

Regular Council Meeting
 12/12/2019
 7:00 PM
 Municipal Building

Gary Bauer, Don Gephart, Chad Hollon, Reilly Hopkins, Richard Simpson and Cindy Sutton were present. Mayor John Carman presided over the meeting.

Mayor stated there were two revisions to the agenda: 1) Special guest, Kelly Hopkins; and 2) Motion for Addendum.

HOLLON/GEHART: Motion to accept agenda with revision(s). All voted yea.

APPROVAL OF MINUTES

Minutes from 11/14/19 were presented to Council.

GEHART/BAUER: Motion to approve minutes from 11/14/19 as presented. All voted yea.

APPROVAL OF BILLS/ADJUSTMENTS

Bills and adjustments were presented to Council. Jewelle pointed out #2 on the bill list should be listed under Street. Don inquired of the car wash tokens. Chief stated tokens are bought at a discount.

ADJUSTMENTS 12/12/2019

FUND/DEPT	UAN ACCT #	FUND
FISCAL OFFICE HEALTH INSURANCE	1000-725-221	\$ 81.40
ZONING SUPPLIES	1000-410-400	\$ (34.84)
FISCAL OFFICE LIFE INSURANCE	1000-725-222	\$ (1.48)
FISCAL OFFICE CONTRACTUAL	1000-725-300	\$ (21.99)
L/B SUPPLIES	1000-730-400	\$ (3.22)
BANK FEES	1000-990-990-0005	\$ (19.87)
FISCAL OFFICE CONTRACTUAL	1000-725-300	\$ (500.00)
FISCAL OFFICE SUPPLIES	1000-725-400	\$ 500.00
OTHER-MISC FEES	1000-990-990-0006	\$ 286.24
FISCAL OFFICE SALARY	1000-725-121	\$ 100.00
FISCAL OFFICE CONTRACTUAL	1000-725-300	\$ (100.00)
MAYOR'S MEDICARE	1000-710-213	\$ 60.00
MAYOR'S SUPPLIES	1000-710-400	\$ (60.00)
ZONING CONTRACTUAL	1000-410-300	\$ 34.54
L/B CONTRACTUAL	1000-730-300	\$ (1,304.58)
L/B SUPPLIES	1000-730-400	\$ 781.21
AUDITING SERVICES	1000-745-342	\$ (110.54)
ACCOUNTING AND LEGAL FEES	1000-750-341	\$ (0.04)
OTHER FINANCING FEES (BANK FEES)	1000-990-990-0005	\$ 599.41
TOTAL GEN FUND		\$286.24
WATER AUTOMOTIVE CAPITAL OUTLAY	5101-539-590-0009	\$ (10,000.00)
WATER SUPPLIES	5101-531-400	\$ 10,000.00
STATE HIGHWAY SNOW REMOVAL SUPPLIES	2021-620-420-0008	\$ (25.00)
STATE HIGHWAY CONTRACTUAL	2021-620-300	\$ 25.00
WATER CONTRACTUAL	5101-531-300	\$ 2,000.00
WATER SUPPLIES	5101-531-400	\$ (2,000.00)
ELECTRIC OTHER CONTRACTUAL SERVICES	5301-511-390	\$ 20,000.00
ELECTRIC OTHER-CAPITAL OUTLAY	5301-514-590	\$ (20,000.00)
PARKS HEALTH INSURANCE	2042-310-221	\$ 379.16
PARKS LIFE INSURANCE	2042-310-222	\$ (4.16)
PARKS LIABILITY INSURANCE PREMIUMS	2042-310-353	\$ (375.00)

