

RECORD OF PROCEEDINGS

Minutes of **VILLAGE OF GETTYSBURG COUNCIL MONTHLY**

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

January 14, 16
20

Held _____

(1). Matt Pierron said that he had created and submitted an ordinance, which will allow the current Village Administrator to reside outside of Village limits.

VILLAGE ADMINISTRATOR'S REPORT- written report distributed

(1) Joseph thanked Chief Hill and the Fire Department taking care of the Xmas lights (2) There is lot of ceramic tile that needs to be disposed of. (3) The auger and spinner assembly on the dump truck is worn out. Norman suggested that Joseph contact the County garage and see if they have any used that they will be swapping out (4) Joseph questioned whether there should be postings regarding the legality of 4-wheelers on the streets (5) (written report #4) Jason asked about the tennis court and whether there would be grants available to fix it up. The park district grant and Matt Light Foundation were suggested as possibilities. Karla asked if there was money in the Youth Fund available. Brett said there was around \$4,000 available. Jason said he would talk to Fred Matix in Greenville to get a contact for court painting. (6) (written report #11) Karla asked where the camera was going be used. Joseph explained that is an issue with water backing up and filling a crawl space at a residence on Mary St. and needs to be addressed.

FISCAL OFFICER'S REPORT

(1) The transition to the new utilities software is expected to be completed in time for the February 1 billing. (2) Currently working on end of year finance docs and reports (3) The Local Government Officials Conference will be held March 22-24 (4) Haven't received any information from R.I.T.A. yet. (5) Since the lease with the Friends of the Cardinal Center has taken effect, the Cardinal Center funds activity will no longer be included in meeting packets.

OTHER REPORTS:

Streets— nothing

Storm Sewer— nothing

Finance Committee-nothing

PDI—nothing

ADA/Hospitality— nothing

Cardinal Center—.

Park Board—Minutes distributed.

Board of Public Affairs.

Zoning Board— nothing

Records Commission—nothing

Old Business: None

New Business:

1. **Park request for funds from Hay-** Brett informed Council that Deanna Eikenberry had asked that funds received from the hay field that is within the boundaries be given to the park this year. Brett said that is a small amount (\$132).

Motion: Chris Miller moved that the Park be given the funds of \$132. Tim Bryan seconded. The motion carried.

Jason asked whether the hay fields should be bid out as he has seen other villages do. Brett said that he has seen nothing in writing regarding the fields. Brett asked how many acres were involved. Norman thought that there were about 13 at the well field and John thought there were three at the park. Jason asked if council would like to put the fields out for bid. After discussion, consensus of Council was that the fields should be put out for competitive bid.

2. **Ordinance 2016-01 An Ordinance to Allow the Village Administrator to Reside Outside the Village Limits of Gettysburg** – Jason executed the first reading of Ordinance 2016-01.

Motion: John Archey moved that the first reading of the Ordinance 2016-01 be accepted.

Chris Miller seconded. **Roll call vote:** Norman Warner, yes; Karla Harmon, yes; Chris Miller, yes; Robert Williams, yes; John Archey, yes; Tim Bryan, yes.

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January 14²⁰ 16

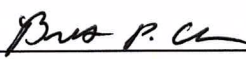
Held _____

3. Resolution 01-2016 for the Advance of Funds – Brett informed Council that the Water Operating funds were insufficient to make the January payment on debt as expected. He indicated that the advance of funds from the Sewer Debt Retirement Fund was necessary so that the payments could be made. The advance must be pay back by the end of 2016 and the increase in water rates should make that possible.


Motion: Karla Harmon moved to suspend the three-reading rule for Resolution 2016 so the loan payments for the Water Operating fund could be made in a timely fashion. Robert Williams seconded. **Roll call vote:** Norman Warner, yes; Karla Harmon, yes; Chris Miller, yes; Robert Williams, yes; John Archey, yes; Tim Bryan, yes.

Motion: Chris Miller moved to adopt Resolution 01-2106. John Archey seconded. **Roll call vote:** Norman Warner, yes; Karla Harmon, yes; Chris Miller, yes; Robert Williams, yes; John Archey, yes; Tim Bryan, yes.

ADJOURNMENT: Norman Warner moved that the meeting be adjourned. John Archey seconded. The motion carried and the meeting adjourned at 7:56 PM.



BRETT P. CLARK, FISCAL OFFICER



JASON D. LANCE, MAYOR

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VILLAGE OF GETTYSBURG COUNCIL MONTHLY

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

February 11, 2016

Held _____

PRESENT: Jason Lance, *Mayor*
 Robert Williams, *Councilmember*
 Tim Bryan, *Councilmember*
 Karla Harmon, *Councilmember President*
 Norman Warner, *Councilmember*
 John Archey, *Council President*
 Brett Clark, *Fiscal Officer*
 Matt Pierron, *Village Solicitor*
 Joseph Helfrich, *Village Administrator*

ABSENT: Chris Miller, *Councilmember*

CITIZEN: Dan Golden

GUESTS: Tom Hill, *Gettysburg Fire Dept*
 Craig Knapke, *Access Engineering*

CALL TO ORDER

Jason Lance led Council in the Pledge of Allegiance and called the meeting to order at 7PM.

APPROVAL OF MINUTES

Motion: Karla Harmon moved that the minutes of January 14, 2016 Regular meeting be approved. Tim Bryan seconded. The motion carried.

BILLS REVIEW

Norman Warner asked who was paying the monthly bills on the Cardinal Center. Brett explained that he totals the monthly bills and the Friends of the Cardinal write a check to the Village and then those funds are used to pay the bills.

Motion: Karla Harmon moved to approve the bills paid as for the period January 14, 2016 through February 10, 2016. Norman Warner seconded. The motion carried.

CITIZEN'S COMMENTS

Dan Golden of 121 Park St explained to Council that he has had water backing up into his basement for seven years and thinks that the problem may have been caused by the sanitary sewer project. Jason told Mr. Golden that the village has maps and drawings of the project and that he should consult with Mr. Helfrich (Village Administrator) and Craig Knapke (Village Engineer). Mr. Golden said that he already had someone working on it. Craig said that he can check the maps to see if the contractor noted any problems in the area. Norman Warner stated that if the project caused the problem then the Village would take care of it. Craig suggested that Mr. Golden have his contractor locate the problem and have Joseph verify whether the Village is responsible for the problem.

MAYOR'S REPORT

(1) Jason received a letter from Mr. Holman (Health Commissioner) announcing annual meeting March 1st at EMA building. (2) Jason was an invited to gathering for candidate for John Boehner's seat, Tim Derickson. Mr. Derickson left a good impression. Jason also talked to a couple of County Commissioners who are interested in attending a Council meeting. (3) Saturday (2/13) at 9:00am will be a meeting for the Gettysburg Homecoming Festival, which will be held June 25th. (4) Jason also received a number of comments/complaints from residents about the recent water rate increase.

SOLICITOR'S REPORT

(1) Matt reported on questions about voluntary police force and village Marshall. A Village Marshall is the police chief and is required to have all the training and qualifications that a regular police officer would have. Voluntary police officers work as helpers. They do not have police powers and do not assist in arrests. If an actual voluntary police is possible, which is unlikely, they would still have to have all the regular training and insurance as professional officers would have. Matt suggested that

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the cheapest, easiest solution may be to work with other municipalities such as Versailles or Arcanum to meet policing needs. (2) Matt asked for help with legal descriptions for the lease contract of the hay fields to confirm locations. Brett said that the confusion is caused by the auditor's listing of two different roads for the well field parcels (Gettysburg South Eastern and Gettysburg-Pitsburg). It was suggested that maybe Gettysburg-Pitsburg Rd officially begins at a different point than it appears on a map. Norman said that the parcels were adjoining at the well field.

VILLAGE ADMINISTRATOR'S REPORT- written report distributed

(1) Regarding auction items: Norman noted that the Husque Varna lawnmower belonged to the Park and said that the board should probably be consulted before selling it. Brett will talk to Deanna Eikenberry. Jason said that would like to see the Gettysburg policeman's hat and handcuffs be kept for historical reasons. **Motion:** Karla Harmon moved that the hat and handcuffs be kept by the Village. Norman Warner seconded. The motion carried. (2) Norman asked if any estimates had been received for the property on Mary Street that has the storm sewer issues. Joseph said that he has gotten some pricing on camera services as he believes that using a camera is the best way to start to locate the problem with the pipe.

FISCAL OFFICER'S REPORT – written report distributed

(1) Brett received the bill for the siren upgrade from the fire dept. The Village will need to do a supplemental appropriation to pay it. (2) Information for local government official's conference has been placed in mailboxes. Brett recommended that councilmembers try to attend at least once per term.

OTHER REPORTS:

Jason announced assignments to committees. Brett will have the list to distribute at the next meeting.

Streets— nothing

Storm Sewer— nothing

Finance Committee- Norman asked Brett when the next finance committee meeting would need to be held. Brett said May or June when the budget process starts.

PDI—nothing

ADA/Hospitality— nothing

Cardinal Center—

Park Board—Minutes distributed

Board of Public Affairs.

Zoning Board— nothing

Records Commission—nothing

Old Business:

- 1. Main Street Project Phase II-** Craig Knapke said that he has received environmental clearances from Darke County, which will allow the advertising and bidding of the project. Craig said that he would like to place advertising on February 23, take bids on March 3 and then bring a recommendation to Council on March 10. Jason asked if the project would proceed immediately once the contractor was selected. Craig that would depend on the contractor's schedule. The completion date is set to October 1st. **Motion:** Tim Bryan moved that Access Engineering be permitted to proceed with the advertising and bid process. Norman Warner seconded. The motion carried. Craig also asked for approval of engineering invoice for \$8,750 which brings payment to 100 percent of design costs of the Main Street Phase II project. The money is provided by the OPWC grant funding. **Motion:** Norman Warner moved to approve the \$8,750 and allow necessary signatures for payment of the invoice. John Archey seconded. The motion carried.
- 2. Ordinance 2016-01 –** Jason executed the 2nd reading of Ordinance 2016-01, which will allow the village administrator to live outside of Village limits. **Motion:** Robert Williams moved to accept the second reading of Ordinance 2016-01. Karla Harmon seconded. **Roll call vote:** Norman Warner, yes; Karla Harmon, yes; Chris Miller,

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absent; Robert Williams, yes; John Archey, yes; Tim Bryan, yes.

New Business:

- 1. Report from Tom Hill** – Tom Hill reported that the levy issue is going well and presented a letter that he intends to send to Gettysburg residents promoting the levy. John Archey voiced his support for the levy. Jason asked if Council would like to take any formal action regarding the letter. **Motion:** John Archey moved to approve the letter. Tim Bryan seconded. The motion carried. Jason said that a resident asked whether the billing process would change if the levy is passed. Tom said that they would still be doing soft billing as in the past. Tom also presented the annual Fire Dept. report and offered to take questions. Tom was asked what a “good intent call” was. Tom explained that it might be a situation where someone needed help with an oxygen tank or problems with finding breakers (electric) in their house. John asked if the Dept. had a list of those who were on oxygen. Tom said that they didn’t, but they usually know who they are. Robert Williams asked about CPAPs. Tom said that they carry them in the trucks.
- 2. Mosquito Spraying-** Karla noted that the Village has not sprayed in several years and with the possible issue of the Zika virus that spraying should be done in the coming year. Jason asked Joseph to obtain three bids for spraying.
- 3. Curbs/Lines Painting** – Karla said that she thought that lines and curbs should be painted this summer and asked if there funds available. Brett said that there was money available. Jason noted that Joseph will need to speak to Jim Surber about lines, but curbs and fire hydrants would have to be done by the Village.
- 4. Lion’s Club Leaf Pickup Bill-** Brett presented a bill from the Lion’s Club for \$2,000 for leaf pickup. He noted that Council was not pleased with the recent effort and that supplemental would have to be made to make any payment. Jason said that he told Larry Green that Council has not been pleased the pickup in recent years. He said that the Village could contract the service for a far lower price and that it might be time move in that direction. The amount of \$500 was suggested. Karla wondered whether that amount would be considered an insult. Jason said he didn’t want to sour the relationship but didn’t think that \$500 was unreasonable given the amount of time put in. **Motion:** John Archey moved that \$2,000 bill be disallowed and a payment of \$500 be made to the Lion’s Club for the leaf pickup. Karla Harmon seconded. The motion carried.
- 5. Salt Spreader Snow Plow** – Joseph presented pictures of the condition of the salt spreader on the snow plow showing the poor condition it is in. He presented a quote from Kaffenbarger Trucking for replacing the unit with a stainless steel unit at (recommended by the County garage) a cost of \$3,379.00. The new unit is expected to last a minimum of 10 years. Kaffenbarger has been installing this unit for 10 years and has received no complaints in that time. Brett said that funds are available for the expense. Joseph said that replacement could be scheduled in two weeks. **Motion:** Norman Warner moved that the replacement of the salt spreader be approved. John Archey seconded. The motion carried.
- 6. Mileage Reimbursement Rate** – Brett asked Council to approve reimbursement for mileage at the published IRS reimbursement rate for business. Norman asked what the current rate was. Brett said that he thought it was 54 cents per mile. **Motion:** Tim Bryan moved that the Village mileage reimbursement rate be the same as the published IRS mileage reimbursement rate. Karla Harmon seconded. The motion carried.
- 7. Approval of Auction Contract** – Brett suggested that Council should approve the auction of unneeded Village property under the condition that the items discussed during the Village Administrators Report are addressed. **Motion:** Robert Williams moved that auction contract with Kirby Lyons be approved under the condition that the police hat and handcuffs are removed from the sale bill and the Park Board approves of the sale of the Husque Varna lawnmower. Karla Harmon seconded. The motion carried.

