

**Village of Commercial Point
Special Council Meeting
July 6, 2016**

Mayor Joiner called the meeting to order. Administrative Assistant Baldwin took roll call with the following members present: Mr. Laxton, Ms. Evans, Mr. Townsend and Mr. O'Neil. Mr. Geiger and Mr. Sadler was absent. Solicitor Hess and Utility Superintendent John Thompson were also in attendance.

Mr. O'Neil made a motion, seconded by Mr. Townsend to suspend the procedural rules. Roll call vote: Mr. O'Neil-Yes, Mr. Townsend-Yes, Ms. Evans-Yes, Mr. Laxton-Yes. All members approved. The motion passed.

Business Items:

A. **Employee Guidelines** – Mr. O'Neil made a motion to approve the Employee Guidelines dated March 7, 2016. Seconded by Mr. Laxton. Mr. O'Neil asked if the date would be adjusted for today's date. Mayor Joiner said yes. Roll call vote: Mr. O'Neil-Yes, Mr. Townsend-Yes, Ms. Evans-Yes, Mr. Laxton-Yes. All members approved. The motion passed.

B. **Employee Pay Schedule** – Mr. O'Neil asked if we need a motion to adjust the pay scale. Mayor Joiner said he did not think so since it has been noted. Mr. O'Neil said if in doubt a motion should be made. Mr. O'Neil made a motion to correct the rate of pay on page 2 for the Village Engineers position from \$20 per hours to \$30 per hour with the hours per month remaining the same. Seconded by Mr. Townsend. Roll call vote: Mr. O'Neil-Yes, Mr. Townsend-Yes, Ms. Evans-Yes, Mr. Laxton-Yes. All members approved. The motion passed. Mr. O'Neil made a motion to accept the Employee Pay Scale as amended. Seconded by Mr. Townsend. Roll call vote: Mr. O'Neil-Yes, Mr. Townsend-Yes, Ms. Evans-Yes, Mr. Laxton-Yes. All members approved. The motion passed.

Legislation:

Ordinance 2016-06 AN ORDINANCE AUTHORIZING AND DIRECTING THE VILLAGE ADMINISTRATOR AND/OR MAYOR OF THE VILLAGE OF COMMERCIAL POINT TO ENTER INTO A SERVICE AGREEMENT WITH MUNI-LINK. Second Read, Title only.

Ordinance 2016-07 AN ORDINANCE AUTHORIZING AND DIRECTING THE VILLAGE ADMINISTRATOR AND/OR MAYOR OF THE VILLAGE OF COMMERCIAL POINT TO ENTER INTO AN AGREEMENT WITH SCIOTO TOWNSHIP TO SHARE IN THE COST AND SERVICES OF NIXLE. Second read, title only.

Ordinance 2016-08 AN ORDINANCE AUTHORIZING AND DIRECTING THE VILLAGE ADMINISTRATOR AND/OR MAYOR OF THE VILLAGE OF COMMERCIAL POINT TO ENTER INTO WATER TANK MAINTENANCE CONTRACTS WITH UTILITY SERVICE COMPANY, INC. Second read, title only.

Resolution 06-2016 A RESOLUTION TO TRANSFER MONIES WITHIN THE WATER FUND FROM THE CAPITAL OUTLAY ACCOUNT 5101-539-590 AND TRANSFER SAID MONIES TO THE UTILITY SYSTEMS ACCOUNT 5101-532-397. Mr. O'Neil made a motion to approve, seconded by Mr. Townsend. Roll call vote: Ms. Evans-Yes, Mr. Townsend-Yes, Mr. O'Neil-Yes, Mr. Laxton-Yes. All approved, motion passed.

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Resolution 07-2016 A RESOLUTION TO TRANSFER MONIES WITHIN THE SEWER FUND FROM THE CAPITAL OUTLAY ACCOUNT 5201-549-590 AND TRANSFER SAID MONIES TO THE UTILITY SYSTEMS ACCOUNT 5201-542-397. Mr. O'Neil made a motion to approve, seconded by Mr. Laxton. Roll call vote: Ms. Evans-Yes, Mr. Townsend-Yes, Mr. O'Neil-Yes, Mr. Laxton-Yes. All approved, motion passed.

Resolution 08-2016 A RESOLUTION TO TRANSFER MONIES WITHIN THE GENERAL FUND FROM THE TRANSFERS OUT ACCOUNT 1000-910-910 AND TRANSFER SAID MONIES TO THE OTHER COMMUNICATIONS SYSTEMS ACCOUNT 1000-110-329. Mr. O'Neil made a motion to approve, seconded by Mr. Townsend. Roll call vote: Ms. Evans-Yes, Mr. Townsend-Yes, Mr. O'Neil-Yes, Mr. Laxton-Yes. All approved, motion passed.