SEWER BOND RESERVE TRANSFERS OUT	5741-910-910	\$	49.90
PD PERSONAL SERVICES	2906-110-100	\$	(3,939.79)
PD LIFE INSURANCE	2906-110-222	\$	(10.00)
PD WORKERS' COMP	2906-110-225	\$	(57.29)
PD HEALTH INSURANCE	2906-110-221	\$	4,007.08
WATER HEALTH INSURANCE	5101-531-221	\$	898.58
WATER CONTRACTUAL	5101-531-300	\$	(898.58)
STREET SUPPLIES (TREE TRIMMING)	2011-610-420-0007	\$	(475.00)
STREETS, HIGHWAYS, CURBS & SIDEWALKS	2011-610-396	\$	(198.80)
STREETS CONTRACTUAL	2011-610-300	\$	673.80
WATER OTHER CAPITAL OUTLAY (LANDS/BLDGS)	5101-539-590-0010	\$	(5,700.00)
WATER CONTRACTUAL	5101-531-300	\$	5,514.53
WATER REPAIRS/MAINTENANCE SUPPLIES (AUTOMOTIVE)	5101-359-430-0009	\$	185.47
PARKS LIABILITY INSURANCE PREMIUMS	2042-310-353	\$	(354.96)
PARKS OTHER EVENT SUPPLIES	2042-310-490	\$	(1,800.00)
PARKS PERSONAL SERVICES	2042-310-100	\$	2,154.96
STREETS CONTRACTUAL	2011-610-300	\$	265.00
STREETS CAPITAL OUTLAY	2011-610-5000	\$	(265.00)
WATER CONTRACTUAL	5101-531-300	\$	1,700.00
WATER SUPPLIES	5101-531-400	\$	866.02
WATER OTHER CAPITAL OUTLAY (AUTOMOTIVE)	5101-539-590-0009	\$	(2,566.02)
WATER REPAIRS/MAINTENANCE SUPPLIES (AUTOMOTIVE)	5101-539-430-0009	\$	442.69
WATER OTHER CAPITAL OUTLAY (LANDS/BLDGS)	5101-539-590-0010	\$	(442.69)
ELECTRIC OTHER CAPITAL OUTLAY	5301-514-590	\$	(15,000.00)
ELECTRIC OTHER SUPPLIES AND MATERIALS	5301-514-490	\$	15,000.00
PD PERSONAL SERVICES	2906-110-100	\$	(1,479.04)
PD OPERS	2906-110-211	\$	(100.00)
PD MEDICARE	2906-110-213	\$	(100.00)
PD POLICE AND FIRE PENSION FUND	2906-110-215	\$	(750.00)
PD CONTRACTUAL	2906-110-300	\$	3,000.94
PD TRAINING SERVICES	2906-110-348	\$	(670.63)
PD MOTOR VEHICLES	2906-110-393	\$	(3,519.59)
PD SUPPLIES	2906-110-420	\$	2,166.12
PD SUPPLIES (FUEL)	2906-110-420-0001	\$	1,959.58
PD SUPPLIES (UNIFORMS)	2906-110-420-0002	\$	(507.38)
ENFORCEMENT & EDUCATION SUPPLIES	2271-110-400	\$	216.94
TOTAL OTHER			\$266.84
TOTAL GEN FUND+OTHER			\$553.08

HOLLON/BAUER: Motion to approve bills as presented and adjustments. Roll call was made.
All voted yea.

GUEST SPEAKERS

Mayor introduced Kelly Hopkins who announced he was running for Clinton County Recorder in March of 2020. Mr. Hopkins gave a brief history of his experience with government business and information regarding his campaign for office.

COMMITTEE REPORTS

Cindy read through the minutes from the recent Finance Committee meeting. She then read through the recent Planning/Zoning Committee meeting minutes. Wayne asked if every elected official were required to be bonded. The Solicitor suggested that a "Faithful discharge of duties insurance" be considered in lieu of bonds. Mayor stated the Finance Committee wanted to ask Council if they wished to lower the bond insurance on the Mayor to eliminate

the \$200 fee/term. Council common consent was to inquire of Hylant the cost of faithful discharge of duties insurance.

Mayor requested a title change on the current pay scale of the “Fiscal Officer Consultant” line to “Assistant Fiscal Officer”. He mentioned the Fiscal Officer had conducted Sacha Schell’s annual performance review and it was recommended to grant Mrs. Schell a step raise.

