

SARDINIA VILLAGE COUNCIL MEETING

DATE OF MEETING: February 10, 2020

Roll Call:

Art Hoovler	Present	Juanita Watson	Present	Seth Cooper	Present
Dustin Puckett	Present	Beth Dotson	Present	Bill North	Present

Council reviewed the minutes from the January 13, 2020 Regular Meeting. *Motion to accept the minutes was made by Art Hoovler. Juanita Watson seconded the motion. All yeas. Motion passed.*

Council reviewed the bills to be paid and bank reconciliations for January. *Motion to pay the bills was made by Bill North. Juanita Watson seconded the motion. All yeas. Motion passed.*

Police Department: Chief Jim Lewis – Absent due to sickness

- No report given
- The following officers were present to introduce themselves to the newest Council members: Ed Spitznagel, Alan Dailey, Glenn Bohl, Ken Barg, & Bob Freyhof. Council thanked them for attending the meeting.

Zoning: Jim Townes, Zoning Administrator

- Jim Townes asked if Council would make an amendment to the Zoning Ordinance to add in the International Property Maintenance Code (IPMC) along with updating the Commercial per Square Foot fee from \$0.25 to \$0.15. By adding the IPMC, it would help improve properties by requiring minimum property maintenance. Mayor Townes stated that Jim has put a lot of hours into this. Jim paid the copyright fee to use the IPMC. It was around \$44.00. He stated that if the Village were to adopt this, there would be an annual fee of \$135.00. Tom Mayes recommended that we pay the annual fee so we would have the most recent publication – just like we do with the Ohio Revised Code. *Art Hoovler moved to reimburse Jim Townes the expense of the publication. Beth Doss seconded the motion. All yeas. Motion passed.* Tom Mayes stated that if Council decides to proceed, we would have to amend the Zoning Ordinance to include the IPMC. Tom will work on revising the said rate and the amendment. There was discussion about the number of hours that are allotted to Zoning. We currently budget for a total of 120 hours per year.

Administrator: Ty Pack

- Ordinance Proposal: To bill every resident and/or landlord and commercial building owner a minimum sewer fee of \$71.40 each month. This would help encourage the sale or rehab of the properties to get them rented. There was discussion about property owners allowing tenants to live in the houses without water. We have several rental properties that do not have the water on but have people living there using the sewer. The only way we can monitor the sewer usage is through the water meter usage. This would help reduce and curb that dishonesty as well, by billing the land owner the minimum charge of \$71.40. Another thing we are looking at is installing sewer disconnects. We would like to install them at every rental property. This would be a requirement for the property owner to be able to rent the property out again when a tenant moves out. We would also make it a requirement for all new homes and builders. The fee for the sewer shut off valve install would be \$550.00 if the property owner schedules the install before the property is rented again. It would be \$1,000 if the Village installs it due to vagrancy or renters not having the water turned on and/or abandonment of the property. The cost for materials for the shut off valves are less than \$100 per unit. The install cost consists Village employee's manpower and equipment usage and is based on installation requirements. All fees and minimum charges are subject to assessment to property taxes for future payment to the Village. If the property owner does not want to pay the minimum sewer fee each month, they have the option to have the shut off valve installed. We are currently treating more waste at the sewer plant than we bill for. This will assist with reducing this additional wear and tear on the plant. There was discussion about enforcing the State law that states if a property has access to a sewer service they have to tap in. Karen stated that once we have the draft Ordinance, we would send everyone a letter including the draft allowing them 3 months to come to Council and voice their opinion. Tom will draft an Ordinance for the March meeting.
- PLC Update: John VanHarlingen has asked Steve Mullins to work up a proposal for the PLC repairs at the sewer plant as he feels the other proposal is too high.
- GIS mapping of the water and sewer lines was done last year. The contract renewal is due and the cost for 2020 is \$3,200. This includes updates and revisions. *Art Hoovler moved to approve the contract renewal for \$3,200. Juanita Watson seconded the motion. All yeas. Motion passed.*
- There was discussion about adding an addition to the shop to allow for storage bays along the side of the shop as well as installing a storage loft inside the shop. He has two estimates: Home Maintenance was \$8,600 for addition and \$4,400 for the loft. Home Tech Home Improvement was \$6,877.73 for the addition and \$2,668.61 for the loft. Juanita stated that it would need to be submitted to the Finance Committee for review.
- Septage Dump Station: We are in the process for renewing the contract with Barer Septic Hauling for use of the dumping station.

