

**LEESBURG VILLAGE COUNCIL**

**2/17/2022**

**Mayor Shawn Priest**

Mayor Shawn C. Priest called the regular February session of the Leesburg Village Council to order on Thursday, February 17, 2022 at 6:00 P.M. in the Leesburg Municipal Building. No invocation was given and Pledge of Allegiance to the Flag was recited by all present.

**ROLL CALL:**      **Present:** Council Members      Mr. Robert Barrett Jr.      ☒

**Mrs. Rita Smith Daulton**

Mr. John Michael      ☒

Mr. Joel Morris      ☒

Mrs. Kim Pavey      ☒

Mr. Richard Smith      ☒

**Also Present:**      Administrator Kenny Worley      ☒

Police Chief Shane Nolley      ☒

Fiscal Officer Tracy Evans      ☒

**Solicitor Fred Beery**

Also attending: Mrs. Amy Buddelmeyer, Mr. Hayden Barrera, Ms. Cheyenne Byler, Mr. Wyatt Morrow, Ms. Allie Pavey, Ms. Grace Matthews, Mrs. Amy Palmer, and Mr. John Palmer.

**I. CONSENT CALENDAR:**

a. Joel Morris moved, and Kim Pavey seconded to approve the minutes for the January 20, 2022, regular Council meeting. Roll call vote 5-0. Motion carried.

b. Council reviewed the bills paid in January 2022. Joel Morris moved, and Robert Barrett seconded the bills be approved. Roll call vote 5-0. Motion carried.

c. Council reviewed the January Utility Adjustment Journal. Kim Pavey moved, and Joel Morris seconded to approve the January Utility Adjustment Journal. Roll call vote 5-0. Motion carried.

**II. PRIVILEGE OF THE FLOOR:**

Mrs. Amy Buddelmeyer, Advisor of the Student Ambassador Program at Fairfield High School, introduced the student ambassadors to Council. (Hayden Barrera, Cheyenne Byler, Wyatt Morrow, Allie Pavey, and Grace Matthews.) Mrs. Buddelmeyer, explained the program was designed as a leadership program to engage the students with school and community events. Each student present at the meeting, gave an update on different projects the group is working on.

Mrs. Amy Palmer (Mr. John Palmer) was introduced as the new part-time Village Administrator. Mrs. Palmer informed Council she had recently worked for the Village of Sabina, holds a banking degree, and retired from East Clinton School. Mayor Priest informed Council Mrs. Palmer will be starting with the Village on Tuesday, February 22, 2022.

### **III. LEGISLATION:**

#### ORDINANCE NO. 22-01

AN ORDINANCE TO SET THE PAY FOR VILLAGE EMPLOYEES AND DECLARING AN EMERGENCY.

\*Joel Morris moved, and John Michael seconded to approve Ordinance No. 22-01. Roll call vote 5-0. Motion carried.

#### ORDINANCE NO. 22-02

AN ORDINANCE TO ADOPT THE 2022 EDITION OF THE OHIO BASIC CODE AND TO DECLARE AN EMERGENCY.

\*Robert Barrett moved, and Richard Smith seconded to approve Ordinance No. 22-02. Roll call vote 5-0. Motion carried.

#### RESOLUTION NO. 22-01

A RESOLUTION TO ESTABLISH A FUND FOR RECEIPT OF OHIO WATER DEVELOPMENT AUTHORITY MONEY IN FISCAL YEAR 2022 & 2023.

\*John Michael moved, and Kim Pavey seconded to approve Resolution No. 22-01. Roll call vote 5-0. Motion carried.

#### RESOLUTION NO. 22-02

A RESOLUTION TO AMEND THE APPROPRIATIONS IN THE CAPITAL IMPROVEMENT FUND.

\*Kim Pavey moved, and Robert Barrett seconded to approve Resolution No. 22-02. Roll call vote 5-0. Motion carried.

### **IV. COMMITTEE REPORTS**

Joel Morris, Chairman of the Personnel Committee reported the committee met on Wednesday, February 2, 2022. Those present were Robert Barrett, John Michael, Joel Morris, Tracy Evans, and Mayor Shawn C. Priest. The purpose of the meeting was to discuss the Administrator position. The Committee recommends hiring a part-time Village Administrator working twenty to twenty-five hours max. In addition, the committee recommends hiring a full-time Utility Supervisor.