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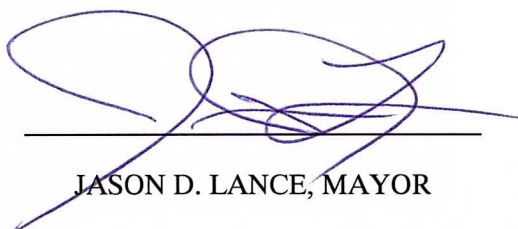
Held

February 11, 2016

ADJOURNMENT: Norman Warner moved that the meeting be adjourned. Karla Harmon seconded. The motion carried and the meeting adjourned at 8:15 PM.



BRETT P. CLARK, FISCAL OFFICER



JASON D. LANCE, MAYOR

RECORD OF PROCEEDINGS

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VILLAGE OF GETTYSBURG COUNCIL MONTHLY

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

March 10, 16

Held _____ 20_____

PRESENT: Jason Lance, *Mayor*
 Robert Williams, *Councilmember*
 Tim Bryan, *Councilmember*
 Chris Miller, *Councilmember*
 Norman Warner, *Councilmember*
 John Archey, *Councilmember*
 Brett Clark, *Fiscal Officer*
 Matt Pierron, *Village Solicitor*
 Joseph Helfrich, *Village Administrator*

ABSENT: Karla Harmon, *Council President*

CITIZEN: None

GUESTS: Craig Knapke, *Access Engineering*

CALL TO ORDER

Jason Lance led Council in the Pledge of Allegiance and called the meeting to order at 7PM.

APPROVAL OF MINUTES

Motion: Norman Warner moved that the minutes of the February 11, 2016 Regular meeting be approved. Tim Bryan seconded. The motion carried.

BILLS REVIEW

Motion: Norman Warner moved to approve the bills paid as for the period February 11, 2016 through March 9, 2016. Tim Bryan seconded. The motion carried.

CITIZEN'S COMMENTS

None

MAYOR'S REPORT

(1) Jason is working on fundraising for the Village festival. Got a \$1,000 donation toward fireworks
 (2) Chris Miller asked if there has been any discussion among the mayors about sharing of equipment. Jason said he didn't know and that he has been unable to attend the Mayor's meeting due to scheduling conflicts.

SOLICITOR'S REPORT

Nothing.

VILLAGE ADMINISTRATOR'S REPORT- written report distributed

(1) Joseph will be contacting Versailles to check on the availability and cost of using their newly acquired plumbing truck with mainline camera. (2) Joseph has received only one estimate for mosquito spraying (Bug-a-Boo)

FISCAL OFFICER'S REPORT

(1) Revenue from water rate increase is on track with projections (2) Revenue from local government distribution is higher than expected (3) Nichole Capasso will be subbing in the office during the Local Government Officials Conference and also at the April Council Meeting. (4) Jason asked how the changeover in billing was working. Brett said that it is going well and that the biggest problem has been a misunderstanding by the software provider about how late fees were calculated. On the whole, comments have been positive and customers like the new payments options.

OTHER REPORTS:

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Streets— nothing**Storm Sewer**— nothing**Finance Committee**-**PDI**—nothing**ADA/Hospitality**— nothing**Cardinal Center**—**Park Board**—Minutes distributed**Board of Public Affairs.****Zoning Board**— nothing**Records Commission**—nothing**Old Business:**

1. **Main Street Project Phase II-** Craig Knapke presented results of the bidding for the Main Street Project Phase II. PAB Construction was the lowest of five bidders. The winning bid was for the amount of \$708,002, which is \$52,000 below Craig's original estimate. Craig reviewed the project funding. The grant amount is \$695,000, which leaves a loan amount of \$13,002. The loan would be paid back at 433.40 per year over 30 years. The project has a contingency of \$50,000, which means that if unforeseen expenses stay under \$37,000 then the project will be completed without a loan. Joseph mentioned that Scott Riley suggested that a water line to the lift station would be nice and wondered if that could be done as part of the project. Craig estimated that running a line would cost \$5,000. Norman suggested that there were better alternatives. Craig asked that council award the contract to PAB construction and authorize the necessary signatures.

Motion: Chris Miller moved that PAB Construction be awarded the Main Street Phase II Project contract and that the necessary signatures be authorized. Robert Williams seconded. The motion carried.

Craig said that PAB said that they would not be able to start until July at the earliest due to commitments to preexisting projects. Jason asked if they have problems finishing the project on time. Craig didn't think that that would be an issue. Craig said he would be meeting with Darke County Commissioners to have them sign off on the contract documents as well since funding is coming through Darke County. Craig also presented an engineering invoice of \$8,000 to be paid through OPWC and asked for a motion to approve the necessary signatures.

Motion: Tim Bryan moved that the necessary signatures be authorized to allow OPWC to release funds to pay the engineering invoice. Chris Miller seconded. The motion carried.

Craig asked if there were any concerns or questions about the project. Jason said that he thinks that there is going to be an issue with the retaining walls when the old walk is being torn out. Apart from a situation where the contractor cannot rebuild the sidewalk without rebuilding a walk, Craig said that he was trying to avoid having to rebuild walls as a matter of course due to the costs involved. Jason mentioned that a resident was concerned about trash pickup during the project. Craig said that they will communicate with the trash collector to make arrangements so that pick up can continue as normally as possible.

2. **Ordinance 2016-01** – Jason executed the 3rd reading of Ordinance 2016-01, which will allow the Village Administrator to live outside of Village limits.
Motion: Chris Miller moved to adopt Ordinance 2016-01. Tim Bryan seconded. **Roll call vote:** Norman Warner, yes; Karla Harmon, *absent*; Chris Miller, yes; Robert Williams, yes; John Archey, yes; Tim Bryan, yes.
3. **Farm Lease Agreement** – Matt Pierron presented a draft of the agreement for the farming of the Village hay fields. Jason asked how the Village share of the hay harvest was done in the past. Norman said it was done by weight. Brett said he didn't know since there is currently no written agreement. Jason asked if the agreement would be done annually. Matt said that is

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what would be typical. He recommended that the agreement be no more than 2 years. Jason asked whether fertilizer was covered in the agreement. Matt said that it was addressed. There was some concern voiced that a different crop than hay would cause problems with herbicides or pesticides being used since it is over the well field. Jason asked about what the ground should be worth and what a good price would be. He was told that the purpose of bidding out the lease was to achieve the best price. **Motion:** Robert Williams moved that the agreement be approved with changes to make the term two years and restrict the crop to hay. Chris Miller seconded. The motion carried.

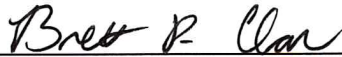
New Business:

1. **Resolution 02-2016 Supplemental Appropriations** – Brett presented the Resolution for Supplemental Appropriations to Council and explained that the increase in General Fund was for the purpose of reimbursing the fire department for the siren upgrade and to provide for mosquito spraying. The increase in the Streets Maintenance and Construction Fund was to allow payment to the Lion's Club the amount approved for leaf pickup and to replace appropriations used up for the salt spreader replacement.

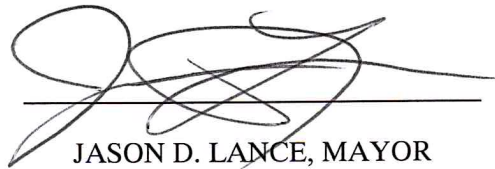
Motion: Norman Warner moved to suspend the rules for Resolution 02-2016 so that the resolution could be passed in timely manner. Tim Bryan seconded. **Roll call vote:** Norman Warner, yes; Karla Harmon, *absent*; Chris Miller, yes; Robert Williams, yes; John Archey, yes; Tim Bryan, yes.

Motion: Norman Warner moved to adopt Resolution 02-2016. John Archey seconded. **Roll call vote:** Norman Warner, yes; Karla Harmon, *absent*; Chris Miller, yes; Robert Williams, yes; John Archey, yes; Tim Bryan, yes.

ADJOURNMENT: Norman Warner moved that the meeting be adjourned. John Archey seconded. The motion carried and the meeting adjourned at 8:09 PM.



BRETT P. CLARK, FISCAL OFFICER



JASON D. LANCE, MAYOR

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VILLAGE OF GETTYSBURG COUNCIL MONTHLY

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held

April 14, 2016

PRESENT: Jason Lance, *Mayor*
 Karla Harmon, *Council President*
 Robert Williams, *Councilmember*
 Tim Bryan, *Councilmember*
 Chris Miller, *Councilmember*
 Norman Warner, *Councilmember*
 John Archey, *Councilmember*
 Matt Pierron, *Village Solicitor*
 Joseph Helfrich, *Village Administrator*
 Nichole Capasso, *Clerk's Assistant*

ABSENT: Brett Clark, *Fiscal Officer*

CITIZEN: None

GUESTS: Patsy Riley, *Friends of the Cardinal Center*

CALL TO ORDER

Jason Lance led Council in the Pledge of Allegiance and called the meeting to order at 7PM.

APPROVAL OF MINUTES

Motion: Norman Warner moved that the minutes of the March 10, 2016 Regular meeting be approved. Tim Bryan seconded. The motion carried.

BILLS REVIEW

Motion: Tim Bryan moved to approve the bills paid as for the period March 10, 2016 through April 13, 2016. John Archey seconded. The motion carried.

CITIZEN'S COMMENTS

Patsy Riley said she was appearing on behalf of the Friends of the Cardinal Center. She said that Richard Barton would like to buy two old backboards and rim wanted to know if it was OK to sell them. He has been generous in the past. Jason said he thought it be alright whatever his donation would be. Patsy asked that Council make them aware as soon they know when Halloween is going to be held so they can plan for activities for the kids. Patsy also mentioned that the wall mat on the west side needs to be replaced. She asked if money from the Gettysburg Youth Fund could be used for purchasing a new mat. Jason questioned whether that would be an appropriate use of the Fund since it does not benefit the youth unless they rent the gym. He said he would be more supportive if Gettysburg kids would have an opportunity to use the facility on a regular basis. It was suggested the she contact Greenville City Schools to see if they will have mats available when they move to their school. Patsy asked if there would be any problem removing dead trees from the facility. She was told it would not be a problem. Patsy asked about a sinkhole on the ball field that would be a problem for the Renaissance group that is coming in. Jason told her that Joseph has already filled it in. Patsy asked whether 104 Auld had been sold yet and that she noticed boards across the door. Jason said that it has not been sold and that he put the boards there because the door was standing opened.

MAYOR'S REPORT

nothing

SOLICITOR'S REPORT

(1) Matt revised the farm lease and will get with Brett on the requirements for notices. The lease was altered so that crop was hay only and 2-year lease term and also estimated acres was also added.

VILLAGE ADMINISTRATOR'S REPORT- written report distributed

(1) A crew from the Village of Versailles examined the Mary St. storm sewer with their camera and jetting equipment. Evidence indicates that there is a broken tile at approximately 229 ft. from the

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access hole. There are white marks indicating the location. Norman Warner asked how many estimates were being requested. Joseph said he was getting estimates from Mark Erisman and J&A Construction. Norman thought that Roger Hess should also be asked. (2) Norman asked if anything was being done with the sand pit at water treatment plant. Joseph said that it is on his list. (3) Norman asked why Joseph's assistant was getting \$8.10 an hour. Jason said that that is minimum wage. (4) Tim asked Joseph if there were other applicants from Gettysburg why he hired the person he did. Joseph said that his selection was the best qualified person for the job. (5) Norman asked if the items from the garage tagged for sale had been sold at auction. Joseph said everything but the lawn tractor has been sold. Norman asked if there was a list of the items sold. He was told that one was distributed in a previous meeting. Norman said he didn't remember seeing it. (6) Norman asked about the pesticide license. Joseph said he will be taking an exam in Lima shortly. (7) John Archey mentioned that he noticed that water created more foam than usual. Chris Miller and Karla Harmon commented that they noticed problem with a bleach taste/smell.

