

Regular Council Meeting  
01/09/2020  
7:00 PM  
Municipal Building

Gary Bauer, Harry Brumbaugh, Don Gephart, Reilly Hopkins, and Richard Simpson were present.  
Mayor John Carman presided over the meeting.

**BAUER/GEPHART: Motion to excuse Chad Hollon from meeting. All voted yea.**

**BAUER/SIMPSON: Motion to accept agenda as presented. All voted yea.**

**APPROVAL OF MINUTES**

Minutes from 12/26/19 were presented to Council.

**HOPKINS/BAUER: Motion to approve minutes from 12/26/19 as presented. All voted yea.**

**APPROVAL OF BILLS/ADJUSTMENTS**

Bills and adjustments were presented to Council. Mayor pointed out that the bills PD column should be a total of \$2,336.30 and the chart's complete total should be \$8,975.10.

**ADJUSTMENTS FOR 2019 APPROPRIATIONS  
PRESENTED TO COUNCIL 01/09/2020**

FUND/DEPT	UAN ACCT #	FUND
<b>TOTAL GEN FUND</b>		<b>\$0.00</b>
PD PERSONAL SERVICES	2906-110-100	\$ 200.00
PD POLICE AND FIRE PENSION FUND	2906-110-215	\$ (200.00)
WATER CONTRACTUAL	5101-531-300	\$ 325.00
WATER SUPPLIES	5101-531-400	\$ (325.00)
WATER CONTRACTUAL	5101-531-300	\$ 20.00
WATER OPERS	5101-531-211	\$ (20.00)
<b>TOTAL OTHER</b>		<b>\$0.00</b>
<b>TOTAL GEN FUND+OTHER</b>		<b>\$0.00</b>

**ADJUSTMENTS FOR 2020 APPROPRIATIONS  
PRESENTED TO COUNCIL 01/09/2020**

FUND/DEPT	UAN ACCT #	FUND
<b>TOTAL GEN FUND</b>		<b>\$0.00</b>
ENFORCEMENT & EDUCATION	2271-110-400	\$ (79.68)
<b>TOTAL OTHER</b>		<b>-\$79.68</b>
<b>TOTAL GEN FUND+OTHER</b>		<b>-\$79.68</b>

**GEPHART/SIMPSON: Motion to approve bills as presented and adjustments. Roll call was made. All voted yea.**

**GUEST SPEAKERS**

None.

**COMMITTEE REPORTS**

None.

**OLD BUSINESS**

Mayor reintroduced Ordinance 2019.041 to Council.

**BAUER/GEPHART: Motion to place Ordinance 2019.041, Credit Card Policy, on third and final reading. Roll call was made. All voted yea.**

Phil Blankenship was available to answer questions from Council regarding the Employee Benefit Services (EBS) precertification list proposal. Phil confirmed the Village health insurance currently required precertification on hospital stays. Phil assured Council the proposed precertification list would be used for informational purposes only to help identify the amount of care needed since the Village's insurance is based on number of dollars spent for each enrolled employee. This information would aid when bidding with potential insurance carriers which err on the side of "worst case scenario" without the information the precertification listing would provide. Mayor inquired how precertification is normally completed. Phil stated that in 99% of cases, the doctor's office would call to obtain the precertification on the patient's behalf. If by chance the doctor didn't recertify on the patient's behalf, then the patient would need to call the number on their insurance card to ensure precertification was completed. Phil explained the \$500 non-precertification penalty clause was placed on the list to encourage patients to ensure precertification. Ram asked if this precertification list would affect the premium and/or emergency situations in which the family was not aware of the need for precertification, and if the patient would be penalized. Phil assured the patient would not be penalized in that situation, but the precertification would take place afterward. Ram requested that emergency services be excluded from precertification.

Phil stated back in September there was a question about premium changes. He concluded if the Village went to a \$700 deductible, there would be a savings to the Village of around \$4,000-\$5,000. If a \$10 copay on dental visits was added to the plan, there would also be an overall savings to the Village.

The Employee Handbook Vacation Leave Addendum was reintroduced to Council. Mayor informed Council there had been an attempt to revise the section entitled "Employees hired after November 10, 2016". He read through the addendum revision. Don stated he didn't like the idea of employees losing earned vacation hours. He believed that all "lost" vacation time should be paid out to an employee regardless. Mayor stated that employees should be turning in vacation requests at the beginning of each year. Reilly stated that he wasn't sure that employees should have to turn in all of year's vacation times at the beginning of each year. Don explained vacation is a benefit for employees and is stated as so when a person is hired. Mayor stated he didn't see the addendum as a penalty, but a chance for employees to get away from work for a while and rejuvenate to avoid work accidents and burnout. Ram stated it is hard sometimes when working with a skeleton crew to allow vacation time for certain employees. Reilly suggested sending the revision out to department heads and having them discuss with their employees prior to Council making a decision.

