carried.

Clerk/Treasurer Mike Murray read for the second and third time Resolution 804-18.

Councilman Mercer made motion to approve Resolution 804-18 Authorizing the Transfer of Mayors Court Unclaimed Monies 9104 & 9105 and Close Fund. Councilman King second. All ayes by roll call. Motion carried.

Clerk/Treasurer Mike Murray read for the first time Resolution 805-18 Authorizing to Establish Enterprise Debit Retirement entitled "OWDA Asset Management Loan". The Fund number assigned shall be 5727. (agenda item 6).

Councilman King made motion to suspend the rules on Resolution 805-18. Councilman Herren second. All ayes by roll call. Motion carried.

Clerk/Treasurer Mike Murray read for the second and third time Resolution 805-18.

Councilman Mercer made motion to approve Resolution 805-18 Authorizing to Establish Enterprise Debit Retirement entitled "OWDA Asset Management Loan". The Fund number assigned shall be 5727. Councilman King second. All ayes by roll call. Motion carried.

Clerk/Treasurer Mike Murray read for the first time Resolution 807-18 Authorizing the Administrator to Prepare and submit an Application to Participate in the Ohio Public Works Commission State Capital Improvement and/or LOAL Transportation Improvement Program(s) and to Execute Contracts as required for the Reconstruction of Gay Street Phase from Fourth Street to Railroad Tracks. (agenda item 7).

Councilman Collier made motion to suspend the rules on Resolution 807-18. Councilman King second. All ayes by roll call. Motion carried.

Clerk/Treasurer Mike Murray read for the second and third time Resolution 807-18.

Councilman Mercer made motion to approve Resolution 807-18 Authorizing the Administrator to Prepare and submit an Application to Participate in the Ohio Public Works Commission State Capital Improvement and/or LOAL Transportation Improvement Program(s) and to Execute Contracts as required for the Reconstruction of Gay Street Phase from Fourth Street to Railroad Tracks. Councilman King second. All ayes by roll call. Motion carried. (agenda item 7).

Administrator Ellerhorst requested approved to sign the Engineering Agreement with Choice One Engineering for the project and for completion of 30% of the design for extra points on the OPWC application. Council approved by consensus.

Clerk/Treasurer Mike Murray read for the first time Resolution 808-18 Authorizing Administrator to Execute the Ohio Public Works Commission Grant Agreement for Small Government Program on Behalf of the Village, Ohio for Planning, Design and Reconstruction of Gay Street from Front Street to Fourth Street a required. (agenda item 8).

Councilman King made motion to suspend the rules on Resolution 808-18. Councilman Fiscus second. All ayes by roll call. Motion carried.

Clerk/Treasurer Mike Murray read for the second and third time Resolution 808-18.

Councilman King made motion to approve Resolution 808-18 Authorizing Administrator to Execute the Ohio Public Works Commission Grant Agreement for Small Government Program on Behalf of the Village, Ohio for Planning, Design and Reconstruction of Gay Street from Front Street to Fourth Street a required. Councilman Herren second. All ayes by roll call. Motion carried. (agenda item 8).

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Clerk/Treasurer Mike Murray read for the first time Resolution 809-18 Certification of Delinquent Account-128 Zachary Drive. (agenda item 9).

Councilman Herren made motion to suspend the rules on Resolution 809-18. Vice-Mayor Wood second. All ayes by roll call. Motion carried.

Clerk/Treasurer Mike Murray read for the second and third time Resolution 809-18.

Vice-Mayor Wood made motion to approve Resolution 809-18 Certification of Delinquent Account-128 Zachary Drive. Councilman Herren second. All ayes by roll call. Motion carried. (agenda item 9).

Clerk/Treasurer Mike Murray read for the first time Ordinance 1107-18 Authorizing a Fee to File an Assessment for Cost to Cut Weeds/High Grass. (agenda item 10).

Councilman Mercer made motion to suspend the rules on Ordinance 1107-18. Councilman Herren second. All ayes by roll call. Motion carried.

Clerk/Treasurer Mike Murray read for the second and third time Ordinance 1107-18.

Vice-Mayor Wood made motion to approve Ordinance 1107-18 Authorizing a Fee to File an Assessment for Cost to Cut Weeds/High Grass. Councilman King second. All ayes by roll call. Motion carried. (agenda item 10).

Clerk/Treasurer Mike Murray read for the first time Ordinance 1108-18 Amending Chapter 715 Peddlers, Itinerant Merchants and Solicitors Regulating Solicitors. (agenda item 11).

Councilman Collier made motion to suspend the rules on Ordinance 1108-18. Councilman Fiscus second. All ayes by roll call. Motion carried.

Clerk/Treasurer Mike Murray read for the second and third time Ordinance 1108-18.

Councilman Mercer made motion to approve Ordinance 1108-18 Amending Chapter 715 Peddlers, Itinerant Merchants and Solicitors Regulating Solicitors. Vice-Mayor Wood second. All ayes by roll call. Motion carried. (agenda item 11).

Clerk/Treasurer Mike Murray read for the first time Ordinance 1109-18 Amend Ordinance 1102-18 Income Tax Dissolving Section 6: Credit for Tax Paid to Other Municipalities. Tabled the Ordinance.

Clerk/Treasurer Mike Murray read for the first time Ordinance 1110-18 Increase Rate of the Collection of Garbage. (agenda item 13).

Councilman Fiscus made motion to suspend the rules on Ordinance 1110-18. Councilman Mercer second. All ayes by roll call. Motion carried.

Clerk/Treasurer Mike Murray read for the second and third time Ordinance 1110-18.

Councilman Mercer made motion to approve Ordinance 1110-18 Increase Rate of the Collection of Garbage. Councilman Herren second. All ayes by roll call. Motion carried. (agenda item 13).

