

not the current bill for that particular month. In addition, Mrs. Daulton stated she knew of an incident (not her own bill) where the bill was not received until Friday, December 7th. The payment was placed in the black drop box on Monday, December 10th and the resident received a disconnect notice on the 12th and the disconnect notices should not go out until the 20th of the month, correct? In addition, Mrs. Daulton is on the Board with the Friendly View Apartments. They hired a new management company, Fairfield Homes, in July 2016 then hired back their previous management company Majestic Management due to management problems. At that time, the water clerk informed the Board that they had paid several late fees totaling \$1,600.00. Since they had never been charged late fees before, they blamed Fairfield Homes. Now, however, they question if the water bills were received in a timely manner in order to make the payment on time. The new management company received the October bill on October 19th with the incorrect zip code on the bill. Therefore, the late fee was paid for that month again. The January 2019 bill was received on January 10th along with the late fee notice. Mrs. Daulton stated she feels someone needs to look into these issues. Mrs. Daulton said she knows of at least two businesses, apartments and the school (as read in previous minutes) have definitely had problems. Mrs. Daulton says she knows the water and sewer departments have to pay for themselves and if we are not careful, they will not have any money to finance themselves.

Mrs. Teresa Smith, Utility Clerk, said the bill was faxed and mailed to Lancaster (for Friendly View Apartments) but they have always paid late and she also has fax confirmation (from faxing the invoices). In addition, Mrs. Smith said she was given a new fax number and it always rings busy. Mrs. Daulton said she was not here for an argument or to blame anyone, she just wanted to voice her concerns. Mrs. Daulton said she would however, like to have copies of the fax confirmations. Mrs. Smith said she believes the problem is with the post office.

III. LEGISLATION:

RESOLUTION NO. 19-01

A RESOLUTION TO DEFINE THE ROLE OF COUNCIL AS TO TAX REFUND APPROVAL.

*Tabled until the next meeting.

IV. COMMITTEE REPORTS:

- Councilwoman Shawn Priest, Chairman of the Personnel Committee reported the committee met on Wednesday, January 2, 2018. Those present were Chairman Shawn Priest, John Michael, Scott Willey, and Mayor Freddie Snyder. The purpose of the meeting was to discuss finalizing employee evaluations.

*Employees will be evaluated in the following manner:

Village Administrator – Mayor, Fiscal Officer, Police Chief

Fiscal Officer – Mayor, Village Administrator, Police Chief

Utility Clerk – Mayor, Fiscal Officer, Village Administrator

Police Chief – Mayor, Fiscal Officer, Village Administrator

Utility Laborers – Mayor, Village Administrator, External Water/Sewer Personnel.

- Raises will be based on final evaluation scores, using the following scale:

80% - 100% - Full Raise
66% - 79% - 50% of raise
0% - 65% - 0% of raise

Employees will be given 90 days to improve score. If evaluation improves, employee will receive 50% of raise effective the pay period after the most recent evaluation. If evaluation does not improve, employee will receive no raise for the year.

- This evaluation scale will start for the 2019 year with raises effective 1/1/2020.

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 of upcoming credit card charges for Sewer Plant and Snow Plow.
- Informed Council regarding the surveys for the CDBG grant must be in by April 1, 2019 for the first round of funding awarded in June. Our project has to qualify for engineering and a pre-application will have to be submitted and approved before we can apply for the June funding. Once the surveys are started, they must be completed within three months. The County can only have two critical applications open at once, now they have Hillsboro and Greenfield. Hillsboro is almost done and the County commissioners will try to have Hillsboro complete before we submit our application
- Fiscal Officer Tracy Evans applied for and was awarded a \$500 grant from our insurance company to be used towards the bulletproof vest for the Police Department.
- Kelly Cooper, a visitor at the November meeting approached Council regarding a variance to build a house smaller than what the Village allows on our building permit. However, Ms. Cooper through email has stated she will no longer be building the house on the lot due to a discrepancy the current owner has with the lot.
- Informed Council the Village has still not received our Amended Certificate from the County due to Mrs. Zile being off on medical leave.

Report of Police Chief Shane Nolley:

Chief Shane Nolley reported that for the month of December 2018, there were 405 calls for service. Hours worked were as followed: Chief Nolley-152 regular, 19.50 overtime; Officer Stephens-152 regular, 8.00 overtime; Officer Brady-103 regular, 15.50 overtime; Officer Cottrell-105 regular, 13.00 overtime and Officer Dawson – 120 regular, 18.5 overtime. There was 1 Traffic Crash Report, and 24 Offense Reports. Arrest Information: Arrests - 3, Traffic Citations -3, and Warning Citations - 15. Police vehicle information: Unit 1 – 2017 Police Interceptor – 1,250 miles driven, Unit 2 - 2005 Ford Explorer – 487 miles driven, Unit 3 - 2015 Police Interceptor – 1,452 miles driven. Repairs: \$0 and Training: \$0.

Additional Information from Chief Nolley:

- The Police Department has 96 active case reports.
The departments total reports received for the month of December 2018 were 24, an increase of 2 reports from December 2017. Offense reports received

for 2018 increased by 32, with 278 reports when compared to 2017 which the department handled 246 reports. Arrest reports received for 2018 was 72 which increased by 53 reports when compared to 2017 in which the department handled 19 arrest reports for the year

- All Officers received annual Taser certification.

Report of Utility/Streets Department:

- Administrator's Report submitted.

Report of Income Tax Administrator Dorothy Vance:

- Mayor Snyder reported for Mrs. Vance that \$61,524.35 was collected for the month of December 2018.

Report of Mayor Freddie Snyder:

- Line on East Main Street needs replaced due to the force of the water from the water plant main to East Main. We are currently working with Environmental Engineering for a grant to install a soft start. Fiscal Officer Tracy Evans stated the Village would use some Capital Improvement money along with the grant money to complete this project.

VI. OLD BUSINESS:

- George Phillips property – Mayor Snyder stated that papers would be filed with Judge McKenna in the next couple of weeks.
- CDBG Survey – (See Fiscal Officer Tracy Evans' section)
- Village of Highland – Fiscal Officer Tracy Evans stated that Mayor Snyder along with Mayor Ervin, Solicitor Beery and Solicitor Koogler from Highland were to meet last month to discuss the rates. However, Solicitor Koogler has not responded to the Highland Mayor regarding a meeting. Fiscal Officer Tracy Evans suggested a new monthly maintenance fee of \$625 with a 3% yearly increase effective January 1 of every year.
*Shawn Priest moved and Richard Tolle seconded to increase Highland's monthly maintenance fee to \$625 with a 3% yearly increase effective January 1 of every year. Richard Tolle seconded the motion. Roll call vote 5-0. Motion carried.

VII. NEW BUSINESS:

- John Michael nominated Shawn Priest for President Pro Tem of Council.
*John Michael moved and Chris Runyon seconded to close nominations. Roll call vote 5-0. Motion carried. Shawn Priest was awarded President Pro Tem of Council.

MISCELLANEOUS:

- Chris Runyon moved and Richard Tolle seconded to go into Executive Session to discuss personnel at 8:22 PM. Roll call vote 5-0.
- Out of Executive Session at 8:55 PM.
- Shawn Priest moved and Scott Willey seconded to adjourn the meeting at 8:55 PM. Roll call vote 5-0. Meeting adjourned