

Village of Windham, Ohio
Minutes of the Regular Council Meeting
Held January 16, 2007

At 7:00 PM, the Honorable Mayor C. James Moore called the meeting to order and led in the Pledge of Allegiance.

Roll Call: Rachel Barrett – present,
Sonya Edwards – present, Marian Garrett – present,
Scott Garrett – present (arrived late) Jodi Minotti – present

Also present, Village Solicitor Mark Manlove, Village Administrator Maurice Hankins

The minutes of the December 18, 2006 Regular Council Meeting were reviewed. Marian Garrett made a motion to approve the minutes. Seconded by Jodi Minotti. Ayes: R. Barrett, S. Edwards, M. Garrett, J. Minotti. Nays: None. Motion carried.

Nomination and election of Village Council President. Rachel nominated Sonya Edwards. Marian seconded the nomination. Marian moved to close the nominations. Rachel seconded the motion. The vote was taken on closing the nominations. Ayes: R. Barrett, M. Garrett, J. Minotti. Abstention: S. Edwards. Nays: None. Motion carried.

Set day and time of monthly Council Meetings for 2007. Marian moved that the day be set for 3rd Tuesday of the month at 7:00 PM because of all of the Monday Holidays. Rachel seconded the motion. Ayes: R. Barrett, S. Edwards, M. Garrett, J. Minotti. Nays: None. Motion carried.

Mayor's annual report for 2006. Mayor Moore covered the highlights of the report. Scott Garrett entered at 7:17 PM. Marian stated that this was a good report and thanked the Mayor.

Village Fiscal Officer reports, Lloyd Billman. Lloyd apologized for the lateness of distributing the reports. The Bank Reconciliation was a report which was done manually since the data had not been entered into the UAN system as yet but reflects a balanced all funds reconciliation of \$493,385.00. A report was explained which showed individual fund revenues and expenditures for 2006. Each fund which was shown as negative meant that the expenditures for the year 2006 exceeded revenues for the year 2006. Each fund should be self sufficient.

Village Council President Sonya Edwards. No report at this time.

Rachel Barrett presented the Dispatchers, Police, Fire and Rescue Squad (EMS) report for the month of December 2006.

Mayor Moore presented the Mayor's report to Council. Mayor Moore presented a January 4, 2007 letter to Trumbull County Jobs and Family Services asking them for a donation of legal sized file cabinets and large folding tables. Approval by Council will be at the February 20, 2007 meeting.

A letter dated January 8, 2007 to the Township Trustees and Township Fiscal Officer for a second request of proof of Insurance coverage of Village Real Estate Property, etc.

A January 11, 2007 O.E.P.A. News release on the settlement amount of \$10,000 which the O.E.P.A. originally asked for \$129,000.

The January 8, 2007 District Court of Appeals announced the dismissing of the case brought by Grace Krontiris against the Village as she has waived her rights in the case.

Finance Committee Report by Marian Garrett. Marian passed out the Finance Meeting minutes. She said that the payments to reduce the Dangling Debt which were to have begun in November did not begin because this was the first end of year for Lloyd and he was reluctant to cut the funds short at this time until January. The State Auditors have now advised us that they don't want us to post these payments, since the 2004 books have some questionable issues, they want us to wait and treat it as an adjustment along with other adjustments of 2004.

The depository agreement which was a previous cause of concern was found to not expire until 2008.

Marian moved for approval of Fiscal Officer's expenditures for November in the amount of \$331,329.88 with \$156,003.60 in checks and \$175,326.28 in charges. Sonya seconded the motion. Ayes: R. Barrett, S. Edwards, M. Garrett, S. Garrett, J. Minotti. Nays: none. Motion carried.

Marian then moved for approval of the December Bank reconciliation with a reconciled all funds balance of \$493,385.00. Rachel seconded the motion. Ayes: R. Barrett, S. Edwards, M. Garrett, S. Garrett, J. Minotti. Nays: none. Motion carried.

Marian read Resolution No. R-2007-1 to pay Lambert Roofing an additional \$2925.00 for tear-off, repair and re-roof the roofs covering the Police Department, Administration Office, Council Chambers and Maintenance Garage to be drawn from the Revolving Loan Fund. Marian moved to approve the Resolution and Sonya seconded the motion. The total amounted to \$20,075.00. Ayes: R. Barrett, S. Edwards, M. Garrett, S. Garrett, J. Minotti. Nays: none. Motion carried.

Marian read Resolution No. R-2007-2 to enable the Village Fiscal Officer to adjust line item appropriations within the same fund for calendar year 2007 as the need arises. Marian moved to adopt the resolution with Rachel seconding the motion. Ayes: R. Barrett, S. Edwards, M. Garrett, S. Garrett, J. Minotti. Nays: none. Motion carried.

Marian read Resolution No. R-2007-3 to authorize the Fiscal Officer after any refund has been paid to the client the deposit balance is to be transferred from the Enterprise Deposit Fund to the Water and Sewer Operating Funds. Marian moved and Rachel seconded the motion. Ayes: R. Barrett, S. Edwards, M. Garrett, S. Garrett, J. Minotti. Nays: none. Motion carried.