Clerk/Treasurer Mike Murray read for the first time Ordinance 1111-18 Amending Ordinance 922-09, the Village of Williamsburg Personnel Policy. (agenda item 14).

Councilman Herren made motion to suspend the rules on Ordinance 1111-18. Councilman Mercer second. All ayes by roll call. Motion carried.

Clerk/Treasurer Mike Murray read for the second and third time Ordinance 1111-18.

Vice-Mayor Wood made motion to approve Ordinance 111-18 Amending Ordinance 922-09, the Village of Williamsburg Personnel Policy. Councilman Mercer second. All ayes by roll call. Motion carried. (agenda item 14).

ADMINISTRATOR'S REPORT:

Administrator Ellerhorst discussed the property casualty insurance for the Village of Williamsburg. Currently the Village has a 3-year agreement with USI for Public Entities Pool of Ohio insurance.

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Council discussed the property casualty insurance.

Councilman Herren made a motion to pay the Public Entities Pool of Ohio invoice in the amount of \$22,407 for the Village of Williamsburg Property Casualty Insurance. Councilman Collier second. All ayes. Motion carried.

Administrator Ellerhorst noted ODOT has requested the Village provide a presentation on July 25th for the Safe Routes to School Grant applied for in March 2018.

Administrator Ellerhorst discussed the need for a Sewer Master Plan to help provide a strategy for extending sewer lines and ensure capacity for developments. Councilmembers discussed the sewer infrastructure and the need to camera the lines. Council requested Administrator Ellerhorst have the recommended proposal provide additional information at the next Council Meeting.

Administrator Ellerhorst distributed a draft copy of the Feasibility Study for the East Main Street Sidewalk. Administrator Ellerhorst noted ODOT has not provided their comments yet on the plan.

Administrator Ellerhorst reported the water loss is at 16%.

Administrator Ellerhorst received an estimate of \$1,100.00 for speed bump on Zachary Drive.

Councilman Herren made motion to accept estimate for speed bump on Zachary Drive. Councilman Collier second the motion. All ayes by roll call. Motion carried.
No: Councilman Mercer; Vice-Mayor Wood

Administrator Ellerhorst to work with public works to determine placement near 113 Zachary Drive.

Administrator Ellerhorst noted the forced annexation properties have signed the pre-annexation agreements. The next step would be for the completion of the annexation plats and the signed petition by the property owners.

Administrator Ellerhorst reported the environmental covenants are signed and the contractor will begin to move forward with construction upon completion of the road.

PARK COMMITTEE:

Councilman King reported the Committee discussed the realignment of the park entrance with Dela Palma from the Sidewalk Feasibility Study. The Committee discussed an amphitheater and mowing the new park property once a month to comply with zoning.

The next meeting is scheduled for August 7th at 6:30 pm.

PERSONNEL COMMITTEE:

Councilman Herren noted Brian Bachtel completed his probation.

Councilman Herren made motion to accept the rate increase of \$1.00 for Bryan Bachtel. Councilman Collier second the motion. All ayes by roll call. Motion carried.

Councilman Herren discussed changing of Office hours 8:00 to 4:30 with ½-hour lunch on a trial basis (60 days).

Councilman Herren made motion to accept the change in office hours and lunch change. Councilman Mercer second the motion. All ayes by roll call. Motion carried.

Councilman Herren discussed posting the Part Time Mayor's Court/Zoning Clerk Position for an hourly rate of \$15.00.

Councilman Herren made motion to accept to post the Part Time Mayor's Court/Zoning Clerk Position for hourly rate of \$15.00. Councilman Mercer second the motion. All ayes by roll call. Motion carried.

The next meeting is scheduled for August 14th at 5:30 pm.

PLANNING COMMITTEE:

Councilman Herren reported the Committee discussed 466 E Main Street property violations including vehicles and tall grass. The Committee discussed zoning fees and a dumpster permit. The next meeting is scheduled for August 14th at 7:00 pm.

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SAFETY COMMITTEE:

Chief Gregory reported the Committee discussed the disaster shelter and publishing the information for residents and businesses.

The next meeting is scheduled for September 11th at 5:30 pm.

UTILITIES COMMITTEE:

The next meeting is scheduled for July 26th at 6:00 pm.

ECONOMIC DEVELOPMENT: *No meeting*

TREE BOARD: Mayor Lefker stated there would be no Tree Board meeting in the summer.

The next meeting date is to be determined.

FACILITIES AND EQUIPMENT:

Vice Mayor Wood discussed the proposal to replace the Public Works Jet Trailer for \$77,000. Council discussed the trailer and will confirm with Mike Minniear if there is a requirement to go out to bid for the trailer.

Mayor Lefker discussed the need to have repairs made to the stone building. Wood Construction cost \$900 to do tuck pointing job on stone building.

Councilman Herren made motion to accept Wood Construction to do the stone building. Councilman Mercer second the motion. All ayes by roll call. Motion carried. Vice-Mayor Woods abstain.

The next meeting is scheduled for August 14th at 6:00 pm.

EXECUTIVE SESSION:

APPROVAL OF BILLS:

Councilman Herren moved to approve the bills presented (warrants 26477-26534 and EFT's 435-2018 thru 522-2018) be paid. Councilman Mercer second. All ayes by roll call. Motion carried.

OLD BUSINESS:

NEW BUSINESS:

ADJOURNMENT:

Vice-Mayor Wood moved to adjourn the meeting. Councilman Herren second the motion. All ayes by roll call. Motion carried.

Mary Ann Lefker - Mayor

Michael Murray - Clerk/Treasurer

August 23, 2018
Date Passed