

**REGULAR COUNCIL MEETING  
April 12, 2022**

**PRESIDING:** Mayor Peter Wilson

**PRESENT:** Temple, Darcy, Cox, Donnalley, Hiner, Thomas & Beech

**ABSENT:**

The regular meeting on April 12, 2022 was called to order at 6:30 with Mayor Wilson presiding.

Mayor Wilson opened the meeting with prayer followed by the Pledge of Allegiance.

**MINUTES REGULAR MEETING MARCH 22, 2022**

Donnalley made the motion to approve the minutes from the 3/22/22 regular meeting.

Thomas 2<sup>nd</sup>

All Ayes

Motion Passed

**APPROVAL OF BILLS**

Darcy made the motion to approve the payment of the bills in the amount of \$57,013.79 and payroll for PPE 4/2/22 in the amount of \$54,848.65

Temple 2<sup>nd</sup>

All Ayes

Motion Passed

**GUEST (S)**

Marcy Kaiser, Lepper Library, was present at the meeting to discuss having a story scroll in the NW west square, two dates in June the 4<sup>th</sup> and 11<sup>th</sup> then again in July the 9<sup>th</sup> and 16<sup>th</sup>. The event last year was well attended therefore they would like permission to have again this year.

Cox made the motion to approve the story scroll as presented by the Lepper Library.

Thomas 2<sup>nd</sup>

All Ayes

Motion Passed

Samantha Montana, 335 E Chestnut St, presented to council for consideration several reasons why she felt the village should permit chickens in the village. She used researched material in addition to her own opinion. She had conducted a survey on Lisbon Talk, the exact information of those responding rather they lived within village limits or not could not be determined, with approximately forty respondents the general consensus was yes. Ms. Montana also presented what she thought would be favorable numbers per lot size, 6 chickens per 200 square feet with an additional chicken for every 1000 square feet no roosters permitted at all. She also thought a nominal registration fee of \$25.00 per year, requiring all chickens to be contained and not be seen from the street. Council President Thomas commended her on all the information, which she felt was fully accurate with what she herself had researched. Mrs. Thomas feels that an ordinance of this sort is doable in the village however the size of the residential lots in the village may make restrictions tighter than Ms. Montana spoke about. Mrs. Thomas will take a proposed ordinance to committee for discussion after working with zoning inspector Barkley.

**OLD BUSINESS:**

**RE: 3<sup>rd</sup>/FINAL READING ORDINANCE NO. 2113-2022, AN ORDINANCE ACCEPTING THE CODIFICATION OF VILLAGE ORDINANCES**

Hiner made the motion to approve Ordinance No. 2113-2022.

Temple 2<sup>nd</sup>

All Ayes

Motion Passed

**RE: CAPITAL IMPROVEMENT COMMUNITY PASS THROUGH GRANT AGREEMENT ODNR – CEDAR ST PARK WALKING PATH BID OPENING AWARD**

Mayor Wilson reported the bids have been opened for the walking path, there is a tentative award being considered. Howell's and Baird Engineering is reviewing the bid and waiting on some required paperwork. The bid award should be ready for the next meeting. Mayor Wilson ask that council wait to make any purchases for the walking trail until the bid is officially awarded.

**RE: ANTIFORCE EXERCISE EQUIPMENT FOR WALKING PATH**

Cox made the motion to table this purchase until the bid award for the walking path.

Thomas 2<sup>nd</sup>

All Ayes

Motion Passed

**RE: VILLAGE CLEAN UP DAY UPDATE**

Ohio Valley will be in town May 4<sup>th</sup> to review all the corporation limits with the police chief. The company will than make a map for drivers to follow, the company will make one pass per street. They are requesting all items be out for pick-up prior to 6:00 am the morning of Saturday May 7<sup>th</sup>. An information sheet is available in village hall, has been sent in water bills and is on the website.

