LEESBURG VILLAGE COUNCIL 12/3/2019

Mayor Freddie Snyder (Part two of the meeting)

Mayor Freddie Snyder called the regular November session (part two) of the Leesburg Village Council to order on Tuesday, December 3, 2019 at 7:00 P.M. in the Leesburg Municipal Building. No invocation was given and Mayor Freddie 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: Teresa Smith, Rita Smith-Daulton, Danny Daulton and Kenny Worley.

I. RITA PRESENTATION:

Ms. Angela Veasey from RITA gave a presentation (please see attached) of all RITA had to offer the Village. Ms. Veasey said if we voted tonight to go with RITA, we could have this all switched over by February 2020. Otherwise, if Council waits, it would be June or July 2020 before we could start the process. Current Income Tax Administrator Dorothy Vance, agreed to delay her retirement until February to help the Village switch everything over. Ms. Veasey said after Mrs. Vance retires, Fiscal Officer Tracy Evans would be the new point of contact and will be included from here on out with all correspondences. Council agreed to contract with RITA.

II. LEGISLATION:

ORDINANCE NO. 19-05

AN ORDINANCE AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE A CONTRACT WITH A REGIONAL COUNCIL OF GOVERNMENTS FOR THE PURPOSE OF ADMINISTRATION AND COLLECTION OF MUNICIPAL INCOME TAX IN THE CITY OF LEESBURG, OHIO AND DECLARING AN EMERGENCY.

- * John Michael motioned and Richard Tolle seconded to suspend the three reading rule and pass Ordinance No. 19-05 as an emergency. Roll call vote 3-0. Motion carried.
- *Richard Tolle moved and Scott Willey seconded to pass Ordinance No. 19-05. Roll call vote 3-0. Motion carried.

III. REPORT OF CITY OFFICIALS:

Report of Fiscal Officer Tracy Evans: (Continued from 11/25/19)

- Asked Council if they wanted to give the annual \$50 Wal-Mart gift cards to the employees for Christmas.
 - *John Michael moved and Richard Tolle seconded to approve the employee \$50 gift cards. Roll call vote 3-0. Motion carried.
- Asked Council if they wanted to donate to the American Legion for the annual food baskets.

*John Michael moved and Richard Tolle seconded to donate \$1,000 to the American Legion for the food baskets. Roll call vote 3-0. Motion carried.

- Requested two income tax refunds for \$1,243.00 and \$79.11.
 - *Scott Willey moved and John Michael seconded to approve the income tax refunds as requested. Roll call vote 3-0. Motion carried.
- Read a letter from Chris Cook requesting an adjustment for his apartment building located at 305 Eastern Ave. According to Mr. Cook he had an unusually high bill of 27,000 gallons for the November bill. Mr. Cook stated he had it checked for a leak and nothing showed up. In addition, Mr. Cook stated he asked all of his tenants if they accidentally left a facet or spigot on and they all denied it. Utility Clerk Teresa Smith stated the average for Mr. Cook's apartment building is 10,000 gallons. After discussion, Council feels that since they have approved adjustments in the past months they needed to approve an adjustment for Mr. Cook but they want some type of policy for this in the future.

*Scott Willey moved and John Michael seconded for Mr. Cook to pay the full water and to pay the average of 10,000 gallons for sewer (which would be \$115 for sewer per Teresa Smith) and waive all penalties. Roll call vote 3-0. Motion carried

- Requested Council join the Ohio Municipal League for the 2020 year.
 *John Michael moved and Richard Tolle seconded to join the Ohio Municipal League. Roll call vote 3-0. Motion carried.
- ➤ Informed Council she had more information regarding the grant for the Sr. 28 Culvert and Headwall project. After informing Nicole Oberrecht from the County Commissioners Office that after the last meeting, the village was not interested in applying for the second round of the grant, Ms. Oberrecht stated that Hillsboro dropped out of the running and that Leesburg could be in line to have the entire project funded. However, Leesburg would still be responsible for their \$58,000 portion. Mrs. Rita Smith Daulton asked if she could address Council on this matter. Mrs. Daulton stated that as a new Council member taking office in January, she believes if Council continues with this project correcting a problem on a resident's private property, they are setting a precedent to fix other residents properties.

*Richard Tolle motioned to continue with the project. Motion failed for lack of second.

MISCELLANEOUS:

- ➤ Fiscal Officer Tracy Evans was concerned we would need to cancel the meeting because of lack of quorum. Solicitor Beery stated that due to Councilman Morgan Sheppard resigning from the last meeting, the council is now comprised of five members. Therefore, a quorum would be three members so we can proceed with the meeting.
- ➤ Utility Clerk Teresa Smith asked Council if she could speak. Mrs. Smith informed Council of a moral issue among the employees. Mrs. Smith stated Council needs to do something to make it like it used to be when everyone worked together. Mrs. Rita Daulton also stated we need to get back as a team and do our job together. Mrs. Smith then asked Council if any of them had every made a mistake before and were they not human to make a mistake?

