

# RECORD OF PROCEEDINGS

Minutes of Regular Session of Village Council

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held November 13

20 12

## **Call to Order**

The Regular Session of Council was called to order by Mayor Mike Erwin. The meeting was opened with the Pledge of Allegiance.

## **Roll Call**

Roll Call was completed by Clerk of Council. The following members were present.

Mike McKeehan – P

Judy Neal – P

Terry Erwin– P

William Thompson – P

Rebecca Isaacs-Niemesh – P

Paul Zorn – P

## **Fred LaFollette - Salem/Morrow Fire Chief**

The Chief advised Santa was coming to town. He discussed Christmas candy distribution for 2011, advising slightly under \$500 was spent to purchase candy. He stated the department plans to distribute candy on December 16<sup>th</sup> from 4:00pm to 5:00pm at the Firehouse. LaFollette requested help bagging the candy for the children beginning at 1pm. He asked for approval of the expenditure for Christmas candy.

Motion by Councilwoman Neal to approve the funds for the candy purchase; second by Councilwoman Isaacs-Niemesh. All yea.

## **Approval of Minutes of Previous Meeting**

Council reviewed the minutes of the previous meeting. Motion by Isaacs-Niemesh to approve the minutes of the October meeting with the necessary correction; second by Councilman Zorn. All yea.

## **Committee Reports from Village Officials**

Beautification Committee – Councilman Thompson reported the planters along the bridge are no longer being maintained due to the season. He inquired as to when the minutes were posted on the web. The Administrator responded the minutes for 2012 were recently posted on the Village website.

Councilman Zorn presented the Community Builders Award from the Morrow Lodge to Mayor Erwin. Mayor Erwin thanked him for the honor of the award.

Neighborhood Watch – Zorn reported attendance for the previous Neighborhood Watch meeting; due to the lack of participation, there will not be a December meeting. He felt there were conflicts with Bingo and other activities on the night selected. Mayor Erwin stated the police have done a good job cleaning up many neighborhood issues and advised that could be why turnout is low. Zorn stated he would look at a number of options, locations and suggestions provided for the Neighborhood Watch meetings.

Zorn discussed and distributed rules, regulations, entry forms and submitted a proposal for the Village Flag and Seal contest. Zorn suggested plaques for contestants. He stated the winner would be announced February 1, 2013. All were in agreement. He also advised he distributed poppy seeds for the VFW at Walmart. Zorn expressed concern with regard to Morrow having a Veterans Memorial. Village Administrator Rod Smith stated he spoke with Nelson at the VFW regarding the Veteran Memorial; he advised Veteran Memorial Field consisted of two soccer fields controlled by the County. VFW is leading the charge, looking into ideas and getting funds donated. Smith stated the park adjacent to the Municipal Building might be an option for a good location. He is checking for funding sources. Councilman Terry Erwin discussed Wilmington’s Memorial Park. Mayor Erwin suggested Zorn also work on the project.

Isaacs-Niemesh reported Laura Loffman would team up with the Village for a food drive December 10<sup>th</sup> to 14<sup>th</sup> and have a contest. She suggested the Village help pick-up

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collections on December 14, 2012 for the week. Salem Elementary may join the effort. Isaacs-Niemesh also asked LaFollete and the Fire Department. Thompson and Zorn stated they would help with the food drive. She stated a concert was being planned for December 19, 2012; flyers would be distributed requesting food donations at the concert. There would be an additional collection needed following the concert. Isaacs-Niemesh thanked Administrator Smith for posting the minutes on the website. She also asked the Mayor to look at the committees for 2013.

Neal discussed Village transportation needs, advising she spoke with Warren County Transit. She advised the round-trip charge via bus is \$4.00 and passes must be issued in a specific name. Neal stated it might cost several thousand dollars per year for the Village to provide transportation assistance. Mayor Erwin suggested Neal work with Mr. Griffiths to reach a solution. Neal stated she would like to see a memorial committee and a parade next year for Veteran's Day. She inquired if the Municipal Building had a Memorial display on the building for Veterans Day at one time.

Councilman McKeehan reported the Planning Commission reviewed a proposal for Jean Rahl's property, formerly a church, which currently has two addresses; one address is proposed. McKeehan stated the committee spoke with the Zoning Inspector regarding the request. He reported the Subway would open the first of April and the grocery store.

