

MINUTES OF THE MAY 17th, 2010 COUNCIL MEETING

Darlene Steele called the meeting to order at 7:02 p.m.

Council members present: Doug Eakins, Gene Sidner, Sheila Nelson, Randy Otis, Cory Coburn, Jim King, Darlene Steele. Also attending were Finance Director Jack Herrel, Parks and Recreation Director Jack McDowell, and Administrative Assistant/ Clerk of Council Kristina Eitel.

Prayer by Jack Herrel

Pledge of Allegiance led by Gene Sidner

Motion to adopt the agenda by Sheila Nelson and seconded by Cory Coburn.

Roll Call-All Yeas

Motion to adopt the minutes of the May 3rd, 2010 Council meeting by Sheila Nelson and seconded by Jim King.

Roll Call-All Yeas

Recognition of Guests:

A. Gene Sidner was honored by Council for his 18 years of service to the Village Council. Mr. Sidner honored his wife and family for supporting and working together with council to get the job done. He also mentioned that he is proud of a lot of people on Council and thanked them. Each council member expressed their gratitude towards Mr. Sidner as well as several members of the audience. Mr. Sidner's granddaughter also mentioned she was very proud of her grandpa. Darlene Steele presented a plaque and a Resolution commending Mr. Sidner for his dedicated service to the Village of West Jefferson.

B. Paul Holden from the audience had some questions for the Mayor but due to the Mayor's absence at this council meeting he will be attending the next council meeting to discuss. He also mentioned to council that he has a printout for council to look over regarding discussions from the facebook website page. He said he would like to see the Mayor's personal facebook page changed to Scott Hockenbery from Mayor Scott Hockenbery due to this page being private and not everyone was able to access. Darlene Steele replied that council will look into it but was not sure if he will have to change it. She also mentioned that there is no longer any discussion pages allowed or access to discussion pages from the Village's websites. Mr. Holden requested to see receipts from last year's Chicago trip that the Mayor took, and wanted to know if the Village was ever reimbursed for this trip. Jack Herrel replied that this was from last year and he would have to look into this. Cory Coburn mentioned that council met with Jill Corwin (County Auditor) who recommended that we adopt several policies and council will be adopting a total of 11 policies and 4 will be done tonight. These policies will enforce stricter spending access.

C. Jeff Pfeil attended the council meeting to ask for help towards this year's 60th Annual Ox Roast by providing 12 Porta Potty's and 3 dumpsters.

Motion for Village Council to supply the 60th Annual Ox Roast for 12 Porta Potty's and 3 dumpsters by Sheila Nelson and seconded by Jim King,

Voted by Acclamation of Council

D. Megan Toitch from Ohio Insurance Services attended the meeting to discuss changes that have been made to the employee's insurance benefits.

E. Virginia Miller invited council to the Senior Citizens Open House on June 26th from 1-3 pm to honor Frances Harte who is turning 100 years old on June 23rd.

F. Student's from the West Jefferson High School attended the meeting to accept Resolution 10-032 from the Mayor, and Council commending them for Volunteer efforts made throughout the Village. Darlene Steele read off the different sections of things that were done along with the names of the students who volunteered. Ms. Steele extended her appreciation and thanked these students. Jack McDowell thanked Ms. Jenny Sidiqi for heading this project.

G. Mike Corny attended the meeting to discuss issues with the traffic light at Frey and Fellows Avenue. He asked council to look into some options that would appeal to nearby residents. Randy Otis replied that the Public Service Committee will be getting together to discuss different issues and plans to have something for this summer.

Motion to enter into Executive Session at 7:42 pm to discuss Personnel Matters regarding discipline and employment, by Sheila Nelson and seconded by Jim King.

Roll Call - All Yeas

Motion to return from Executive Session at 8:19 pm, by Sheila Nelson and seconded by Jim King.

Roll Call – All Yeas

Motion for Council to require all Pool Employees to complete a background check before they are officially hired and for Council to post a part-time position to fill the vacancy for the Clerk of Council by Cory Coburn and seconded by Sheila Nelson.

Roll Call – All Yeas

Old Business: None

Review resident concerns from last meeting. (None)

New Business:

Resolution 10-032, commending the West Jefferson High School class of 2010 for their dedication and community involvement in their class community service projects.

Discussion mentioned above under Recognition of Guest, section F.

Motion to adopt Resolution 10-032, by Sheila Nelson and seconded by Cory Coburn.