Tom Breckel was introduced by the Mayor, Director for Emergency Management Agency for Clinton County. Tom shared the duties of his office and announced stated he'd love to hold a workshop for emergency preparedness if there was a need or one desired in March preferably. Mayor stated there had been a lot of improvements presented at the last Clinton County Emergency Management meeting.

#### **NEW BUSINESS**

Ordinance 2019.042 was stricken until next Council meeting when revisions would be available.

Resolution 2020.001, Resolution Allowing the Fiscal Officer to Make Transfers in Order to Pay Water Bond Debts, was introduced to Council.

**HOPKINS/BAUER: Motion to adopt Resolution 2020.001, Resolution Allowing the Fiscal Officer to Make Transfers in Order to Pay Water Bond Debts. Roll call was made. All voted yea.**

Mayor expressed a need for a portable laptop for Village email usage and requested appropriations be approved. He explained he has been using his personal laptop to date. He has compared pricing and approximate was around \$1,100 which would include laptop and software.

**BRUMBAUGH/BAUER: Motion to approve requested appropriations and purchase laptop through S&H not to exceed \$1,100. Roll call was made. All voted yea.**

**POLICE DEPARTMENT**

None.

**STREET**

None. Mayor stated that Ted has been the Street Department's "Lone Ranger" and Rick Jones has been helping. Ted stated it had been normal business as usual. BPA has agreed to help short-term.

**PARKS**

None.

**BPA**

James Bowling notified Council of the online billing/payment service kickoff. BPA customers would now have the options to pay their bill via phone or text, via credit or debit card. He added the online billing technology was "very convenient and slick".

Ram spoke regarding a recent electric failure at Fancy Street through Duke which caused some equipment failures. He apologized for any inconvenience that the power outage had caused customers. Ram announced the BPA staff had been helping with the military banners storage and this creates time constraints on the staff's normal daily operations and is taking a toll on the bucket equipment. He acknowledged however, using volunteers for the task would risk liability for the Village. The emergency lights have been updated by electric staff. Water Department is working with EPA compliance matters. Fancy Street project is complete, but there are a few issues with resurfacing. The BPA is working on punch list to ensure all repairs are completed before final payments are. Ram provided updates on sludge processing and other current issues. Reilly asked Ram to speak about the work going around by Kroger. Ram responded the property was initially bought by developer to put a strip mall before economy tanked, but AEP Ohio will be using the area and working on electrical upgrading for months to come.

Mayor stated that he had spoken with Susan Jacobs regarding the banners. By ordinance, the banners are to be displayed by Memorial Day and removed and stored by Veteran's Day. Mayor said, "It is a nice service, but requires a lot of manpower and equipment and cuts into the daily priorities of Village services". Susan had called the manufacturer regarding some of the banners that appear faded which is a manufacturer issue. Mayor expressed he'd like to see the problem rectified by amending the ordinance to leave the banners up throughout the year. Discussion took place as to options.

**HOPKINS/BAUER: Motion to leave military banners up year-round. All voted yea.**

**SOLICITOR**

None.

**FISCAL OFFICE**

Fiscal Officer gave updates on year end processing and annual financial statement filing. She reminded Council because the new Credit Card Policy had passed during this meeting, Council would need to make a recommendation soon about appointing a Compliance Officer to examine quarterly credit card accounts per the new policy.

**MAYOR**

Mayor stated that the 2020 Council Meeting May dates will be 14<sup>th</sup> and 28<sup>th</sup> due to a calendar error when creating the original 2020 Council Meeting calendar.

Mayor presented Finance Committee's proposed meeting schedule of 1<sup>st</sup> Thursday of each month at 6PM, and Safety and Service's proposed meeting schedule of 4th Thursday of each month at 6PM.

Mayor pointed Council's attention to the 2020 Council members and announced they were accepting appointments for Vice Mayor. Harry nominated Reilly Hopkins for Vice Mayor due to his community involvement and the opportunity to involve the younger generation in Village matters.

**Mayor took an audible vote for Vice Mayor nomination of Reilly Hopkins. 5 yeas; 1 abstain (HOPKINS).**

Mayor read through the recommendations for the committees and chair appointments. Cindy Sutton would sit in on Community Action. Mayor inquired about procedures for Park Board appointments.

**HOPKINS/BAUER: Motion to accept appointments as presented. All voted yea.**

**PUBLIC COMMENT**

James Constable, 716 Cherry Street, reminded Council at the last meeting he had mentioned an issue which he was told would be taken care of and stated he believed it needs to be done. Mayor stated he had spoken with the Solicitor who confirmed the minutes in question were correct as written/presented.

