

**REGULAR COUNCIL MEETING**  
**January 28, 2020**

**PRESIDING:** Mayor Peter Wilson

**PRESENT:** Darcy, Cox, Temple, Donnalley and Thomas

**ABSENT:**

The regular meeting on January 28, 2020 was called to order at 6:30 with Mayor Peter Wilson presiding.

Rev. Dr. Mary Jo Bruinooge opened the meeting with an opening prayer followed by the Pledge of Allegiance.

**MINUTES REGULAR MEETING JANUARY 14, 2020**

Thomas made the motion to approve the minutes from the 1/14/20 meeting.

Temple 2nd

All Ayes

Motion Passed

**MINUTES SPECIAL MEETING JANUARY 20, 2020**

Berg made the motion to approve the minutes from the 1/20/20 meeting.

Donnalley 2nd

All ayes

Motion Passed

**APPROVAL OF BILLS**

Darcy made the motion to approve the payment of the bills in the amount of \$47,095.78.

Temple 2nd

All Ayes

Motion Passed

Darcy made the motion to approve payroll for PPE 1/11/20 in the amount of \$43,024.27.

Thomas 2nd

All Ayes

Motion Passed

**GUEST (S)**

Elmer Zimmerman, Columbiana County Fairboard Member, was present at the council meeting to ask about using Village owned property to detonate fireworks during the Columbiana County Fair in August. This year will be the 175th Anniversary of the Fair; they are planning on ending the fair with a fireworks display after the demolition derby. The supplier recommended they contact the Village to see if an unused portion of the Cemetery could be used for the show. There were questions brought up about the livestock at the fair and the animals that may be in the Lisbon veterinary clinic. Mr. Zimmerman said the majority of the fair livestock should be gone before the show since they are permitted to start leaving at 6:00 pm on the last day of the fair. The fairboard has spoken with the vet clinic; there should not be an issue there either. Council ask Mr. James of the Cemetery Board if he saw any issues with the request. The main issue is the clean up and to make sure nothing is damaged. Mr. Zimmerman said the high school band has been hired to do the cleanup and if there are any issues the fairboard will handle.

Cox made the motion to allow the Columbiana County Fairboard to use a designated unused area of the Lisbon Cemetery for the fireworks display during the fair.

Thomas

All Ayes

Motion Passed

Robert Mountz Boy Scout Troop 92 Lisbon, requested permission to build a sandbox at the Lisbon pool for his Eagle Scout project, the project has to be complete before his 18th birthday which is March of this current year. Council requested some more information on the project, Ms. Blackburn who serves as Park Manager stated that is will be a continuation of the project earlier on the sand volley ball court but smaller. The estimated size is 15x20. Mr. Mountz will put together a plan to be discussed at an upcoming Parks Committee Meeting and brought back to council.

**OLD BUSINESS:**

**RE: LIGHTS ON SQUARE**

Council all agreed the lights in the square look nice and do not see an issue with them staying light throughout the year. The only concern is the way the lights are plugged in, this will need to be changed to make mowing possible. Council agreed it is a good idea to get quotes on adding gfi outlets in other areas of the squares. This was given to the Parks Committee. Mayor Wilson will discuss this with the County Commissioners since they own the land.

Donnalley made a motion to leave the lights on throughout the year.

Temple 2nd

All Ayes

Motion Passed

**RE: RESOLUTION NO. 2056-19 FIRE CONTRACT WITH CENTER AND ELKRUN TOWNSHIPS**

Center and Elkrun have both signed the agreement. Solicitor Beech reported Ms Wonner's name was removed as a signer on the contract but not the resolution. The Council President was added instead, after some discussion this was removed also since Council President Thomas's husband is on the fire department. The Mayor and Fire Chief will sign the actual contract with Center and Elkrun Townships. The townships will participate in the annual evaluation of the Fire Chief.

Cox made the motion to approve Resolution 2056-19 the Fire Contract with Center and Elkrun Townships.

Berg 2nd

All Ayes with Thomas abstaining

Motion Passed

**RE: WILLOW GROVE BRIDGE**

Mayor Wilson met with Dallis Dawson and Associates since the last meeting. They looked at 2 different locations, the existing location where the old swinging bridge was and a location up stream. There are items that will need to be done on each site. Mayor Wilson said that DDA will be performing a cost analysis on both locations than report what they found. Mr. Wilson thinks the Village should be hearing soon on the status of the State Capital Budget request.

