

LEESBURG VILLAGE COUNCIL
4/21/2022
Mayor Shawn Priest

Mayor Shawn C. Priest called the regular April session of the Leesburg Village Council to order on Thursday, April 21, 2022 at 6:00 P.M. at the Fire Department Annex 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 Amy Palmer ☒
Police Chief Shane Nolley ☒
Fiscal Officer Tracy Evans ☒
Solicitor Fred Beery ☒

Also attending: Mr. Sam Spargur, Ms. Dianna Robertson, and Mr. Brad Roades.

I. CONSENT CALENDAR:

- a. Joel Morris moved, and John Michael seconded to approve the minutes for the March 17, 2022, regular Council meeting with corrections. Roll call vote 6-0. Motion carried.
- b. Council reviewed the bills paid in March 2022. Robert Barrett moved, and Kim Pavey seconded the bills be approved. Roll call vote 6-0. Motion carried.
- c. Council reviewed the March Utility Adjustment Journal. Joel Morris moved, and Richard Smith seconded to approve the March Utility Adjustment Journal. Roll call vote 6-0. Motion carried.

II. PRIVILEGE OF THE FLOOR:

- Mr. Sam Spargur – just observing.
- Ms. Dianna Robertson – asked Council if they were planning to have a village clean-up day and she was informed it would be discussed in this meeting.
- Mr. Brad Roades – introduce himself as a candidate for the office of Highland County Commissioner.

III. LEGISLATION:

ORDINANCE NO. 22-04

AN ORDINANCE TO PROHIBIT PARKING ON BRIDGES AND TO DECLARE AN EMERGENCY.

- *John Michael moved, and Rita Smith-Daulton seconded to approve Ordinance No. 22-04. Roll call vote: Joel Morris-abstained, Kim Pavey-abstained, Richard Smith-abstained, Robert Barrett-abstained, Rita Smith-Daulton-yes, John Michael-yes. Motion passed.
- **According to Solicitor Beery, abstained votes are split down the middle. Solicitor Beery was asked if we do not have weight limit signs posted on a bridge and it collapses are we responsible? Solicitor Beery said if we know there is a problem then yes, we

would be responsible. **Because of further discussion, Mayor Priest said this was going to be turned over to the Street Committee and voted on again at the next meeting.**

RESOLUTION NO. 22-06

RESOLUTION OF
AUTHORIZATION

WHEREAS the Highland County Commissioners administer a financial assistance program for solid waste, recycling, and litter management purposes through the 2022 Revolving Fund Grant Program

*Joel Morris moved, and John Michael seconded to suspend the three-reading rule Roll call vote 6-0. Motion carried.

*John Michael moved, and Kim Pavey seconded to approve Resolution No. 22-06. Roll call vote 6-0. Motion carried.

RESOLUTION NO. 22-07

RESOLUTION AUTHORIZING PARTICIPATION IN THE ODOT ROAD SALT CONTRACTS AWARDED IN 2022.

*Joel Morris moved, and Rita Smith-Daulton moved to suspend the three-reading rule. Roll call vote 6-0. Motion carried.

*Kim Pavey moved, and Joel Morris seconded to approve Resolution No. 22-07. Roll call vote 6-0. Motion carried.

RESOLUTION NO. 22-08

A Resolution to Authorize and Direct the Village Administrator to Make an Application for CDBG Funds and to Declare an Emergency

*John Michael moved, and Joel Morris seconded to suspend the three-reading rule. Roll call vote 6-0. Motion carried.

*Joel Morris moved, and Richard Smith seconded to approve Resolution No. 22-08. Roll call vote 6-0. Motion carried.

RESOLUTION NO. 22-09

A Resolution to Establish a Crosswalk Across State Route 28 and to declare an emergency.

*Joel Morris moved, and John Michael seconded to suspend the three-reading rule. Roll call vote 6-0. Motion carried.

*Joel Morris moved, and Richard Smith seconded to approve Resolution No. 22-09. Roll call vote 6-0. Motion carried.

IV. COMMITTEE REPORTS

None currently.

V. REPORT OF CITY OFFICIALS:

Report of Police Chief Shane Nolley:

Chief Shane Nolley reported for the month of March 2022, there were 384 calls for service. Hours worked were as followed: Chief Nolley-152 regular, 18.77 overtime; Officer Dawson-168 regular, 12 overtime; Officer Michael – 156 regulars, 12 overtime; Officer Townsend – 64 regular, 0 overtime. There was 1 Traffic Crash Report, and 14 Offense Reports. Arrest Information: Arrests - 8, Traffic Citations - 25, and Warning Citations - 21. Police vehicle information: Unit 1 - 2017 Police Interceptor – 1,029 miles driven, Unit 2 - 2020 Police Interceptor – 438 miles driven, Unit 3 - 2015 Police Interceptor – 869 miles driven. Repairs: \$0 and Training: \$0.

Additional Information from Chief Nolley:

The Police Department has 103 active case reports.

The departments total reports received for the month of March 2022 were 14 reports, a decrease of one report from March 2021.

All officers received training in Legal Updates, Responding to Sexual Assaults, and Report Writing.

Report of Fiscal Officer Tracy Evans:

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

Informed Council of completing Fiscal Officer Training, hosted by the State Auditor's Office on April 13th via zoom.

