

**Village of Commercial Point
Council Meeting Minutes
March 7, 2016**

Mayor Joiner called the meeting to order, followed by the Pledge of Allegiance. Fiscal Officer Hastings took roll call with the following members present: Mr. Laxton, Mr. Geiger, Mr. Sadler, Mr. Townsend, Mr. O'Neil and Ms. Evans. Engineer Grosse, Solicitor Hess, Utility Superintendent John Thompson, Village Administrator Ross Crego and Chief Jordan were also in attendance.

Mr. Sadler made a motion, seconded by Mr. Geiger to approve the February 1, 2016 Regular Council Meeting Minutes. All members approved, motion passed. Mr. Geiger made a motion, seconded by Mr. Laxton to approve the February 8, 2016 Special Council Meeting Minutes. All members approved, motion passed.

Administrative Reports:

- A. Mayor's Report-Nothing to report.
- B. Village Engineer's Report- Engineer Grosse provided an update on the well field. He met with the property owners and marked the location. He said they shot GPS coordinate and all information has been submitted to the EPA for approval. He said once they have EPA approval the next step would be to negotiate the price of the land. Engineer Grosse said he is estimating 30-45 days to drill after approval. He said Chestnut Commons has submitted the preliminary development plans. He has a copy of the plans for each council person to review and comment on. He is asking for approval at the April 4th, 2016 Council Meeting. Engineer Grosse said Faith Baptist Church has asked for a variance. The new Church sign that will replace the old sign is larger therefore needing a variance. He will provide Council with the information prior to the March 21, 2016 COW Meeting. Engineer Grosse discussed the Water Tower and a proposed water tank with the Chestnut Commons project. He said the developer as a part of their package is proposing a 150,000-gallon leg tank up. He has talked informally with council and staff about putting a larger tank in. He will have more information for the next COW meeting and is looking for input on which direction to go. He said they have looked into a company that we would paid an annual fee to and they would be responsible for all upkeep and any damaged that may occur to our tanks. He will have details and the March 21, 2016 COW Meeting to review and ask for guidance from Council. Engineer Grosse met with the Intelliwave Representative regarding the site on Walker Road. He said they would like to put in a generator with a fence around it. He advised them they will need a fence permit. He said the generator will be propane powered. Engineer Grosse said their next move will be to Chestnut Estates. Ms. Evans said there was a survey crew in Foxfire and asked who it was. Fiscal Officer Hastings said she believes it was Intelliwave. Engineer Grosse is going to contact Chris from Intelliwave and let him know he needs to communicate with him where the surveyors will be and they cannot just show up. Mr. Sadler asked Engineer Grosse if the Intelliwave path was going down State Route 762. Engineer Grosse said yes. Mr. Sadler asked if those residents were in scope for the service and asked what side of State Route 762. Engineer Grosse said Intelliwave has not submitted a plan yet. Mr. Sadler asked, as far as the Well Field, is it the same sequence process used for the Lehman Farms property. Engineer Grosse said yes. Mr. Sadler asked how many acres there will be to purchase. Engineer Grosse said depending on where the water is located, approximately 10 acres. Mr. Sadler asked if it included a path to the water plant. Engineer Grosse said yes. Mr. Geiger asked when he talked to Chris from Intelliwave to see if a timeline can be provided for what is getting completed. Engineer Grosse said yes, he has asked for that. Mr. O'Neil asked if we have a Utility checklist yet. Engineer Grosse said he has a couple versions of one. Mr. O'Neil said he wants a general one for the village that can be used for anyone coming into the village. Engineer Grosse said it will. Mr. O'Neil asked if there was any chance when building the water

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tower, it can be set up for having antennas for cell providers. Engineer Grosse said each provider has a certain side or position they want to have it on depending on where their other towers are located. He said he would prefer to not have anything welded to the tank, except for the catwalk. Mr. Sadler said ATT was magnetic. Engineer Grosse said he is not comfortable with the magnetic. Mr. O'Neil asked if there is a company that we can solicit for their business or a middle person to help solicit. Engineer Grosse said he is not aware of one. He thinks if we get the word out to the carriers that is the best way to let them know. Mr. Sadler asked if Engineer Grosse will give information on the variance or speak about it. Engineer Grosse said he would rather Mayor Joiner see the information first then he will weigh in on it. Ms. Evans said it is good progress on the wells and good news. Ms. Evans asked for an update on the wastewater digester project. Engineer Grosse said the budget needs approved tonight and then they can move forward. He said they are still on schedule to bid out in August.

- C. Village Solicitor's Report-Solicitor Hess said we have two pieces of Legislation for a 1st reading tonight.

