

**Village of South Bloomfield Council Meeting  
Minutes  
May 20, 2014**

Council members present: Jill Roese, Roger Hopkins, Stephen Nicklas, Matt Pettibone, Rick Sowers

Council members absent: Jane Ramey

Pledge to the flag

Approval of Minutes: May 3, 2014 Council Meeting: Motion was made by Roger to suspend reading of minutes, Jill seconded the motion. Matt called for vote: Stephen yes, Rick yes, and motion carried. Matt asked for any corrections or additions? Jill made motion to approve May 3, 2014 minutes, second by Stephen. Matt called for vote: Roger yes, Rick yes, motion carried.

**Old Business:**

BPA New Appointment (Matt)

Matt had one lady step forward that has shown interest, Elaine Burwork, is she in attendance tonight? She is not in attendance.

Dan Gwinn mentioned that John Serio is still interested and already submitted an application and is ready to start at next meeting.

Jill made a motion and Roger second to make an appointment of John Serio to the Board of Public Affairs, Matt called for vote: Stephen yes, Rick yes, motion carried. Dan will need to swear him in prior to the start of 5/27/14 meeting to be able to hold a meeting.

Resolution 2014-02 Official Website (Stephen)

Village shall take ownership of website: [www.southbloomfieldoh.com](http://www.southbloomfieldoh.com)

And become the official website for the Village of South Bloomfield.

Stephen made a motion to accept Resolution 2014-02 for third reading, Roger second, Matt called for vote: Rick, yes and Jill yes, motion carried.

Ordinance 2014-06 Website Policy (Stephen)

Village of South Bloomfield will assign duties related to management of its web presence to the Technology Committee and CFO will be responsible for the storing, securing and record keeping of who had access to the account credentials.

Stephen made a motion to accept Ordinance 2014-06 for third reading, Jill second, Matt called for vote: Rick yes, and Roger yes, motion carried.

Ordinance 2014-07 Immediate Family (Stephen)

This Ordinance added Foster/Adopted Mother, Father, Brother, Sister or Child as immediate family. It was requested to add Foster/Adopted Grandchild to this policy also.

Stephen made motion to accept Ordinance 2014-07, for third reading, and Rick second motion. Matt called for vote: Jill, yes and Roger yes, motion carried.

### Ordinance 2014 - 08 Vacation Carryover (Roger)

This new Ordinance reads that if the employee's vacation leave exceeds forty (40) hours at the end of a year the employee may sell back up to but not exceeding forty (40) hours. So therefore, employees can only carry over one week, but can cash out or sell back 40 hours.

Matt wants to make some comments regarding this issue, after being here the past two weeks, the amount of hours that the police department to have 24 / 7 coverage, not able to take vacation time, to have to lose their time. Suggests that it go to the safety committee for more review and give employees the opportunity to voice their opinions.

Jill states that she is in agreement with Matt's suggestion.

Rick made a motion to table Ordinance 2014-08 for third reading, and send to safety committee Jill second, Matt called for vote: Roger yes, Stephen yes, motion carried.

### Building Inspector Ordinance 2014-11

Issue was sent to the Ordinance Committee at previous council meeting on May 5<sup>th</sup>. Rick wanted to address how this position is filled, is it appointed, or elected, how is it applied.

Stephen stated that in 99-06 section 3, that an advertisement will be placed in the Circleville Herald, so we need to add this statement to Ordinance 2014-11. Roger asked were does it address the pay, Jill stated section 8.

Roger made motion, to accept the first reading of Ordinance 2014-11 and Rick second. Matt called for vote: Jill yes, Stephen yes, motion carried.

### Question or comments from Residents

Resident who lives back on Nelson, wants to know when will the field will it be mowed behind his property. Mowing contract will have to be renewed.

Will the advertisement be placed for the Community Garage Sale in the Circleville Herald next month? It was posted in the newsletter and on the website.