➤ Richard Tolle moved and Scott Willey seconded to adjourn at 8:30 PM. Roll call vote 3-0. Meeting adjourned at 8:30 PM.

RITA's Full Service Tax Collection and Systems		
Description	Included in Agenc Standard Cost	
	V	
Taxpayer Registration:		
Real Estate Transactions Criss Cross Directories	✓	
Internet Searches	Y .	
State Add Data		
Municipal Licensing/Utility/Permits Data		
Rental Property Owners	/	
Matching W-2s from Business Withholdings Against Individual Accounts	/	
ndividual Tax Accounts:		
Tax Return Processing, Audit & Customer Service	Y .	
Call Center - Customer Service & Taxpayer Assistance		
Tax Return Processing & Audit		
Annual Tax Filing Reminder Notices	✓	
Quarterly Billing Statements	·	
Business Compliance:		
Business Tax Return Processing, Audit & Customer Service	· ·	
Call Center - Customer Service & Taxpayer Assistance	1	
Tax Return Processing & Audit	✓	
Monthly & Quarterly Billing Statements	V	
Annual Tax Filing Reminder Notices JEDD / JEDZ Administration	✓	
PEDD / JEDZ Administration		
Payment and Filing Collections:	-	
Collection of Delinquent Non-payers	✓	
Legal Audit	✓	
Non-filer and Administrative Subpoena Programs	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	
Small Claims, Civil Actions, Bankruptcy, Consumer Credit Counseling, Estate Claims n-house Attorneys - Tax Ordinance review, Board of Appeal assistance	\ \times_{\times}	
Federal Tax Information (FTI) IRS Data Exchange:	· ·	
dentification & Compliance Assessment & Collection	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	
	E Carlo Colonia	
Records Management:	· ·	
Data Entry maging	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	
Records Retention	\ \times \	
nformation Technology:	✓	
Development/Programming Information Security	· ·	
System Operations	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	
Helpdesk Support	\ \frac{\frac{1}{2}}{2}	
	DESCRIPTION OF THE PERSON	
Support Services: Administration	V	
inance	· ·	
Member Relations	· ·	
Building Security/Reception	,	
Computer Handware 9 Coffee Control		
Computer Hardware & Software Systems: 'ax: Account Detail, Refunds, Billings, Payments, Correspondence, Legal, Compliance	· ·	
RITAX Annual Maintenance, Upgrades, Enhancements		
Pata Warehouse: Management Reports	1	

RITA's Full Service Tax Collection and Systems

	Included in Agency
Description	Standard Cost
Data Warehouse Annual Maintenance	· ·
Services: Web applications, Tax Forms, Tax Ordinances	·
Filing	✓
Payments	✓
Registration	✓
Document Imaging: Electronic Retention and Retrieval of Tax Records	✓
FileNET Imaging Annual Maintenance	√
Customer Relations Mgmt w/ Computer Telephony Integration (CTI)	✓
Siebel Annual Maintenance	✓
Interactive Voice Response Telephone (IVR) 24/7 self service	✓
Avaya Annual Maintenance	✓
Federal Tax Information: IRS Data Exchange Program	✓
STAX & FEDTAX Annual Maintenance	✓
Virtual Private Network: Secured Email, Tax System Access, Member Portal	✓
Secured Credit Card Processing	✓
Tax Software Vendor & Payroll Processing Partnerships	✓
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Facilities:	✓
Tax and Administrative Offices	Y
IT Programming & Computer Operations Center	Y .
Record Storage	Y
Offsite Secured Storage of Data System Backups	Y .
Disaster Recovery Warm Sites for Systems and Staff	· ·
Maintenance & Repair	Y .
Janitorial	✓
Backup Power Generators	/
Outside Services/Partnerships:	Y
Printing of Tax Forms & Refund Checks	Y .
Printing of Correspondence & Billing Statements	Y .
Postage and Envelopes - Mailing of Forms, Bills, Correspondence & Refund Checks	\ \tag{2}
Receipt of Tax Forms and Payments in Secured Bank Lockbox	V
	1
Other Services:	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \
Secure Lockbox	\ \ \ \ \ \
Business Interruption - Resumption Coverage	1 2
Membership in Municipal Organizations	Y .
Monitor/Participate in On-going Tax Legislation Activities	1
RITA Speakers Bureau	V
	amall abarra
Court Hearings Attendence - Small Claims & Civil Actions	small charge 18% "R.I.T.A." rate
Outside Attorneys - Post Judgment Collections	1414
Administrative Subpoena (each)	\$1 or \$8