FISCAL OFFICER'S REPORT**Written Report Distributed.****OTHER REPORTS:****Streets**— nothing**Storm Sewer**— nothing**Finance Committee-****PDI**—nothing**ADA/Hospitality**— nothing**Cardinal Center**—.**Park Board**—Minutes distributed**Board of Public Affairs.****Zoning Board**— (1) Karla told Tim that she wants to get something done about the dilapidated house next door to her (348 Bridge). She will be taking pictures.**Records Commission**—nothing**Old Business:**

- 1. Farm Lease Agreement** – Matt restated changes made to the agreement that he enumerated in his earlier report. Norman Warner moved to approve the lease with changes. Chris Miller seconded. The motion carried.

New Business:

- 1. Cardinal Center Roof Damage** – Jason presented an estimate for repair of the damage done by wind to the Cardinal Center roof from Kremer Roofing. He told Council that on his authority he gave the Kremer the OK to start repairs so that could be roofed within the upcoming window of good weather. Insurance will cover all but the \$1,000 deductible. According to the terms of the Cardinal Center lease, the Friends of the Cardinal Center are responsible for the first \$500 with the remaining to be split between the Village and the Friends. Total responsibility for the Village would be \$250 with the Friends being responsible for the remaining \$750. The estimate for repairs is \$22,412. Jason told Council that the original estimate was for \$17,412 and an additional \$5,000 was added on the instructions of the claims adjuster for additional work to shore up the remaining roof. He told Council that Kremer put on the roof originally. **Motion:** Norman Warner moved that the Village contribute \$250 towards the repairs. John Archey seconded. The motion carried. **Motion:** Tim Bryan moved to approve Kremer Roofing to do the Cardinal Center Roof repairs. Seconded by Karla Harmon. The motion carried.

Several council members were vocal in their view that the process for obtaining estimates was inappropriate even though: (a) it was an emergency situation, (b) Kremer Roofing was a

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April 14, 2016

well-qualified contractor, (c) the insurance company approved of the choice, and (d) that the cost to the Village would be the same regardless of the contractor selected. It was suggested that at least two estimates should be required for every job. Matt Pierron said that would probably require a resolution. Jason cautioned that such a requirement could cause problems in an emergency situation. Norman said in that situation the mayor should call three councilmembers to secure their agreement so that he can be assured that the issue would pass in the next regular meeting.

- 2. Travel Mileage Reimbursement for Local Government Officials Conference** – Jason asked Council to approve Brett’s travel expense reimbursement for the Local Government Official Conference of \$118.07. **Motion:** Norman moved that travel expenses be approved. Chris Miller seconded. The motion carried.

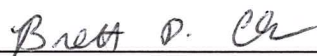
Addition non-agenda

John Archey complained that Joseph usurped the authority of the Streets Committee when the drop on Dorwin St was repaired. Jason said that Joseph is still learning the position and there is some adjustment that will be required on everyone’s part with the change to Village Administrator from Street Commissioner

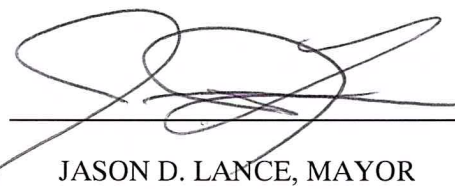
Norman Warner said that Robert Rules of Order allow voting in executive session and wondered if it was against the law for Council. Matt and Jason said it would be a violation of Ohio’s sunshine laws.

Chris Miller asked who was responsible for sidewalks. Norman told him it was the homeowner.

ADJOURNMENT: John Archey moved that the meeting be adjourned. Tim Bryan seconded. The motion carried and the meeting adjourned at 7:55 PM.



BRETT P. CLARK, FISCAL OFFICER



JASON D. LANCE, MAYOR

RECORD OF PROCEEDINGS
VILLAGE OF GETTYSBURG COUNCIL MONTHLY

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BEAR GRAPHICS 800-325-8094 FORM NO 10148

April 14, 16

Held _____ 20 _____

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RECORD OF PROCEEDINGS

Minutes of

VILLAGE OF GETTYSBURG COUNCIL MONTHLY

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held _____

May 12, 20¹⁶

PRESENT: Jason Lance, *Mayor*
 Karla Harmon, *Council President*
 Robert Williams, *Councilmember*
 Tim Bryan, *Councilmember*
 Chris Miller, *Councilmember*
 Norman Warner, *Councilmember*
 John Archey, *Councilmember*
 Matt Pierron, *Village Solicitor*
 Brett Clark, *Fiscal Officer*

ABSENT: Joseph Helfrich, *Village Administrator*

CITIZEN: None

GUESTS: None

CALL TO ORDER

Jason Lance led Council in the Pledge of Allegiance and called the meeting to order at 7PM.

APPROVAL OF MINUTES

Motion: Norman Warner moved that the minutes of the April 14, 2016 Regular meeting be approved. John Archey seconded. The motion carried.

BILLS REVIEW

Norman Warner asked why a backpack sprayer was purchased. Jason told Norman that Joseph contacted him before the purchase and that Joseph preferred using a backpack sprayer to carrying a hand sprayer for ergonomic reasons and did not want to use the trailer sprayer since it has a missing lid.

Motion: Tim Bryan moved to approve the bills as paid for the period April 14, 2016 through May 11, 2016. Chris Miller seconded. The motion carried.

CITIZEN'S COMMENTS

None

MAYOR'S REPORT

(1) Jason would like to get together with members of the zoning board (ordinance enforcement) to drive around the town and check for issues.

SOLICITOR'S REPORT

(1) Matt Pierron reported that he found the statute that addresses voting within executive session and verified that voting is prohibited. (2) Matt recommended against Council passing a resolution to require a specific number of bids as it would be constraining and there is no consequence if it would be broken. Matt explained that contracts under \$50,000 do not require competitive bidding and the administrator would have the authority to enter into those contracts according to state law. Jason said that he didn't know where the idea of having to have two bids came from. He said that Joseph has been conscientious in his spending and staying in communication with Jason and Brett when he has questionable issues to address. John Archey said that committee descriptions need to be reworded to reflect the change in responsibilities with an administrator.

VILLAGE ADMINISTRATOR'S REPORT

Written report distributed

(1) Tim Bryan asked for more information about the water plant dehumidifier that was mentioned in Joseph's report as it was an old issue from the time he was a member of Board of Public Affairs. Brett said that it was the same problem. Vern Eikenberry had it repaired, but the repair didn't last and Joseph was only recently made aware of the problem.

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FISCAL OFFICER'S REPORT

(1) A new printer has been received from UAN as part of their service plan (2) Audit for years 2014-2015 has been started and is going pretty well. Auditor has requested several changes which are being made for the current year. (3) The Finance Committee needs to meet for the 2017 tax budget. (4) An income survey for businesses was sent out to help collect information for RITA to do a revenue estimate for income tax. Response to survey was disappointing but not unexpected. (5) Brett asked that if a problem is noticed with water that it be reported to the Water Superintendent immediately and not wait for Council meeting to report it. (6) The Friends of the Cardinal Center remitted \$750 for the roof repair. (7) Received \$200 donation from Richard Barton for the old basketball hoops, etc. from the Cardinal Center. (8) Received \$21,412 from insurance for Cardinal Center roof repair. (9) Revenue to General Fund from Local Government Distribution looks like it will be about \$4,000-5,000 more than the original estimate.

OTHER REPORTS:**Streets**— nothing**Storm Sewer**— nothing**Finance Committee-****PDI**—nothing**ADA/Hospitality**— nothing**Cardinal Center**—**Park Board**—Minutes distributed**Board of Public Affairs.****Zoning Board**— (1).**Records Commission**—nothing**Old Business:**

1. **Mary Street Storm Sewer** – Brett presented estimates from Erisman (\$4,900 + \$3,500 for manhole if desired) and JA Construction (\$4,000) to repair the storm sewer. Brett recommended J&A as the cost is less and the estimate is itemized so the cost can be spread across appropriate funds. Council will need to appropriate funds to have repair made. Jason said that he was certain Joseph would choose J&A for the job.
Motion: Norman Warner moved that Brett take the steps necessary to appropriate resources for the repair. Tim Bryan seconded. The motion carried.
2. **Mosquito Spraying** – Brett presented and estimate from Bug-A-Boo Pesticide for spraying at \$150 per spraying. Other vendors were contacted, but were unavailable or unresponsive. Jason asked whether there would be any possible legal ramifications if spraying wasn't done such as person contracting the Zika virus. Norman said that it would be tough to prove a particular town's mosquito were to blame. Council discussed how often spraying should be done. Jason also questioned how the Village could determine how effective the sprayings are. John Archey asked if the spraying would kill other insects as well. Robert Williams said that depended on the density of the spray and the wind conditions. Chris Miller said that he thought the residents wanted mosquito to be done.
Motion: Tim Bryan moved that the Village spray for mosquitos. Chris Miller seconded. The motion carried.
 Details of the spraying will be worked out by Joseph.

New Business:

1. **Acceptance of bid for hay fields** – Brett informed Council that Kraig Peters was the highest and only bidder for farming the hay fields. The bid was for \$2,160 per year for both years of the lease agreement. This amount approximately doubles the previous years' revenues.

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Held _____

May 12, 2016

- Motion:** Chris Miller moved to accept the bid from Kraig Peters to farm the hay fields. Robert Williams seconded. The motion passed.
- 2. Travel/Mileage Pesticide Exam** – Brett informed Council that Joseph had traveled to Celina to take his pesticide exam for the Village (and passed) and presented a mileage reimbursement request for \$68.20 (126 miles round trip).
Motion: Robert Williams moved to approve Joseph's mileage reimbursement. Norman Warner seconded. The motion passed.
- 3. Resolution 03-2016 Park Grant** – Brett presented the resolution required by the Darke County Parks for the Gettysburg Park to apply for grant funds. The park is requesting funding to purchase new chairs and playground mulch.
Motion: Tim Bryan moved to suspend the three reading rule for Resolution 03-2016 so that the resolution could be submitted by the deadline. John Archey seconded. Roll call vote: Norman Warner, *yes*; Karla Harmon, *absent*; Chris Miller, *yes*; Robert Williams, *yes*; John Archey, *yes*; Tim Bryan, *yes*.
Motion: Norman Warner moved to adopt Resolution 03-2016. Chris Miller seconded. Roll call vote: Norman Warner, *yes*; Karla Harmon, *absent*; Chris Miller, *yes*; Robert Williams, *yes*; John Archey, *yes*; Tim Bryan, *yes*.
- 4. Resolution 04-2016 Supplemental Appropriations** – Brett presented the resolution to Council and explained the following increases in accounts: *General Fund-Transfers Out* allows the transfer of funds to the Gettysburg School Fund so that Village obligation for roof repairs can be expended from the most appropriate fund; *Gettysburg School Fund-Repairs and Maintenance* to allow for full payment of roof repairs; *Grant Construction-Streets, Highways, Sidewalks, and Curbs* allows for proper accounting of grant covered expenses on the Main Street Phase II Project; *Water Operating Fund-Repairs and Maintenance* replenishes appropriations that were depleted by the emergency repair for the water leak on Esther St.
Motion: John Archey moved to suspend the three reading rule for Resolution 04-2016 so that the changes could be adopted in a timely fashion. Chris Miller seconded. Roll call vote: Norman Warner, *yes*; Karla Harmon, *absent*; Chris Miller, *yes*; Robert Williams, *yes*; John Archey, *yes*; Tim Bryan, *yes*.
Motion: Chris Miller moved to adopt Resolution 04-2016. Robert Williams seconded. Roll call vote: Norman Warner, *yes*; Karla Harmon, *absent*; Chris Miller, *yes*; Robert Williams, *yes*; John Archey, *yes*; Tim Bryan, *yes*.
- 5. Resolution 05-2016 Funds Transfer** – Resolution 05-2016 authorizes the transfer of \$250 from the General Fund to the Gettysburg School Fund to meet the Village obligation on the roof repairs.
Motion: Tim Bryan moved to suspend the three reading rule for Resolution 05-2016 so that the transfer can be made for timely payment of the Cardinal Center roof repair. John Archey seconded. Roll call vote: Norman Warner, *yes*; Karla Harmon, *absent*; Chris Miller, *yes*; Robert Williams, *yes*; John Archey, *yes*; Tim Bryan, *yes*.
Motion: John Archey moved to adopt Resolution 05-2016. Chris Miller seconded. Roll call vote: Norman Warner, *yes*; Karla Harmon, *absent*; Chris Miller, *yes*; Robert Williams, *yes*; John Archey, *yes*; Tim Bryan, *yes*.
- 6. Resolution 06-2016 Reallocation of Funds** – Brett informed Council that the State Auditor has directed him to track the principal and interest payments on debt for the Cardinal Center independently instead of in one account. Resolution 06-2016 will allow him to make the necessary changes in the accounting system.
Motion: Tim Bryan moved to suspend the three reading rule for Resolution 06-2016 so that the correct of account could be made as soon as possible. Chris Miller seconded. Roll call vote: Norman Warner, *yes*; Karla Harmon, *absent*; Chris Miller, *yes*; Robert Williams, *yes*; John Archey, *yes*; Tim Bryan, *yes*.
Motion: Chris Miller moved to adopt Resolution 06-2016. Robert Williams seconded. Roll call vote: Norman Warner, *yes*; Karla Harmon, *absent*; Chris Miller, *yes*; Robert Williams, *yes*; John Archey, *yes*; Tim Bryan, *yes*.