Informed Council of the Annual Chamber of Commerce Dinner on Thursday, May 12th, and asked Solicitor Beery if it was permitted to use village funds to pay for the dinner. Solicitor Beery said, yes, it was okay.

Requested Council join Sedwick as our Workers Comp provider for the 2022-2023 year.

*Rita Smith-Daulton moved, and Kim Pavey seconded to approve Sedwick as our Workers Comp provider for the 2022-2023 year. Roll call vote 6-0. Motion carried.

Gave Council an update on the water line project which is scheduled to start in September 2022.

Presented Council with the Liquor License applications for the two gas stations in Leesburg. After discussion, there were no objections to their renewal.

Report of Utility/Streets Department from Administrator Amy Palmer:

Administrator report submitted.

Requested Council schedule Village clean-up days for July 22-29.

*John Michael moved, and Rita Smith-Daulton seconded to approve the Village clean up days.

Asked Council if they intended to continue with the Veterans Banners Program before letters were sent out to the owners to purchase replacements. After discussion, Council agreed to continue with the program.

Discussed adding a drainage plan to the building permit application and Council decided to table this topic.

Asked Council if they wanted a Facebook page created for the Village.

*Joel Morris moved, and Richard Smith seconded to create a Facebook page. Roll call vote 6-0. Motion carried.

Informed Council the Village purchased a Chrome Book for the past Village Administrator Kenny Worley. In addition, the last week of employment with

the Village, Mr. Worley lost his Village issued cell phone working in a storm sewer drain. Administrator Palmer requested the Village give the Chrome Book to Mr. Worley and void the charge for losing his phone because of all the time he has volunteered to train her for the position.

*John Michael moved, and Kim Pavey seconded to give the Chrome Book to Mr. Worley and void the phone replacement charge. Roll call vote 6-0. Motion carried.

Informed Council employee Butch (Jason) Wigett has turned in his resignation. Administrator Palmer stated she would like to keep him on as needed if he agrees.

Informed Council the Village needs to hire someone to mow. Sam Spargur knows of someone who is interested in this position, but they want taxes taken out of their check and can only work on weekends. Solicitor Beery said we could hire this employee as a contractor and the person could be a W9 and W4 employee. Administrator Palmer said Council needs to look at hiring two employees to mow if the person interested can only work weekends. In addition, Council discussed increasing the wage for “summer help” to \$13 per hour.

*Kim Pavey moved, and Joel Morris seconded to increase the wage for summer help to \$13 per hour.

Administrator Palmer feels we may need to look at hiring a new full-time employee for the Utility Department. After consulting with Fiscal Officer Tracy Evans, the difference between a part-time and full-time employee would be around \$50,000. After discussion, Council turned this over to the Personnel Committee.

Report of Regional Income Tax Association (RITA):

\$54,721.42 was collected for the month of March 2022.

Report of Mayor Shawn C. Priest:

Informed Council she received a thank you letter from Ron Barber (for the proclamation we presented to him during Luminaries). In addition, Mr. Barber sent a letter regarding raffle tickets he is selling to benefit Camp Dovetail. Mayor Priest said we can not purchase raffle tickets but asked Council to consider giving a donation for the campers.

*John Michael moved, and Joel Morris seconded to donate \$200 to Camp Dovetail. Roll call vote 6-0. Motion carried.

Attended a Highland County Economic Development meeting and we currently have several businesses looking at our Industrial Park.

Briefed Council on the erosion issue at the Roadside Rest. Highland County Soil and Water Conservation has inspected the area due to dangerous erosion. Administrator Palmer stated we have put up fencing and “No Trespassing” signs. The recommendation is for the Village to install a steel wall to prevent erosion by rerouting the water. This would require the Village

to obtain a special permit from the Army Corps of Engineers and the entire project would be expensive.

VI. OLD BUSINESS:

Regarding abandoned properties – Administrator Palmer reported she has reached out to property owners regarding current nuisances and several of them have committed to cleaning up their property.

Regarding the grocery store – Mayor Priest reported the paperwork has been filed and the auction is still on track for the end of May.

VII. OTHER BUSINESS:

Councilman Michael read a letter from Brandon Adkins, who resides on Mill Trace Drive requesting a variance for a patio. In addition, Councilman Michael read a letter from the neighbor of Brandon Adkins agreeing with the variance.

*Joel Morris moved, and John Michael seconded to approve the variance requested by Brandon Adkins. Roll call vote 6-0. Motion carried.

Mayor Priest informed Council Dale Morrow wants to construct a garage on his property, but the structure would be less than an inch from what our permit requires. In addition, his son owns the adjoining property and will write a letter giving the land needed to Mr. Morrow for his garage. Mayor Priest stated that Council can vote to approve a variance for the area that would be less than an inch of complying. After discussion, Council tabled until the next meeting after the Building Permit has been submitted, reviewed, and measurements taken.

Councilwoman Pavey asked Solicitor Beery about a house that her neighbor is concerned with that is going to be built across the street from her property. The new house will be built in a subdivision and asked Solicitor Beery if the Village has any say in the construction. Solicitor Beery said it would be between the person building the house and other subdivision residents.

MISCELLANEOUS:

Joel Morris moved, and Richard Smith seconded to adjourn at 8:14 P.M. Roll call vote 6-0. Meeting adjourned.