

would create a right of way issue with the neighbor. Also, Administrator Wiget stated there are several meters in that same driveway and none of them are having issues. After discussion with Council, Administrator Wiget agreed to fix the stub that comes out of the line, bed the area with sand and fill it in with gravel. Ms. Sears thanked the Village for their help.

Mr. Wyatt Sowders – Stated to Council his most recent utility bill was for 32,000 gallons as a result of a flush valve on his toilet that has since been repaired. Mr. Sowders requested an adjustment for his utility bill. . After discussion, Council gave Mr. Wyatt Sowders a one-time adjustment with him paying the full water and trash amount, but averaging the sewer based on a six month usage. In addition, Council agrees to waive penalties, if any were incurred before the Council meeting.

Mrs. Bridget Campbell – Asked Council what the new Insurance HSA involved. Fiscal Officer Tracy Evans stated after the Finance Committee met, they decided to put \$2,000 in each employee’s account for family and \$1,000 for single to help with the higher deductible, \$200 will be deposited monthly in to each individual account for family and \$100 for single. In addition, the employee’s monthly responsibility of the insurance was increased to \$200 for family and \$115 for single. Mrs. Campbell asked Council if they would consider changing the monthly deposit to quarterly, depositing at the beginning of each quarter. After discussion, Council decided to do this. (See the Committee reports for this motion)

III. LEGISLATION:

None at this time

IV. COMMITTEE REPORTS:

Councilman John Michael, of the Personnel Committee, reported the committee met on Thursday, January 16, 2020. Those present were Chairman John Michael, Blythe Pelham, and Rita Smith-Daulton. The purpose of the meeting was to discuss the current Administrator arrangement, replacing the open utility position with a part-time employee or just summer help, Income Tax Clerk Dorothy Vance’s retirement party, and the moral of the employees.. Therefore, it is the recommendation of the Personnel Committee to create job descriptions for Administrator Butch Wiget and Administrator Jason Campbell, discuss the utility position further, have an employee celebration luncheon for Dorothy Vance since she does not want a reception with the public, and trying to boost morale of the employees. And, allowing Council members to job shadow some of the village positions for a better understanding of their jobs and performance.

The Finance Committee met on Tuesday, January 14, 2020.

*Chris Runyon moved and Kenny Worley seconded to adopt the recommendations of the Finance Committee. (see attached report). Roll call vote 6-0. Motion passed.

*Chris Runyon moved and Blythe Pelham seconded to change the monthly \$200 HSA employee deposit to \$500 quarterly HSA deposit. Roll call vote 6-0. Motion carried.

V. REPORT OF CITY OFFICIALS:

Report of Police Chief Shane Nolley:

Chief Shane Nolley reported for the month of December 2019, there were 332 calls for service. Hours worked were as followed: Chief Nolley-152 regular, 20 overtime; Officer Stephens-150 regular, 17.25 overtime; Officer Brady 101.5 regular, 8 overtime; Officer Dawson-160 regular, 12.75 overtime, Officer Thompson – 24 regular, 0

overtime, Officer Wynn-94.5 regular, 15.75 overtime. There was 1 Traffic Crash Report, and 9 Offense Reports. Arrest Information: Arrests - 13, Traffic Citations - 10, and Warning Citations - 35. Police vehicle information: Unit 1 – 2017 Police Interceptor – 990 miles driven, Unit 2 - 2005 Ford Explorer – 876 miles driven, Unit 3 - 2015 Police Interceptor – 645 miles driven. Repairs: \$677 and Training: \$0.

Additional Information from Chief Nolley:

- The Police Department has 89 active case reports.
The departments total reports received for the month of December 2019 was 9 reports, a decrease of 9 reports from December 2018.

Report of Utility/Streets Department:

- Administrators report submitted.
- Administrator Wiget presented Council with a list of needed repairs in order of importance for the Water and Sewer plants.