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May 12, 16

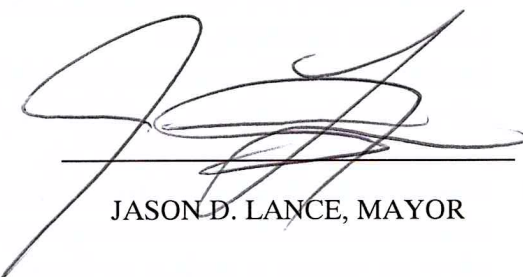
Held _____ 20_____

- 7. **Water Report Sent Residents** – Brett reported the recent notice sent to residents included the annual confidence report and a notice of violation. The violation for testing was due to the original directive to increase the frequency of testing being lost in a stack of papers. The EPA was notified immediately when the problem was discovered and the issue has been corrected. There were no problems with the quality of the water supply at any time.

ADJOURNMENT: John Archey moved that the meeting be adjourned. Tim Bryan seconded. The motion carried and the meeting adjourned at 8:10 PM.



BRETT P. CLARK, FISCAL OFFICER



JASON D. LANCE, MAYOR

RECORD OF PROCEEDINGS

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VILLAGE OF GETTYSBURG COUNCIL MONTHLY

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held _____

June 9, 2016

PRESENT: Jason Lance, *Mayor*
 Karla Harmon, *Council President*
 Robert Williams, *Councilmember*
 Tim Bryan, *Councilmember*
 Chris Miller, *Councilmember*
 Norman Warner, *Councilmember*
 John Archey, *Councilmember*
 Matt Pierron, *Village Solicitor*
 Brett Clark, *Fiscal Officer*
 Joseph Helfrich, *Village Administrator*

ABSENT:**CITIZEN:** None**GUESTS:** None**CALL TO ORDER**

Jason Lance led Council in the Pledge of Allegiance and called the meeting to order at 7PM.

APPROVAL OF MINUTES

Motion: Norman Warner moved that the minutes of the May 12, 2016 Regular meeting be approved. Tim Bryan seconded. The motion carried.

BILLS REVIEW

Motion: Tim Bryan moved to approve the bills as paid for the period May 12, 2016 through June 8, 2016. Robert Williams seconded. The motion carried.

CITIZEN'S COMMENTS

None

MAYOR'S REPORT

(1). There will not be fireworks at the Homecoming Festival due to lack of funds. About \$2,000 more is needed. Other activities will occur as planned. Saturday (June 11) will be last meeting for festival.

SOLICITOR'S REPORT

Nothing

VILLAGE ADMINISTRATOR'S REPORT

Written report distributed

(1). Tim Bryan asked who was responsible for weeds down at water plant and also mentioned weeds being high along Route 36. Joseph said that he has been in contact with the county about 36. He has used bush hog a couple times at the well fields. Tim said that the grass/weeds were high outside the plant gate and thought the Village should set an example since it expects residents to take care of their properties. Joseph said he would address it. (2) Tim asked about holes in a yard at Marvin and Factory street that he was made aware of. Joseph said he looked at it, but did not see anything initially. He thinks that it would be the homeowner's responsibility. (3) John Archey asked if Joseph had noticed any problems with go-carts at the well fields. Joseph said he was not aware any problems. (4) Chris Miller asked whether the weeds on the playground at the park could be sprayed. Joseph said he like to, but hasn't out of concern for the feelings of the park board. **Motion:** John Archey moved that that the park board be advised that they need to remove the weeds or the Village will spray them. Karla Harmon seconded. The motion carried. (5) John Archey asked about the grass seed used to reseed at 122 Auld St as it had not come up yet. Joseph said the seed was purchased new from Lowes.

FISCAL OFFICER'S REPORT

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(1). P.A.B. Construction will start the Main St project no earlier than July 11. There will be a pre-construction meeting June 22* @ 8:30 with Craig Knapke at which time there will be a more definitive date given. (*Note: Correct date was June 23)

OTHER REPORTS:**Streets**— nothing**Storm Sewer**— nothing**Finance Committee**- Minutes of last meeting distributed**PDI**—nothing**ADA/Hospitality**— nothing**Cardinal Center**—.**Park Board**—Minutes distributed**Board of Public Affairs.**

Zoning Board— (1) Karla asked if Jason had gotten the board together to examine the Village as he had planned. Jason said that he had not found time to organize that yet. (2) Chris asked how often committees were assigned. Jason said that he did that once a year. Chris suggested that changes not be made so often especially with zoning because it takes so much time to learn the position. Jason said that the change with the zoning board in current year was made at Karla's request.

Records Commission—nothing**Old Business:**

None

New Business:

1. **Income Tax Public Meeting**- Council scheduled an informational meeting for a proposed income tax for 6PM July 14 preceding the regular monthly meeting. In the event of a large crowd the meeting may be moved to the Cardinal Center.
2. **Gettysburg Youth Fund – Tennis Court/Basketball Court** – Karla asked whether anything has been done to fix up the tennis court. Brett said nothing has been done as no decisions have been made. Norman asked what was needed. He was told that it needed new nets and resurfacing. Norman said that there were not enough funds available in the youth fund to pay for it. The actual costs were unknown. **Motion:** Chris Miller moved that estimates be obtained to repair the tennis courts. Karla Harmon seconded. The motion carried. Chris suggested that something else the Village needs is a dog park.
3. **Resolution 07-2016 Supplemental Appropriations** – Brett presented the resolution 07-2016. The supplemental allows for the storm sewer repair on Mary St. to be funded and corrects amounts for payment of street lighting and Health Department.
Motion: Tim Bryan moved that the three reading rule be suspended for Resolution 07-2016 so the supplemental appropriations can take effect in a timely manner. Seconded by Chris Miller. **Roll Call Vote:** Norman Warner, yes; Karla Harmon, yes; Chris Miller, yes; Robert Williams, yes; John Archey, yes; Tim Bryan, yes.
Motion: Karla Moved that Resolution 07-2016 be adopted. Seconded by Tim Bryan. **Roll Call Vote:** Norman Warner, yes; Karla Harmon, yes; Chris Miller, yes; Robert Williams, yes; John Archey, yes; Tim Bryan, yes.
4. **2017 Tax Budget** – Brett reported that yearly tax budget for the coming year needs to be adopted so that it can be turned in to the County Budget Commission. The tax budget reports the estimated expense and revenue needs for 2017 and was prepared by the Finance Committee.
Motion: Chris Miller moved that the 2017 Tax Budget be adopted as presented. John Archey seconded. The motion carried.
5. **Flag pole paint/Street Cleaning** – Karla asked if Joseph could be asked to paint the flag pole. Karla also said that the streets needed cleaning would like Joseph to work on that as

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well. Brett told Karla that did not have to wait for Council meeting to bring up her concerns. She is welcome to contact the office or if she did not want to address Joseph directly, she could contact Jason. Norman expressed his dissatisfaction in the way Joseph approaches his job and his attitude. Karla said that she didn't like the way Joseph responded to Norman earlier in the meeting and didn't like to have worry about being "snipped" at. Brett suggested that the Council move in to executive session due to the tone of the discussion. Norman said he didn't care if his comments were public record. **Motion:** Tim Bryan moved that Council move into executive session to discuss Joseph's job performance. Chris Miller seconded. The motion carried and Council moved into executive session at 7:48PM.

ADJOURNMENT: Robert Williams moved that the meeting be adjourned. John Archey seconded. The motion carried and the meeting adjourned at 8:03 PM.



BRETT P. CLARK, FISCAL OFFICER



JASON D. LANCE, MAYOR

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VILLAGE OF GETTYSBURG COUNCIL MONTHLY

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held _____

July 14, 20¹⁶

PRESENT: Jason Lance, *Mayor*; Karla Harmon, *Council President*; Robert Williams, *Councilmember*; Tim Bryan, *Councilmember*; Norman Warner, *Councilmember*; John Archey, *Councilmember*; Matt Pierron, *Village Solicitor*; Brett Clark, *Fiscal Officer*; Joseph Helfrich, *Village Administrator*

ABSENT: Chris Miller, *Councilmember*

CITIZEN: Patsy Riley, Mary Goehrich, Anna Fair, Paula Harshbarger

GUESTS: David Bloomfield, *Friends of the Cardinal Center*; Craig Knapke, *Access Engineering*

CALL TO ORDER

Jason Lance led Council in the Pledge of Allegiance and called the meeting to order at 7PM.

APPROVAL OF MINUTES

Motion: Karla Harmon move to approve the minutes of the June 9, 2016 regular meeting. Tim Bryan seconded. The motion carried.

BILLS REVIEW

Motion: John Archey moved that the payments made June 9, 2016 through July 13, 2016 be approved. Robert Williams seconded. The motion carried.

CITIZEN'S COMMENTS

Anna Fair asked if there were any grants available to do something about the abandoned houses in town. Jason said that has been looked into in the past and there are some that have to do with alleviating urban blight, but you have to meet certain conditions. He said it may be something the Village to needs to revisit.

Paula Harshbarger questioned how many times a property have to go up for Sherriff's sale before it can be taken by the Village. Jason told her that issue is being addressed during the meeting with one of the properties in question.

Patsy Riley asked Council if PAB Construction could be asked to move as much of their equipment off the Cardinal Center lot for the upcoming weekend as there is an event at the Center. Joseph will talk to them and see what they can do.

MAYOR'S REPORT

(1) Jason talked to Mark Whittaker about law enforcement options. The Sherriff's Dept. would act as the hiring agent for a deputy that would be dedicated to the Village. The Village would have to pay all the salary and benefits and also purchase a car. (2) The Homecoming Festival was good. The fireworks happened because several citizens stepped to make up the difference in funds. Tim Bryan asked if fundraising could be started for next year. Jason said that he would like have a recap meeting and get several people together to be responsible for fundraising.

SOLICITOR'S REPORT

Nothing

VILLAGE ADMINISTRATOR'S REPORT

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Written report distributed

(1) Joseph reported he is coordinating with PAB Construction on the Main St project. (2) Joseph explained to Mary Goehrich the repair to the Mary St. storm sewer had been approved by Council and a contractor had been hired. He was originally told that the repair would happen in the first part of July. Unfortunately, there was some sort of mix-up and the repair was not scheduled. The problem has been corrected and J&A Construction will get to the repair as soon as possible. Mary expressed her feelings that she was not being taken seriously. Karla Harmon assured her that she was and Council had taken action on her concerns. (3) Norman Warner asked if Joseph and the mayor were aware of dumping at the old elevator site on Bridge St. and expressed concern that the Village didn't need it to turn into a dump. Jason said he would talk to the owner Aaron (Flora).

FISCAL OFFICER'S REPORT

(1). Brett reported that revenue is running slightly ahead of appropriations for the General Fund (2) Was contacted by the Ohio EPA and was informed that the Village has an open permit for the sanitary sewer project that was supposed to be closed in 2009.

OTHER REPORTS:

Streets— nothing

Storm Sewer— nothing

Finance Committee- nothing

PDI—nothing

ADA/Hospitality— nothing

Cardinal Center—

Park Board—Minutes distributed

Board of Public Affairs.

