Minutes for the March 10, 2018 Regular Council Meeting

Held at 10:00 am at the Town Hall on Division Street

1. Mayor Cooper calls council to order and roll call is taken. Present are J.Wolfe, R. Ehrbar, M.Feyedelem, E.Longbrake, G.Ritchie, P.Seeholzer. None are absent.

2. All rise for the Pledge of Allegiance to the Flag

3. elect President Pro-Tem from Council: Wolfe nominates Ehrbar and motions to have R.Ehrbar Council President; second by Seeholzer; in favor; Wolfe, Ehrbar, Feyedelem, Longbrake, Seeholzer; opposed Ritchie; motion carried.

4.0 Discussion and/or amendments to the 12-09-17 council minutes. Seeholzer wants to amend when she said that Gary Finger had served 30 years since she later found out that he had served 20 years, and makes a motion to that point; second by Wolfe; all in favor of the amendment. Motion to accept the Minutes as amended, made by Ehrbar, second by Seeholzer; all in favor; motion carried.

5. Discussion of Pay Ordinance No. 1175 : Motion to accept the Pay Ordinance as written, made by Seeholzer, second by Ehrbar; RC: Wolfe- yes, R. Ehrbar- yes, M.Feyedelem- yes, E.Longbrake- yes, G. Ritchie- yes, P.Seeholzer- yes; motion carried.

Mayor Cooper thanks everyone for coming to the meeting today.

7. Committee Reports

7.A. **Police**- Chief Craig reports the 3 reports were filed since the last Council Report; the department had 300 phone calls; 576 house checks were done, 104 business checks were done, 3 open doors were found; and there were 8 assists with KIEMS and/or KIFD.

7.B. **Safety Committee**- M. Feyedelem has no report. He thanks everyone for their support in the last couple months.

7.C. **EMS**- S. Devine reports 8 runs since the last report to Council. EMTs Koshla and Skeans are halfway through the EMT Refresher. Training will continue through March to complete the required hours needed to recertify. We are planning on the EMT Class for new EMS Providers to begin in April. This class will be run through the Vanguard-Sentinel Adult Training. Congratulations to Nataliya Skeans, Brian Terry, River Styles, and Jennifer Perry for passing the National Registry Exam for Emergency Medical Responders. They all have the State of Ohio card necessary to respond with the EMS. Call 911 if you need help.

7.D. **Fire Dept.-** Chief Skeans report that there were no fires for December through February. We have turned in three Grant Applications; Two through FEMA and one from the State Fire Marshal. There has been no word as of now, but we will keep you informed. Lieutenant Terry and I have attended a Rescue Swimming Safety Awareness Class presented by ODNR. We are going to move forward with open water rescue classes. As of now, we are going to work with ODNR and the USCG to develop a Water Rescue Team here on Kelleys Island. Our Smoke Detector Program with Red Cross is moving along; if you have signed up and not gotten one yet, please be patient and more detectors will be coming.