Resolution 09-2016 A RESOLUTION TO TRANSFER MONIES WITHIN THE WATER FUND FROM THE CAPITAL OUTLAY ACCOUNT 5101-539-590 AND TRANSFER SAID MONIES TO THE OTHER COMMUNICATIONS SYSTEMS ACCOUNT 5101-539-329. Mr. Townsend made a motion to approve, seconded by Ms. Evans. Roll call vote: Ms. Evans-Yes, Mr. Townsend-Yes, Mr. O'Neil-Yes, Mr. Laxton-Yes. All approved, motion passed.

Resolution 12-2016 A RESOLUTION TO TRANSFER MONIES WITHIN THE GENERAL FUND FROM THE TRANSFERS OUT ACCOUNT 1000-910-910 AND TRANSFER SAID MONIES TO THE SALARY ADMINISTRATOR STAFF – ENGINEER ACCOUNT 1000-710-139. Mr. O'Neil made a motion to approve, seconded by Ms. Evans. Roll call vote: Ms. Evans-Yes, Mr. Townsend-Yes, Mr. O'Neil-Yes, Mr. Laxton-Yes. All approved, motion passed.

Resolution 13-2016 A RESOLUTION TO TRANSFER MONIES WITHIN THE GENERAL FUND FROM THE TRANSFERS OUT ACCOUNT 1000-910-910 AND TRANSFER SAID MONIES TO THE OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEMS (OPERS) ACCOUNT 1000-710-211. Mr. Laxton made a motion to approve, seconded by Ms. Evans. Roll call vote: Ms. Evans-Yes, Mr. Townsend-Yes, Mr. O'Neil-Yes, Mr. Laxton-Yes. All approved, motion passed.

Resolution 14-2016 A RESOLUTION TO TRANSFER MONIES WITHIN THE GENERAL FUND FROM THE TRANSFERS OUT ACCOUNT 1000-910-910 AND TRANSFER SAID MONIES TO THE MEDICARE ACCOUNT 1000-710-213. Mr. Laxton made a motion to approve, seconded by Mr. Townsend. Roll call vote: Ms. Evans-Yes, Mr. Townsend-Yes, Mr. O'Neil-Yes, Mr. Laxton-Yes. All approved, motion passed.

Resolution 15-2016 A RESOLUTION TO TRANSFER MONIES WITHIN THE GENERAL FUND FROM THE TRANSFERS OUT ACCOUNT 1000-910-910 AND TRANSFER SAID MONIES TO THE WORKER'S COMPENSATION ACCOUNT 1000-710-225. Mr. O'Neil made a motion to approve, seconded by Mr. Townsend. Roll call vote: Ms. Evans-Yes, Mr. Townsend-Yes, Mr. O'Neil-Yes, Mr. Laxton-Yes. All approved, motion passed.

Resolution 16-2016 A RESOLUTION TO TRANSFER MONIES WITHIN THE WATER FUND FROM THE CAPITAL OUTLAY ACCOUNT 5101-539-590 AND TRANSFER SAID MONIES TO THE OTHER PERSONNEL SERVICES ENGINEER ACCOUNT 5101-539-190-1020. Mr. O'Neil made a motion to approve, seconded by Mr. Laxton. Roll call vote:

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Ms. Evans-Yes, Mr. Townsend-Yes, Mr. O'Neil-Yes, Mr. Laxton-Yes. All approved, motion passed.

Resolution 17-2016 A RESOLUTION TO TRANSFER MONIES WITHIN THE WATER FUND FROM THE CAPITAL OUTLAY ACCOUNT 5101-539-590 AND TRANSFER SAID MONIES TO THE OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEMS (OPERS) ACCOUNT 5101-539-211. Mr. Laxton made a motion to approve, seconded by Mr. Townsend. Roll call vote: Ms. Evans-Yes, Mr. Townsend-Yes, Mr. O'Neil-Yes, Mr. Laxton-Yes. All approved, motion passed.

Resolution 18-2016 A RESOLUTION TO TRANSFER MONIES WITHIN THE WATER FUND FROM THE CAPITAL OUTLAY ACCOUNT 5101-539-590 AND TRANSFER SAID MONIES TO THE MEDICARE ACCOUNT 5101-539-213. Mr. O'Neil made a motion to approve, seconded by Mr. Townsend. Roll call vote: Ms. Evans-Yes, Mr. Townsend-Yes, Mr. O'Neil-Yes, Mr. Laxton-Yes. All approved, motion passed.

Resolution 19-2016 A RESOLUTION TO TRANSFER MONIES WITHIN THE WATER FUND FROM THE TRANSFERS OUT ACCOUNT 5101-539-590 AND TRANSFER SAID MONIES TO THE WORKER'S COMPENSATION ACCOUNT 5101-539-225. Mr. O'Neil made a motion to approve, seconded by Mr. Laxton. Roll call vote: Ms. Evans-Yes, Mr. Townsend-Yes, Mr. O'Neil-Yes, Mr. Laxton-Yes. All approved, motion passed.

