

## COMMITTEE OF THE WHOLE MEETING MINUTES

MARCH 19<sup>TH</sup> 2012

Mr. Kuzelka called the meeting to order. Fiscal Officer Hastings took roll call with the following members present: Mr. Shelton, Ms. Gooden-Kinney, Mr. Wissinger, Mr. Kuzelka, Mr. Thompson and Mr. Cruz. Mayor Hammond and Chief Jordan were also in attendance.

Mr. Thompson made a motion, seconded by Mr. Shelton to approve the February 27, 2012 COW Minutes with additional language to include, "Council decided it was up to the Finance Committee to propose final budget numbers for approval." All members were in favor and the motion passed.

Solicitor Report - Absent

Mayor Report – Nothing to report

Engineer Report - Absent

**Egg Hunt** - At this time, Mr. Kuzelka informed Council that he was going to allow Mr. Joe Culp to discuss the streets he was requesting to be closed for the Egg Hunt. Mr. Culp referred Council to the map of the streets he wants to close for 1 ½ hours on April 8, 2012. He said the egg hunt will be on private property and would like the streets closed for the safety of the children. The Scioto Township fire trucks and our Police cruisers have always helped out with blocking the streets for this function. Mr. Cruz feels this could fall under the Block Party Application and is an administrative decision. Mr. Culp will contact Fiscal Officer Hastings on Tuesday, March 20, 2012 for Council's decision.

**Budget for 2012** – Mr. Cruz started off by explaining the procedure the Finance Committee took to come up with the proposed budget. With the capital improvements removed, the committee was able to come up with a positive operating budget for 2012. Once those numbers were put in place, the committee went back through and added the capital improvements which they feel are one time large expenses. These are not items that we are going to be purchasing every year. Ms. Gooden-Kinney feels the "reserve" needs to be in the area of \$ 250,000 - \$ 300,000 rather than \$ 221,000 where it is now. She also feels that before we put money into sidewalks or streets, we need to see the plans. She feels there is grant money we could get to help cover the cost of these projects. Ms. Gooden-Kinney also touched on the Village Administrator's budgeted amount. She said the residents were not happy with the large increase for the Mayor's raise for 2012, and feels the same is going to happen with the proposed amount for the Village Administrator. Mr. Kuzelka asked the Safety Committee if they had any prices for the crosswalk projects they are looking at. Mr. Thompson said the details are still being worked out, but there was \$ 20,000 set aside in the budget for this type of

improvements. Ms. Gooden-Kinney asked if any citizen in attendance had a comment. Mr. David Sadler from Butternut Pass said he feels the \$ 221,000.00 is close to the amount of \$ 250,000.00 Ms. Gooden-Kinney would like to see in the transfers out fund and is a good number.

**Employee Payment Schedule** – Mr. Kuzelka asked for discussion on this topic. Mr. Cruz said he feels the amount budgeted for the Fiscal Officer and Village Administrator is too high. Ms. Gooden-Kinney feels \$ 4,000 is a good amount for the Village Administrator. She also said the Police Chief and Sergeant would like to go full time with 1 week of paid vacation. This is a possibility for next year’s budget. Mr. Kuzelka would like to see the \$ 8,400 that was included in the wages instead of insurance coverage for the Plant Superintendent, be a separate item. He doesn’t feel it should be a part of the wages. This also needs to be a separate item on the paycheck. Fiscal Officer Hastings tried to explain the dollar amounts that are listed on the pay schedule are maximum dollar amounts to be paid. It states right on the pay chart “may not be eligible for the full amount of pay shown below.” These amounts are negotiable. Mr. Cruz said the Council sets the wages, not the Administration. Fiscal Officer will get clarification from Solicitor Crites and report back to Council. Ms. Gooden-Kinney asked if we have to offer insurance benefits. Mayor Hammond said he checked with Solicitor Crites and we do not have to offer insurance benefits.

**Employee Guidelines** – Mr. Shelton suggested reviewing only the proposed changes. Fiscal Officer Hastings will contact Solicitor Crites on clarification of removing the payout of unused Personal Days. It was suggested to keep 3 days for Funeral Leave rather than the 2 that was proposed. It was also suggested to keep the Severe Weather policy, which was removed in the proposed copy. It was suggested to add “Police Sergeant” to section (19) “Clothing Allowance”.

**Mike Hess for Village Administrator** – Mr. Kuzelka said he had a conversation with Mike Hess. Mr. Hess has withdrawn his application/resume for the Village Administrator position.

**Liquor Permit for Local Business** – Fiscal Officer Hastings said she had spoken to the property owner and this is a transfer of a liquor permit. The new tenants want to open a carryout and have different cheeses, coffee and donuts, seafood on the weekends and basic items you find in a carryout.

**Record Retention Committee** – Ms. Gooden-Kinney said we needed to put together a Record Retention Committee to develop a Record Retention Policy. This is something that should have been done a long time ago. Mr. Cruz said the Committee is made up of the Mayor, who chairs

the Committee, Village Solicitor, Fiscal Officer and one member from the public. Fiscal Officer informed Council this item is on the list to be completed this year.

**Council Rules** - Ms. Gooden-Kinney would like to add to the Council Rules that a notice is sent to all council members when committee meetings are held. It was suggested that Fiscal Officer Hastings forward the postings to all Council Members by way of email. Mr. Kuzelka said the 3 member committees were formed to do the work. Mr. Cruz informed Council they were told by Solicitor Crites to limit the committees to 3 Council Members.

**Web Page** - Mr. Kuzelka thanked Mr. Cruz for the time he has put into the website, however he would like to see the Mayor and Fiscal Officer be responsible for getting this up and running. He would like to see it operating in the next 45 days. Mr. Cruz suggested the Public Utilities Committee should take it over.

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

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Jim Kuzelka, President of Council

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Wendy Hastings, Fiscal Officer