Resolution 02-2016 A RESOLUTION TO MAKE PERMANENT APPROPRIATIONS FOR CURRENT EXPENSES AND OTHER EXPENDITURES OF THE VILLAGE OF COMMERCIAL POINT, OHIO DURING THE FISCAL YEAR ENDING DECEMBER 31, 2016.

Ordinance 2016-04 AN ORDINANCE REQUIRING OWNERS AND OCCUPANTS OF ABUTTING LOTS AND LAND TO REPAIR AND MAINTAIN SIDEWALKS WITHIN THE VILLAGE OF COMMERCIAL POINT, OHIO.

Solicitor Hess said at the last meeting he advised that Gene Hollins had been invited to the next COW meeting and plans to attend. He said Gene Hollins is familiar with the TIFF process and would be a good resource. He said the Health Department and DAC has a meeting scheduled and he asked to be nominated to attend on behalf of the Village of Commercial Point to vote on our portion of funding. He said the City of Circleville has asked to have the percentage they pay lowered and the percentage paid by other Townships and Villages be raised. He said the Village's portion would be an additional \$831.48 annually. He said last year Council had him attend and vote no. He is looking to council for a motion if they want him to attend. Trustee Struckman agrees to vote no. He said they seem to be doing less and asking for more money. He said they currently have 14 people; it was going to cost the township another \$2100 a year so the township unanimously voted no. Solicitor Hess said Circleville use their services far more than the village or the township. Mayor Joiner asked if Trustee Struckman was going to represent the township. Trustee Struckman said John Maynard was attending. Mr. Sadler made a motion for Solicitor Hess to attend the meeting. It was seconded by Mr. Geiger, all in favor, motion passed. Mr. Sadler asked for opinions on the vote. Mr. Sadler made a motion to say no. Mr. Geiger seconded. All in favor. Motion passed.

Mr. Sadler asked Utility Superintendent John Thompson to discuss the Utility Report he provided. Mayor Joiner asked if everyone understands the volume of water. Village Solicitor Ross Crego said on one day 300,000 gallons of water goes out but the flow into the plant is 650,000 gallons. He said there is a leak or something causing the volume. He said we need meters in place to see where the flow is originating. He said they will submit for a PO for approximately \$17,000-\$18,000. Mr. Sadler asked if this was new. Village Administrator Crego said yes and no. He said over the years they have experienced this from time to time. He said they do not know where the leak is but is it somewhere in the community.

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- D. Police Report-Chief Jordan distributed the call logs for the month of February. He said he has an email from Chief Welch and will provide a copy regarding the use of Nixel as a way to communicate with the community. Chief Welch is scheduling for them to come and give a demonstration. Chief Jordan said the cost for the township including the village is \$4000 per year with a onetime set up of \$400, and feels this would be a benefit for the community. He said we should share the cost. Mr. Sadler asked Trustee Struckman if they have it. Trustee Struckman said no, not yet. He said they are looking to have a trainer go over it with them around April 7th or 17th. Mr. Sadler asked if this is the same as the Sheriff. Chief Jordan said they have a version of Nixel where they send the email out, not text messages or reverse phone calls. He said this new program include geographic targeting so it will only message Commercial Point if needed. He said it also sends text messages and emails. Mr. Sadler asked Chief Jordan how he sees it being used. Chief Jordan said several people would have access to send messages for issues like water, or missing children, just as an example. He said the person sending the message can designate where it should go. Mr. Sadler confirmed that we have used Teays Valleys message system. Fiscal Officer Hastings said yes but it is limited to Teays Valley parents. Mayor Joiner thanked Trustee Struckman and the other trustees for inviting the village to participate in the training. Mayor Joiner said Nixel can be used for weather alerts, traffic alerts, etc. and encouraged council to look at it. Trustee Struckman said it would also be good to use in the event of a gas leak, road closures, etc. Mr. O'Neil asked how hard it is to sign up for it and can it be done online or on the phone. Trustee Struckman said you can sign up online or call. Fiscal Officer Hastings said monies can be used from the general fund and from the water fund, however as tight as the budget is now, she will have to transfer monies. Ms. Evans asked if a portion was being paid by the township and asked what percentage the village would have to pay. Trustee Struckman said the Village percentage would be higher because the village has more people. Ms. Evans asked if the Chief could elaborate more on building and business checks. Chief Jordan said the police checks on buildings and businesses, checking that doors are locked, going in and making contact and checking in with the businesses including the schools. Mayor Joiner said the Chief had a great idea of doing residential checks for those on vacation, but this will need a form created to allow the residence a way of letting us know. Chief Jordan said he can look at doing a residential online form when they are out of town. Fiscal Officer Hasting said the office currently receives numerous calls from residents now.
- E. Village Administrator-Village Administrator Crego said a month ago they discussed the needs of sewer plant. Currently they need an emergency sewer pump. He said they have received bids and it is between \$43,000-\$47,000. He said this is like an insurance policy and it will give us this service. He said they are looking at a tower contract, the more towers we put up the more maintenance, cleaning repairs, etc. He said the regulations continue to change and this company knows this and will take care of these issues. He said they set up a schedule with the village for maintenance. He said they charge an annual fee vs a large amount of money in the event of an issue. Mr. Geiger confirmed that they had a presentation about a year ago on this. Ms. Evans said yes.
- F. Fiscal Officer's Report- Fiscal Officer Hastings provided the Fund Status report as of 2/29/2016: General-\$1,215,147.34, Street Construction and Repair-\$259,819.78, State Highway-\$23,236.17, Parks and Recreation-\$3,033.57, Permissive Motor Vehicle License-\$7,498.15, Enforcement and Education-\$1,560.00, Housing Developments-\$11,692.16, Water Operating-\$2,548,645.12, Sewer Operating-\$2,312,398.71, Garbage Operating-\$20,057.44. Ms. Evans asked is the 2011 fund is the one we are looking to budget streets out of this year. Fiscal Officer Hastings said that was correct.