Marian stated that the next issue is certainly a noble one to donate to the Veterans Memorial in front of the Portage County Court House in Ravenna. The Village has decided to become involved at the Donation Level III in the amount of \$1,000. Marian made a motion to that effect. Scott seconded the motion. Ayes: R. Barrett, S. Edwards, M. Garrett, S. Garrett, J. Minotti. Nays: none. Motion carried. This would be paid out of the general fund.

Approval of a new website server which will cost \$78.00 for a two year period. The name of the service is Go-Daddy with which our Income Tax Administrator has had considerable personal experience. Marian moved the approval of this expenditure and Sonya seconded the motion. Ayes: R. Barrett, S. Edwards, M. Garrett, S. Garrett, J. Minotti. Nays: none. Motion carried.

Marian made a motion that the Village secure a credit card not to exceed \$500.00 with signatures required by the Fiscal Officer and/or the Mayor for any purchases. Scott seconded the motion. Ayes: R. Barrett, S. Edwards, M. Garrett, S. Garrett, J. Minotti. Nays: none. Motion carried.

Marian made a motion that we approve the Amended Certificate of Revenue and Appropriation for 2006 which reflects every fund. This is required to be filed with the Portage County Auditor's Office and controls our appropriations. The Certification for 2006 is \$4,269,138.30. The motion was seconded by Scott. Ayes: R. Barrett, S. Edwards, M. Garrett, S. Garrett, J. Minotti. Nays: none. Motion carried.

Safety / Personnel / Rules Committee by Rachel Barrett. Rachel spoke about the Leads Equipment and Maintenance will no longer be provided by our current provider. We had a request to purchase recording equipment for our phones in the Police Department. We have hired two additional part time patrolmen to reduce the overtime. We have been contacted by Paris Township to handle their Police and Fire calls.

Service Committees: (Utilities, Street & Sidewalks, Housing Code, Buildings & Properties) Utilities

Utilities report by Scott Garrett. They met on January 7, 2007 and are looking at Income requirements for Senior Citizen discount. The Rural Development Loan payments will be set aside during the year.

Housing Rental License Code by Scott Garrett. The George Bassista issue has been settled. There has been some confusion due to sketchy records as to when the last inspection was done. They new inspector will be starting fresh.

Streets and Sidewalks report by Sonya Edwards. February begins the NDS Distressed Grant, for the construction project on Community and Green Meadow Roads.

Village Buildings and Properties by Jodi Minotti. Discussed getting the house numbers up to par with a size of six inches in size for all buildings for safety issue. They discussed the porch on the Community Center Building and there is a hole in the ceiling.

The Mayor invited Maurice Hankins, Village Administrator to speak. Maurice said we would have to advertise for a Class II Licensed Water Superintendent to replace Bill Szymanski when he retires. He also is working on any and all cost cutting measures for Streets / Water / and Sewer Departments. He spoke about needing a 24 ft by 20 ft room at a cost of \$413 in supplies which is painted and sealed to store supplies. The maintenance garage would be an ideal location for the generator for this building. The gutters on the building should be six inch rather than four inch which are now in use. He also spoke about solving the water problem (leaking at the base of the West wall) and shoring up these two walls until we can decide what we are going to do about the rest of the building. He discussed generators for the Water and Sewer Plant to handle emergency loss of power. He then talked about cleaning culverts.

Planning and Zoning Commission by Sonya Edwards. A short meeting was held. Bob Cline said that things should pick up now that the Holidays are over.

Parks and Recreations by Jodi Minotti. Jodi said she has still been unable to get things going on this committee to decide upon a date and time for the meetings.

Bicentennial Committee by Sonya Edwards. The Library and Ms. St. John of the Historical Committee have been helping with creating a poster which represents Windham.

Economic Development and Long Range Planning by Scott Garrett. – No report.

Tax Incentive Review Board by Marian Garrett. – No report.

Records Commission by Marian Garrett. – No report.

Solicitor report by Mark Manlove. – No report.

Executive Session to discuss filling the open Council Seat. Sonya made a motion and Rachel seconded the motion to go into executive session. Ayes: R. Barrett, S. Edwards, M. Garrett, S. Garrett, J. Minotti. Nays: none. Motion carried. Executive Session was entered at 8:10 PM.

Rachel moved to return from executive session at 8:29 PM and Sonya seconded. Ayes: R. Barrett, S. Edwards, M. Garrett, S. Garrett, J. Minotti. Nays: none. Motion carried

Council Recommendation to fill the open Council Seat. Sonya made a motion that Phil Snyder fill the open Council Seat. Scott seconded the motion. Ayes: R. Barrett, S. Edwards, M. Garrett, S. Garrett, J. Minotti. Nays: none. Motion carried

Phil Snyder was sworn in as the new Council Member by Mark Manlove.

Guest recognition – Nancy Packard asked Council if they would allow the use of the Community Center for six weeks for the summer reading program. This would be two programs per week during June and July. Marian moved for approval of Nancy Packard's request and Sonya seconded the motion. Ayes: R. Barrett, S. Edwards, M. Garrett, S. Garrett, J. Minotti, P. Snyder. Nays: none. Motion carried

Francis Ballard spoke about the great job the new Police Chief was doing.

Marian moved and Sonya seconded and by unanimous vote the meeting was adjourned at 8:42 PM.

Respectfully submitted,

Lloyd C. Billman, Clerk of Council