Council Minutes
VILLAGE OF MADISON
Regular Council Meeting
November 21, 2016

RECORD OF PROCEEDINGS

Mayor Britton called the meeting to order at 7:36PM.

Mayor Britton invited all in attendance to join in the Pledge of Allegiance to the Flag. Mayor Britton requested that everyone observe a moment of silence. Council Members Mr. Frager, Mr. Hamercheck, Mr. Donaldson, Mr. Mabe, Mr. Takacs and Mr. Vest were in attendance. Also in attendance were Administrator Dwayne Bailey, Fiscal Officer Kristie Crockett, Law Director Mr. Szeman, Police Chief Dawn Shannon and Village Engineer Mr. Haibach.

MINUTES

Mayor Britton announced minutes to be approved for the Council Meeting held on November 7, 2016.
Motion for approval made by Mr. Vest, seconded by Mr. Mabe.
Questions/Discussions – None
Roll call on approval, 5 yeas. 1 abstention. Motion carried.

PUBLIC HEARING: None

FIRST HEARING OF PERSONS BEFORE COUNCIL: None

PAY ORDINANCE

Mayor Britton presented Pay Ordinance No. 2358: $57,133.49 for payroll and $112,750.13 for current and upcoming expenses, for a total of $169,883.62.
Motion for approval made by Mr. Frager, seconded by Mr. Vest .
Questions/Discussions – Clarification was provided to Mr. Vest and Mr. Hamercheck in regards to a few warrants that were issued. Mr. Takacs requested more information regarding the diesel tanks. It was explained to him that in the past, our M/R Department would obtain fuel from the Madison Local School District, however; since their move, this is no longer feasible. Since we had tanks in place, we are now purchasing our diesel from Melzers Fuel. The fueling process is secure and has the controls to audit the process.
Roll call on approval, 5 yeas. 1 abstention. Motion carried.

OLD LEGISLATION:

Ordinance 37-2016: An ordinance establishing a compensation increase for specified employees of the Village of Madison, and declaring an emergency (2nd Reading)
Questions/Discussions – None

Ordinance 38-2016: An ordinance making temporary appropriations for the current expenses and for other expenditures of the Village of Madison, State of Ohio, for the period beginning January 1, 2017 to and including March 31, 2017 and declaring an emergency (2nd Reading)

Questions/Discussions - None

NEW LEGISLATION:

Ordinance 39-2016: An ordinance authorizing the Mayor to enter into contracts with Century Equipment for the purchase of a GM7200 Polar Trac Toro Sidewalk Snow Plow, and, with American Financial Network, Inc. for the financing of same under a lease/purchase agreement, and declaring an emergency (1st Reading)

Mr. Bailey explained that this ordinance is for the new machine for snow removal on the sidewalks as discussed at the last meeting on November 7, 2016 as well as granting the authority to enter into a lease agreement. The first lease payment would come from the monies that were appropriated for the hot box that was to be shared with Madison Township that never came to fruition. As requested in the last meeting, there was follow up with other communities that use this machine. Mayor Britton asked that this ordinance be suspended and passed.

Motion for suspension made by Mr. Vest, seconded by Mr. Takacs.

Questions/Discussions: Mr. Takacs asked that if a big snow storm occurred in the near future, do we have the capability to take care of the sidewalks if need be? Mayor Britton and Mr. Bailey both replied that we could do this however; there would be a lot of manual labor involved.

Roll call on suspension, 5 yeas. 1 abstention. Ordinance suspended.

Motion for approval made by Mr. Vest, seconded by Mr. Frager.

Questions/Discussions: None

Roll call on approval, 5 yeas. 1 abstention. Motion carried.

Ordinance 40-2016: An ordinance providing for additional permanent appropriations and adjustments to various line items for the current expenses and for the other expenditures of the Village of Madison, Ohio, for the period beginning January 1, 2016, to and including December 31, 2016, and declaring an emergency (1st Reading)

Mr. Bailey explained that this is from the OPWC grant that was done on the southerly water line interconnect. There is $113,000.00 remaining from the grant. The original grant specified that the funds could be used for construction or capacity. We can use this money to pay ahead on the outstanding capacity debt to LCDU (which will lower our annual payment) or return the money to OPWC.