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Legislative Reports:

1. Mr. Geiger -Nothing to Report
2. Ms. Evans-Nothing to Report
3. Mr. Laxton-Thanked Fiscal Officer Hastings for taking time on a Saturday to help him with a better understanding on the budget. Mayor Joiner thanked Mr. Laxton for taking the initiative to get a better understanding of the budget.
4. Mr. Sadler- He is trying to touch base with Lindsey of Josh Mandel's office to invite her to a COW meeting to give a presentation on the Ohio Checkbook.
5. Mr. Townsend-Nothing to Report
6. Mr. O'Neil- Nothing to Report

Citizen Comments:

Keith Peters introduced himself to the council and those in attendance. He said he is currently running for County Commissioner. He discussed his previous background as a Harrison Township Trustee and his experience. He said we need to all get along. He said we are a better community if the township and village get along.

Trustee Struckman said he has spoken with Mayor Joiner on the fuel system they are looking at and perhaps the township can provide fuel for the village vehicles. He said they are looking into a new fuel system that can track mileage and who is using the fuel. He said it is a pricey system but they have had trouble with the tracking of fuel. Chief Jordan said this is something the Village may want to partake in. He said if the village wants to join in, another trustee may also approve this addition. Mr. Sadler asked where we get our fuel now. Chief Jordan said they have Fleet card, which does not charge tax. Chief Jordan said the big advantage of going with the township is we are at the mercy of what the gas stations charge and we may be able to get it cheaper with the township. He said it would not be an immediate savings but overtime it would save money. Trustee Struckman said they would also print who, what time and how much fuel was received. Mayor Joiner asked Superintendent Thompson his thoughts. Superintendent Thompson said it would be good if they need gas or fuel for the generator. Mr. Geiger asked if the township was going to do it. Trustee Struckman said he is in support of it, one trustee is not and the other is undecided. Mr. Geiger asked if they are looking for village money. Trustee Struckman said yes. Mr. Geiger asked what the initial startup is. Trustee Struckman said \$14,000. Mr. Sadler asked Trustee Struckman if they have reached out to the Sheriff's department. Trustee Struckman said not yet but they can. Mr. O'Neil asked if they were getting a bigger tank. Trustee Struckman said they don't need to, they have 1000 gallons of diesel and 500 gallons of gas. Mr. O'Neil asked how often the tank is filled. Trustee Struckman said once a month. Chief Jordan asked if the fuel company can fill more often. Trustee Struckman said it would not be an issue to refill if needed.

Business items:

- A. Keith Peters-County Commissioner Candidate-addressed Council during the citizen comments.
- B. Employee Guidelines-Mr. Sadler said last we discussed the cell phone language as it relates to the police officers. Fiscal Officer Hastings sent an email to all council members with the revised verbiage from Solicitor Hess. Mr. Sadler felt it was better constructed. Mr. Sadler made a motion to approve the Employee Guidelines including the verbiage for the cell phone use for the Employee Guidelines. Mr. Laxton seconded. Fiscal Officer Hastings asked what they wanted to do with the section that is currently in the Employee Guidelines. Mr. Geiger thought the email

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sent was just additional not replacing the current verbiage. Mr. Sadler said to make it an addendum. All in favor, motion passed.