Roger made a motion to have the Village of South Bloomfield place an add in the Circleville Herald for garage sale. Rick second, Matt called for vote: Jill yes, Stephen yes, motion carried

### **NEW BUSINESS:**

#### **Utility Superintendent Contract (Matt)**

The Contract for Utility Superintendent is up for renewal and expired in May, 2014. Joe is not available for this meeting so he had asked that the subject be post phoned.

Matt suggested that it be referred to the BPA to review at next BPA meeting.

### **Utility Part Time Position (Matt)**

Joe is requesting a part time position be added to the Utility department. Solicitor stated that the Mayor would have to appointment if it was a new position. Does council want to entertain create this position, is so then it needs to be referred to Finance Committee to look at budget to create position.

Roger made a motion to table, Jill second, Matt called for vote: Rick yes, Stephen yes, motion carried

### **Summer Office Helper (Matt)**

Matt had this put on the agenda utility issues and things getting cleaned up and records that need sorted and organized. This would be 60-90 day assignment for now, but look at down the road having a full water clerk position being created. (Less than 20 hours per week.) Stephen asked about Finance, Matt said he had already looked at the figures and it will be doable.

The CFO is to create brief job description for council to review at next meeting.

Stephen made motion Jill 2<sup>nd</sup> to create part time position. Matt called for vote: Rick yes, Roger yes, motion carried.

### **Ordinance Review**

Stephen gave council members a packet of 18 ordinances that need to be review or removed. The following are some particularly mentioned:

Tree commission, residents want to serve, appointments, we already have eight positions that need to be appointed. Send to ordinance for appeal?

Employee Benefits: 10 ordinances and numerous resolutions related to benefits, need to be consolidated into one ordinance and send to ordinance committee.

Planning & Zoning fees, many ordinances with different amounts listed, would like to see them combined into one ordinance and remove conflicting ordinances.

All committee ordinance, was done away with? Send to ordinance for appeal

Positions on books assistant to assistant, clerk, Office Administrator, need to get ordinance to match job description. Current Job description approved by Council in March 2013 states title as Assistant Clerk.

Clerk/Treasurer vs. CFO, should we redo the clerk/treasurer notations? Solicitor said to leave alone because of ORC

BPA policies vs. Ordinances, we would need to repeal the ordinances and have the procedures set by BPA. Deposit for water turn on and sewer tap fees are different.

### **Records Commission ORC 149.39 Matt**

The functions of the commission shall be to provide rules for retention and disposal of records of the municipal corporation, and to review applications for one-time disposal of obsolete records and schedules of records retention and disposition submitted by municipal offices. The commission may dispose of records pursuant to the procedure outlined in section [149.381](#) of the Revised Code. The commission, at any time, may review any schedule it has previously approved and, for good cause shown, may revise that schedule under the procedure outlined in that section.

Iris Darst CFO  
Rob Rishel SOLICITOR  
Secretary Kelly  
Chief executive Appointed Representative (Asking for suggestions)  
Citizen Appointment (Asking for suggestions)

Douglas Burke agreed to be a Chief Executive Representative for the Records retention commission, meets bi-annually

Tom Ramsey agreed to Citizen Appointment

Jill made motion, to accept these volunteers and Stephen second, Matt called for vote:

Rick yes, Roger yes, motion carried.

### **Street Commissioner Vacancy (Matt) Ordinance 2014-10**

Street Commissioner - Where no village administrator has been provided for, a street Commissioner must be appointed by the mayor, with council approval, for a one year term. The village marshal may be appointed as street commissioner. The street commissioner shall supervise the maintenance of public streets, lands, and other facilities. The street commissioner shall serve a probationary period of six months and shall be under the direction of the mayor. The mayor, therefore, shall have the power of removal or suspension of the street commissioner. (Ohio Revised Code Section 735.31)  
Citizen Appointment (Asking for suggestions)

Matt has not had any volunteers, Iris has a filed an application.