Roll Call- All Yeas

Resolution 10-033, commending Councilman Eugene O. Sidner for his dedicated service to the Village of West Jefferson.

Discussion mentioned above under Recognition of Guest, section A.

Motion to adopt Resolution 10-033, by Randy Otis and seconded by Doug Eakins.

Roll Call – All Yeas

Resolution 10-034, accepting the Aetna 6401858/OH Choice POS OA \$2,500 (EMB) 100% H.S.A. Comp (4/10) Health Insurance Plan Renewal, the Ohio Entity Consortium Delta Dental Plan of Ohio Renewal, the VSP Signature Plan C \$10.00/\$25.00 renewal, and the Ohio Public Entity Consortium Group Life Insurance Plan Renewal, all as presented by the Ohio Insurance Services Agency, Inc.

Discussion: Megan Toitch from Hearth Insurance Company met with the Insurance Committee and with Aetna to give the Village a 2% industry renewal increase, she stated that she is sure we would not be able to find this rate any cheaper. The changes included an employee's deductible from \$1000.00 to \$500.00. Cory Coburn asked if she would be coming out to have another meeting with employee's to go over the changes. Ms. Toitch stated she would like to come out within the next month. Gene Sidner mentioned that the Employee Benefits Committee met with Megan to discuss different options and during the process Cory Coburn was made the Chairman of the Committee and has done well and appreciated Megan's input. Mr. Coburn added that

they wanted to bring the deductible down to a more reasonable amount for our employees and this idea has been accepted well with the employees.

Motion to adopt Resolution 10-034, by Jim King and seconded by Cory Coburn.

Roll Call – All Yeas

First reading of Ordinance 10-035, amending Ordinance 97-044 passed May 19, 1997 by amending section 8.08, a telephone, cellular phone and pager service and usage policy.

Discussion: Darlene Steele mentioned that a Policy was passed for the Employee Handbook at the last Council meeting, and this policy is the same, but for the Police Handbook.

First reading of Ordinance 10-036, amending Ordinance 92-068 passed July 20, 1992, by adding section XVII, a Policy on Village Credit Cards.

Discussion: Cory Coburn stated that this Policy was recommended by Jill from the Auditor's office. The Finance Committee, Police Chief, and Jack Herrel met to discuss some requirements and rules for using the Village Credit Cards. This Policy stated that there will be two cards, one stays with Harold Walker and the other with Jack Herrel. If anyone needs to use these cards they must sign out and in for them before they will be given and a receipt must be produced within 7 days or the employee will be liable for the purchase. Mr. Coburn also mentioned that any employee who fails to follow these guidelines will face discipline actions that include rules set forth in our Employee Handbook as well as Federal Charges. Ron Garver asked why there is a 7 day limit to submit receipts. Mr. Garver asked wouldn't employees turn in the receipts with the card? Mr. Coburn replied that just in case there would be any hang-ups this will allow plenty of time. Mr. Holden from the audience asked if there was a limit on how much can be spent and if this limit can be reduced. Darlene replied that council is in the process of working on a purchasing plan as well.

Resolution 10-037, amending Resolution 05-055 passed August 15, 2005 by amending the Village of West Jefferson Web Site Policy.

Discussion: Darlene Steele mentioned that recently some discussion pages got out of control that was linked to the Village. After checking with several other municipalities and what type of policies they are using, council has determined that these web sites should only be used to post minutes, events, information and for residents to ask questions, etc. No discussions and no links should be used on the Village web sites. This policy will help tighten up these issues we have had. Cory Coburn added that this is a standard policy and council has the option to choose a webmaster to handle the Village Websites. Ms. Steele also stated the council will be appointing a new webmaster and this person will not be a Village Official. Sheila Nelson stated that she has been on some of these websites and witness lots of name calling and inappropriate discussions and recommended residents to contact any of us on Council or the Mayor if they have any immediate concerns or questions. Jeff Pfeil from the audience suggested Council update the Village website on a daily basis to allow residents to find information within a reasonable amount of time.

Motion to adopt Resolution 10-037, by Jim King and seconded by Sheila Nelson.

Roll Call – All Yeas

First reading of Ordinance 10-038, amending Ordinance 97-044 passed May 19th, 1997, by adding a Policy on Village Credit Cards.

No Discussion

Committee Reports:

Finance: Meeting scheduled for Monday, May 24th @ 6:00 p.m., downstairs next to the Water Department.