Motion for suspension made by Mr. Vest, seconded by Mr. Takacs.

Questions/Discussions: None

Roll call on suspension, 6 yeas. Ordinance suspended.

Motion for approval made by Mr. Takacs, seconded by Mr. Frager.

Questions/Discussion: None

Roll call on the approval, 6 yeas. Motion carried.

PURCHASE ORDERS AND OTHER APPROVAL PERMITTED BY MOTION:

A purchase order request to Specialized Construction not to exceed the amount of $7,500.00. (For Crack-Sealing for Water Tower Drive)

Questions/Discussions: Mr. Bailey confirmed that this is the same analysis as the crack seal for the Huntington Woods Development.

Motion for approval made by Mr. Takacs, seconded by Mr. Mabe.

Roll call on approval, 6 yeas. Motion carried.

A purchase order request to Newbury Technologies in the amount of $2,500.00.
Chief Shannon explained that this would be for the purchase of a desktop computer to store digital evidence only. The current computer that the digital evidence is stored on is at capacity. Chief Shannon stated that we can purchase more storage, however; she feels that it is best to purchase a new computer that would strictly house the digital evidence.
Questions/Discussions: Mr. Takacs inquired about the size of the storage on the new computer and confirmed that this price is for the computer and the data storage.
Motion for approval made by Mr. Vest, seconded by Mr. Frager.
Roll call on approval, 6 yeas. Motion carried.

A purchase order to Western Reserve Hardware in the amount of $3,354.75. (Material for new downtown sidewalks.
This is for a de-icing product for the Main Street sidewalks. This product will not damage the brick pavers or kill the plants within the bio retention cells. This amount will cover the entire winter.
Questions/Discussions: Mr. Vest asked if we offered the opportunity to local vendors to provide a quote for this. Mr. Bailey stated that we did, however; the only product that said vendors had was sodium based and cannot be used.
Motion for approval made by Mr. Mabe, seconded by Mr. Frager.
Roll call on the approval, 6 yeas. Motion carried.

A purchase order to C.I.R. in the amount of $2,262.15
As explained by Mr. Bailey, this was for a water line repair to a customer's service line. We approached the customer explaining to them that this was their responsibility. We would get C.I.R. in there to repair the service line and the resident would reimburse the Village for the cost of doing so. We did offer payment plan if necessary, due to the unexpected circumstance. The customer signed a document stating that they agree to this.
Motion for approval made by Mr. Vest, seconded by Mr. Frager.
Questions/Discussions: Mr. Donaldson asked if the customer was given an estimate on this work. Mr. Bailey explained that we did tell them what it typically costs. The resident was also offered the opportunity to find their own contractor to which they declined.
Roll call on approval, 6 yeas. Motion carried.

A purchase order to Century Equipment in the amount of $10,000.00
As explained by Mr. Bailey, this is the companion motion to go along with the legislation to enter into a lease agreement for the sidewalk plow.
Motion for approval made by Mr. Takacs, seconded by Mr. Frager.
Questions/Discussions: None
Roll call on approval, 5 yeas, 1 abstention. Motion carried.

ADMINISTRATOR'S REPORT:

- **Engineer's report** – Mr. Haibach provided an update on the progress for the Arcola Creek Restoration project. He is preparing to get the next phase of the sanitary sewer project out to bid. Mr. Haibach also noted that he has removed the

data loggers from the hydrants throughout the Village. The data has been uploaded and is being reconciled for the high surface interconnect study. Finally, Mr. Haibach reported that HCW has the wetland delineation done on Hyder Drive. They have requested more mapping files so they can complete their report. He expects to have a delineation report in hand very soon. Mr. Haibach provided clarification in regards to Safford Street.