Leave open position item listed on the agenda until positions are filled.

### **Appropriation Revisions Ordinance 2014-12**

Supplemental Appropriations are recommendations based on the last Finance Meeting.  
Street

Roger made motion, Stephen second, motion carried. For first reading, cannot pass as emergency because ordinance states we need 5 for quorum. Matt called for vote: Rick yes, Jill yes, motion carried.

### **Park Use Agreement Ordinance 2014-09**

Jill made motion, Roger second to table. Matt called for vote: Rick yes, Stephen yes, motion carried.

### **K-9 Car Replacement**

Replace car #55 (2007 Crown Victoria with 160,000) and needs major repairs steering, oil leaks, electrical with government surplus vehicle is out of service, repair estimate \$4700, with we have already but \$2000 in repairs recently. (NTE \$6000)

Vehicle available is a 2010 Crown Victoria \$4275, with 109,000 miles. Will cost \$1000 to transfer decals and might need tires in addition.

Motion to purchase out of Police supply & materials, old car would be salvaged back Rick made a motion, Jill second, Matt called for vote: Roger yes, Stephen yes, and motion carried.

### **Committee Dates (Matt)**

Safety Committee	May 28 <sup>th</sup> 6:00 pm
Finance Committee	May 21 <sup>st</sup> 6:00 pm
Ordinance Committee	June 3 <sup>rd</sup> 6:00 pm
Technology Committee	May 30 <sup>th</sup> 2:00 pm
Street Committee	Waiting on estimates
BPA	May 27 <sup>th</sup> 1:00 pm

### **Ordinance 2014-09 Park Commissioner**

Roger made a motion to pass for first reading, Rick second, Matt called for vote: Jill yes, Stephen yes, and motion carried.

### **Ordinance 2014-10 Repeal Street Commissioner Ordinance 95-07 & 87-05**

Stephen made motion, Rick second, Matt called for vote: Roger yes, Jill yes, and motion carried.

### **Mowing Contract**

Matt stated has expired, Roger made a motion to place add for bids for Mowing, Stephen second, motion carried. Matt called for vote: Rick yes, Jill yes, and motion carried.

### **Farm Land Lease Bids**

Bids received:

\$282 per acre for 32 acres David Hedges = \$9024 and \$220 per acre for 32 acres Kevin Steward

Roger asked could we possible make it for two years next year.

Roger made a motion to accept David Hedges offer and Stephen second, Matt called for vote: Rick yes, Jill yes, and motion carried.

### **Council President**

Roger made a motion to nominate Jill as Council President, Rick second, Matt called for vote: Rick yes, Stephen yes, and motion carried.

### **Bank Signatures**

Matt and Iris right now, Jill works at the bank, Stephen offered. Roger made a motion, to add Stephen's name to the bank account, Jill second, Matt called for vote: Rick yes, and motion carried.

Roger made a motion to remove Richard Wilson from Kingston Bank account and Rick second, Matt called for vote: Jill yes, Stephen yes, and motion carried.

### **Circus**

Circus was successful, a lot of smiling kids, and made \$174 for park fund, with the rain, grounds were not too bad,

### **New Council Member**

Per Solicitor, we have to wait to get Jane Ramey's resignation before we can appoint another council member.

### **COMMITTEE REPORTS**

Street Committee      Roger will be scheduling a meeting.

### **Motion to pay bills:**

Motion to pay bills made by Roger, and Stephen second. Matt called for vote: Jill yes, Rick yes, Jane yes. Motion carried.

**Motion to Adjourn** was made by Roger and Stephen second, Matt called for vote: Rick, yes, Jill yes. Motion carried. Meeting adjourned at 8:15 pm

Next Meeting 6/2/2014

### **Standard Reports submitted**

1. Appropriation Status
2. Revenue Status
3. Fund Ledger
4. Mayor Court Report
5. Payroll Detail