Zoning Board— nothing

Records Commission—nothing

Old Business:

1. **Income Tax** – Tim Bryan asked whether the amount with a credit needed to be looked into since Brett originally thought the estimate provided by RITA included a credit. Brett said that during the informational meeting the RITA representative said that the estimate for the tax with credit would be about \$40,000. Norman suggested that amount should hold the Village for at least 10 years. Jason said that he thinks that going without a credit and getting the full amount available (approx. \$112,000) would probably be the best way to go. Brett said the amount with credit would keep the Village in good condition for quite awhile, but would not be enough to fund a police dept. Karla said that if the Friends of the Cardinal Center were to fail that money would be needed in the General Fund for expenses. Further discussion on the income tax was tabled until the August meeting.
2. **Main Street Construction Phase II-** Craig Knapke said that he had talked to PAB Construction for an update progress on Main St. They had a little trouble with their milling machine, but will finish removing the asphalt and brick in the coming week and begin on the underground work starting with the water line. Craig said that PAB noted that residents have been very cooperative. He also talked to Joseph and Versailles will be assisting in locating water services to avoid problems with water

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Held

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hookups. The 1st pay request will be presented in the next month. Craig said that residents are welcome to take the old bricks from the street as long as they are there.

New Business:

1. Resolution 08-2016 Supplemental Appropriation – Brett presented Resolution 08-2016 Supplemental explaining that the increase for the General Fund was so that he could pay Pyrotecnico for the Homecoming Fireworks. The entire cost of the fireworks was covered by donations. The increase in appropriation for the Water Fund was to allow the purchase of a dehumidifier for the water treatment plant. The Ohio EPA has determined that the current dehumidifier being used is inadequate and it does not make sense to repair the original built in unit.

Motion: Tim Bryan moved that the 3-reading rule be suspended for Resolution 08-2016 so that the payments could be made in a timely manner. John Archey seconded.

Roll call vote: Norman Warner, yes; Karla Harmon, yes; Chris Miller, absent; Robert Williams, yes; John Archey, yes; Tim Bryan, yes.

Motion: Karla Harmon moved that 08-2016 be adopted. Tim Bryan seconded. **Roll call vote:** Norman Warner, yes; Karla Harmon, yes; Chris Miller, absent; Robert Williams, yes; John Archey, yes; Tim Bryan, yes.

2. Friends of Cardinal Center – Request for support for Arts/Music Week from Gettysburg Youth Fund- David Bloomfield requested support for the upcoming Arts Week at the Cardinal Center from the Gettysburg Youth Fund in the amount of \$1000 to \$1500. He explained that the program is a benefit for the youth of Gettysburg with about 25% of the registered participants coming from Gettysburg and the immediate area around Gettysburg.

Motion: Karla Harmon moved that \$1,500 be given from the Gettysburg Youth Fund to support Arts Week. Robert Williams seconded. The motion carried with Norman Warner dissenting.

3. Ohio Plan Risk Recommendations – Brett presented a letter of recommendations from Hylant Insurance that regarding Village policies. Adopting the recommendations would mean a possible discount in insurance rates. Council elected to study the recommendation and revisit the issue at the next meeting.

4. 215 Corwin Acquisition – Brett informed Council that the Village had received notification from the county auditor that the Village could take possession of the 215 Corwin St. property as they had received no bids on two tax sales. If the Village takes the property, it could sell it and take the proceeds. Otherwise, it will be turned over to the state and sold with the receipts going to the state. The auditor's notice gave the Village 10 business days to respond. Due to Council's meeting schedule that time had expired. Matt thought that Village would probably still be able to acquire the property if it wanted to do so.

Motion: John Archey moved that the Village pursue the acquisition of 216 Corwin St as long as there were no costs to the Village. Robert Williams seconded. The motion carried.

ADJOURNMENT: Karla Harmon moved that the meeting be adjourned. Tim Bryan seconded. The motion carried and the meeting adjourned at 7:54 PM.

RECORD OF PROCEEDINGS
VILLAGE OF GETTYSBURG COUNCIL MONTHLY


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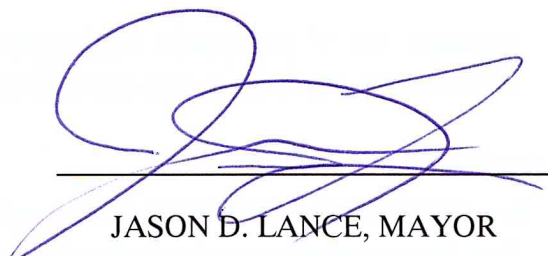
BEAR GRAPHICS 800-325-8094 FORM NO 10148

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Held _____ 20_____



BRETT P. CLARK, FISCAL OFFICER



JASON D. LANCE, MAYOR

RECORD OF PROCEEDINGS

Minutes of

VILLAGE OF GETTYSBURG COUNCIL MONTHLY

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held _____

August 11, 20¹⁶_____

PRESENT: Jason Lance, *Mayor*; Karla Harmon, *Council President*; Robert Williams, *Councilmember*; Tim Bryan, *Councilmember*; Chris Miller, *Councilmember*; Norman Warner, *Councilmember*; John Archey, *Councilmember*; Matt Pierron, *Village Solicitor*; Brett Clark, *Fiscal Officer*; Joseph Helfrich, *Village Administrator*

CITIZEN: None

GUESTS: Craig Knapke, *Access Engineering*

CALL TO ORDER

Jason Lance led Council in the Pledge of Allegiance and called the meeting to order at 7PM.

APPROVAL OF MINUTES

Motion: Karla Harmon move to approve the minutes of the July 14, 2016 regular meeting. Robert Williams seconded. The motion carried.

BILLS REVIEW

Motion: Tim Bryan moved that the payments made July 14, 2016 through August 10, 2016 be approved. Chris Miller seconded. The motion carried.

CITIZEN'S COMMENTS

None

MAYOR'S REPORT

(1) Jason reported that Karla and he met with a couple officers of the Friends of the Cardinal Center.
 (2) He was notified of a meeting on Aug 31 by Krista Fourman about refuse collection in Arcanum and plans to attend.

SOLICITOR'S REPORT

(1) Matt reported that the property at 215 Corwin is at the point where it has been offered to the state who will try to sell it. The auction will be held August 17th. He talked to the prosecutor about what happens to the liens on the property if the Village were to acquire it. He and the prosecutor were unable to agree completely on interpretation of the statutes. There was a question as to whether the property would have a "perfect" title. He recommended that if the Village wanted to acquire it that a title search be done first. There are assessments of \$22,000, which is where the bidding would start.

Motion: Robert Williams moved to have Matt perform a title search on 215 Corwin St. Tim Bryan seconded. The motion carried.

VILLAGE ADMINISTRATOR'S REPORT

Written report distributed

(1) Mary Street (see below item 4 Old Business) (2) Norman asked why the salt was still in the dump truck. Jason said that it was his fault. Since Joseph does not have a CDL, he cannot drive the truck outside Village limits and he (Jason) did not have time to return the salt. Norman suggested that the salt be spread on the park gravel area where it will help to kill weeds (3) Referring to Joseph's written report Karla asked where Monument Point was located. She was told it's at the corner coming into town from 36 on Bridge St. where the flag pole is located. Norman asked for information on what Joseph was doing. Joseph said he hadn't done anything yet but he was checking on the boundaries and who put in the bushes that he wanted to remove.

FISCAL OFFICER'S REPORT

(1). Audit is almost complete. The auditor discovered that the well field loan will not be paid off until Jan 2018 instead of July 2017 as thought. The actual payments started one period later than the amortization table that was being used as a reference indicated.

RECORD OF PROCEEDINGS
VILLAGE OF GETTYSBURG COUNCIL MONTHLY

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BEAR GRAPHICS 800-325-8094 FORM NO 10148

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OTHER REPORTS:**Streets**— nothing**Storm Sewer**— nothing**Finance Committee**- nothing**PDI**—nothing**ADA/Hospitality**— nothing**Cardinal Center**—**Park Board**—Minutes distributed**Board of Public Affairs.**

Zoning Board— (1) Tim Bryan reported that the residents of 230 Factory St. had installed an above ground pool and were going to put a fence around it. Norman asked how they got permission for the pool at the location. Tim said that it seemed to be within the requirements of the ordinance and the neighbors on adjoining properties had no objections. (2) Jason asked Tim to look into the property maintenance ordinance to see what can be done about the property adjoining Monument as it is looking pretty bad.

Records Commission—nothing**Old Business:**

1. **Income Tax** – Brett recommended to Council that with the current revenue problems that an income tax ordinance should be created. He recommended that the tax rate should be 1% with a 1% credit so that it would affect as few people as possible and that the amount would be enough to shore up the Village's finances for the immediate future. Jason thought it would be better to have no credit as RITA (Regional Income Tax Authority) had recommended. Brett said that if more is needed Council can reduce the credit. He said that if the Village wanted a police department then the amount would have to be 1.5% with no credit and would have to be placed on the ballot for approval. Brett recommended that RITA be retained to collect and administer the income tax as would be able to do it more efficiently than the Village. RITA will need several months notice to prepare. Norman expressed his concern that he wanted to make sure that everyone who is eligible pays the tax. Brett said that was one of the reasons he wanted to use RITA as they would have more expertise in that area. **Motion:** Tim Bryan moved that the Village proceed with the creation an income tax ordinance at a 1% tax rate and 1% credit utilizing RITA's services. Chris Miller seconded. The motion carried.
2. **Main Street Construction Phase II-** Craig Knapke reported that the main water line was finished on Friday and that once it passed testing the individual connections would be made. The storm sewer would be done next followed by sidewalks. Jason asked that PAB be asked to clean up the area where they are storing their equipment. Norman asked why PAB didn't supply their own storage for the copper supplies they were concerned about being stolen. Craig did not have an answer. It was discovered that the new main valve put in on the Main St Phase I project at Main & Clay was right-turn open, which is the opposite of expected valve threading. Other valves will need to be checked to see if they operate the same way. Norman Warner said that the access caps will need to be modified to indicate that the valves operate differently than standard. Craig requested Council to approve a pay request of \$103,804.52 to PAB for work completed. **Motion:** Robert Williams moved that the signatures be authorized for making the requested payment. Tim Bryan seconded. The motion carried.
3. **Ohio Plan Recommendations-** Brett presented several recommendations from Hylant for policies that they felt the Village should adopt. These included an employee handbook, park and grounds inspection program, and an accident review system. Brett explained that taking action on the recommendations could mean a reduction in premiums, but Hylant needs confirmation that action will be taken by August 21. **Motion:** Tim Bryan moved that Council take steps to implement Hylant's recommendations. Chris Miller seconded. The motion carried.
4. **Mary Street Sewer** – Joseph reported that after starting repairs on the storm sewer plug in Mary St., J&A Construction discovered that the problem was far more extensive than first

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thought. J&A stopped work and has presented a new quote to account for the extra work needed. The new quote is \$11,000, which is \$7,000 more than the original. Brett said that if Council were to approve the work, they would have to pass a supplemental appropriation to pay for it and presented Resolution 10-2016 for the supplemental appropriation. This would leave the Village with about \$1,800 in unappropriated funds. Norman asked if money could be transferred from another fund. Brett said that that was not an option. Chris Miller said the repair needed to be completed. Jason asked if the borrowing money was an option should funds be depleted. Brett said that was an option and it had been done in the past. **Motion:** Chris Miller moved that the three-reading rule be suspended for Resolution 10-2016 so that payment could be made in a timely fashion. Tim Bryan seconded. **Roll Call Vote:** Norman Warner, yes; Karla Harmon, yes; Chris Miller, yes; Robert Williams, yes; John Archey, yes; Tim Bryan, yes.

Motion: Karla Harmon moved that Resolution 10-2016 be adopted. Robert Williams seconded. **Roll Call Vote:** Norman Warner, yes; Karla Harmon, yes; Chris Miller, yes; Robert Williams, yes; John Archey, yes; Tim Bryan, yes.

Motion: Karla Harmon moved that the J&A Construction quote for \$11,000 to complete the Mary Street repair be accepted. Chris Miller seconded. The motion carried.

New Business:

1. **Resolution 09-2016 Reallocation of Appropriations, Approval Then and Now PO** – Brett explained that reallocations needed to be made in the Water Operating Fund to have funds available in the correct accounts to pay Erisman Excavating for the emergency water main repair on Auld Street. Since the repair was over \$3,000 and a purchase order could not be made out before the work was done, Council would also have to the creation of a “then and now purchase order” so that payment could be made for the work.

Motion: Karla Harmon moved that the three-reading rule be suspended for Resolution 09-2016 so that reallocations could be made in a timely fashion. John Archey seconded. **Roll Call Vote:** Norman Warner, yes; Karla Harmon, yes; Chris Miller, yes; Robert Williams, yes; John Archey, yes; Tim Bryan, yes.

