

VILLAGE OF COMMERCIAL POINT  
COMMITTEE OF THE WHOLE MINUTES

January 13, 2014

Mr. Shelton called the meeting to order. Fiscal Officer Hastings took roll call with the following members present: Ms. Evans, Mr. Shelton, Mr. Wissinger, Mr. Sadler, Mr. Laxton and Mr. Geiger. Mayor Hammond, Solicitor Hess and Engineer Grosse were absent.

Mr. Wissinger made a motion seconded by Ms. Evans to approve the November 18, 2013 COW Minutes. Mr. Wissinger, Mr. Shelton and Ms. Evans were in favor. Mr. Geiger, Mr. Laxton and Mr. Sadler all abstained. The motion passed.

Solicitor Hess was absent so no report at this time.

Mayor Hammond was absent so no report at this time.

Engineer Grosse was absent so no report at this time.

Mr. Shelton said at the last Regular Council Meeting, 3 committees were established, Finance, Roads and Zoning. Mr. Shelton said the budget will need to be approved by April 1, 2014. He said the first reading will take place at the Regular Council Meeting on February 3, 2014, with a Special Meeting to take place before the COW meeting on February 10, 2014 for the second reading and then the third and final reading at the March 3, 2014 Regular Council Meeting. Fiscal Officer Hastings said she is waiting to receive the final numbers from the Pickaway County Auditor, to be able to complete the 2014 Permanent Budget. Fiscal Officer Hastings said she could come up with proposed numbers for the February 3, 2014 Council Meeting, since a reading of the title only will be what is necessary during that meeting. Mr. Wissinger asked what would happen if Council wanted to change the proposed figures. Fiscal Officer Hastings said that would be allowed, since the "Final" budget will not be voted on and approved until the March 3, 2014 meeting.

Ms. Evans asked if anyone knew of any proposed projects Mayor Hammond might want to complete in 2014. She said it could possibly be a big year for water expenses. Mr. Shelton said that money would come from the Water fund and not the General Fund.

Mr. Wissinger suggested scheduling a Roads Committee meeting so Council knows what kind of money to set aside for road projects for 2014. Mr. Shelton said it would be nice to have Engineer Grosse at the meeting since he had a few ideas of where he would like to see street improvements. Ms. Evans also mentioned the possibility of closing off the alleys in the Village. Mr. Shelton said that would need quite a bit of discussion and Engineer Grosse definitely needed to be included to help the committee make recommendations to the rest of Council. Fiscal Officer Hastings will get with Engineer Grosse to see what day and time will work into his schedule for this meeting.

Mr. Shelton asked Council if they could hold off on having a Zoning Committee Meeting until February, 2014. Fiscal Officer Hastings said she would make copies of the current Zoning Ordinance as well as copies of the current Comprehensive Plan for all members of the committee. Meeting was tentatively scheduled for Saturday, February 8, 2014 at 9:00 a.m. at the Municipal Building.

At this time, Mr. Shelton presented the Council Rule changes that Mayor Hammond proposed. Section 6.06 and 9.07 were discussed. Mayor Hammond would like to see the time allotted for Citizens Comments to be reduced to 3 minutes instead of the current 5. There was some discussion on the pros and cons regarding this issue. The other issue, section 9.07 was added due to all the confusion around Beggar's Night of 2013. Mr. Shelton said these are changes that Mayor Hammond is proposing and the final vote is Council's. Some Council Members voiced their opinions on these two items. Mr. Shelton said Mayor Hammond would be back at the Regular Council Meeting in February to answer any questions that Council may have. Council will vote on the proposed changes at the February 3, 2014 Regular Council Meeting.

The proposed Employee Guideline changes were discussed. Mayor Hammond is proposing an increase to the uniform allowance for the Police Department. Mr. Shelton asked what the previous allowance was. Fiscal Officer Hastings said it was \$ 250 for all people listed. Mr. Sadler asked if the Police Officers had specific items they had to purchase. Fiscal Officer Hastings said yes. She continued and said Mayor Hammond wants the Utility employees to wear shirts, jackets, etc. that specified they were an employee of the Village. Fiscal Officer Hastings said it had been discussed that the Village would purchase shirts, sweatshirts and jackets and allow the clothing allowance to purchase boots and winter bibs if they choose. Village Administrator Shelton said the purchase of id badges was also discussed. Fiscal Officer Hastings confirmed with Plant Operator Jim Muskera, the safety yellow shirts they wear now does have "Village of Commercial Point" on the front chest pocket and "Utilities" on the back. He confirmed. Village Administrator Shelton said we were looking for long sleeve, chambray shirts with badges for the Utility employees. Mr. Shelton asked if a laundry service had been discussed. Village Administrator Shelton said Mayor Hammond was not in favor of these services. She said for the safety aspect, something a little more standard for the Utility department is what they are looking for. Chief Jordan said the purchase of a washer and dryer for the Utility Plant might be a good idea. Fiscal Officer Hastings said there was a washer and dryer at the Plant. Mr. Wissinger said identification is important. Mr. Shelton said questions and concerns can be clarified with Mayor Hammond on February 3, 2014.

The proposed Administrative Employee Pay Schedule was reviewed. Mr. Shelton noted the two proposed changes. Fiscal Officer Hastings explained how the Zoning Inspector was paid and what the increase amounted to. Mr. Shelton asked for the increase amount for the Fiscal Officer position. Fiscal Officer Hastings said it was \$ 2,000. Mr. Shelton asked why these needed to be approved before the final budget. Fiscal Officer Hastings said because the pay schedule is effective with the first paycheck in March as well as to allow her enough time to put the needed numbers into the budget for 2014. Mr. Sadler asked why only two positions were proposed for increase. Fiscal Officer Hastings explained that the other positions have a pay range and the current employees are not topped out at the highest amount. There is room for a pay raise within the ranges. Fiscal Officer Hastings said we have one Utility Operator that works 2 days a week that is topped out. Mr. Shelton asked if that was the Village's choice or the employee's choice to only work 2 days. Fiscal Officer Hastings said it was the employee's.

Mr. Sadler had a question on the wording in the Employee Guidelines. He questioned the work "tours" in section 9. Tardiness and Absenteeism. After a brief discussion, Council felt the words "of duty" needed to be added to make the sentence complete. Fiscal Officer Hastings will have that changed for the final approval of the Guidelines.

Ms. Evans made a motion, seconded by Mr. Wissinger, to adjourn the meeting. All members were in favor. The meeting adjourned.

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Randy Shelton, President of Council

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Wendy Hastings, Fiscal Officer