

**LEESBURG VILLAGE COUNCIL**  
**11/15/2018**  
**Mayor Freddie Snyder**

Mayor Freddie Snyder called the regular November session of the Leesburg Village Council to order on Thursday, November 15, 2018 at 7:00 P.M. in the Leesburg Municipal Building. Invocation was given by Pastor John Fitzgerald and Mayor Snyder led all present in the Pledge of Allegiance to the Flag.

**ROLL CALL:**

**Present:** Council Members

Mr. John Michael ☒

**Ms. Shawn C. Priest**

Mr. Chris Runyon ☒

Mr. Morgan Sheppard ☒

Mr. Richard Tolle ☒

**Mr. Scott Willey**

**Also Present:**

Police Chief Shane Nolley ☒

Fiscal Officer Tracy Evans ☒

Solicitor Fred Beery ☒

Also attending: Kelly Cooper, Keith Lamb, Bridget Campbell, Blythe Pelham, Steve Bush, Harold Roberts and Rick Mason.

**I. CONSENT CALENDAR:**

a. Chris Runyon moved and John Michael seconded to approve the special minutes for the October 9, 2018 council meeting. Roll call vote 4-0. Motion carried.

b. Morgan Sheppard moved and John Michael seconded to approve the minutes for the October 18, 2018 council meeting. Roll call vote 4-0. Motion carried.

b. Council reviewed the bills paid in October 2018. John Michael moved and Morgan Sheppard seconded the bills be approved. Roll call vote 4-0. Motion carried.

**II. PRIVILEGE OF THE FLOOR:**

Ms. Kelly Cooper informed Council she purchased the vacant lot on Locust Street owned by Chris Cook. Ms. Cooper requested a variance for the required square footage in our building ordinance, to build a small home between 400 and 600 square feet.

\*Morgan Sheppard moved and Richard Tolle seconded to approve the variance against our building ordinance allowing a 400-600 square footage home.

Mr. Harold Roberts approached Council regarding Roberts acreage. Mr. Roberts stated he is ready to proceed with his building plans and intends to build nineteen homes, ranging in price between \$159,000 and \$179,000. Mr. Roberts stated he would like this property annexed into the village and asked if he needed a building permit to start construction. Solicitor Beery stated the Village would pass an annexation ordinance when the time comes that contains all the building regulations. Mr. Roberts said he is requesting three things from Council:

- 1.) A price break on the current tap fees of \$1650 for each water and sewer.
- 2.) A commercial building plan approved.
- 3.) A variance to change the required building set back (as stated in our building ordinance) from 20 feet to five feet.

Solicitor Beery stated that Mr. Roberts would need to petition the county for annexation. Mr. Roberts said he has everything lined up other than two exemptions. Solicitor Beery

instructed Council they need to approve these three items requested if they see fit, and then we can add these approved items to the annexation ordinance. Solicitor Beery informed Mr. Roberts that since he is the majority owner, he could say if the two properties previously spoken will be included in the annexation. Solicitor Beery stated the road the properties are being constructed on has to be an official accepted Township Road before the annexation could occur. Solicitor Beery then said once the annexation is approved, this has to be contiguous and all nineteen homes must comply unless they go to the County Commissioners and request not to be annexed. The following is Council's response to the three request made by Mr. Roberts:

- 1.) Reduce tap fee rates to \$1,100 for each water and sewer.
- 2.) Change required set back from 20 feet to five feet.
- 3.) Change building plan to Commercial Building Plan.

\*Morgan Sheppard moved and Chris Runyon seconded to accept Council's recommendations for Mr. Roberts three request. Roll call vote 4-0. Motion approved.

Ms. Blythe Pelham – just observing  
Mr. Steven Bush – just observing  
Mr. Keith Lamb – just observing  
Ms. Bridget Campbell – just observing

### **III. LEGISLATION:**

#### ORDINANCE NO 18-06

AN ORDINANCE TO REQUIRE QUARTERLY REPORTS FROM LANDLORDS AND TO SPECIFY INFORMATION TO BE INCLUDED IN REPORT.

Morgan Sheppard moved and John Michael seconded to accept Ordinance# 18-06. Roll call vote 4-0. Motion carried.

#### ORDINANCE NO. 18-07

AN ORDINANCE TO VACATE AN ALLEYWAY IN THE VILLAGE OF LEESBURG LOCATED BETWEEN IN-LOTS NO. 16 AND NO. 18

Richard Tolle moved and John Michael seconded to approve Ordinance# 18-07. Roll call vote 4-0. Motion carried.

### **IV. COMMITTEE REPORTS:**

Councilwoman Shawn Priest, Chairman of the Finance Committee reported the committee met on Monday, October 22, 2018. Those present were Chairman Shawn Priest, John Michael, Chris Runyon, Fiscal Officer Tracy Evans and Mayor Freddie Snyder. The purpose of the meeting was to discuss changes in employee insurance, creating employee evaluations with raises based on evaluations. After discussion, the Finance Committee recommended keeping the current policy for 2019 but will look into making changes with future policies. In addition, the Personnel Committee will create new evaluation forms and raises will be decided later after evaluation forms are completed.

Councilman Scott Willey, Chairman of the Utilities Committee reported the committee met on Monday, October 22, 2018. Those present were Chairman Scott Willey, Morgan Sheppard, Chris Runyon, Utility Clerk Teresa Smith and Mayor Freddie Snyder. The purpose of the meeting was to discuss bulk water and Ordinance# 16-03. After discussion, Council tabled the recommendations until after they speak with Bill Baldwin.