Report of Income Tax Administrator Dorothy Vance:

- Mrs. Vance reported that \$48,054.16 was collected for the month of December 2019.

Report of Mayor Shawn C. Priest:

- Informed Council she attended an informative meeting regarding the 2020 Census.

Report of Fiscal Officer Tracy Evans:

- Passed around monthly reports and credit card statement for Council to sign.
- Presented each Council member with 2019 final Amended Certificate.
*John Michael moved and Richard Tolle seconded to approve the 2019 final Amended Certificate. Roll call vote 6-0. Motion carried.
- Presented Council with suggested pics for the mural. Council chose the following: Leesburg Auto, Old Masonic, Downtown view of the Village, Dewey Brothers Mill, Cunningham Hotel and the Leesburg Canning Factory.
- Presented Council with a problem with Fairfield Local School's utility account. For two months in a row the school was billed incorrectly, and the current Water Billing Clerk Becky Hurst request the Village write off the 12,000 gallon mistake since the error was our fault for 2 months in a row.
*Kenny Worley moved and Richard Tolle seconded to write off the 12,000 gallons from Fairfield Local's account. Roll call vote 6-0. Motion carried.
- Presented Council with a letter requesting a Utility Bill adjustment from Crystal Hawn. Ms. Hawn stated she had a leaky toilet and her bill was for 7,000 gallons and she could not afford to pay her bill. Since Council has given an adjustment for this in the past, after discussion, Council gave Ms. Hawn a one-time adjustment with her paying the full water and trash amount, but averaging the sewer based on a six month usage. In addition, Council agrees to waive penalties, if any were incurred before the Council meeting.
- Presented Council with a letter and bill of repair requesting a Utility Bill adjustment from the Sollars residence located at 13318 Coles Run Court. Mr. Sollars stated in the letter he had a water line leak for an outside line, which Administrator Wiget confirmed and requested an adjustment. After discussion, Council gave Mr. Sollars a sewer adjustment. In addition,

Council agrees to waive penalties, if any were incurred before the Council meeting.

- Presented Council with the final list of Blanket PO's from 1-114 for the 2019 year.
*Kenny Worley moved and Rita Smith-Daulton seconded to approve Blanket PO's 1-114 for 2019. Roll call vote 6-0. Motion carried.

VI. OLD BUSINESS:

- Councilman Chris Runyon requested the Utility Committee meet as soon as possible to establish a policy on Utility Adjustments because the current need for adjustments is getting out of hand.
- The sidewalk over the culvert beside Scott Willey and Square One is in need of repair. Administrator Butch Wiget stated to Council they need to determine who is responsible for the area before they do anything. After discussion, Council turned this matter over to the Public Grounds Committee.

MISCELLANEOUS:

- Richard Tolle brought the time-clocks up to Council and stated he thought the Village should not have them in place. Police Chief Shane Nolley stated the time clocks were a nightmare for the PD. The part-time officers mostly serve as fill ins and can work different shifts throughout the week and the time clock wants you to assign a shift to the employee. In addition, Officers still have to manually fill out the old time sheet to capture their auxiliary work. Fiscal Officer Tracy Evans also stated the other employees also have to fill out the manual sheet in addition to clocking in because of their weekend duty. Our policy states if you work the weekend, you get to take a day off the next week and you cannot reflect this on the time clock. Also, if a utility worker gets called in for a water issue or re-connect, they don't go and unlock the sewer gate, and unlock the building to clock in when they have the tools in their vehicle and they can go straight to the issue. Councilman Kenny Worley stated he doesn't like the time clocks either and feels you need to trust the employees you have working for you.
*Richard Tolle moved and Kenny Worley seconded to do away with the time clocks and go back to the manual time sheets. Roll call vote 5-1 with Chris Runyon voting no. Motion carried.
- Richard Tolle moved and Blythe Pelham seconded to adjourn at 8:52 PM. Roll call vote 6-0. Meeting adjourned.