- **Fiscal Officer's report -**
  Mrs. Crockett reported that she is still working with the department heads in regards to the budget. She plans on emailing out the new budget shortly after Thanksgiving. The second data pull was performed by R.I.T.A. last Thursday. A notice was mailed out to the residents explaining that we will be changing over to R.I.T.A. A few residents have contacted Mrs. Crockett with questions regarding the change. A letter was received from C.C.A. today regarding our request to have an electronic file of all of our tax payers in the Village. C.C.A. has politely declined this request stating that this format does not exist and they are not required to provide this. Mrs. Crockett is working with both Law Director Szeman and R.I.T.A. to see what the next step is to resolve this. On December 9, 2016 there is an all day webinar discussing the close of 2016. There will be another budget meeting with the finance committee, the date will be determined.

- **Police Chief's report –**
  An email was sent out within the department that there is an opening for a full time Police Officer. An ad will be placed in the newspaper tomorrow as well. Applications will be accepted until December 5, 2016. The timeline on the hiring will be as follows: An update will be provided at the December 19th C.O.W. meeting and the officer will be sworn in at the January 3, 2017 regular council meeting. On December 5th, we will host a CPT (Continue Professional Training) webinar. Eleven hours are mandated by the State of Ohio for CPT. A CPT webinar was held on November 14th for in house officers. Chief Shannon has opened up the invitation to other Lake County Officers that may need the training. Currently, there are seven snow plow permits issued for the upcoming season. Chief Shannon will provide the list electronically to Mayor Britton and Council.

- **Administrator's Report –**
  We are still in the process of obtaining pricing for the snow plow program for senior citizens and physically disabled residents. We are asking the plow providers to furnish us with their contact information and pricing. They can give a per push or a seasonal price. Just a reminder, Christmas in the Park is Saturday December 3rd. Mr. Bailey poled Council on the idea of no longer using paper copies of the Council packets. Instead, individual tablets would be provided. The price on tablets has gone down considerably, he feels that with the quantity and cost of printing this is definitely something we should think about.

COMMISSION AND COMMITTEE REPORTS:
Mr. Vest reported that the Planning and Zoning Commission met and approved a C.U.P. (Conditional Use Permit) for a generator on Dayton Road. The reason for the C.U.P. is due to the set back and the proximity of the neighboring houses.

FINAL HEARING OF PERSONS BEFORE COUNCIL:
Paul Goda (431 E. Main Street) – Mr. Goda asked why we weren't purchasing portable data storage for the police department to store their digital evidence on instead of purchasing a new computer? Chief Shannon and Administrator Bailey replied that we did look in to this however; it was determined that it is more secure to keep the digital evidence separate from a computer that performs the day to day activities. Our current IT department evaluated the current computer and felt that the best way to go is to purchase a new computer that comes with adequate storage and the necessary room to add future storage.
Also, Mr. Goda asked that with the upcoming change from C.C.A. to R.I.T.A. is it possible to come up with a FAQ sheet that we can provide to residents? Mrs. Crockett said that R.I.T.A. will be sending out a welcome letter which may answer quite a few questions, however; she would be more than happy to address any that aren't answered with a FAQ sheet.

NEW BUSINESS - None

Mayor's Report: -
Mayor Britton wanted to bring attention to the fact that LakeTran has wonderful program that will help Veterans get to their doctor and hospital appointments. They need a one – two day notice, pick you up and get you to your appointment, at no cost. He has several handouts that LakeTran provided. If you know of anyone that may need this assistance, please have them contact LakeTran or Legion Post 112 or Post 601. He will be dropping off the information to them.
Mayor Britton asked that Chief Shannon provide Law Director Szeman with the current snow plow permit regulations. He would like Mr. Szeman to go over this and make any necessary changes. Finally, Mayor Britton and Council offered their congratulations to Mr. Hamercheck.

ADJOURNMENT
Motion to adjourn at 8:23 pm made by Mr. Frager ,seconded by Mr. Mabe.
Roll call on adjournment, 6 yeas. Meeting adjourned.

Sam Britton Jr., Mayor | **Kenneth D. Takacs, Council President** | 12-5-16 **DATE**

Attested:

Kristie M. Crockett

Kristie M. Crockett, Fiscal Officer

12-5-2016

DATE