**RE: BIKE TRAIL TO THE SQUARE FROM MAPLE ST**

Mayor Wilson reported on the proposed bike trail extension into downtown from the PLW train station the Columbiana County Parks district is working on, the idea is to come up the alley which runs North to South from the train station, beside the Methodist Church, then parallel with Market St up to Park Ave. The mayor suggested making this alley a 2 way bike lane, the alley is currently a one way alley going south. Council President Thomas suggested to remove the last parallel parking spot on the east side of Nelson Ave since this is tight turn anyway removing the spot will allow for better visibility. Council woman Hiner suggested making the alley a No Thru Traffic alley when turning off of Park Ave, by doing this those that live or need to park in the rear would still have access just could not travel the entire alley like permitted now. Chief Abraham suggested council have Solicitor Beech review bike lane laws, he is not entirely positive you can permit bikes to travel the wrong way on a one way since they have to follow traffic laws when on a road/street. The owner of Park Ave Parlor and Dashing Diva who were present at the meeting were in favor of the no thru traffic idea. This will be brought to a future council meeting for further discussion/approval.

**RE: 2021 APPROVED CDBG PROJECT LIONS CLUB RD PAVING**

Mayor Wilson reported the original cost estimate for the project submitted was \$99,980.00, RT Vernal the awarded bid by the county, came in \$20,000.00 less. The mayor and street supervisor attended a meeting hosted by the port authority regarding the upcoming awarded county CDBG projects. The port authority suggested the village increase the scope to use all the monies awarded. It was explained this will require change orders to be approved, it was also suggested that with the rising cost in prices of all materials there still be a cushion for any needed change orders other items. The mayor and street supervisor suggested extending the paving up Maple St to the bike trail, the lot near the stone quarry and if enough monies the parking area where the dam head was located. Council man Cox stated he believed those items were already in the quote when the original application was completed, after discussion it was determined the application must not have included these areas why the bid was less than the original quote the village had received for application. Mayor Wilson will contact both the port authority and RT Vernal regarding the proposed changes and how to proceed the village decides to pave the areas presented.

**RE: 2022 CDBG APPLICATION SUBMITTAL DEADLINE APRIL 15, 2022**

Mayor Wilson requested approval to apply for the current CDBG application round, due April 15<sup>th</sup>. The mayor has quotes for the remaining portion of Maple St \$55,416,50 and E Washington from Market St to Jackson St (SR 45) \$174,660.50. Council President Thomas is not in favor of applying or adding any projects at the moment until it is determined exactly how much the village will need for the current approved projects, S Market St bridge, Maple St paving, pool projects, vehicle repairs or purchases for example. She is not just talking money but manpower, there have been projects where the village may not have to pay anything, but the manpower was needed to complete. In her opinion she feels the village needs to complete the projects already approved before adding anymore to the calendar. They all seem to have required dates of completion near to each other, she fears the village will not be able to fulfill their obligations. The consensus of all council including Mrs. Thomas is that both of those streets need repair, however E Washington St may be the worse. After some discussion it was decided to move forward with one street but not both. The CDBG application can require local contribution, depending on what a municipality is willing to put forward.

Temple made the motion to approve the application for the 2022 CDBG application for E Washington St.

Cox 2<sup>nd</sup>

All Ayes, with Thomas nay

Motion Passed

### **NEW BUSINESS**

#### **RE: ORDINANCE NO. 2114-2022, AMENDED 2021 PAYROLL ORDINANCE AS AN EMERGENCY**

Council woman Hiner explained the changes to the ordinance from the committee of whole meeting, the parks/laborer position was added in addition to wage increase for the police chief. Ms. Hiner explained this increase was in line with the police department wages which were given last year. She also explained the increase will put the chief salary in the same percentage difference than other department heads from the employees they supervise, currently the chief salary is 8.47% above the next position with a department of 20 plus, where as in the street the supervisor is 24.67% above the next position with a department of 4, the range is everywhere between these two percentages. The proposed increase for the chief salary will be 18.18% above the next position. Mayor Wilson expressed concern since council had just mentioned finances for other projects are the finances for this type of wage increase available. Ms. Hiner stated the voted on increase of the village income tax 75% of those collections were part of the ballot language and this increase brings puts this salary position in closer ratio to other department heads, the funds are available for appropriations. He also asked if all the increases are completed for the department. It was explained the only increases planned are the normal yearly increases in the near future.