### **V. REPORT OF CITY OFFICIALS:**

#### **Report of Police Chief Shane Nolley:**

Chief Shane Nolley reported for the month of January 2022, there were 311 calls for service. Hours worked were as followed: Chief Nolley-144 regular, 16 overtime; Officer Dawson-156 regular, 37.75 overtime; Officer Michael – 156 regular, 33 overtime; Officer Townsend – 86 regular, 23 overtime. There were 2 Traffic Crash Report, and 7 Offense Reports. Arrest Information: Arrests - 2, Traffic Citations - 3, and Warning Citations - 12. Police vehicle information: Unit 1 - 2017 Police Interceptor – 993 miles driven, Unit 2 - 2020 Police Interceptor – 380 miles driven, Unit 3 - 2015 Police Interceptor – 652 miles driven. Repairs: \$0 and Training: \$0.

Additional Information from Chief Nolley:

- The Police Department has ninety-nine active case reports.
- The departments total reports received for the month of January 2022 were seven reports, an increase of one report from January 2021.

#### **Report of Fiscal Officer Tracy Evans:**

- Passed around the monthly reports and credit card statement for Council to sign.

- Presented Council with the 2021 year-end Amended Certificate. (certificate was turned in to the county auditors in December but not received back until February due to a new county employee managing the certificate).  
\*John Michael moved, and Joel Morris seconded to approve the 20-21 year-end Amended Certificate. Roll call vote 5-0. Motion carried.
- Informed Council after following up with the State Auditors Officer regarding cashing in credit card points, they stated that area was “grey” and would be scrutinized and Fiscal Officer Tracy Evans recommends not cashing in the points.

**Report of Utility/Streets Department from Administrator Worley:**

- Employees completed 4 hours in ground maintenance including cutting downs four trees and hauling to burn pile.
- Completed 53 hours in sewer maintenance including lift stations, checking floats, and fuzzy filter switch.
- Completed 34 hours in water maintenance including reading meters, checking, and repairing water leaks, and replace chemical lines at water plant.
- Completed 73 hours of street maintenance including installing snowplows, plowing streets, trouble shoot salt spreader, and replace salt spreader fan.
- Misc. items: nothing currently

**Report of Regional Income Tax Association (RITA):**

- Fiscal Officer Tracy Evans reported that \$36,608.20 was collected for the month of January 2022.

**Report of Mayor Shawn C. Priest:**

- Informed Council she recently met with Chamber of Commerce and Visitor Bureau and discussed new things happening in Highland County, and this group will meet quarterly. One of the goals of the group is to complete a county wide map of all the businesses and share all the activities of the other municipalities within each municipality.
- Handed out information regarding the price of the “Welcome to Leesburg” signs.

**VI. OLD BUSINESS:**

- Regarding abandoned properties – Mayor Priest stated the Village can apply for the Brownfield Grant for the abandoned properties. Mayor Priest has sent the list of our abandoned properties to Economic Director Julie Bolender. In addition, Mayor Priest said she spoke with John Blake, the owner of the apartments located at 21 South Fairfield Street, and he is asking \$20,000 for the apartments that only appraised for \$12,000. The appraisal amount is based on a drive by and not considering the inside condition of the apartments. Mayor Priest stated we cannot pay that price and she will try to get the Land Bank involved.
- Regarding the grocery store – Mayor Priest reported the grocery store will be auctioned in April.

**VII. OTHER BUSINESS:**

- Habitat for Humanity would like to construct a house in Leesburg on the vacant water tower lot. Mayor Priest asked Council what they thought about

this? Councilwoman Pavey asked how this works long term and who would be responsible for the repairs and upkeep? Councilman John Michael stated he previously helped build a Habitat for Humanity subdivision and the organization has a lot of guidelines and rules. Fiscal Officer Tracy Evans suggested we have a representative from the organization attend the next meeting to answer any questions the Village may have. Council decided to table until the next meeting.

- Councilwoman Kim Pavey said the lack of parking in the downtown area is going to start to hurt the downtown businesses if we cannot figure out a solution. Councilman Pavey feels the village needs to concentrate on this issue.

**MISCELLANEOUS:**

- John Michael moved, and Joel Morris seconded to adjourn at 7:48 P.M. Roll call vote 5-0. Meeting adjourned.