Resolution 20-2016 A RESOLUTION TO TRANSFER MONIES WITHIN THE SEWER FUND FROM THE CAPITAL OUTLAY ACCOUNT 5201-549-590 AND TRANSFER SAID MONIES TO THE OTHER PERSONNEL SERVICES ENGINEER ACCOUNT 5201-549-190-1020. Mr. Townsend made a motion to approve, seconded by Mr. Laxton. Roll call vote: Ms. Evans-Yes, Mr. Townsend-Yes, Mr. O'Neil-Yes, Mr. Laxton-Yes. All approved, motion passed.

Resolution 21-2016 A RESOLUTION TO TRANSFER MONIES WITHIN THE SEWER FUND FROM THE CAPITAL OUTLAY ACCOUNT 5201-549-590 AND TRANSFER SAID MONIES TO THE OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEMS (OPERS) ACCOUNT 5201-549-211. Mr. O'Neil made a motion to approve, seconded by Mr. Townsend. Roll call vote: Ms. Evans-Yes, Mr. Townsend-Yes, Mr. O'Neil-Yes, Mr. Laxton-Yes. All approved, motion passed.

Resolution 22-2016 A RESOLUTION TO TRANSFER MONIES WITHIN THE SEWER FUND FROM THE CAPITAL OUTLAY ACCOUNT 5201-549-590 AND TRANSFER SAID MONIES TO THE MEDICARE ACCOUNT 5201-549-213. Mr. O'Neil made a motion to approve, seconded by Mr. Townsend. Roll call vote: Ms. Evans-Yes, Mr. Townsend-Yes, Mr. O'Neil-Yes, Mr. Laxton-Yes. All approved, motion passed.

Resolution 23-2016 A RESOLUTION TO TRANSFER MONIES WITHIN THE SEWER FUND FROM THE TRANSFERS OUT ACCOUNT 5201-549-590 AND TRANSFER SAID MONIES TO THE WORKER'S COMPENSATION ACCOUNT 5201-549-225. Mr. O'Neil made a motion to approve, seconded by Ms. Evans. Roll call vote: Ms. Evans-Yes, Mr. Townsend-Yes, Mr. O'Neil-Yes, Mr. Laxton-Yes. All approved, motion passed.

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Resolution 24-2016 A RESOLUTION TO TRANSFER MONIES WITHIN THE HOUSING DEVELOPMENT FUND FROM THE OTHER CONTRACTUAL SERVICES ACCOUNT 2901-490-399 AND TRANSFER SAID MONIES TO THE SALARY ADMINISTRATOR STAFF ENGINEER ACCOUNT 2901-710-139. Mr. O'Neil made a motion to approve, seconded by Mr. Townsend. Roll call vote: Ms. Evans-Yes, Mr. Townsend-Yes, Mr. O'Neil-Yes, Mr. Laxton-Yes. All approved, motion passed.

Resolution 25-2016 A RESOLUTION TO TRANSFER MONIES WITHIN THE HOUSING DEVELOPMENT FUND FROM THE OTHER CONTRACTUAL SERVICES ACCOUNT 2901-490-399 AND TRANSFER SAID MONIES TO THE OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEMS (OPERS) ACCOUNT 2901-710-211. Mr. O'Neil made a motion to approve, seconded by Mr. Laxton. Roll call vote: Ms. Evans-Yes, Mr. Townsend-Yes, Mr. O'Neil-Yes, Mr. Laxton-Yes. All approved, motion passed.

Resolution 26-2016 A RESOLUTION TO TRANSFER MONIES WITHIN THE HOUSING DEVELOPMENT FUND FROM THE OTHER CONTRACTUAL SERVICES ACCOUNT 2901-490-399 AND TRANSFER SAID MONIES TO THE MEDICARE ACCOUNT 2901-710-213. Mr. O'Neil made a motion to approve, seconded by Ms. Evans. Roll call vote: Ms. Evans-Yes, Mr. Townsend-Yes, Mr. O'Neil-Yes, Mr. Laxton-Yes. All approved, motion passed.

Resolution 27-2016 A RESOLUTION TO TRANSFER MONIES WITHIN THE HOUSING DEVELOPMENT FUND FROM THE OTHER CONTRACTUAL SERVICES OUT ACCOUNT 2901-490-399 AND TRANSFER SAID MONIES TO THE WORKER'S COMPENSATION ACCOUNT 2901-710-225. Mr. O'Neil made a motion to approve, seconded by Mr. Townsend. Roll call vote: Ms. Evans-Yes, Mr. Townsend-Yes, Mr. O'Neil-Yes, Mr. Laxton-Yes. All approved, motion passed.