Hiner made the motion to suspend the rules and regulations for passing an ordinance.

Darcy 2<sup>nd</sup>

All Ayes

Motion Passed

Hiner made the motion to pass Ordinance No. 2114-2022, as an emergency.

Tom 2<sup>nd</sup>

All Ayes

Motion Passed

#### **RE: ADMINISTRATIVE ASSISTANT/INCOME TAX ADMINISTRATOR COMBINED POSITION**

Council woman Hiner explained this position was also discussed at the committee of the whole meeting; she feels that employee in this position should be making more than the \$11.80 per hour under the mayor secretary/zoning clerk. This employee is doing both positions and has been for over a year, the proposed wage increase is in line for the six months to a year experience value.

Hiner made the motion to increase the payroll for this position to 90% of the income tax administrator salary or \$14.47 per hour, while performing both jobs.

Darcy 2<sup>nd</sup>

All Ayes

Motion Passed

**RE: SWIMMING POOL**

Council woman Donnalley a new job description was presented to council for approval with minor changes. The position will not be required to look for grants, have a certified lifeguard license or the certified pool operator license as in the previous job description. The new description also removes having to clean Playtown but will need to clean the pool house and pool pavilion including bathrooms. The requirement for lawn mower and leaf blower were removed form equipment to be operated.

Donnalley made the above changes into a motion to approve a new pool manager job description.  
Thomas 2<sup>nd</sup>

All Ayes  
Motion Passed

Council woman Donnalley also discussed the condition of the Snack Shak at the pool, it is dirty and looks like the door was just shut at the end of the season than walked away from. She has spoken with the health department, the only items the village can sell are prepackaged items and drinks. The parks committee suggest doing away with the Snack Shak building since the village is unable to utilize it as a concession stand.

**RE: POLICY AND PROCEDURE MANUAL UPDATES TO SECTIONS 6.01 6.02 AND 6.04**

Council woman Hiner explained the changes as proposed from the committee of the whole meeting, from taking compensatory pay out, changing police holidays, vacation pay outs, salary positions over time pay calculation with the compensatory pay being removed. All the changes are outlined in their respective changes in the policy and procedure manual. The proposed changes will be brought back to the next meeting for approval. There was some discussion on how the vacation changes to now include payouts at the end of each year as to how they may affect each department. The increase in personnel expenses will require an amended appropriation ordinance from the general expenses for each fund per Ms. Wonner, this ordinance will be prepared for a future meeting. Chief Abraham also discussed how this change may have a substantial impact on the budget in his department with having multiple employees who earn the top of the scale on vacation in addition to the ones who are at the two week scale. His fear is that with having to work so much vacation time into the scheduling and no compensatory time available after these changes the overtime in the department is going to cost more than it ever has in the past. The intent of bringing this up is to see if in the future an additional full time officer or part time officers could be hired to off set the increase overtime.

**RE: LAND BANK BEAUTIFICATION GRANT**

Mayor Wilson requested approval to submit a grant application to the Land Bank, who is making up to \$20,00.00 grant available with no match for beautification in municipalities. This type of grant was awarded last year to the Chamber of Commerce for the pollinator garden which ended up being planted at the fairgrounds.

Temple made the motion to approve the grant application to the land bank.  
Donnalley 2<sup>nd</sup>

All Ayes  
Motion Passed

**RE: JUNETEENTH HOLIDAY**

Mayor Wilson ask council to consider adding the new federal holiday Juneteenth the holidays in the village policy and procedure manual. He indicated that every state recognizes this holiday except South Dakota, several local municipalities have added to their holidays. Council felt the ten permitted holidays already offered is sufficient for holidays in the village.