McKeehan advised Ordinance 10-98 is being used with good response. He asked to enter into Executive Session to discuss #10-98. Solicitor Oda advised Executive Session was used for litigation issues and personnel matters. The Mayor advised the business owner in question stated he did not receive a Certified Letter notification. Mayor Erwin reported he advised the owner the clock would start over. McKeehan reported the storm drain needed repair. At the entrance on the right at the exit near Old Mill, the post needs to be replaced on the sign.

Mayor Erwin congratulated Oda on his victory in the recent election as Judge. He complimented his work as Solicitor for the Village of Morrow. He stated Oda would be missed and hoped the Village could find someone to replace him. The Mayor advised Oda agreed to help with the search. The Mayor stated Council would go into Executive Session to discuss the position.

Isaacs-Niemesh reported Mrs. Skaggs asked if Council could help on December 8<sup>th</sup> from Noon to 5pm at the VFW for the Christmas dinner. The Mayor urged all to help. Smith stated a correction was made on the date which was originally published as December 9<sup>th</sup>, rather than Saturday, December 8, 2012 in the e-News.

## **Ordinances/Resolutions**

Oda advised an allocation was proposed by the Fiscal Officer, \$3 from each traffic ticket issued for training purposes. He advised an Ordinance was required. McKeehan inquired about the General Fund and allocation of revenue from traffic tickets. Fiscal Officer Kathie Koehler stated several funds received the dollars; the Training line item needs funding dollars.

Motion by T. Erwin to suspend the rules and waive the three readings for Ordinance #19-12; second by Neal. All yea. Motion by Erwin to adopt Ordinance #19-12 to allocate \$3 in revenue from each traffic ticket to Police Training Fund (2901); second by Neal. All yea.

Oda stated a second request required action. Koehler advised an increase in Contractual for \$10,000 was needed. Mayor Erwin advised the DOS computer from the 1970's needed to be updated with a Windows based system. The Baldwin Group will administer and obtain software. Information was distributed. Koehler advised for Virginia and Hopkins Street repairs, an increase in Contractual and Supplies was needed. Thompson

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asked how that related to the Woodlands. The Mayor responded. Isaacs-Niemesh asked how much the system would cost. Koehler responded \$8,000. Neal asked if approved as an emergency, would the system be available in January for use for 2013 taxation. Oda stated a Resolution was needed.

Motion by Neal to suspend the rules and waive the three readings for Resolution #17-12; second by T. Erwin. All yea. Motion by Neal to adopt Resolution #17-12, approving adjustments for specified line items to purchase Income Tax software and computer equipment; second by Erwin. All yea.

Oda advised additional adjustments to line items in appropriations were needed. Koehler advised \$1,293 for heater for the park, Jason Campbell's repair to the police car, new tires, badges, etc. purchased by Police Department and office supplies required funds being moved. A list of adjustments was provided.

Motion by Isaacs-Niemesh to suspend the rules and waive the three readings for Resolution #18-12; second by Neal. All yea. Motion by Zorn to adopt Resolution #18-12, approving adjustments for specified line items and appropriations and declaring an emergency; second by Isaacs-Niemesh. All yea.

Oda stated he checked with other communities with agreements with Western Water and they are doing fine. He reported he researched the Western Water legend; he was unable to find anything. He reviewed the agreement and advised it may need a couple tweaks. Mayor Erwin asked Oda to discuss it further. Oda stated he would make revisions and return to Western Water and then provide to Council. The Mayor provided a synopsis with regard to review of the document and the master metering valve opening. He advised there are provisions that allow the valve to be closed; it is an emergency back-up.

## Approval of Disbursements

Fiscal Officer Kathy Koehler distributed Village disbursements to Council members and one Schuerer Trust Relief Application. Motion by Isaacs-Niemesh to pay the bills; second by Neal. All yea. Motion by Isaacs-Niemesh to approve Schuerer Trust Fund application; second by Neal. All yea.

## Committee Reports from Village Officials Cont'd

Administrator Smith inquired if the Village's Food Donation Barrel could be used for donations in the Municipal Building. Isaacs-Niemesh asked if the school could use the barrel on two dates for collections. Smith responded yes.