7.E. **Finance-** G.Ritchie reports that two Finance meetings have been held in 2018. On January 23rd the Committee reviewed the 2017 Water Dept. results. Spending will have to be controlled in the General Fund for the next 2 years. The report is as follows: January 23, 2018 meeting, review of Water Dept 2017 financial results (surplus of $64,000, YE fund balance at $267,000. Water Dept maintenance items for 2018 (priority, water filters, control panel. Water Dept prelim budget for 2018 thru 2023 to assess impact of new loan Pmt for maintenance projects. General Fund 2017 financial results (deficit of $111,000, YE fund balance at $212,000). Genl Fund income/expense five-year projections for 2018 thru 2022. Even with large comm tower income in 2018 and 2019 (180k per yr), the GF balance at end of 2020 projected at $220,000 with further deficits in 2021 and 2022. GF spending will focus on essentials in 2018. February 27 finance meeting: with Claudia, reviewed appropriations for all funds for 2018. Legislation for these appropriations is on the agenda for this meeting. Appropriations have been kept low because income from first comm tower (Pierce broadband) not yet received. Updated Water dept 2018-2023 financials with cost estimates from CT Consultants. March 23 bid opening has been changed to March 28. Reviewed a Year 2017 Financial review for the 6 funds with the most financial activity: General, Water, Road Construction, Street Maint, Fire, and EMS. This review provides historical results with some commentary about issues affecting each fund. This financial review will be sent to all voters next week, Finance Cmte today will ask Council to pass a motion to approve an expenditure of no more than $500 to send the Financial Review to 240 households. This report should give voters a good picture of where the Village is financially. In the future there will be a sheet in the mailing asking people to return their names and email addresses so that we can send the information via e-mail and not incur the cost of postage. Wolfe asks if Ritchie thought about putting the report on the website and Mayor Cooper adds that all Ritchie’s finance reports could go on the website. Ritchie says that he wants to send this report directly to voters. Ritchie thinks that most people do not visit the Village website and he maintains that direct mailing is a more effective means of communication. Seeholzer and Ehrbar think that everyone should get the report, not just voters. **Motion to send the report initially to 240 voters and then to potentially 300 to 400 Water customers,** made by Ritchie, second by Seeholzer; yeas by Ehrbar, Feyedelem, Longbrake, Ritchie, and Seeholzer; nay by Wolfe; motion passed. Ritchie says that he would need to get in touch with Dee Zimmerman to see if she can print off a list of customers. Brown says that the Transfer Station has more than 800 customers. Ritchie says that the report can eventually be put on the website. Ritchie says that he will get the information to Leslie for the website.

7.F. **Lands & Buildings**- P.Seeholzer reports that the Committee had one meeting and that Lands & Buildings does not have much money to spend this year. There is a purchase order for $12,000 for mold remediation carried over from last year and the Village Administrator was getting the vendor- Restoration Pro.

7.G. **Airport**- J.Wolfe says that they have not had a meeting but today the Village received information from Erie County about the airport drainage project. He will speak with Erie County about it.

7.H. **Planning Commission**- (no report) Mayor Cooper says that there is a Planning Commission Meeting at 11:30 am today to cover some issues and at that time a chairman will be elected.

7.I. **Design Review Board**- J.Wolfe reports that the Board met last Saturday and approved an application.

7.J. **Board of Zoning Appeals-** (no report)

7.K. **Transfer Station-** R.Ehrbar reports that the bills have been sent for the annual fee for the Transfer Station. Metal recycling day is June 2nd this year.

7.L **Village Administrator**- Mayor Cooper received an email that Stevenson is resigning effective March 16th, due to family issues; he needs more flexibility. Mayor Cooper says that he accepts Stevenson’s resignation and he asks Council to support it. **Motion to accept Stevenson’s resignation** made by Ritchie, second by Wolfe, all in favor; motion carried. Mayor Cooper says that obviously we need a Village Administrator. After the position is posted the Mayor proposes a four member panel to review applications for the position of Village Administrator after they are received. Mayor Cooper proposes that the chairs of the following Committees, who would work with the Village Administrator, serve along with himself: Seeholzer on Lands & Buildings, Ritchie on Finance, and Longbrake on Streets. **Motion to proceed with the process**, made by Longbrake, second by Ehrbar; all in favor; none opposed; motion carried.

7.M. **Streets & Sidewalks**- E..Longbrake has no report.

7.N**. Park Board**- James Erne reports that the paperwork is being finalized for the Curilla Preserve.

7.O. **Mayor’s Financial Report**- Mayor Cooper reads: “For the month of January 2018 in the amount of $698.32: $20.00 for the computer fund, $20 for the Court Improvement Fund, $6.00 for the Library Fund, $35.00 DUI Education Fund (B13) and $559.32 General Fund. The State was paid $58.00: $18.00 for Victims of Crime, $0.00 for the division of criminal justice, $40.00 for the state indigent support fund (HB 1). Erie County Municipal Court was paid $0.00 for their Indigent Drivers’ Alcohol Treatment fund. Bank/Online Payment expenses amounted to $101.68. 0 Bonds are being held at this time. The Court has paid a total of $8.93 to the Village General Fund in 2018. January 2017 the Court had paid total of $8.93 into general fund. There are 0 cases/tickets pending for 2018.