**RE: THIRD READING ORDINANCE NO. 2053-19 THE 2020 ANNUAL APPROPRIATIONS**

Cox made the motion to table the 3rd reading and have the finance committee review the appropriations.

Thomas 2nd

All Ayes

Motion Passed

A finance committee meeting was scheduled for Monday February 3rd at 5:00 pm.

**RE: JOB DESCRIPTIONS/ 5 YEAR PLAN**

Mayor Wilson stated he and Council President Thomas are still working on the job descriptions. Council scheduled a work session for February 22nd at 8:00 am to discuss both the job descriptions and the proposed 5 year plan.

**RE: BUILDING CODE VIOLATIONS**

Mayor Wilson reported that he met with Zoning Inspector Zach Barkley to discuss the building code inspections. Mr. Barkley has completed his 5th round of inspections. He is anticipating 12 citations. Solicitor Beech reported the citations from last year have either all been settled or in the process of doing the work they are to complete.

**NEW BUSINESS**

**RE: MAYOR APPOINTMENTS**

Mayor Wilson recommended Wendell Cole to fill the expired three year term on the Cemetery Board.

Cox made the motion to appoint Wendell Cole to fill the expired three year term on the Cemetery Board.

Darcy 2nd

All ayes

Motion Passed

Mayor Wilson recommended William Meek to fill the expired term on the Zoning Board of Appeals.

Berg made the motion to appoint William Meek to the expired term on the Zoning Board of Appeals.

Thomas 2nd

All Ayes

Motion Passed

**RE: COUNCIL COMMITTEES**

Mayor Wilson submitted the following council committees for consideration. He mentioned that he had quite a few people request to be on the same committee so you may not have been put on all that you requested.

Public Safety - Cox Darcy Temple

Street - Cox Thomas Temple

Finance/Insurance - Berg Temple Thomas

Parks - Berg Darcy Donnalley

Personnel - Darcy Donnalley Thomas

Cemetery - Cox Darcy Donnalley

Fireman's Relief - Berg Cox Temple

Sewer - Cox Donnalley Thomas

Zoning - Berg Thomas Temple

Community Foundation - Thomas

Shade Tree Commission - Donnalley

There was some discussion on the Fireman's relief committee. This is a committee the Village has for the State Volunteer Firefighter Dependents fund. This committee is required for the board. Mayor Wilson told Council he wants the committees to meet more often than they have in the past. Council President Thomas said they have no issue meeting when there is something at the committee level the committees need to meet for.

Thomas made the motion to approve the Council Committees as submitted.

Temple 2nd

All Ayes

Motion Passed

**RE: SEASONAL WORKER CEMETERY**

Mr. James Cemetery Board chair reported the board would like to hire a seasonal worker to start in March weather permitting and work as long as time and money permit. The policy and procedure manual outlines the amount of hours a season worker may work. The intent is that if this person likes it and works out they could be moved into the part time position that will be vacated in June. This will be discussed at the next Cemetery Board meeting than brought back to council. The position would need to be published in a paper of circulation. Mayor Wilson ask if it could be posted on social media to save cost since the Cemetery works on such a tight revenue source anyway. He feels the Village should start to consider given the Cemetery Fund a yearly stipend out of the General Fund. It was explained the classified will have to go into the paper of circulation because the Village of Lisbon does not have its own face book page or policies for such a page. There are individuals who have a face book who could place this notice but it does not satisfy the requirement of placing the classified advertisement.

**RE: ORDINANCE NO. 2059-20 THE 2020 PAYROLL ORDINANCE**

Mayor Wilson stated that he would like to see this passed as an emergency so the employees can receive their 3% increase as soon as possible. He feels all the employees of the Village deserve this raise. The increase has already been included in the current appropriations. Council President Thomas stated she also agrees employees deserve a raise, however since the final reading of the appropriations were tabled the payroll ordinance should be tabled and reviewed by the finance committee.

Thomas made the motion to table Ordinance #2059-20 the 2020 payroll ordinance.

Cox 2nd

All Ayes

Motion Passed

**RE: INVITING RITA TO SPEAK AT A COUNCIL MEETING**

Mayor Wilson would like to invite RITA to come and speak at an upcoming council meeting. They did send the Mayor a short link to view their services, he will forward this to all members of Council. Mayor Wilson will extend the invitation to speak at the Regular Meeting on February 25th.