**EXECUTIVE SESSION**

**GEPHART/BAUER: Motion to recess to executive session pursuant to 121.22(G)(1) to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official inviting Mayor, Solicitor, Ram Reddy and James Bowling. Roll call was made. Recessed at 8:10 PM.**

Roll call was made. Council resumed at 8:45 PM.

Mayor recommended approving the BPA Reference Payscale recommended changes.

**HOPKINS/BAUER: Motion to approve BPA Reference Payscale changes. Roll call was made. All voted yea (Exhibit A).**

**BAUER/HOPKINS: Motion to approve Street Department recommendations as presented (Exhibit B). Roll call was made. All voted yea.**

**HOPKINS/BRUMBAUGH: Motion to approve recommendations from BPA Board dated January 9, 2020 hiring part-time position and approving step raises for 3 employees as presented (Exhibit C-step raises effective pay period beginning January 19, 2020). Roll call was made. All voted yea.**

**HOPKINS/BAUER: Motion to adjourn. All voted yea. Meeting adjourned at 8:48 PM.**

Approved: January 23, 2020

Mayor: John M. Cannon

Attest: Julie Cartel

Exhibit A

VILLAGE OF BLANCHESTER BOARD OF PUBLIC AFFAIRS  
 SALARY / WAGE SCALE  
 BI-WEEKLY PAY PERIODS  
 EFFECTIVE JANUARY 9, 2020

TITLE	CODE	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
UTILITIES DIRECTOR	A-1 P.P.	\$2,707.98	\$2,871.18	\$3,043.37	\$3,225.71	\$3,420.43	\$3,625.27	\$3,842.48	\$4,072.09	\$4,318.42	\$4,581.93	\$4,862.43	\$5,160.78	\$5,477.05	\$5,811.40	\$6,164.00
BUSINESS MGR/CLERK	A-2 P.P.	\$800.00	\$1,160.10	\$1,281.80	\$1,319.80	\$1,388.88	\$1,494.80	\$1,606.25	\$1,731.80	\$1,861.80	\$1,996.08	\$2,144.04	\$2,305.45	\$2,481.12	\$2,672.08	\$2,878.08
OFF. MNGR/CLERK	A-3 HR	\$14.03	\$13.39	\$14.88	\$15.56	\$16.43	\$17.25	\$18.12	\$19.03	\$19.95	\$20.55	\$21.30	\$22.05	\$22.85	\$23.65	\$24.45
OFFICE STAFF	A-4 HR	\$11.85	\$12.44	\$13.06	\$13.72	\$14.40	\$15.12	\$15.84	\$16.50	\$17.50	\$18.00	\$20.00	\$20.70	\$21.50	\$22.35	\$23.25
ELECTRIC																
ELECTRIC SUPERVISOR	E-1	\$23.16	\$25.55	\$28.82	\$28.17	\$29.58	\$31.00	\$32.16	\$34.50	\$36.00	\$40.00	\$42.00	\$44.00	\$46.75	\$49.00	\$49.00
LINEMAN 1ST CLASS	E-2	\$22.89	\$24.04	\$26.24	\$27.83	\$28.22	\$30.68	\$32.21	\$34.50	\$36.00	\$38.00	\$40.00	\$42.40	\$45.00	\$46.00	\$46.00
LINEMAN 2ND CLASS	E-3	\$18.12	\$18.99	\$19.92	\$20.93	\$21.98	\$23.09	\$24.24	\$25.45	\$27.00	\$28.00	\$30.00	\$32.00	\$33.50	\$35.00	\$35.00
LINEMAN 3RD CLASS	E-4	\$17.29	\$18.16	\$19.00	\$20.01	\$21.02	\$22.07	\$23.17	\$24.33	\$25.95	\$27.00	\$29.00	\$31.00	\$32.10	\$33.10	\$33.10
LINEMAN HELPER	E-5	\$14.03	\$14.88	\$15.66	\$16.43	\$17.25	\$18.12	\$19.03	\$19.95	\$22.00	\$23.50	\$24.35	\$25.30	\$26.35	\$27.40	\$27.40
APPRENTICE	E-6	\$11.85	\$12.44	\$13.06	\$13.72	\$14.40	\$15.12	\$15.84	\$16.50	\$17.50	\$19.00	\$20.00	\$20.70	\$21.50	\$22.35	\$23.25
WATER																
WATER SUPERVISOR	W-1	\$18.08	\$18.99	\$19.83	\$20.83	\$21.80	\$22.89	\$24.04	\$25.24	\$26.50	\$27.83	\$28.94	\$30.10	\$31.30	\$32.56	\$32.56
OPERATOR	W-2	\$15.65	\$16.47	\$17.25	\$18.12	\$18.99	\$19.92	\$20.89	\$21.98	\$23.09	\$24.24	\$25.21	\$26.22	\$27.27	\$28.38	\$28.38
PLANT HELPER	W-3	\$12.83	\$13.39	\$14.03	\$14.88	\$15.66	\$16.43	\$17.25	\$18.12	\$19.03	\$19.99	\$20.79	\$21.62	\$22.49	\$23.39	\$23.39
APPRENTICE	W-4	\$11.05	\$11.85	\$12.44	\$13.06	\$13.72	\$14.40	\$15.12	\$15.88	\$16.70	\$17.50	\$18.20	\$18.83	\$19.68	\$20.47	\$20.47
WASTE WATER																
SEWER SUPERVISOR	S-1	\$18.08	\$18.99	\$19.83	\$20.83	\$21.80	\$22.89	\$24.04	\$25.24	\$26.50	\$27.83	\$28.94	\$30.10	\$31.30	\$32.56	\$32.56
OPERATOR	S-2	\$16.66	\$16.47	\$17.25	\$18.12	\$18.99	\$19.92	\$20.89	\$21.98	\$23.09	\$24.24	\$25.21	\$26.22	\$27.27	\$28.38	\$28.38
PLANT HELPER	S-3	\$12.83	\$13.39	\$14.03	\$14.88	\$15.66	\$16.43	\$17.25	\$18.12	\$19.03	\$19.99	\$20.79	\$21.62	\$22.49	\$23.39	\$23.39
APPRENTICE	S-4	\$11.05	\$11.85	\$12.44	\$13.06	\$13.72	\$14.40	\$15.12	\$15.88	\$16.67	\$17.50	\$18.20	\$18.83	\$19.68	\$20.47	\$20.47
UTILITY/MAINTENANCE																
UTILITY MAN	U-1	\$15.85	\$16.47	\$17.24	\$18.12	\$18.99	\$19.92	\$20.83	\$21.98	\$23.09	\$24.24	\$25.21	\$26.22	\$27.27	\$28.38	\$28.38
HELPER	U-2	\$12.83	\$13.39	\$14.03	\$14.88	\$15.66	\$16.43	\$17.25	\$18.12	\$19.03	\$19.99	\$20.79	\$21.62	\$22.49	\$23.39	\$23.39
APPRENTICE	U-3	\$11.05	\$11.85	\$12.44	\$13.06	\$13.72	\$14.40	\$15.12	\$15.88	\$16.67	\$17.50	\$18.20	\$18.83	\$19.68	\$20.47	\$20.47
CERTIFIED PROFESSIONAL ENGINEER (PE)																
CLASS I		\$25.00 PER PAY PERIOD														
CLASS II		\$50.00 PER PAY PERIOD														
CLASS III		\$75.00 PER PAY PERIOD														
		\$100.00 PER PAY PERIOD														