Councilman John Michael, Chairman of the Personnel Committee reported the committee met on Monday, October 22, 2018. Those present were Chairman John Michael, Scott Willey and Shawn Priest, Fiscal Officer Tracy Evans and Mayor Freddie Snyder. The purpose of the meeting was to discuss vacation hours for part-time police employees. After discussion the Personnel Committee recommended that Chairman John Michael speak to Chief Nolley regarding part-time police employees receiving 20 hours of vacation time on the condition they have three years of service completed, worked 1040 hours per year the previous year. The Committee will bring this to Council after they discuss it with Chief Nolley.

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

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

- Passed around monthly reports and credit card statement for Council to sign.
- Informed Council each member, during their term, must complete training on public records once during their term. However, Council can appoint a Records Custodian to complete the training in their place. All of Council, with the exception of Morgan Sheppard requested Fiscal Officer Tracy Evans complete the training in their place as Records Custodian. Solicitor Beery stated no vote was needed for the appointment.
- Informed Council the invoice manually created for the school is incorrect and will not be corrected until the past Utility Clerk Becky Hurst can train Teresa Smith on the correct formula for calculation. Therefore, Fiscal Officer Tracy Evans is requesting Council to waive the late fee for the November billing for Fairfield Local.  
\*Chris Runyon moved and Morgan Sheppard seconded to waive the late fees for the November billing of Fairfield Local. Roll call vote 4-0. Motion carried
- Requested Income Tax Refunds in the amount of \$54 and \$1,209.  
Richard Tolle moved and Chris Runyon seconded to approve the Income Tax refunds. Roll call vote 3-1 with Morgan Sheppard voting no.

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

Chief Shane Nolley reported that for the month of October 2018, there were 408 calls for service. Hours worked were as followed: Chief Nolley-150 regular, 14.00 overtime; Officer Stephens-150 regular, 10.00 overtime; Officer Brady-138 regular, 12.00 overtime; Officer Cottrell-121.5 regular, 11.00 overtime and Officer Dawson – 123.00 regular, 12.50 overtime. There were 0 Traffic Crash Report, and 30 Offense Reports. Arrest Information: Arrests - 18, Traffic Citations -12, and Warning Citations - 4. Police vehicle information: Unit 1 – 2017 Police Interceptor – 1,195 miles driven, Unit 2 - 2005 Ford Explorer – 549 miles driven, Unit 3 - 2015 Police Interceptor – 1,239 miles driven. Repairs: \$152.70 and Training: \$0.

##### **Additional Information from Chief Nolley:**

- The Police Department has 101 active case reports.  
The departments total reports received for the month of October 2018 were 30, a decrease of 1 report from October 2017.
- All officers have completed annual Firearms qualifications.

**Report of Utility/Streets Department:**

- Administrator's Report submitted.
- Informed Council Stephanie Cook lives on the back corner of Arch Street and asked the Village to lay some gravel by their driveway. Administrator Campbell stated the Highland County Auditor's page shows that Arch Street goes all the way back to their driveway. Solicitor Beery stated the area is not on personal property so the Village can provide the gravel. In addition, Mrs. Cook would like a sign that says "Dead End" or "No Outlet".
- Winter salt received.
- Sludge has been removed.

**Report of Income Tax Administrator Dorothy Vance:**

- Mayor Snyder reported for Mrs. Vance that \$45,094.68 was collected for the month of October 2018.

**Report of Mayor Freddie Snyder:**

- See Old Business

**VI. OLD BUSINESS:**

- Brokaw Building – Solicitor Beery stated this property went to court 11/14/18. Ms. Dianna Fordyce was present and if she completes the abatement, the property will belong to her. However, she will have a time line to abate the nuisance.
- George Phillips property – Solicitor Beery stated this property went to court and Mr. Phillips attended and said he planned to make all the repairs needed to abate the nuisance. However, Solicitor Beery said the cost to abate the nuisance was going to cost a lot so therefore, Mr. Phillips is out of this. But, if someone else wanted to fix the properties up, it could be handled like the above Brokaw property
- Drainage Ditch on St. Rt. 28 – Fiscal Officer Tracy Evans informed Council on what is needed to proceed with the Community Development Block Grant. To determine eligibility, the Council must perform a door-to-door, confidential income survey of 247 residential homes as determined by the guidelines from the State of Ohio. The addresses must be randomly selected for each Council member. In addition, Council must make three attempts to obtain the confidential income survey from each address assigned. In order to qualify for the third round of funding, which is not guaranteed, the County Commissioners must receive all surveys no later than January 12, 2019. Moreover, this grant cannot be used to make repairs on personal property. After further discussion, Councilman Sheppard asked Mayor Snyder if he has received any more information, regarding breaking the project down by phases. Fiscal Officer Tracy Evans stated she thought there was an email regarding the phases from Jim Henry and she would look for it after the meeting. However, Council is still concerned that correcting the headwall will not fix all the problems that is why they want to see it in phases. Solicitor Beery said that if you are making improvements on private property you need a comprehensive plan. Nobody can make the repairs all at once so you need to break it down into phases even though you may never complete some of the phases. Solicitor Beery said you must have a plan to show that

you are not just making the repairs on the private property. Councilman John Michael explained that what he has understood from the previous meetings is the grant will pay for the headwall and new sidewalks and this in turn will fix the drainage issues on Councilman Willey's property without actually going on his property. Therefore, the other phases are not necessary. In addition, we will get a construction easement from Willey's and Square One allowing us to be on their properties to make the repairs to the headwall. Therefore, we will have to go back on both sides (Willey's and Square One) all the way down and back fill with dirt/riffraff and plant grass seed. This should fix the problem from the sidewalls of the creek falling in.

**MISCELLANEOUS:**

Richard Tolle moved and John Michael seconded to adjourn the meeting at 9:00 PM. Roll call vote 4-0. Meeting adjourned