

# *Village of Windham, Ohio*

## Minutes of the Regular Council Meeting

Held March 20, 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,                      Scott Garrett – present,  
                     Sonya Edwards – present,                      Jodi Minotti – present,  
                     Marian Garrett – present                      Phil Snyder – present

Also present, Village Solicitor Mark Manlove, Village Administrator Maurice Hankins, Police Chief Ed Perdian, Nancy Packard, Bob Edwards, Marsha Byich

**The minutes of the February 20, 2007 Regular Council Meeting** were reviewed. Rachel Barrett made a motion to approve the minutes. Seconded by Marian Garrett. Ayes: R. Barrett, S. Edwards, M. Garrett, S. Garrett, J. Minotti, P. Snyder. Nays: None. Motion carried.

**Village Fiscal Officer reports, Lloyd Billman.** The Fiscal Officer said there is another document with the Financial reports this month. The sheet marked Expenditures Summary for the Month of February shows the breakdown of expenditures and shows how the total expenditures of \$210,085.70 is obtained. The February Bank Reconciliation was reviewed with the all funds balance of \$623,159.17 for the month.

**Village Council President Sonya Edwards.** No report.

**Rachel Barrett presented the Dispatchers, Police, Fire and Rescue Squad (EMS) report** for the month of February 2007. Police Chief Ed Perdian also presented his report at this time.

Chief Ed Perdian spoke about promotions for three members of the police force, two officers working on a canine unit with full-time coverage, interviewing for one additional part-time officer and dispatcher, SWAT Unit coming to provide training on April 17, 2007, the need for five pagers for officers response during emergencies, a donation which was received from the American Legion for portable radios, additional recorder system for radio and telephones costing \$9580, our cruisers with rust will be repaired at no cost by a village resident, the policy and procedures manual is in the process of being updated, receipt of a new map of the Village which was done by Chris Rigg, need for cupboards and shelves, receipt of a new Dispatch Console at no cost to the Village from Walton Hills Police Department.

**Mayor Moore presented the Mayor's report to Council.** Mayor Moore presented a February 26, 2007 letter to Dominic Cioffi, project superintendent for Liberta Construction in reference to the Village's \$6000 claim for reimbursement for the Trailer Park sewer backup near Manhole # 32.

The Mayor presented letter dated February 27, 2007 to Chris Ryman, Arcadis engineer, in reference to the Trailer Park sewer backup and notifying Arcadis that the Village claim of \$6000 damage may be in part against Arcadis.

The Mayor then presented a March 16, 2007 cover letter to the USDA Allan Saline and Lara Dolin with signed copies of Pay Estimate #10 for Liberta Construction (the last pay estimate) amounting to \$66,338.68. Any outstanding claims and liquidated damages will be deducted from the final pay estimate after consulting with the engineer and USDA representative.

Mayor Moore spoke about a letter he received from Fred Zawilinski, Executive Director of Portage Metropolitan Housing Authority (PMHA) expressing their interest and willingness to participate in finding a solution to some of the crime in rental housing within our community.

The Mayor spoke about his March 6, 2007 letter to the Portage County Commissioners recommending the appointment of Stacy Strausbaugh Brown as a member of the Tax Incentive Review Committee for the Village Enterprise Zone.

A document dated March 12, 2007 which was signed by the Mayor, American Legion Commander Howard Furl and the Police Chief relative to a \$1500 donation from the American Legion for the use of upgrading police communication operating and any safety issue concerning the Village police officers in the field.

An E-mail from Barb Ewing who is secretary to Congressman Tim Ryan scheduling a March 29, 2007 meeting at the Army National Guard arsenal headquarters to discuss extending Village water and sewer into the arsenal. Neighborhood Development Services (NDS) has agreed to serve as the lead on this project for processing grants and loans.

There were also commercial business changes: Mr. D. Yokum who is the owner and proprietor of Windham Pharmacy has announced his intention to purchase the former Burger King property and move the pharmacy.

The Cortland Bank has announced their intention to move to the new bank building around the middle of May 2007.

Chief Perdian thanked Council for the pay raises which were approved to begin March 4, 2007.

There were no prior requests of guests to speak.

**Finance Committee Report by Scott Garrett.** Scott passed out the Finance Meeting minutes. Scott moved for approval of Fiscal Officer's expenditures for February in the total amount of \$210,085.70. The motion was seconded by Sonya. Ayes: R. Barrett, S. Edwards, M. Garrett, S. Garrett, J. Minotti, P. Snyder. Nays: None. Motion carried.

Marian then moved for approval of the February Bank reconciliation with a reconciled all funds balance of \$623,159.17. Scott seconded the motion. Ayes: R. Barrett, S. Edwards, M. Garrett, S. Garrett, J. Minotti, P. Snyder. Nays: None. Motion carried.

Scott presented new Resolution No. R-2007-6 approving the bid submitted by Triple Diamond Excavating to install a drainage system around the council chambers and maintenance garage to the storm sewer at a cost not to exceed \$3,300.00. This would be paid for from the CDBG – RLF Account. The motion was made by Scott and seconded by Rachel to adopt the resolution. Ayes: R. Barrett, S. Edwards, M. Garrett, S. Garrett, J. Minotti, P. Snyder. Nays: None. Motion carried

Scott then presented a new Resolution No. R-2007-7 approving the bid submitted by Stier Home Improvement Co. to replace the siding, gutters, downspouts, on the village offices, council chambers, police department and maintenance garage at a cost not to exceed \$17,800.00 from the CDBG – RLF Account. The motion was made by Scott and seconded by Phil to approve this resolution. Ayes: R. Barrett, S. Edwards, M. Garrett, S. Garrett, J. Minotti, P. Snyder. Nays: None. Motion carried.