SUTTON/HOLLON: Motion to change title from “Fiscal Officer Consultant” to “Assistant Fiscal Officer” on Village pay scale. All voted yea.

HOLLON/SUTTON: Motion to give Sacha Schell, Assistant Fiscal Officer, a raise to Step C effective first full pay period of 2020 (pay period 1/5/2020-1/18/2020, pay date 01/23/2020). Roll call was made. All voted yea.

HOLLON/SUTTON: Motion to give Jeff Hurst, Zoning Inspector, step raise to Step C effective first pay date of 2020 (pay period 1/5/2020-1/18/2020, pay date 01/23/2020). Roll call was made. All voted yea.

Fiscal Officer informed Council that she had reached out to the health insurance provider, Employee Benefit Services (EBS), to request the monthly retention amounts require to be transferred from each department fund to the Employee Trust Fund be lowered. She explained the cash balance in the Employee Trust Fund was the highest in many years. EBS had replied with options for lowering retention amounts which were explained to Council. EBS had also affirmed the Village’s retention amounts could be reviewed quarterly to prevent high risk of possibly over-expending Employee Trust Fund.

SUTTON/SIMPSON: Motion to lower retention amounts to previous year’s monthly amounts with EBS. Roll call was made. All voted yea.

OLD BUSINESS

HOLLON/SUTTON: Motion to contract S&H for SonicWall replacement. Roll call was made. All voted yea.

Mayor reintroduced Ordinance 2019.030 to Council.

HOLLON/BAUER: Motion to place Ordinance 2019.030, 2020 Permanent Appropriations, on third and final reading. Roll call was made. All voted yea.

NEW BUSINESS

Mayor explained the Village was not rewarded the grant applied for Cherry Street project. The grant will be reviewed again in Spring 2020 for possible reapplication.

Ordinance 2019.041 was introduced to Council. Reilly suggested a revision under Section K of the policy (from using “her designee” to using “his/her designee”).

HOPKINS/HOLLON: Motion to place Ordinance 2019.041, Credit Card Policy, on first reading with inclusion of suggested revision. Roll call was made. All voted yea.

Mayor brought up proposed list of suggested precertifications from EBS. Mayor had concerns about how emergency room visits might affect employees. Chad asked about the benefit to the Village. Fiscal Officer read through EBS Client Services Coordinator, Carolyn Wolfe’s response which stated:

“...the changes are recommended not in order to deny services, but for informational purposes, as it assists us in getting ahead of the service so that we are able to realize any potential savings that are available, as well as to help with the renewal process. When there is a potential high dollar patient and we do not have current information, the carrier assumes a ‘worst case scenario’ and prepares the renewal quote with that mind-set. If prior authorization is required,

it puts the UR [Utilization Review] company in direct contact with the provider, and makes it much easier to obtain information that can help mitigate potential increases to the renewal.”

Council wished to discuss the matter further before making a decision. Fiscal Officer recommended Council members speaking directly with Ms. Wolfe to obtain more understanding. Chad requested contact information which the Fiscal Officer promised to share with him as soon as possible.

Mayor reminded Council of the need for vacation leave addendum changes to the Employee Handbook. He mentioned there were 2 employees discussed previously directly affected by the November 2016 vacation leave accrual addendum. Mayor suggested an addendum be created allowing affected employees to only carry over 40 hours maximum vacation hours per year. Discussion ensued about vacation accrual options. The Solicitor suggested if vacation leave was requested and denied by an affected employee, the Village would be required to pay that amount of vacation out to the employee.

Don suggested that the Village should pay for the Employee Appreciation Dinner the Mayor normally pays out of pocket each year up to \$1,000.

POLICE DEPARTMENT

Chief requested Council to keep the department heads in the loop regarding any health care policy amendments. Chief requested the auction revenue from sold items be received into the PD Operating Fund. Fiscal Officer confirmed said revenue had already been received into the PD Operating Fund.