7.P **Legal-** D. Lambros reports that in the past the Court said that Lincoln Road was private and all property owners had a right to ingress and egress, including the Village of Kelleys Island. However, some property owners did not feel comfortable with the Court’s finding and they wanted further clarification so another court action was initiated. The Court is waiting for a survey to be done before taking action. Lambros says that Council passed legislation creating the Law Enforcement Trust Fund in 2017 and after reviewing it he decided that it would be better with some clarifications in the areas of expenses and control policies. Today Council has a more expanded version on the agenda for passage.

7.Q **Treasurer**- Brown reports that Members of Council have the usual fund and treasurer’s reports in their Council envelopes. The office has been busy in January and February. The newest supplement to the codified has arrived and Brown asks who should check it. Lambros replies that he will check the supplement. At the December Council meeting the recording of the meeting had a big squeal throughout and the recording was unintelligible. The squeal was caused by feedback between the various microphone systems. A microphone cable was purchased and Bobby Skeans hooked everything up and reported that he solved the problem. The months of December 2017 and January and February 2018 are reconciled with the bank. The Annual Report was produced and sent to the State Auditor electronically and the appropriate notice was published in the Sandusky Register and posted on the boards here in the Village. As soon as the winter container is emptied at the Transfer Station we have about 150 boxes of records for disposal. Mary Doe is our records retention specialist. The 2015-16 audit is still not finished. I have included an email from the Senior Audit Manager. Legislation HB 488 is moving through the State and it would change how our levies are written. The airport resurfacing loan and levy should be ending in 2019. The last payment will be in 2019 to the Village for that levy. Brown advises Council that she will not be in the office Tuesday through Thursday but that the office will remain open. Cindy and Mary will be there. Brown mentions that the flag in front of the municipal building is not being changed to half-mast and full mast as required and Brown asks Mayor Cooper if he would contemplate asking for a volunteer to do it as the maintenance Dept. is no longer doing it. Mike Feyedelem, Council Member, volunteers to see that the flag is raised and lowered as needed.

7.R. **Public Utilities Oversight Committee**- to be appointed- Topic to be discussed later on the agenda

9. First Readings - none

10. Second Readings- none

11. Third Readings & Emergencies-

11.1 **ORDINANCE 2018-O- 1 : ANNUAL APPROPRIATION ORDINANCE TO MAKE APPROPRIATIONS FOR CURRENT EXPENSES AND OTHER EXPENDITURES OF THE VILLAGE OF KELLEYS ISLAND, STATE OF OHIO, DURING THE FISCAL YEAR ENDING DECEMBER 31, 2018, AND DECLARING AN EMERGENCY.** (Introduced by Greg Ritchie)

Motion to suspend the three reading rule, made by Feyedelem, second by Ritchie;

RC: Wolfe- yes, R. Ehrbar- yes, M.Feyedelem- yes, E.Longbrake- yes, G. Ritchie- yes, P.Seeholzer- yes; motion carried.

Motion to pass as an emergency, made by Ritchie, second by Longbrake;

RC: Wolfe- yes, R. Ehrbar- yes, M.Feyedelem- yes, E.Longbrake- yes, G. Ritchie- yes, P.Seeholzer- yes; motion carried.

11.2 **RESOLUTION NO. 2018-R- 1 : A RESOLUTION HIRING PART-TIME SEASONAL POLICE OFFICERS IN**

**THE VILLAGE OF KELLEYS ISLAND AND DECLARING AN EMERGENCY.** (Introduced by Arden Cooper)

Motion to suspend the three reading rule, made by Ehrbar, second by Seeholzer;

RC: Wolfe- yes, R. Ehrbar- yes, M.Feyedelem- yes, E.Longbrake- yes, G. Ritchie- yes, P.Seeholzer- yes; motion carried.