Motion: Robert Williams moved that Resolution 09-2016 be adopted. Karla Harmon seconded. **Roll Call Vote:** Norman Warner, yes; Karla Harmon, yes; Chris Miller, yes; Robert Williams, yes; John Archey, yes; Tim Bryan, yes.

Motion: John Archey moved that a Then and Now Purchase Order be created to allow payment to Erisman Excavating for the Auld Street water main repair. Robert Williams seconded. The motion carried.

2. **Cardinal Center Lease Issue relating to O.R.C. 721-** Jason reported that the Village cannot do a lease agreement without first passing an ordinance and putting it out to bid. He said he and Kara met with a couple officers of the Friends of the Cardinal Center to talk about issues they had with the current lease. They suggested that they would approach it as a rental and would have the Village be responsible for property repairs such as the roof. Matt said that it is very common in commercial situations that the tenant is responsible for the entire cost of maintaining the property. Jason said that Village had the larger risk and the Friends have some issues with certain personnel in their organization. He thought that in terms fostering good relations that the Village could take on some additional responsibility. Jason also suggested that a councilperson be placed on their executive board as a way to bring the Village and the Friends closer together and to keep the lines of communication clearer. Chris Miller thought that that might be conflict of interest. Brett said that if an individual councilperson were to take it upon themselves to put assume the position in another board that it would be improper, however, Council can appoint an individual to represent its interests. Jason said that as a councilperson in Greenville, Roy Harrison (Friends of the Cardinal Center President) sat on several boards representing Greenville Council. One of the additional changes that would likely occur is that renting the facility would come back to the Village office. The Friends would still handle payments. They are consulting with an attorney to help them with terms for a future agreement. They have asked for a waiver from Council relieving them of the deadline to renew

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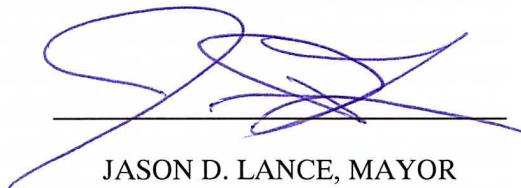
Held _____ 20_____

the lease. Chris said that the arrangement with the Village owning the building and the Friends running it is advantageous to community relations. John Archey clarified that the Friends were wanting to renew but with changes that would relieve some their burdens. Jason said that one other request from the Friends was that they would like to have the costs of mowing deducted from the rent. They currently pay about \$320 per month to have the mowing done. Tim suggested that the Village could do the mowing as it owns the property. Jason also said the Friends requested that the Village shovel the sidewalks, but he them, "no" as he didn't know that the Village would have the manpower. Norman said that the Village used to put the plow on the mower and clear the sidewalks. Chris suggested that a mower could be left at the Center to be used for clearing snow. Jason said the Friends do have some serious problems with the age of the group and their group relations, but there are some very positive things going on now as well. Jason asked for a motion to waive the lease deadline. **Motion:** Chris Miller moved to waive the lease deadline. Robert Williams seconded. The motion carried.

ADJOURNMENT: Tim Bryan moved that the meeting be adjourned. Karla Harmon seconded. The motion carried and the meeting adjourned at 8:30 PM.



BRETT P. CLARK, FISCAL OFFICER



JASON D. LANCE, MAYOR

RECORD OF PROCEEDINGS

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VILLAGE OF GETTYSBURG COUNCIL MONTHLY

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held _____

September 8, 20¹⁶_____

PRESENT: Jason Lance, *Mayor*; Karla Harmon, *Council President*; Robert Williams, *Councilmember*; Tim Bryan, *Councilmember*; Chris Miller, *Councilmember*; Norman Warner, *Councilmember*; Matt Pierron, *Village Solicitor*; Brett Clark, *Fiscal Officer*; Joseph Helfrich, *Village Administrator*

ABSENT: John Archey, *Councilmember*

CITIZEN: Brad Miller, Chester Bryant

GUESTS: Craig Knapke, *Access Engineering*

CALL TO ORDER

Jason Lance led Council in the Pledge of Allegiance and called the meeting to order at 7PM.

APPROVAL OF MINUTES

Motion: Norman Warner moved to approve the minutes of the August 11, 2016 regular meeting. Karla Harmon seconded. The motion carried.

BILLS REVIEW

Norman Warner expressed reservations about the payment made to J&A Construction for the storm sewer repair work done on Mary St. He said that they didn't replace as much line as quoted and didn't understand why the Village was billed for the full amount. Chris Miller concurred with Norman's opinion. Joseph said the quote language stated they would replace "up to 120 ft." He said they replaced 72 ft. of the line and did some additional work that was not in the quote. He will get fuller explanations on future projects.

Motion: Tim Bryan moved that the payments made August 11, 2016 through September 7, 2016 be approved. Chris Miller seconded. The motion carried.

CITIZEN'S COMMENTS

Brad Miller of 276 E. Main St. said that gravel washes down from the alley into his yard during heavy rains. He asked if the issue could be addressed as part of the Main Street reconstruction project. Craig Knapke said that he would explore the issue and possibly contingency funds might be available to correct the problem.

Chester Bryant said that the issues with the water main break during the Main St reconstruction had jarred sediment/debris loose and caused damage to a toilet at his property at 1261/2 East Main St. He said that the bill was extremely high and felt that it was the Village's responsibility. Brett told him that he should go ahead and pay the bill while He and Joseph looked into the issue and the Village would refund or credit the account if the matter was decided in his favor.

MAYOR'S REPORT

Nothing

SOLICITOR'S REPORT

(1) Matt performed a title search on 215 Corwin St and was informed that the property sold at auction for approximately \$400. (2) Jason asked by 104 Auld can't be sold in the same way. Matt said that he would ask. (3) Matt said that he reviewed the sample employee handbook and said that it is very good. Brett says that he has done some editing already and gave it to Jason to review.

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VILLAGE ADMINISTRATOR'S REPORT

Written report distributed

(1). Joseph received a quote of \$400 from Kremer Roofing to repair the area that is leaking over the gym. (2) Norman Warner noted that plastic was used in the repair on Esther Street and alerted Joseph to the possibility that there may be a roll of copper stored down at the water plant.

FISCAL OFFICER'S REPORT

(1) The Village was audited by Worker's Comp and was cited for not including elected officials in the premium calculation. There will be no penalty because the amount is too small. Also need to revisit Scott Wilson's contract to include a note that he is responsible for his own worker's comp. (2) Last of information submitted for the state audit. (3) Brett made fund balance adjustment to general fund add \$158.62 to account for previous year(s) interest on Greenville Federal Certificate of Deposit. He asked if the auditor if she would order the correction, but was told amount was "less than trivial." (4) 215 Corwin St was sold to Charlotte and Taylor Travis who currently reside at 140 W. Main St. (5) Working on the bid specs for the trash pickup and will send to Matt once they are ready. (6) An employee policy handbook draft has been completed and given to Jason for review. When his comments have been incorporated a draft will be submitted Matt and then to Council for review and approval.

OTHER REPORTS:**Streets**— nothing**Storm Sewer**— nothing**Finance Committee**- nothing**PDI**—nothing**ADA/Hospitality**— nothing**Cardinal Center**—**Park Board**—Minutes distributed**Board of Public Affairs.****Zoning Board**— (1).**Records Commission**—nothing**Old Business:**

1. **Main Street Phase II**- Craig Knapke told Council that the water lines and sewer lines are complete. They are finishing up the stone base and will be working on curbs in the next week. Norman Warner asked if the stops on the water lines are all right hand. Craig said that they are. Craig said that he checked the specs on the Main St Phase I project and the valves were spec'd for right hand threads. Norman said that left hand valves needed to be marked so that it's obvious to whoever might have to operate them. Craig submitted a pay request for the last month's work on construction (\$132,805.68) and project administration (\$6,000). Motion: Chris Miller moved that the signatures be authorized to make the necessary payments. Tim Bryan seconded. The motion carried.

New Business:

1. **Resources problem with Supplemental Resolution** – Brett informed Council that he made an error that caused the last supplemental appropriation to cause the Village to exceed its estimated resources. Brett said that to correct the error, a request for an

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increase in estimated resources and a new supplemental (13-2016) needed to be passed.

Motion: Chris Miller moved that the three-reading rule be suspended so that the correction to appropriations could be made as soon as possible. Karla Harmon seconded. Roll Call Vote: Norman Warner, yes; Chris Miller, yes; Robert Williams, yes; Karla Harmon, yes; John Archey, absent; Tim Bryan, yes.

Motion: Tim Bryan moved that Resolution 13-2016 be adopted. Robert Williams seconded. Roll Call Vote: Norman Warner, yes; Chris Miller, yes; Robert Williams, yes; Karla Harmon, yes; John Archey, absent; Tim Bryan, yes.

2. **2017 Local Government Funds percentage** – Brett presented a motion from the county auditor to allow the Village to receive its share of Local Government Funds in 2017. The estimated amount is \$34,158.61, which is about \$66 more than 2016.

Motion: Chris Miller moved that the Village accept the percentage share of 2.53% allocated by the Darke County Budget Commission for Local Government Funds.

Karla Harmon seconded. Roll Call Vote: Roll Call Vote: Norman Warner, yes; Chris Miller, yes; Robert Williams, yes; Karla Harmon, yes; John Archey, absent; Tim Bryan, yes

3. **Resolution 11-2016 Accepting the Amounts and Rates as determined by the budget commission and authorizing the necessary tax levies and certifying them to the county auditor-** Brett presented Resolution 11-2016 which will allow the Village receive levy monies in 2017.

Motion: Norman Warner moved that the three-reading rule be suspended so that Resolution 11-2016 could be adopted and submitted to the auditor in a timely manner. Karla Harmon seconded. Roll Call Vote: Norman Warner, yes; Chris Miller, yes; Robert Williams, yes; Karla Harmon, yes; John Archey, absent; Tim Bryan, yes.

Motion: Karla Harmon moved that Resolution 11-2016 be adopted. Tim Bryan seconded. Roll Call Vote: Norman Warner, yes; Chris Miller, yes; Robert Williams, yes; Karla Harmon, yes; John Archey, absent; Tim Bryan, yes.

4. **Resolution 12-2016 Assessments of delinquent amounts** – Brett presented the resolution to assess delinquencies on monthly utilities payments. Jason said he was concerned that continuing to assess the properties would make it harder for the houses to be sold. Brett said that he only included homes that were currently held by banks as they tend to pay the assessments. He said that he would probably remove current charges (except debt retirement) for 215 Corwin St to make it easier for the new owners to make house habitable in a shorter time period. 104 Auld was not included because the amounts already assessed are very high and are an impediment to the property being sold.

Motion: Norman Warner moved that the three-reading rule be suspended so that Resolution 12-2016 could be adopted and submitted to the auditor in a timely manner. Robert Williams seconded. Roll Call Vote: Norman Warner, yes; Chris Miller, yes; Robert Williams, yes; Karla Harmon, yes; John Archey, absent; Tim Bryan, yes.

Motion: Norman Warner moved that Resolution 12-2016 be adopted. Tim Bryan seconded. Roll Call Vote: Norman Warner, yes; Chris Miller, yes; Robert Williams, yes; Karla Harmon, yes; John Archey, absent; Tim Bryan, yes.

5. **Property Maintenance Ordinance Enforcement** – Tim Bryan reported that he had started looking into enforcing the property maintenance ordinance at several properties and was unclear about the procedures. Matt said that the ordinance does include that information, which includes initially sending a letter to the resident and then if there is no response the Village can abate the problem and bill the resident or turn it over to the county prosecutor. There was some discussion about who should be sending letters. Tim will meet with Brett in the coming week to determine the next steps.

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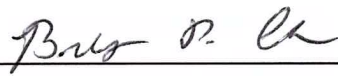
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6. **Cardinal Center Executive Session–Motion:** Karla Harmon moved that Council enter executive session to discuss Council’s negotiating position on the Cardinal Center lease terms with the Friends of the Cardinal Center. Tim Bryan seconded. Roll Call Vote: Norman Warner, yes; Chris Miller, yes; Robert Williams, yes; Karla Harmon, yes; John Archey, absent; Tim Bryan, yes.