01/09/2020 Approved by Council

MEMORANDUM

**Date:** January 9, 2020  
**To:** Village Council  
**From:** Mayor John Carman  
**Subject:** Approval of Employee Position, Pay Rate and Raises

**Mayor recommendation to village council:**

1. **Bryan Buchanan**
  - a. Hire as a laborer for the street department effective January 20, 2020.
  - b. Position is to be full-time
  - c. Pending a 6-month probation period.
  - d. Starting rate to be "Step F" under Laborer.
  - e. Authorize a step raise to "Step G" at the end of probation at the discretion of the Mayor.
  
2. **Rich Jones**
  - a. Move from contractor to Provisional Labor for the street department.
  - b. Position is to be Part-time; employee is permitted to work a maximum of 29.5 hours per week as needed without benefits.
  - c. Move from "Step C" to "Step E" under provisional labor, effective first full pay period following council's approval.

**MEMORANDUM**

**Date:** January 9, 2020  
**To:** The Honorable Mayor and the Village Council  
**From:** The Trustees of the Board of Public Affairs  
**Subject:** Approval of Employee Positions, Pay Range and Raises

At the January 2, 2020 meeting, the Board of Trustees of Public Affairs (BPA) voted to recommend to the Council:

1. To authorize BPA to hire a part-time employee (permits to work a maximum of 29 hours per week without any benefits) for the office help within the wage range of A-4-E to A-4-H.
2. To promote Kimberly Leath to Office Manager/Clerk position with a pay raise from Step: A-3-I to A-3-J.
3. To raise the pay for Robin Hilliard, for additional responsibilities, from Step: A-4-I to A-4-J.
4. To raise the pay for Matt Johnson from Step: S-1-E to S-1-F

The above raises will become effective from the first full pay period following the Council's Approval.

Respectfully,

Board of Public Affairs