- C. Employee Pay Schedule-Mr. Sadler made a motion to approve. Mr. Geiger seconded. All in favor with the exception of Mr. O'Neil who voted no. Pay Schedule will be effective in the first pay of April. Mr. Sadler asked when the pay date is. Fiscal Officer Hastings said April 12^{3th}. Superintendent Thompson asked if anything had been done with the water department pay. Village Administrator Crego said no.
- D. Reserve Officer Rate of Pay-Fiscal Officer Hastings said we currently pay \$50 a month for 16 hours. Mayor Joiner proposed \$125 per month for 16 hours. Mr. Sadler asked if we figured in a higher rate on the budget. Fiscal Officer Hastings said yes. Mr. O'Neil motioned to raise the Reserve pay to \$125 per month. Mr. Sadler seconded. Ms. Evans asked how the rate was figured. Chief Jordan explained that it is technically not pay, it is reimbursement. Mr. Sadler asked if 16 hours is the minimum to keep active. Chief Jordan said correct. Mr. Laxton said he feels that is a drastic jump, he said he is not against raising the pay but maybe start with ½ of it. Mr. Sadler said if you go out with them you will see that most of the equipment they use is their personal stuff. Mr. Geiger said it is basically going from \$3.00 per hour to \$7.00 per hour. Mayor Joiner said the figure isn't to make them rich but if they are expected to act as an officer and take the risk, it is fair pay. Chief Jordan added that in Columbus, the police department issues everything for the reserves. Ms. Evans said she does not disagree with Mr. Laxton and thinks it is a big jump. Mr. Sadler asked Fiscal Officer Hastings how long we have been paying \$50. Fiscal Officer Hastings said as long as she has been here, 9 years that has been the pay. Mr. O'Neil made a motion to approve. Mr. Sadler seconded. Fiscal Officer Hastings took roll call: Mr. O'Neil-Yes, Mr. Townsend-Yes, Ms. Evans-Yes, Mr. Geiger-Yes, Mr. Laxton-Yes, Mr. Sadler-Yes. All in favor, motion passed.

Legislation: First Reading

Resolution 02-2016 A RESOLUTION TO MAKE PERMANENT APPROPRIATIONS FOR CURRENT EXPENSES AND OTHER EXPENDITURES OF THE VILLAGE OF COMMERCIAL POINT, OHIO DURING THE FISCAL YEAR ENDING DECEMBER 31, 2016. (option (1) – (2) full time (1) 30 hour and (1) 16-hour officer Or option (2) – (2) fulltime, (2) 16 hour officers.) Solicitor Hess said this does not require three readings because it deals with money. Fiscal Officer said she placed an additional \$30,000 in legal fees for the TIFF. She said Gene Hollins for 40 hours a week will cost \$10,000 and she is sure the TIFF will take longer to get in place. Ms. Evans thanked the Finance Committee for their work and feels they looked at it in all ways. She said she knows it is tight but is in favor of Option 2. Mayor Joiner thanked Ms. Evans, Mr. Sadler and Mr. Geiger for the time they put in on the Finance Committee and after talking with Chief Jordan Option 2 is easier to fill and gives us 112 hours of coverage which is significant and is also something he ran on during the election. Mr. Sadler made a motion to approve the resolution, option 2. Mr. Geiger seconded. Ms. Evans asked Fiscal Officer Hastings if the 2017 estimated is for the full year. Fiscal Officer Hastings said correct. Fiscal Officer Hastings took roll call: Ms. Evans-Yes, Mr. Geiger-Yes, Mr. Townsend-Yes, Mr. Laxton-Yes, Mr. Sadler-Yes, Mr. O'Neil-No. Motion passed.

Ordinance 2016-04 AN ORDINANCE REQUIRING OWNERS AND OCCUPANTS OF ABUTTING LOTS AND LAND TO REPAIR AND MAINTAIN SIDEWALKS WITHIN THE VILLAGE OF COMMERCIAL POINT, OHIO. Mayor Joiner did the first reading only.


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At this time, Mr. Sadler asked why we are breaking for Executive Session. Solicitor Hess said it was to discuss pending litigation with a former employee. Mr. Townsend motioned to break for Executive Session. Mr. Laxton seconded. All in favor. Council entered Executive Session.

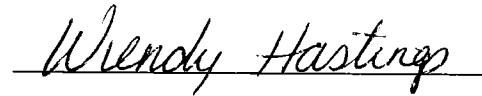
Mr. Laxton motioned to come out of Executive Session. Mr. Townsend seconded. All in favor.

Additional Items: Nothing to report.

Mr. Sadler motioned to adjourned. Mr. Geiger seconded. All in favor. Meeting adjourned.



Gary Joiner, Mayor



Wendy Hastings, Fiscal Officer

*Minutes provided by Paula Baldwin, Administrative Assistant