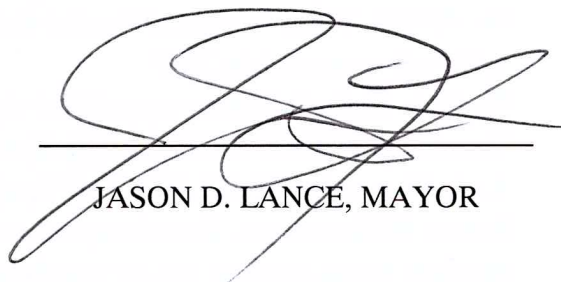
Motion: Karla Harmon moved that Council leave executive session. Chris Miller seconded. Roll Call Vote: Norman Warner, yes; Chris Miller, yes; Robert Williams, yes; Karla Harmon, yes; John Archey, absent; Tim Bryan, yes.

Motion: Karla Harmon moved to accept the Kremer Roofing’s quote to fix the gym roof at the Cardinal Center. Chris Miller seconded. The motion carried.

ADJOURNMENT: Norman Warner moved that the meeting be adjourned. Karla Harmon seconded. The motion carried and the meeting adjourned at 8:45 PM.



BRETT P. CLARK, FISCAL OFFICER



JASON D. LANCE, MAYOR

RECORD OF PROCEEDINGS

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VILLAGE OF GETTYSBURG COUNCIL MONTHLY

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held October 13, 20¹⁶

PRESENT: Jason Lance, *Mayor*; Karla Harmon, *Council President*; John Archey, *Councilmember*; Robert Williams, *Councilmember*; Tim Bryan, *Councilmember*; Chris Miller, *Councilmember*; Norman Warner, *Councilmember*; Matt Pierron, *Village Solicitor*; Brett Clark, *Fiscal Officer*; Joseph Helfrich, *Village Administrator*

ABSENT: none

CITIZEN: Patsy Riley, Brad Miller

GUESTS: Craig Knapke, *Access Engineering*

CALL TO ORDER

Jason Lance led Council in the Pledge of Allegiance and called the meeting to order at 7PM.

APPROVAL OF MINUTES

Motion: Karla Harmon moved to approve the minutes of the September 8, 2016 regular meeting. Norman Warner seconded. The motion carried.

BILLS REVIEW

Motion: Norman Warner moved that the payments made September 8, 2016 through October 12, 2016 be approved. Karla Harmon seconded. The motion carried.

CITIZEN'S COMMENTS

Brad Miller asked how the alley was going to be done where it goes past his garage. He would like pavement to go up to the apron. Craig Knapke said that if it was a short distance (around 3 ft.) it could be included. Brad also asked if he needed to talk to asphalt company if he wanted a pad paved next to the garage. He was that he would need to talk to the contractor to get a price and he would be responsible for the cost.

Patsy Riley informed Council that the Friends of the Cardinal Center would be having a pre-trick-or-treating event for the kids at the Cardinal Center. The Friends will also be holding a Christmas Bazaar November 12th.

MAYOR'S REPORT

Nothing

SOLICITOR'S REPORT

(1) Matt said he is working with Margaret Hayes to see if 104 Auld could be sold at auction. They will be asking Scott (Zumbrink) to see if he will proceed with the sale. (2) John Archey asked if the vacant houses that are worn down should be reappraised. Matt said that if they don't sell at auction then a reappraisal may be done.

VILLAGE ADMINISTRATOR'S REPORT

Written report distributed

(1). Joseph said that he received a quote from Flory's for leaf pickup for approx. \$900 per service. Jason asked if there were funds available. Brett said yes. Norman asked how much was appropriated. Brett said that there was not a specific amount for leaf pickup as the Village would be paying a company instead of a contribution to the Lion's Club and the funds would come from a different account that is available for several different purposes. Chris Miller

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suggested that Joseph try to get estimates from some other landscaping companies as they don't have a lot of business this time of year. (2) The Gettysburg Masonic Lodge would like permission to redirect water away from their building on the north side of the building by the alley. It is currently seeping into their basement. They would need to tear up the 2 ft. strip of grass on the side of the alley that appears to be Village property and replace with gravel.

Motion: John Archey moved that the Gettysburg Masonic be permitted to make necessary alterations to redirect the water. Tim Bryan seconded. The motion carried. (3) Joseph asked Council's opinion regarding the replacement of street signs. There are 52, which would cost approximately \$5,000 to replace. **Motion:** Tim Bryan moved that signs and posts be added to the list of items for leftover grant money from the Main St Project. Karla Harmon seconded. The motion carried.

FISCAL OFFICER'S REPORT

(1) Brett reported that he received a letter from the Friends of the Cardinal Center officially indicating that they did not wish to renew the lease for 2017. (2) He sent a letter to the Friends of the Cardinal Center asking for reimbursement the cost of Bolyard's checking a problem with HVAC during the summer and the Roof repair. They have reimbursed the Bolyard's expense and have the roof repair cost under consideration. They have also affirmed that they will fulfill the lease through December 31 with expected revenue to cover their monthly obligations. (3) Rumpke has sent an offer to extend trash service through 2017. Bestway Disposal has been contacted with bid specs for the refuse service. Advertising for bids will appear in the next two editions of the Early Bird. A recommendation for action will be on the agenda at the November meeting. (4) Have not heard from state about audit status (5) The Municipal Tax Ordinance has been submitted to RITA to be reviewed by their legal department. (6) A comparison of estimated revenue with the income tax in 2017 vs 2016 with no tax has been prepared.

		2017	2016
1000-110-0000	General Property Tax	\$15,475	\$15,475
1000-120-0000	Tangible Property Tax	0	0
1000-130-0000	Municipal Income Tax	\$30,000	
1000-211-0000	Local Government Distribution	\$34,158	\$39,092
1000-222-0000	Cigarette Tax	\$37.50	\$37.50
1000-231-0000	Property Tax Allocation	\$42	\$42
1000-490-0001	Other - Intergovernmental{Real Prop. Tax Rollback}	\$2,318.97	\$2,318.97
1000-519-0000	Other - General Government Contracts	\$2,010	\$2,010
	Other - Cultural & Recreational		
1000-529-0910	Programs{Fireworks}	\$3,323.22	\$3,323.22
1000-625-0000	Cable Franchise Fees	\$3,600	\$3,600
1000-701-0000	Interest	\$250.00	\$250.00
1000-820-0000	Contributions and Donations	\$0	\$0
1000-892-0000	Other - Miscellaneous Non-Operating	\$0.00	\$0.00
		\$91,214	\$66,148

OTHER REPORTS:

Streets— nothing

Storm Sewer— nothing

Finance Committee- nothing

PDI—nothing

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ADA/Hospitality— nothing

Cardinal Center—

Park Board—Minutes distributed

Board of Public Affairs.

Zoning Board— nothing

Records Commission—nothing

Old Business:

1. **Main Street Phase II**- Craig Knapke reported that Main St was ready for asphalt and that Factory St would be milled this Saturday. The project is approximately \$43,000 under contract. Craig presented a list items to use the remaining amount and asked Council to prioritize it. **Motion:** Tim Bryan moved that paving the alley by Brad Miller's, striping the streets and the fire hydrant replacement on Esther St. be made priorities for the remaining grant funds. Karla Harmon seconded. The motion carried. John Archey asked about the depth of the drain at Brad Miller's saying that it was pretty deep. Craig said he would check on it and it may need a riser. Craig presented a request to authorize the amount of \$181,471.22 and the necessary signatures be authorized to pay PAB for work in September. **Motion:** John Archey moved that the amount requested and necessary signatures be authorized for the payment of \$181,471.22 to PAB Construction. Robert Williams seconded. The motion carried.

New Business:

1. **Hay Fields Acreage Discrepancy**- Brett informed Council that the hay field lease specified an incorrect acreage that was specified and that Kraig Peters asked for payment to be adjusted. The actual amount of tillable acres is around 2/3 the amount referenced in the lease. Brett said that Mr. Peters had farmed the fields in the past and would have bid accordingly regardless of the specified acres. Matt agreed and also pointed out that the lease also referred to the acreage as "approximate." Jason said that the difference in amounts is fairly sizable and suggested that the right thing to would be to credit the next year's payment.
Motion: John Archey moved that the lease fee per acre be adjusted in proportion to the error in acreage to be deducted from the payment due in 2017. Chris Miller seconded. The motion carried.
2. **Park Board Reorganization** – Jason presented a proposal to reorganize the Park Board. Since the Friends of the Cardinal Center to will no longer be managing the Center in 2017 and the Park board is not technically a legitimate Village entity, he thought it would be an appropriate time reorganize the board and include the playground and community area of the center in its responsibilities in addition to the Community Park. Council enthusiastically declined to consider the proposal.
3. **Resolution 14-2016 Appropriations Reallocation** – Brett that reallocations were needed to pay the initial insurance premium for the coming year. The cost of the insurance is actually lower than the previous year, but there was not enough appropriated to cover the expense.
Motion: Norman Warner moved that the three-reading rule be suspended for Resolution 14-2016 so the reallocations could be made in a timely manner. Tim Bryan seconded. **Roll Call Vote:** Norman Warner, yes; Karla Harmon, yes; Chris Miller, yes; John Archey, yes; Robert Williams, yes; Tim Bryan, yes.
Motion: Norman Warner moved that Resolution 14-2016 be adopted. Tim Bryan seconded. **Roll Call Vote:** Norman Warner, yes; Karla Harmon, yes; Chris Miller, yes; John Archey, yes; Robert Williams, yes; Tim Bryan, yes.

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VILLAGE OF GETTYSBURG COUNCIL MONTHLY

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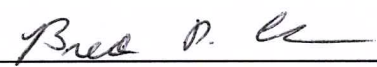
Meeting

BEAR GRAPHICS 800-325-8094 FORM NO 10148

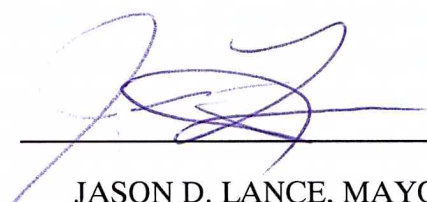
October 13, 16

Held _____ 20_____

ADJOURNMENT: Robert Williams moved that the meeting be adjourned. John Archey seconded. The motion carried and the meeting adjourned at 8:30 PM.



BRETT P. CLARK, FISCAL OFFICER



JASON D. LANCE, MAYOR

RECORD OF PROCEEDINGS

Minutes of

VILLAGE OF GETTYSBURG COUNCIL MONTHLY

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held

November 10, 20¹⁶

PRESENT: Karla Harmon, Council President; John Archey, Councilmember; Robert Williams, Councilmember; Tim Bryan, Councilmember; Chris Miller, Councilmember; Norman Warner, councilmember; Matt Pierron, Village Solicitor; Joseph Helfrich, Village Administrator

ABSENT: Jason Lance, Mayor; Brett Clark, Fiscal Officer

CITIZENS: None

GUESTS: Craig Knapke, *Access Engineering*, Buck Landrum

CALL TO ORDER

Karla Harmon led council in the pledge of allegiance and called the meeting to order at 7pm

ADD TO AGENDA

Karla Harmon; wants to add about details about the cardinal center and discuss more about the income tax

APPROVAL OF MINUTES

Motion: Tim Bryan moved to approve the minutes of October 13, 2016 regular meeting. Robert Williams seconded. The motion carried.

BILLS REVIEW

Karla: Is village paying for it? Park fund pays for it. **Motion:** Norman Warner moved to approve the payments made by October 12, 2016 through November 10, 2016 be approved. John Archey seconded. The motion carried.

CITIZEN'S COMMENTS

Craig; paved finished, hope by mid to end of next week. Budget without stripping \$37000 still available if stripping on Clay and Corwin gets done budget will be 10000 left.

Norman wants cracks filled. Joseph will come up with a list of streets for crack sealing.

Punch list 3 sections of sidewalk that have cracks on main st. Should we tear out and replace or wait till end of the winter? Chris Miller wants to do it now. Have two of the three sections sealed. Chris Miller moved to approve to bill, Tim Bryan seconded. Motion carried

MAYOR'S REPORT

None

SOLICITOR'S REPORT

None

VILLAGE ADMINISTRATOR'S REPORT

Leaf pick up. Spencer will be 2880 each time for the village. Flory would use a skid loader to do the village one 8hour day for 1800. Voted on 1 pickup for the village.

FISCAL OFFICER'S REPORT

None

OTHER REPORTS:

RECORD OF PROCEEDINGS
VILLAGE OF GETTYSBURG COUNCIL MONTHLY

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO 10148

November 10, 16

Held _____ 20_____

Streets— nothing**Storm Sewer**— nothing**Finance Committee**- nothing**PDI**—nothing**ADA/Hospitality**— nothing**Cardinal Center**—.**Park Board**—Minutes distributed**Board of Public Affairs.****Zoning Board**— nothing**Records Commission**—nothing**Old Business:**

Already finished

New Business:

Income tax-Karla has questioned on whether there were provisions about what they are being spent on. Norman wants it to be used on the town to possibility hiring police. This tax the council will decide where the money goes.