Police: Meeting scheduled for Monday, May 24th @ 4:00 p.m., in the Village Council Chambers.

Employee Benefits: None

Public Service: Meeting scheduled for Wednesday, May 26th @4:00 p.m., in the Village Council Chambers.

Development: None

Parks and Recreation: None

Special Events: Meeting scheduled this Friday, May 21st @ 5:30 p.m., at Converse Park. Cory Coburn also reminded Council and residents of the “Child Safety Day” held this Saturday at Converse Park from 10am-2pm, and the WJYAA will be having their “Picture Day” as well.

Director of Finance Report: Jack Herrel discussed the financial reports that were included in the Council Packets this week. He stated receipts were up for April but the Police department will be purchasing a new cruiser and the Village also purchased a new Tractor. Mr. Herrel mentioned that these are hefty out lays and in July our Debt Service Fee becomes due, so year to date expenses and revenue washes each other out. All in all, the Village is in good fiscal position. Ron Garver asked Council about a letter received from ODOT regarding changes in grants. Darlene Steele replied that the Mayor is working on this with the engineers. Mr. Garver suggested that this needs to be checked on so we don't lose this Grant. Cory Coburn asked if there was a committee set up for this purpose, and if they have met. Ms. Steele replied that there was a committee set up and no they have not met, but this issue will be discussed and addressed at the next council meeting with the Mayor.

Director of Public Service Report: None

Director of Parks and Recreation Report: Jack McDowell stated that the shelter house project at Westwood Park is complete and was finished in less than two (2) weeks. He mentioned that there was birthday party there last weekend and it turned out real nice. He also mentioned that throughout this process he was able to save enough money to get picnic tables, and to have them bolted down at the shelter house. This will be done as soon as the concrete is ready. Cory Coburn asked how much money spent last year to mow the Parks. Mr. McDowell replied around \$12,000.00, and the amount of time spent varied due to children playing at the park and he would not allow mowing if there were children playing at the parks. He also mentioned there will be a Wedding at the Shelter house at Converse Park in June. Sheila Nelson asked why the money received for the Parks was not utilized to resurface the basketball court at Converse Park. The high school students had inquired during their session with Jim King and Cory Coburn at the high school. Mr. McDowell replied that the money was put in the budget but he never received this money. Cory Coburn asked if money could be set aside for a recreational center. Mr. McDowell stated he doesn't see why not it just needs to be done. Darlene Steele mentioned this will need to be looked at.

Mayor's Report and Recognition: Mayor was absent from the council meeting due to a conflict with a meeting scheduled with his other employer.

Recognition of Clerk and Council: Jack Herrel mentioned to council that Kristina Eitel has been working on getting information together to help get each department started with the Records Retention program that is recommended by the Ohio Historical Society and the State Auditor's Office. Ms. Eitel stated she is finished and is ready to set up a special meeting that would include Council and each Department Officials. Darlene Steele mentioned that a Records Retention Policy will be done and then we can get this set up. Cory Coburn asked when the annexation for the Huston/ Miller project become finalized and if anyone has heard how the IGA is coming along. Jack Herrel replied that this will be up to Ron Parsons and he has that information. Ms. Steel also stated that she has not heard but that we do have some loan packages available to us. Sheila Nelson asked if the borrowers are aware of the impact fees. Ms. Steele stated that she was not sure, but it is not up to us to pay

these fees. Mr. Garver also asked if the store going into the old Kitchens residence was still in process. Nedal Aburokbeh from the audience stated to council that he is still planning on opening the grocery store there and is currently in agreement with an investor from Columbus. He also mentioned that once everything has been finalized he will begin construction. Mr. Herrel mentioned that this will be Kristina Eitel's last council meeting as Clerk of Council and wanted to extend his appreciation for her job performance. Jack McDowell, Darlene Steele, and Jim King also thanked and proclaimed their appreciation to Ms. Eitel.

Additional Business: None

Motion to pay bills by Doug Eakins and seconded by Gene Sidner.

Voted by Acclamation of Council

Motion to approve "Then and Now" Certificates over \$3,000.00 by Gene Sidner and seconded by Doug Eakins.

Voted by acclamation of Council

Motion to adjourn at 9:25 p.m. by Gene Sidner and seconded by Doug Eakins.

Voted by Acclamation of Council

Clerk of Council

President of Council