**RE: CRA SEMINAR**

Tad Herold from the Economic Development Office will be conducting a seminar on February 19th 6:00 pm here at Village hall to review and explain the process/benefits of the newly created Community Reinvestment Area. Mayor Wilson and Council man Berg will both be in attendance.

**RE: LETTERS OF APPRECIATION**

Mayor Wilson read a letter of appreciation from the Cemetery employees for the luncheon council provided to village employees on December 31st. The Counseling Center also sent a certificate of appreciation to the Village for our participation in their Opportunities & Mentoring to the Young Persons of Columbiana County WE Program.

**RE: RESIGNATION OF FULL TIME OFFICER SCOTT WEILAND**

Thomas made the motion to approve the resignation of full time officer Scott Weiland.

Cox 2nd

All Ayes

Motion Passed

**RE: HIRING OF PART TIME POLICE OFFICERS**

Cox made the motion to hire three part time officers: S Neil Clark, Brian Dobbins and Zachary Hodgson.

Berg 2nd

Council woman Temple questioned who Neil Clark was related to since on his application he marked the box that he was. Chief Abraham stated he was not that he knew of, he had marked the box because a family member referred him to the Village. Chief Abraham said the same for Brian Dobbins whose brother is an Ohio State Trooper.

All Ayes

Motion Passed

**RE: FIRST LINE SUPERVISION AND APPLIED LEADERSHIP PRINCIPALS CLASS SGT KODY WATKINS**

Chief Abraham would like to send Kody to the two classes mentioned above in April, there will be an overnight stay involved.

Thomas made the motion to approve Sgt Kody Watkins attendance to a first line supervision and applied leadership principal's class to be held in April with one overnight stay.

Cox 2nd

All Ayes

Motion Passed

**RE: PURCHASE OF POLICE CRUISER**

Chief Abraham presented to council in their packets to quotes on state purchasing from Statewide Ford Lincoln and Donnell Ford. The quote from Statewide \$44,235.00 includes all equipment in the price for a police cruiser; the lettering would be the only extra cost. The quote from Donnell \$40,500.00 does not include equipment which is estimated to be an additional \$5,000.00. Both quotes do include a 5 yr/100,000 mile warranty cost of \$2,915.00. The current unit #2 is being replaced the warranty has expired and the cruiser has over 100,000 miles. The 2019 state bid price is good until January 31, 2020. Chief would like approval to issue a PO for the down payment or sign a letter of intent to purchase at the 2019 price. Mayor Wilson questioned if the Village should just pay for cruiser instead of finance. Ms. Wonner suggested against this since the cost of finance over the 3 year lease in the past has been approximately \$2,000.00.

Thomas made the motion to allow Chief Abraham to sign a letter of intent to purchase a new cruiser from Statewide Ford Lincoln in the amount of \$44,235.00.

Cox 2nd

All Ayes

Motion Passed

The purchase of the cruiser will be discussed during the finance committee as to financing or not.

**RE: HIRING OF FIREFIGHTER MATTHEW WHERRY**

Council man Cox questioned if the Village had received the letter of resignation from Donnie Miller or the Military leave of Christian Gostey. The letters are at the department.

Cox made the motion to accept the resignation of Donnie Miller from the Fire Department.

Berg 2nd All Ayes with Thomas abstaining  
Motion Passed

Cox made the motion place Christian Gostey on Military leave from the Fire Department.

Darcy 2nd All Ayes with Thomas abstaining  
Motion Passed

Cox made the motion to hire Matthew Wherry as a Firefighter for the Lisbon Volunteer Fire Department.

Berg 2nd All Ayes with Thomas abstaining  
Motion Passed

Matthew Wherry will need firefighter training.

**RE: RESOLUTION NO. 2060-20 COLUMBIANA COUNTY MULTI JURISDICTIONAL ALL HAZARD MITIGATION PLAN**

Cox made the motion to pass Resolution No. 2060-20 the Columbiana County Multi Jurisdictional All Hazard Mitigation Plan.

Thomas 2nd All Ayes  
Motion Passed

**RE: ORDINANCE 2061-20 AMENED 2019 ANNUAL APPROPRIATIONS**

Thomas made the motion to suspend the rules and regulations to pass an ordinance.

Berg 2nd Roll call vote All Ayes  
Motion Passed

Thomas made the motion to pass Ordinance 2061-20 the 2019 amended annual appropriations as an emergency.