Motion to pass as an emergency, made by Seeholzer, second by Ritchie;

RC: Wolfe- yes, R. Ehrbar- yes, M.Feyedelem- yes, E.Longbrake- yes, G. Ritchie- yes, P.Seeholzer- yes; motion carried.

11.3 **ORDINANCE NO. 2018- O- 2 : AN ORDINANCE CREATING THE LAW ENFORCEMENT TRUST FUND AND DECLARING AN EMERGENCY.** (Introduced by: Mayor Arden Cooper)

Motion to suspend the three reading rule, made by Wolfe, second by Longbrake;

RC: Wolfe- yes, R. Ehrbar- yes, M.Feyedelem- yes, E.Longbrake- yes, G. Ritchie- yes, P.Seeholzer- yes; motion carried.

Motion to pass as an emergency, made by Ehrbar, second by Wolfe;

RC: Wolfe- yes, R. Ehrbar- yes, M.Feyedelem- yes, E.Longbrake- yes, G. Ritchie- yes, P.Seeholzer- yes; motion carried.

12. Items from the Mayor Cooper gives an update on the proposed Microwave Tower: The Village does not have money yet from the Tower project mostly because of delays in obtaining the compliances needed from historical organizations. The last organization to report is SHPO. Mayor Cooper received an email this morning from the tower vendor that we about 99.99% done with the compliance process. The vendor said that a final letter should be issued to them by May 1st and they have a projected start date of August 1st.

12.1 appointments by Mayor Cooper:

Planning Commission: Joe Wolfe, Council Member Representative; Scot Smith, Village Electorate; Cathy Phinney, Village electorate

BZA: Eric Longbrake, Council Member Representaive; Jennifer Parry, Village electorate

Park Board: Robby Zettler

Refuse Review Board: Ron Doe

The Mayor’s appointments just named require Council’s consent. **Motion to consent to the appointments,** made by Wolfe, second by Ritchie; all in favor; motion carried.

Mayor Cooper continues with appointments that do not require consent of Council:

Design Review Board: Knut Lahrs and Don Gilles will continue to serve another term; Pat Seeholzer as Council Member representative and Joe Wolfe as Planning Commission representative.

13. Items from Council

13.1 Wolfe says that the Telecommunications Committee has been working in the last few months with Bill Minshall and Steve Merkle to create a web page of information. Amplex, Frontier and others were contacted weekly and daily about coverage in our area. The web page will include links to PUCO and providers so that members of the public can make complaints. A complaint to Frontier will generate a ticket#.

14. Old Business

14.1 Change the name of the new Uitlities Oversight Committee to the Telecommunications Oversight and Development Committee: Motion to change the name of the new committee to **Telecommunications Oversight and Development Committee**, made by Wolfe, second by Ehrbar; all in favor; motion carried. **Mayor Cooper assigns Wolfe and Longbrake as the Council Members of the Committee with Wolfe as the chair.**

14.2 Rules of Council page 5: add a list of Council Committees: **Motion to accept the revisions to page 5 of Council Rules**, made by Seeholzer, second by Ehrbar; all in favor; motion carried.

15. Public Participation for people interested in addressing council. No one has requested to be heard.

16. New Business

16.1 request by former Fire Chief to keep the old Fire Dept. phone and convert to his name (this was done for the out-going Police Chief when the Village changed Chiefs of Police) **Motion to allow the transfer of the cell phone to the former Fire Chief**, made by Seeholzer, second by Ehrbar; all in favor; motion carried.

16.2 Erie Regional Planning Commission (ERPC) requests Council’s appointment of a representative: **Motion to appoint Longbrake as the representative to Erie Regional Planning Commission,** made by Seeholzer, second by Longbrake; all in favor; motion carried.

16.3 form and fee for all applications to the Planning Commission that require notification to land owners. (Conditional Use application fee is $100 to defray the mailing cost). **Motion to accept the new form for code 152.137 (B),** made by Seeholzer, second by Wolfe; all in favor; motion carried.

17. correspondence

17.1 Ohio EPA notice of application

18. Motion to adjourn, made by Feyedelem, second by Seeholzer; all in favor; motion carried.

(adjourned at 10:52 am)