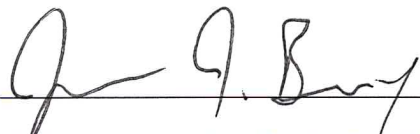
Next year 4 chairs are up for council

Income tax will be tabled until Matt gets more information.

Friends of cardinal center roof repair bill wants \$400 reimbursed. We are not going to reimburse for this bill. Chris Miller moved to approve, Tim Bryan seconded. Motion passed.

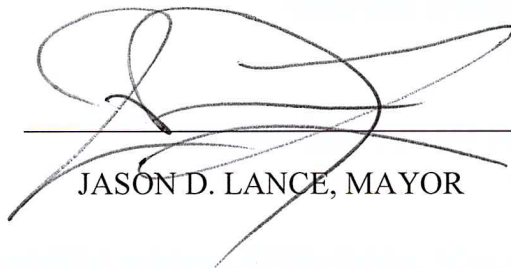
Karla had sister-in-law do a walkthrough of the cardinal center, found many faults in the building. Wants the old part torn down. Possibly get a grant to demo the old part and try and save the new part. Chris wants to check on demo grants. Karla will call and see if we can get them and what we need to get them done.

ADJOURNMENT: John motions, Chris seconds. Motion carried and the meeting adjourned at 8:20pm



BRETT P. CLARK, FISCAL OFFICER

Jesse J. Benny



JASON D. LANCE, MAYOR

RECORD OF PROCEEDINGS

Minutes of

VILLAGE OF GETTYSBURG COUNCIL MONTHLY

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO 10148

Held _____

December 8²⁰ 16

PRESENT: Jason Lance, *Mayor*; Karla Harmon, *Council President*; John Archey, *Councilmember*; Robert Williams, *Councilmember*; Tim Bryan, *Councilmember*; Chris Miller, *Councilmember*; Norman Warner, *Councilmember*; Matt Pierron, *Village Solicitor*; Jesse J. Berry, *Fiscal Officer*;

ABSENT: Joseph Helfrich, *Village Administrator*

CITIZENS: Patsy Riley, Paula Hershberger

GUESTS: Craig Knapke, *Access Engineering*

CALL TO ORDER

Jason Lance led Council in the Pledge of Allegiance and called the meeting to order at 7PM.

APPROVAL OF MINUTES

Motion: Karla Harmon moved to approve the minutes of the Nov 10, 2016 regular meeting. Norman Warner seconded. The motion carried.

BILLS REVIEW

Motion: Norman Warner moved that the payments made October 13, 2016 through November 10, 2016 be approved. Karla Harmon seconded. The motion carried.

CITIZEN'S COMMENTS

A guest questioned why the former Fiscal Officer Brett Clark resigned. Mayor stated Mr. Clark made his resignation public and that all questions should be directed to him. The Mayor also reminded guests and attendants that it was improper to discuss or speculate on someone's personal actions without them present.

A guest raised questions about the Cardinal Center and its future now that the Friends of the Cardinal Center declined to renew lease in 2017. The Mayor stated that the Friends of the Cardinal Center's announcement that they would not be renewing their lease was abrupt and very recent and that there has not been any discussion to date on what the next steps would be regarding the Cardinal Centers future. There was further questions and discussion regarding the condition of the Cardinal Center; if and what cost would be to renovate part or the whole building, or to demolish part or the whole building – as well as what additional appraisals would cost. Karla Harmon speculated that the old part of the building was in serious disrepair, and has mold. Guest raised a question about asbestos in new part of building. Mayor Lance stated that the realtor who managed the purchase of the Cardinal Center told him the cost of asbestos removal would be more than demolition.

A guest raised questions regarding Main Street Construction project, the status thereof, and who paid for the project. Craig Knapke of *Access Engineering* gave an update on the project. There were questions raised about Crack Sealer – how much would be needed (approx. 550lb). Knapke suggested waiting until spring to apply crack sealing to get a better assessment. Upon crack seal application, Main Street Project can be closed. Knapke suggested a change out order. There was a motion for the change out, which was seconded – motion approved unanimously. There was a motion to approve a pay request for all finishing work on the Main Street Project, and was seconded – motion was approved unanimously. The last item concerning the Main Street Project for Dec. council meeting was the Substantial Completion. A motion to accept Substantial Completion was put forth, and seconded – motion approved

RECORD OF PROCEEDINGS

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unanimously. Documents signed by Mayor Lance and Fiscal Officer Berry. Knapke also mentioned changes in personal at *Access Engineering*, and said to contact them for future projects – reminding council that most projects can get paid for through grants.

MAYOR'S REPORT

Mayor updated council and guests on the Fiscal Officer personnel change – the hiring of Jesse J. Berry as Brett Clark's replacement, and that Karen Stubbs, Fiscal Officer from Union City, would be coming over to train Berry.

The Mayor also reminded council members and other officials that there are government conferences for the purpose of training and educating city officials on small government, and encouraged council members and officials to attend. The Mayor also read a letter from Grant Finder Program, which included membership requirements. The Mayor then asked for a motion to look into the Grant Finder Program more. The motion was put forth, and seconded – motion approved unanimously.

SOLICITOR'S REPORT

No report.

VILLAGE ADMINISTRATOR'S REPORT

Note: Village Administrator Joseph Helfrich was absent and his report was distributed but not read. Councilman Warner raised questions about water filtration; suggested that it needed overhauled. Warner also stated that the Village uses sand as part of filtration, but sand is no longer needed since the Village of Gettysburg now sends water to Bradford to be filtered.

Councilman Warner also questioned why *Best Way* trash removal service was chosen to replace *Rumpke* by Village Administrator Joseph Helfrich and not by a council vote. Mayor Lance reminded Councilman Warner that decisions regarding less than \$50,000 did not need approval by council. There was some brief discussion on the transition from *Rumke* to *Best Way*. The question of savings was raised. Mayor Lance stated that savings would be \$3,000 annually. Councilman John Archy asked if *Rumke* had the opportunity to counter bid, and if they did, what the bid was. Mayor Lance stated *Rumke* had the opportunity to counter bid but declined.

FISCAL OFFICER'S REPORT

No Fiscal Officer Report

OTHER REPORTS:

Streets— nothing

Storm Sewer— nothing

Finance Committee- nothing

PDI—nothing

ADA/Hospitality— nothing

Cardinal Center—.

Park Board—Minutes distributed

Board of Public Affairs.

Zoning Board— nothing

Records Commission—nothing

RECORD OF PROCEEDINGS

Minutes of

VILLAGE OF GETTYSBURG COUNCIL MONTHLY

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO 10148

December 8, 2016

Held _____

Old Business:

1. **Resolution 15-2016 For Supplemental Appropriation** – Motion to approve Resolution 15-2016 was put forth, and seconded – **Roll Call:** Norman Warner, yes; Karla Harmon, yes; Chris Miller, yes; John Archey, yes; Robert Williams, yes; Tim Bryan, yes.

New Business:

1. **Budget Committee** – It was discussed and decided committee must meet sooner to approve and pass emergency budget for park.
2. **Five Year Planning** – It was discussed and decided the next meetings would be at 6pm, the second Thursday of January, February, and March (before council meeting).
3. **New Contract for Village Administrator Joseph Helfrich** – Mr. Helfrich wanted his contract to reflect his duties did not include opening and closing Cardinal Center or Valentine Building. Mayor Lance also proposed a pay raise to reflect additional mowing duties of the Cardinal Center. There was a brief discussion on if and what the pay raise should be. It was decided to postpone a pay raise and any discussion thereof. Motion was put forth that the three-reading rule be suspended, motion was seconded – **Roll Call:** Norman Warner, yes; Karla Harmon, yes; Chris Miller, yes; John Archey, yes; Robert Williams, yes; Tim Bryan, yes. A motion was put forth to approve the new contract, and seconded – **Roll Call:** Norman Warner, yes; Karla Harmon, yes; Chris Miller, yes; John Archey, yes; Robert Williams, yes; Tim Bryan, yes.
4. **Contract for new Fiscal Officer** – A brief discussion regarding the contract and keeping duties the same as previous Fiscal Officer. Motion was put forth that the three-reading rule be suspended, motion was seconded - **Roll Call Vote:** Norman Warner, yes; Karla Harmon, yes; Chris Miller, yes; John Archey, yes; Robert Williams, yes; Tim Bryan, yes. Motion was put forth to establish salary at \$1,400 a month, motion was seconded - **Roll Call Vote:** Norman Warner, yes; Karla Harmon, yes; Chris Miller, yes; John Archey, yes; Robert Williams, yes; Tim Bryan, yes. Motion was put forth to approve contract – **Roll Call Vote:** Norman Warner, yes; Karla Harmon, yes; Chris Miller, yes; John Archey, yes; Robert Williams, yes; Tim Bryan, yes.
5. **Income Tax Ordinance 2016-02:** Ordinance needed passed on this day for the Village to institute the income tax in 2017. Motion was put forth that the three-reading rule be suspended – motion approved unanimously. Motioned put forth for Resolution 2016-02 and seconded. **Roll Call Vote:** Norman Warner, no; Karla Harmon, yes; Chris Miller, yes; John Archey, yes; Robert Williams, yes; Tim Bryan, yes.
6. **ADT Security System** – Mayor Lance proposed investing in ADT Security System and services. Presented two estimates. Questions were raised about the necessity of a security system. There was a brief discussion as to why the Village has cash on hand, and why the Village accepts cash payments. No conclusions on regarding cash on hand or a security system and service were made, nor did motions get put forth.
7. **Park Board Ordinance** – Mayor Lance proposed combining the park, tennis courts, and Cardinal Center under one body and establishing a park district. The Mayor also noted that by establishing a park district, the Village of Gettysburg would have more grant opportunities. This brought on more discussion about demolishing the Cardinal Center; all or part of the building. A motion to begin the process of investigating the demolition of any and all of the Cardinal Center was put forth – motion approved unanimously. Park Ordinance proposal was tabled.

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December 8, 16

Held _____ 20 _____

ADJOURNMENT: Robert Williams moved that the meeting be adjourned. John Archey seconded. The motion carried and the meeting adjourned at 9:00 PM.


JESSE J. BERRY, FISCAL OFFICER


JASON D. LANCE, MAYOR

RECORD OF PROCEEDINGS

Minutes of ~~VILLAGE OF GETTYSBURG SPECIAL MEETING OF COUNCIL~~ Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held December 29, 20¹⁶

PRESENT: Jason Lance, *Mayor*; Karla Harmon, *Council President*; Robert Williams, *Councilmember*; John Archey, *Councilmember*; Tim Bryan Jesse J. Berry, *Fiscal Officer*; Matt Pierron, *Village Solicitor*

ABSENT: Norman Warner, *Councilmember*; Chris Miller, *Councilmember*; Joseph Helfrich, *Village Administrator*

CITIZENS: None

GUESTS: None

CALL TO ORDER

Mayor Jason Lance led attendants in the Pledge of Allegiance and called the meeting to order at 7:00 PM.

PURPOSE OF MEETING: REVIEW AND APPROVE TEMPORARY BUDGET FOR FISCAL YEAR 2017

Fiscal Officer Jesse J. Berry presented ORDINANCE 2016-12 and pointed out some minor changes and additions for 2017 in contrast to the fiscal year 2016. There were no questions. Councilwoman Karla Harmon motioned to suspend the three reading rule; Bryan seconded **Roll Call:** Councilwoman Harmon, yes; Councilman Williams, yes; Councilman Archey, yes; Councilman Bryan, yes. Councilwoman Karla Harmon motioned to approve ORDINANCE 2016-12 SETTING THE TEMPORARY APPROPRIATIONS FOR FISCAL YEAR 2017; Councilman John Archey Seconded. **Roll Call:** Councilwoman Harmon, yes; Councilman Williams, yes; Councilman Archey, yes; Councilman Bryan, yes.

Fiscal Officer Berry then briefed the Council on the need to find a new meter reader. Mayor Lance expressed his confidence that Susan Parkman, who did it in December, would continue as the permanent meter reader. Mayor Lance then went on to brief Council on a recent Park Board meeting and the plan for regular Park Board meetings.

ADJOURNMENT: Councilman John Archey motioned that the council meeting be adjourned. Councilwoman Karla Harmon seconded. The motion carried and the meeting adjourned at 8:00 PM.

JESSE J. BERRY, FISCAL OFFICER

JASON D. LANCE, MAYOR

RECORD OF PROCEEDINGS

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Held _____ 20____