Berg 2nd Roll call vote All Ayes  
Motion Passed

**RE: EXECUTIVE SESSION FOR DISCUSSION ON COMPENSATON FOR PUBLIC EMPLOYEES**

This item was moved to the end of the meeting following department reports.

**RE: DOWNED TREE ON OLD LIONS CLUB PROPERTY**

Mayor Wilson reported he was contacted by Peter West on a tree that is down on the old Lions Club property, which is across from Willow Grove Park. Mr. West would like to take the tree if Council does not have an issue with it.

Cox made the motion to allow Peter West to remove the downed tree on the old Lions Club property.

Darcy 2nd All Ayes  
Motion Passed

**RE: TOWN CENTER MEETING**

There will be a Town Center meeting at Village hall on Feb 13th at 6:00 pm.

**RE: EAGLES CHILI COOK OFF**

Mayor Wilson reported that he had been contacted by the Eagles for himself, Chief Abraham and Chief Gresh to judge the annual chili cook-off on March 7th at 6:00 pm. The Eagles will donate \$1,000.00 each to the Lisbon Police Auxiliary, the Fire Association and a 5013c charity of the Village choice.

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

The financial report was distributed to council in their packets all reports are available for review prior to the meeting. Ms. Wonner reported she is in the process of completing the year end 2019. She is waiting on the 1099 forms after doing those she will close out 2019. Nancy Francis has been working evening in the income tax office. The office is in need of some organization which Nancy is doing while staying current with 2020 deposits and closing out yearend 2019. The preliminary initial data survey and agreed upon procedures questions for the upcoming 2018-2019 audit are almost complete and will be sent back to the Auditor. The BWC annual record keeping log deadline is Feb 1, 2020 and the true up for yearend wages is deadline is Feb 15, 2020. This will be completed before leaving for vacation. All year end 2019 figures have been sent to the county for certification. The first request for an amended certificate for 2020 has also been sent to the county. The BWC safety videos are all ordered up until June 2020. Ms. Wonner requested approval for a \$10,000.00 transfer from the General Fund to the Street Fund.

Berg made the motion to approve the requested \$10,000.00 transfer from the General Fund to the Street Fund.  
Donnalley 2nd

All Ayes  
Motion Passed

#### **STREET DEPARTMENT REPORT**

The street department report was distributed to council in their packets. Mr. Oliver reported the Garfield drainage project is approximately 95% complete. There will need to be some reseeding of grass in the spring.

#### **FIRE DEPARTMENT**

Council man Cox reported there is an on line kit available to fire and police departments to help in the writing of policy and procedures. The cost is approximately \$140.00. He feels this would be a good tool for the department to complete their policy and procedures.

Cox made the motion to purchase the Policy and Procedures kit for the fire department.  
Temple 2nd

This kit is a standard form for all departments; it allows you to choose which policy/procedure fits best for your department.  
All Ayes with Thomas abstaining  
Motion Passed

#### **PARKS DEPARTMENT**

Parks Manager Blackburn had a report for Council during the meeting. She would like to start on the hiring process for lifeguards for the upcoming season, there is an LGI class March 9th at the Bath OH campus of the Cleveland Clinic she plans on attending on her own, and the JFS Healthy family grant has been approved in 2020. The pool liner which Heim Sheet metal was going to build they are no longer able to due to personal reasons. Council man Cox ask that Mrs. Blackburn get any plans Dave Belany may have on this to make the transition easy to another fabricating company. The street department had helped her clean up the tree she mentioned that was down during the storm at the last meeting.

#### **MISCELLANEOUS**

Lisbon Founders Day pancake breakfast is Feb 8th.  
RCAP meeting Feb 12th

Newly elected Council member training seminar dates sponsored in the even numbered years by OML were given to council. Council President Thomas stated she attended one her first year just after taking office, looking back she feels it would have benefited her to wait to attend later in her term.

#### **EXECUTIVE SESSION**

Cox made the motion to adjourn into executive session for to compensation for a public employee  
Berg 2nd All Ayes with a roll call vote  
Motion Passed

The regular meeting adjourned into executive session at 7:50 pm.

Thomas made the motion to reconvene the regular meeting from executive session at 8:45 pm.  
Berg 2nd All Ayes with a roll call vote  
Motion Passed

Council President Thomas reported there was no action taken in the executive session.

With nothing further to come before Council the meeting on January 28, 2020 adjourned at 8:46 pm.

**ATTEST:**

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Mayor Peter Wilson

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Tracey Wonner Fiscal Officer