Scott then presented a new Resolution No. R-2007-8 approving the necessary interior repairs and improvements to the administrative offices, police department, and council chambers at a cost not to exceed \$8,000.00 from the Permanent Improvement Fund. Scott made the motion and Rachel seconded the motion to adopt the resolution. Ayes: R. Barrett, S. Edwards, M. Garrett, S. Garrett, J. Minotti, P. Snyder. Nays: None. Motion carried

Rachel then made a motion that Marian would be the Council Representative to work on the 2005 Audit. This was seconded by Sonya. Ayes: R. Barrett, S. Edwards, M. Garrett, S. Garrett, J. Minotti, P. Snyder. Nays: None. Motion carried.

**Safety / Personnel / Rules Committee by Rachel Barrett.** Phil made a motion to accept the verbal resignation of Jack Murphy as our Rental Housing Maintenance Inspector. The motion was seconded by Scott. Ayes: R. Barrett, S. Edwards, M. Garrett, S. Garrett, J. Minotti, P. Snyder. Nays: None. Motion carried

Rachel presented a new resolution No. R-2007-9 approving the Mayor and Village Fiscal Officer to enter into a one (1) year contract with Thomas Brett to become a part time employee as the Village Rental Housing Maintenance Inspector effective April 1, 2007 through March 31, 2008 and made a motion to adopt the resolution. This was seconded by Sonya. Ayes: R. Barrett, S. Edwards, M. Garrett, S. Garrett, J. Minotti, P. Snyder. Nays: None. Motion carried

Rachel then stated that the Fire Chief reported at the Safety / Personnel / Rules Committee which was held Thursday, March 15, 2007 that the Township Trustees are making a change in the Insurance carrier which would be a substantial savings. They are also intending to sell some used equipment on E-Bay.

Maurice Hankins was appointed by the SPR Committee to chair the Joint Fire District exploratory committee (ref Resolution R-2007-5).

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

**Utilities report by Scott Garrett.** Scott made a motion to table the Ordinance No. O-2007-4 which would eliminate the low income requirements for senior citizens to be eligible for the discounted water rates. The motion was seconded by Phil. Ayes: R. Barrett, S. Edwards, M. Garrett, S. Garrett, J. Minotti, P. Snyder. Nays: None. Motion carried

Maurice Hankins said that Dan Edwards has had second thoughts and has decided to accept the Water Superintendent offer. He had some doubts about the job but after discussing the offer with his two sons in Georgia, he will take the position. In addition Bill Szymanski will submit an “effective date” letter concerning his retirement.

A motion was made by Marian and seconded by Sonya to hire Dan Edwards as the Village Water Superintendent effective April 2, 2007 dependent upon a letter of intent to retire being

received from Bill Szymanski. Ayes: R. Barrett, S. Edwards, M. Garrett, S. Garrett, J. Minotti, P. Snyder. Nays: None. Motion carried

Maurice Hankins mentioned that it was decided by the Utilities Committee that we will be paying Bill Szymanski his compensatory time in the total amount of 554 hours at the rate of 100 hours per pay with the Fiscal Officer to watch the expenditures (this will be paid at the rate of 60 hours from Sewer Operating Fund and 40 hours from the Water Operating Fund).

It was discussed that we should purchase a plaque for Bill Szymanski recognizing his year of service. This will be handled by Scott or the Mayor.

The Mayor asked that council donate \$6 each to reimburse Marian for the \$42 flower spray for Jack DeSalvo's mothers funeral.

**Streets and Sidewalks report by Phil Snyder.** No report at this time.

**Housing Rental License Code by Jodi Minotti.** Jodi spoke about the landlord meeting of March 19, 2007 at which 75% of the multiple dwelling rentals owners were represented. They will be setting up a rental owner association with annual dues.

Chief Perdian's comments.

**Village Buildings and Properties by Marian Garrett.** Maurice and Marian are working on an Economic Distress grant. Maurice took the members on a guided tour of the proposed renovation. Marian will try to attend the meeting on March 29<sup>th</sup> with Barb Ewing who is secretary to Congressman Tim Ryan.

**Planning and Zoning Commission by Phil Synder.** Phil said that Doug Lago has completed all the necessary paperwork with Bob Cline to proceed with request for variances on the lots located in the housing allotment on the East end of town. Phil will advertise for a Board of Zoning Appeals meeting to hear these variances.

**Parks and Recreations by Phil Snyder.** Phil said the meeting this month had no members from the School Board attending the meeting. He will work to have them attend the April 9<sup>th</sup> meeting. He then said they discussed several ideas to get the community more involved with a pig roast as a possibility. Marsha Byich then said they would have to work around the Hot Stove baseball activities in the Park. She said she saw little involvement from Council last year at the Hot Stove games, with the exception of Kevin Knight and Roger Stier.

**Bicentennial Committee by Sonya Edwards.** Sonya asked if everyone thought it would be appropriate to have multiple posters submitted by the High School Art Students and then vote upon them. Those in attendance thought this would be a great idea and the other posters could be displayed at the Fun-In-The-Sun Festival.

**Economic Development and Long Range Planning by Jodi Minotti.** – Nothing on this as yet.

**Tax Incentive Review Board by Marian Garrett & Scott Garrett.** – Marian said there will be a meeting tomorrow night at 6:00 PM.

**Records Commission by Scott Garrett.** – No report.

**Solicitor report by Mark Manlove.** – No report.

**Guest recognition** – None.

Rachel moved and Sonya seconded and with no objections the meeting was adjourned at 8:30 PM.

Respectfully submitted,

Attest

Lloyd C. Billman, Clerk of Council

C. James Moore, Mayor