The Village Administrator stated the Personnel Policy Manual has been reviewed and should be rewritten. He advised he would work on that to be sure everyone had a clear understanding and email a draft to Council before the next meeting. He also acknowledged questions on the Zoning form, stating he prepared a new document working with the Zoning Inspector which was clearer and it was included in the report to Council. Smith reported the Morrow Comprehensive Plan Meeting was scheduled for November 14, 2012 from 6:30pm to 8:30pm; he asked that any representative from Council who wished to attend might do so.

Administrator Smith stated Council adopted the Community Reinvestment in 2003 and it was approved in August 2003, but Morrow has never used it. He advised a tax abatement was involved and wished to discuss it further. Smith would like to see it expanded throughout town. He also discussed Public Safety; awareness programs were received free of charge. Information could be used at Neighborhood Watch meetings. Smith stated Mayor's Court would be held one monthly in November and December and provided the posted dates. Regarding Public Works, training and updated reference material, ODOT manuals, etc. were received. He advised a sufficient amount of road salt was available, 75 tons and an additional 25 tons was reserved through Warren County Engineers.

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Smith stated Zorn asked for a way to help the community get rid of scrap tires. After research, Smith advised there is a solution; EPA will grant Warren County funds to get rid of scrap tires. This will be in place by January 1, 2013.

Smith advised he and the Fiscal Officer have discussed *Risk Management*. Ways have been identified to reduce risk to Village assets; deficiencies were found. He discussed the Virginia Street drainage project which was completed under the engineer's estimate. Smith reported the Village is shopping, bidding and making sure we are getting the best prices. One example for savings given was the weekly water analysis; firms were switched to save costs. Printing, originally through Minuteman, was changed to Vista, saving 2/3 of the original cost. Smith stated Website updates include the 2012 Elected Officials Directory; he would like to include short biographies for Council. With regard to signage, he advised each Morrow facility will have an identification sign. The informational sign on 153 Pike will have more updates. His recommended a digital sign was not necessary for the property at 153 Pike Street. McKeehan stated it would be more visible to have a sign on 150 Pike Street rather than the Public Works facility at 153. Thompson advised visibility was the problem and concern. Discussion followed. Smith suggested an arm on the bell tower (time capsule) listing Council meetings on the second Tuesday. All agreed. Smith wished the Mayor a Happy Birthday on the 16<sup>th</sup>, congratulated McKeehan on a new grandchild and Judge Oda on his election victory.

Mayor Erwin discussed Zoning Permits; he advised Zoning Inspector Jesse McKeehan requested a special use permit. Smith asked Council to allow him a month on the Zoning Fee Schedule to make the changes needed.

Koehler requested a Resolution for \$19,685 in appropriations in the General Fund for the Chief's vehicle. She stated the purchase was previously approved; but, the increase in appropriations was not. She also requested a Resolution for \$13,765, an increase in appropriations for Hannah's dump truck.

Motion by T. Erwin to suspend the rules and waive three readings of Resolution #19-12; second by Neal. All yea. Motion by Erwin to approve Resolution #19-12, approving an increase in appropriations and declaring an emergency; second by Isaacs-Niemesh. All yea. Motion carried.

## Public Forum

Attorney Scott Sulman provided his personal and professional information to Council and Solicitor Oda.


Motion by Neal to go into Executive Session at 6:50pm to discuss personnel issue; second by McKeehan at 7:03pm. All yea. Motion by Neal to return to Regular Session; second by Isaacs-Niemesh. All yea.

Mayor Erwin stated applicants have been reviewed for a replacement for the Civil Solicitor Position.

Motion by Neal to suspend the rules and waive three readings of Ordinance #20-12; second by McKeehan. All yea. Motion by Neal to approve Ordinance #20-12, accepting the resignation of Donald E. Oda II and confirming the appointment of John C. Kaspar as Civil Solicitor for the Village; second by McKeehan. All yea. Motion carried.

## Adjournment

Motion by Isaacs-Niemesh to adjourn; second by Erwin. All yea.

  
Kathie Koehler, Fiscal Officer

  
Mike Erwin, Mayor