Chief passed out drafted copies of the proposed updated PD pay scale to Council. It was agreed to raise each officer’s pay to reflect the new pay scale in the new year based on years of service. Chief recommended reviewing the pay scale yearly.

HOLLON/HOPKINS: Motion to adopt new Police Department pay scale effective first full pay period of 2020 (pay period 1/5/2020-1/18/2020, pay date 01/23/2020). Roll call was made. All voted yea.

STREET

Wayne Clifton also announced how much was made at the auction. He inquired where the revenue would be received; Fiscal Officer confirmed it was received into the Street Operating Fund. Wayne gave an update on leaf pickup and salt equipment and announce the 837 South Broadway issue had been completed. Mayor expressed the contractor should come back and fix the bad spots on the Fancy Street project. Don stated the Leonard Drive leaf pickup was excellent and thanked the Street Department.

PARKS

Tom thanked Mayor and Cindy for helping with the Breakfast with Santa event.

BPA

None.

SOLICITOR

None.

FISCAL OFFICE

Reilly inquired about the next payroll and when the pay date would be due to Christmas. Mayor explained that a memo was about to be circulated to all Departments regarding the payroll procedure change that would need to take place for the Christmas week payroll due to Christmas Eve and Christmas Day falling midweek.

MAYOR

None.

PUBLIC COMMENT

James Constable gave the Fiscal Officer a petition and requested it be certified by the Village. He gave statistics and complaints surrounding the petition.

HOPKINS/SIMPSON: Motion to adjourn. All voted yea. Meeting adjourned at 7:58 PM.

Approved: December 26, 2019

Mayor: John M. Cannon

Attest: Julie Cartel

APPROVED ON 12/12/2019
Effective 01/05/2020

FULL-TIME POLICE PAY SCHEDULE

SERGEANT	\$	19.53	\$	20.50	\$	20.72	\$	21.15	\$	22.36	\$	23.15
CORPORAL	\$	18.57	\$	19.66	\$	19.98	\$	20.57	\$	21.79	\$	22.40
PATROLMAN	\$	17.60	\$	18.90	\$	19.30	\$	20.10	\$	21.25	\$	21.84
1ST YEAR	AFTER 1 YEAR											
	AFTER 2 YEARS											
	AFTER 3 YEARS											
	AFTER 4 YEARS											
	AFTER 5 YEARS											

OATH OF OFFICE

STATE OF OHIO

VILLAGE OF BLANCHESTER

I, Harry Brumbaugh, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Ohio, and the ordinances of the Village of Blanchester, Ohio, and I will faithfully, honestly and impartially discharge the duties of the office of Village Council, Village of Blanchester, State of Ohio, during my continuance in said office so help me God.

Harry L. Brumbaugh 12/26/19
Signature of Appointee Date

John M Carman 12-26-19
John Carman, Mayor Date

Cynthia Sutton 12-26-2019
Witness Date

OATH OF OFFICE

STATE OF OHIO

VILLAGE OF BLANCHESTER

I, John M Carman, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Ohio, and the ordinances of the Village of Blanchester, Ohio, and I will faithfully, honestly and impartially discharge the duties of the office of Mayor, Village of Blanchester, State of Ohio, during my continuance in said office so help me God.

John M Carman 12-26-19
Signature of Appointee Date

Cynthia Sutton 12-26-19
Council Member Date

John M Carman 12-26-19
Witness Date

OATH OF OFFICE

STATE OF OHIO

VILLAGE OF BLANCHESTER

I, Don Gephart, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Ohio, and the ordinances of the Village of Blanchester, Ohio, and I will faithfully, honestly and impartially discharge the duties of the office of Village Council, Village of Blanchester, State of Ohio, during my continuance in said office so help me God.

Donald W. Gephart 12-26-19
Signature of Appointee Date

John M. Carman 12-26-19
John Carman, Mayor Date

Crystal Sutton 12-26-19
Witness Date