**RE: CHAMBER OF COMMERCE EVENT THIRD FRIDAYS IN THE VILLAGE**

Council President Thomas ask about the advertisement she had seen regarding a chamber event on the third Friday of the month in the village for several months starting in May. She did not remember this being discussed at council in the past. Council woman Donnalley who serves as President of the Chamber Board stated these had been discussed at the chamber meeting but did not know they were official as of yet. Ms. Thomas read the post she had seen, saying she feels these are a promising idea however it should have come to council with the proper forms being completed to close streets which goes through the police department. She is also concerned with the fact food trucks will be available, she feels that the businesses in the square, Fox's Pizza, Park Ave Parlor, and Subway should be utilized. Ms. Donnalley stated the executive director of the chamber has set these up, she will have her come to a council meeting to discuss. Mayor Wilson indicated the Chamber is having a Cookie Crawl on April 23<sup>rd</sup> 1:00 pm to 4:00 pm. The fire department association is hosting their Night at the Races the same evening at the fairgrounds, hopefully those who attend the cookie walk will stay for this event.

#### **FISCAL OFFICER'S REPORT**

The following financial reports were submitted to council in their packets, the March bank reconciliation, the March month end fund summary, the most current April fund summary. Vouchers were presented prior to the meeting for council signatures. Mayor Wilson reported that of the 193 letters sent to landlords in the village only 70 have been returned to date. Council woman Hiner felt this was an acceptable number considering the letters were just sent at the beginning of March. Ms. Wonner requested a transfer of \$80,000.00 from the general fund to the street and capital improvement fund \$64,000.00 and \$16,000.00 respectively.

Thomas made the motion to approve the requested transfer of \$80,000.00 from the general fund to the street and capital improvement fund.

Cox 2<sup>nd</sup>

All Ayes  
Motion Passed

#### **STREET DEPARTMENT REPORT**

The street department reports were submitted to council in their packets. The 1 ton truck is still out of service for transmission repairs. The big truck has been repaired and is back in service according to Mr. Oliver.

#### **PARKS DEPARTMENT**

Council woman Donnalley reported the parks committee had discussed the rates at the pool and for rentals. They decided to not make any changes as of yet.

Donnalley made the motion to leave the current pricing as is for pool and rentals.

Temple 2<sup>nd</sup>

All Ayes  
Motion Passed

The village is researching using the summer youth program for certain position permitted in the pool, Ms. Donnalley will bring this back after she has more information from Tina Nolte who runs the summer youth program. She has spoken with both Salem and Columbiana who are willing to share lifeguards for the summer if they have anyone interested in working for multiple entities. The restroom at Willow Grove will need to be cleaned out, Novak septic will be called for this. Also, if the Snack Shak is kept the door will need to be replaced per Council man Cox at a cost estimated around \$350.00.

#### **BOARD OF PUBLIC AFFAIRS REPORT**

BPA Chairman Hoover reported the department weather permitting plans on starting the fire hydrant flushing the first week in May.

**APPROVED ZONING APPLICATIONS**

The approved zoning applications were distributed to council in their packets. Mayor Wilson reported the last case to go before the court, the business in question pleaded no contest and has begun to work on compliance. Council President Thomas ask if the vacant ordinance second round of enforcement has begun, she knows of a few buildings which may not be complying. Ms. Thomas indicated she will reach out to Mr. Barkley with her concerns.

**EXECUTIVE SESSION**

Thomas made the motion to adjourn into executive session for the employment of a public employee.

Hiner 2<sup>nd</sup>

All Ayes with a roll call vote

Motion Passed

The regular meeting adjourned at 8:25 for executive session.

Thomas made the motion to reconvene from executive session at 8:50 pm.

Darcy 2<sup>nd</sup>

All Ayes with a roll call vote

Motion Passed

An interview will be schedule for Friday April 15<sup>th</sup> with the prospective pool manager. There was no other action taken from the executive session.

With nothing further to come before Council the meeting on April 12, 2022 adjourned at 8:51 pm.

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Mayor Peter Wilson

**ATTEST:**

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Tracey Wonner Fiscal Officer