

**VILLAGE OF COMMERCIAL POINT  
COUNCIL MEETING MINUTES  
February 4, 2013**

Mayor Hammond called the meeting to order followed by the Pledge of Allegiance. Mayor Hammond asked for a Moment of Silence to honor our Men and Women; Past and Present; for their Military Service to our Country. Fiscal Officer Hastings took roll call with the following members present: Mr. Thompson, Mr. Cruz, Ms. Gooden-Kinney, Ms. Evans and Mr. Shelton. Solicitor Hess and Chief Jordan were also in attendance. Mr. Wissinger and Engineer Grosse were absent.

Ms. Evans made a motion, seconded by Mr. Thompson to approve the January 7, 2013 Regular Council Meeting Minutes. All members were in favor. The motion passed.

Administrative Reports:

A. **Mayor's Report** – Nothing to report

B. **Village Engineer's Report** – At this time, Mayor Hammond informed Council that Engineer Grosse, Superintendent Thompson, Administrator Shelton and Mayor Hammond meet every first Monday of the month to keep everyone up to date as to what is happening at the Utility Plant.

C. **Village Solicitor's Report** – Solicitor Hess informed Council that he had a very productive meeting with Don Brosius. There is a meeting scheduled for February 12, 2012 at the Grove City Municipal Building at 9:45 a.m. to discuss the proposed JEDD.

D. **Police Department Report** – In file at Municipal Building. Chief Jordan informed Council that Perry Township Police Department had contacted him regarding the possibility of purchasing their 2009 Crown Victorian Police Cruiser. It is fully equipped and selling for approximately \$ 4,000.

At this time, Mr. Cruz made a motion, seconded by Mr. Thompson to suspend the procedural rules and allow a Village Administrator Report. All members were in favor. The motion passed.

At this time, Administrator Shelton reported she had been working on several items:

- 1) The website is up and working
- 2) Record Retention/schedule should be done by the end of the week
- 3) Getting prices on an electronic document manager program
- 4) A review of all of the documents will need to be sent to the State of Ohio for approval
- 5) Email guidelines are being established
- 6) Online billing/payments is being researched. This will save on time, stamps, toner and envelopes.
- 7) The new UAN system can run some new reports. Review of the new reports is coming
- 8) Looking into a network system for backup of all of the computers
- 9) A system recovery program is being looked at
- 10) Looking at getting all documents scanned and on a network. John Grosse is working on getting quotes. Solicitor Hess said there are handicap work groups that do this sort of work for a living. He suggested looking into the Helping Hands or PDI work groups in Pickaway County.

At this time, Mr. Cruz made a motion seconded by Ms. Gooden-Kinney to return to the regular agenda. All members were in favor. The motion passed.

E. **Fiscal Officer's Report** – Fiscal Officer Hastings gave the following report: General Fund - \$ 736,893.02; Street Construction - \$ 140,887.70; State Highway - \$ 14,358.58; Parks and Rec – \$ 3,875.00; Permissive Motor Veh - \$ 9,378.07; Housing Developments - \$ 28,754.63; Water Operating - \$ 1,178,183.03; Sewer Operating - \$ 944,095.48; Garbage Operating - \$ 13,745.25.

Legislative Reports

A. Legislative Authority Reports

1. Vidal Cruz – Nothing to report
2. Nicole Evans – Nothing to report
3. Kimberly Gooden-Kinney – Nothing to report
4. Jason Thompson – Nothing to report
5. Randy Shelton – Nothing to report
6. Clarence Wissinger - Absent

At this time, Mr. Scott O'Neil of 121 Yukon Dr. asked when the Village streets were going to be plowed. He said the roads were slick. Trustee Struckman said they have plowed and salted the roads 3 times this winter. Mayor Hammond said there is communication between he and Trustee Struckman every time it snows. Mayor Hammond

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said he goes by the recommendation of Trustee Struckman. Mayor Hammond said he is open to any suggestions. Mr. Thompson said some of the intersections are bad. Council asked that the main intersections and school entrances be salted this evening as well as all the entrances to the subdivisions. Mr. O'Neil asked how the Village was billed for the snow removal. Mayor Hammond said it is billed by the hour.

Business Items:

- A. **Council Rules** – Ms. Gooden-Kinney made a motion, seconded by Mr. Thompson to accept the Council Rules as they are with no corrections. A roll call vote was taken: Mr. Shelton – Yes; Ms. Evans – Yes; Mr. Cruz – yes; Ms. Gooden-Kinney – Yes; Mr. Thompson – Yes. The motion passed.
- B. **Employee Guidelines** – Ms. Gooden-Kinney made a motion, seconded by Mr. Thompson to reduce the number of personnel days from 10 to 5 for full-time employees and from 5 to 3 for full-time employees after 6 months of service. A roll call vote was taken: Mr. Shelton – Yes; Ms. Evans – Yes; Mr. Cruz – yes; Ms. Gooden-Kinney – Yes; Mr. Thompson – Yes. The motion passed. Mr. Cruz made a motion, seconded by Mr. Shelton to add a position of a full time Plant Operator paid hourly. There was discussion that this was for the language to be added to the guidelines only. A roll call vote was taken: Mr. Shelton – Yes; Ms. Evans – Yes; Mr. Cruz – yes; Ms. Gooden-Kinney – Yes; Mr. Thompson – Yes. The motion passed. Mr. Cruz made a motion, seconded by Mr. Shelton to adopt the Employee Guidelines as amended. . A roll call vote was taken: Mr. Shelton – Yes; Ms. Evans – Yes; Mr. Cruz – yes; Ms. Gooden-Kinney – Yes; Mr. Thompson – Yes. The motion passed.
- C. **Committees** – Discussion was had on the proposed committees. Ms. Evans, Mr. Thompson and Mr. Wissinger had agreed to be a part of the Streets/Road Committee. Ms. Gooden-Kinney and Mr. Shelton agreed to be on the Zoning Committee. Mr. Cruz made a motion, seconded by Mr. Thompson to accept the committees as presented with the exception to the Council Rules and allowing the Zoning Committee to consist of two members instead of three. A roll call vote was taken: Mr. Thompson – No; Mr. Cruz – yes; Ms. Gooden-Kinney – No; Ms. Evans – No; Mr. Shelton – No. The motion failed. Ms. Gooden-Kinney made a motion, seconded by Ms. Evans to approve the Street/Road Committee. . A roll call vote was taken: Mr. Shelton – Yes; Ms. Evans – Yes; Mr. Cruz – yes; Ms. Gooden-Kinney – Yes; Mr. Thompson – Yes. The motion passed.
- D. **Draft Permanent Budget – 2013** – Mr. Shelton suggested a Saturday Meeting to discuss the budget. Mr. Thompson recommends adding funds to the Police budget in ways of salaries, room for more coverage, and other items that may be needed.

At this time, Ms. Gooden-Kinney asked Mayor Hammond if he wanted to change the April Regular Council Meeting due to him being out of town. This item will be added to the March agenda.

Mr. Cruz made a motion, seconded by Mr. Shelton to adjourn. All members were in favor. The motion passed and the meeting adjourned.

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Joe Hammond, Mayor

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Wendy L Hastings, Fiscal Officer