Committee Meeting:

- **Finance:** Nothing to report
- **Economic Development:** no report
- **Public Safety:** Beth Dotson, Chair
 - They discussed an ongoing issue with a property on Purdy Road. Chief Lewis is handling it.
 - We have advertised for the 32 hour part time Police position. They will be setting up interviews for the applicants as soon as possible.
 - Rob Tucker, Public Works Foreman asked about installing a crosswalk at the apartments on Maple Ave for the school bus stop. *Beth Dotson moved to install a crosswalk for the school bus stop on Maple Ave at the apartment complex. Seth Cooper seconded the motion. All yeas. Motion passed.*
 - Next Public Safety Committee meeting is February 26th at 7:00 pm
- **Public Works:** Juanita Watson, Chair
 - They discussed the Organizational chart to be included in the Village Employee's Handbook.
 - The Mayor will be in the office the first Saturday of every month from 9:00 am to 12:00 noon.
 - When an employee comes in over the weekend to check the sewer plant, they will be taking the hours off during the following week.
 - A portion of Kay & Matthews Road are in the Village Corporation limits. The Township trustees are going to be repaving that area and wanted to know if we would like to be included in the project. We do not have a cost estimate at this time.
 - The Committee will be reviewing the Cemetery rules. It needs to state it is open from dawn to dusk.
 - The gate at the sewer plant is in the process of being repaired.

Fiscal Officer: Karen Miller

- Audit for the years of 2018 & 2019 will begin the week of February 17, 2020. Audit cost estimate is \$9,650.00 (previous audit cost was \$9,010)
- Karen reminded Council members about the Ohio Municipal League's Elected Officials Training. At this time, Dustin Puckett will be the only one attending.

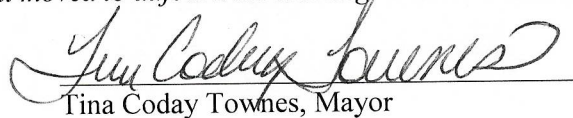
Mayor: Tina Townes

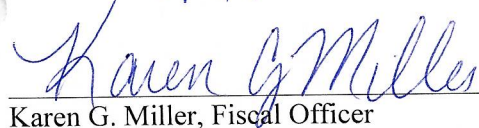
- **3rd and Final Reading 2020 Village Employee Pay Ordinance 1266-20:** Mayor Townes read title of said Ordinance. This will serve as the third and final reading. *Bill North moved to adopt Ordinance 1266-20. Seth Cooper seconded the motion. All yeas. Motion passed.*
- **Repair of the gutters on town hall:** Home Tech Home Repair presented an estimate to replace the gutters on the town hall. The cost is \$3,899.43. *Art Hoovler moved to approve the cost estimate pending approval from Tom Mayes stating Jim Townes, owner of Home Tech Home Repair, was allowed to do the work due to the fact that he is the Mayor's husband. Seth Cooper seconded the motion. All yeas. Motion passed.*
- **Mayor's Court:** Current Magistrate will be taking over as Probate Juvenile Judge so his last court will be March 26th. Mayor Townes and Chief Lewis interviewed 4 people. Mayor Townes will be appointing Aaron Moss from Clermont County. Tom Mayes recommends him as well. *Seth Cooper moved to approve Aaron Moss as the Magistrate for Mayor's Court. Beth Doss seconded the motion. All yeas. Motion passed.*
- **Administrator's Hours:** Mayor Townes stated that we need to increase the weekly hours from 20 to 30 hours. Finance Committee will review the budget to work this in.
- **Sewer Plant Operator:** We only received one application for the Sewer Plant Operator. It was Tim Mock. Tim is willing to go to class to for the Class 1 operator license. There was discussion on treating the two weeks he wasn't working as an unpaid leave of absence and to allow him to keep his 4 week vacation earned for his years of service. *Seth Cooper moved to treat it as a leave of absence and appoint Tim as the Sewer Plant Operator while allowing him to keep his 4 weeks of vacation. Beth Dotson seconded the motion. All yeas with Bill North abstaining. Motion passed.*
- **Web Page:** Mayor Townes reminded Council that she needs their bios for the webpage.
- **Other:** Bill North mentioned there is a pothole on Sardinia Mowrystown at the end of Kelly Street.

Mayor Townes asked for a motion to adjourn. *Dustin Puckett moved to adjourn the meeting. Juanita Watson seconded the motion. All yeas. Motion passed.*

PASSED

3/9/2020


Tina Coday Townes, Mayor


Karen G. Miller, Fiscal Officer