Mayor Joiner asked Solicitor Hess about the Village Engineer Job description. Solicitor Hess said there was one created and was sent to Engineer Grosse but he has not had a response. Mr. O'Neil said he believes we need to have the Village Engineer job description on the agenda for July 11th. He said this will give time to modify if needed. Mr. O'Neil said regardless of who the Engineer will be he is not prepared to hire anyone without the job description. Mayor Joiner said he believes the description that was pulled together came from another township.

Additional Items:

Village Administrator Position: Mayor Joiner said Village Administrator Crego has done a tremendous job and has been completely involved with Utility Superintendent Thompson. He said Village Administrator Crego has been averaging about 20 hours a week. Mayor Joiner said this is far more than the allotted salary. He said they are asking \$20 per hour for a maximum 20 hours per week. Utility Superintendent Thompson said they have been spending numerous hours together visiting other sites. Mayor Joiner said he is involved in several projects that used to utilize Engineer Grosse. Mr. Townsend noted that is a jump in pay. Mayor Joiner said the position itself is expanding. Mr. O'Neil asked how many hours is he working now. Mayor Joiner said Village Administrator Crego said about 25 hours a week. Mr. Townsend said it is a \$16,000 raise. Mr. O'Neil said the original position was put together several administrations ago and the only thing the position did was come in and sign contracts. Utility Superintendent Thompson said Village Administrator Crego is looking at putting together different packages like blacktop bid packet. Mayor Joiner said he has taken on a roll that we have used Engineer Grosse for. Mr. O'Neil asked Ms. Evans and Mr. Townsend if it is

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the jump in pay that scares them. Mr. Townsend said nothing scares him but going from \$4000 a year to \$20,000 a year is a big jump. He asked if the job description is going to change. Mr. O'Neil asked if they lowered the pay a little would that make help. Ms. Evans said this is his first year on the job and getting his feet wet and learning. She said he is probably going to work more the first year. Mr. O'Neil said yes and no, as the village grows it could get bigger. Mayor Joiner said maybe for the remainder of the year they give him \$15 per year and evaluate at the beginning of the year. Utility Superintendent Thompson said he is passionate about it and the Village Administrator is his job. He said Village Administrator Crego has been great, he deals with any issue Utility Superintendent Thompson has from employee issues to purchase orders. He said he does not think his job will be less. Ms. Evans asked if some of the money comes out of water and sewer to pay him. Mayor Joiner said yes. Mr. O'Neil said he has seen with the past two administrators the hours can be 0 hours to a couple hours. Mr. O'Neil said Chris Cooper from Intelliwave called and could not get a hold of Engineer Grosse or Gary and he thought Village Administrator Crego should get the call and Village Administrator Crego dropped everything to help. Ms. Evans said she understands what everyone is saying but we are already over budget and now we are taking on an Engineer but he hasn't agreed to a job description yet. Mr. Townsend said he is not opposed to this but it is something to think about. Mr. Laxton said we were paying Engineer Grosse \$x for how many hours. Solicitor Hess said it was as needed. Mr. Laxton said theoretically the Village Engineer dollar amount should be cut. Mr. O'Neil said we will still have Stantec money available. Mayor Joiner said from now until the end of the year we can monitor the hours needed. Ms. Evans said she does not think we should do hourly it needs to be a cap. Mr. O'Neil said we would still have an hourly cap. Utility Superintendent Thompson said last week they spent about 25 hours there. Mr. O'Neil said if it is set the max level is 20 hours per week and he works 25 hours then he only gets paid for 20 hours. He said unless there is a star that say he will be paid with approval from the Mayor and President of Council. Mr. O'Neil likes the hourly pay because if someone would come in and work maybe 3 hours a day they are only paid for their time. Mayor Joiner asked council what they want him to bring back to the meeting Monday. Mr. O'Neil said if he is not mistaken we have a Village Administrators description. Mr. Laxton would like to know what Village Administrator Crego is in charge of. Mayor Joiner said he is over the Utilities. Mr. Laxton asked what in addition. Mayor Joiner said contracts, signs, etc. Mr. O'Neil said if we were to move \$8000 that would cover \$15 per hour, maximum of 20 hours per week, this will cover the remainder of the year. Ms. Evans said she would like to see what we spent last year on Engineer. She said she has those numbers. Mayor Joiner said the Engineer is a Subject Matter Expert and the turnaround from Stantec happened so quick we could not prepare. Mayor Joiner said the plan is to have the Village Administrator work closely with Engineer Grosse to learn and share all of his knowledge. Mr. O'Neil said it is a good idea but have more information to find out. Mr. Townsend said he feels it is a good idea but we should have everyone present to discuss.

Mr. O'Neil made a motion to adjourn. Seconded by Ms. Evans. All in favor. Meeting adjourned.