

# *Village of Windham, Ohio*

## Minutes of the Regular Council Meeting

Held July 22, 2008

At 7:00 PM, the Honorable Mayor Robert W. Donham II called the meeting to order and led in the Pledge of Allegiance.

Roll Call:      Rachel Barrett – present,                      Scott Garrett – present,  
                    Matt McManus – present,                      Linda Rininger – present,  
                    Randy Slusher – present,                      Phil Snyder – present

Also present, Village Solicitor Mark Manlove, Fire Chief Clarence Simpson, Police Chief Edward Perdian, Kelly Meszaros, C. James Moore, Denise Bly, Ivan Ward, Nancy Packard, Jason Lamtman, Chris Rigg, Bruce Rininger, Richard Britton, and Cindy Britton

**The minutes of the June 24, 2008 Regular Council Meeting** were reviewed. Phil Snyder made a motion to approve the minutes. The motion was seconded by Rachel Barrett. Ayes: Ms. Barrett, Mr. Garrett, Mr. McManus, Mrs. Rininger, Mr. Slusher, Mr. Snyder. Nays: None. Motion carried.

**Village Fiscal Officer reports, Lloyd Billman.** The Fiscal Officer presented the expenditures for the month of June including checks, charges, etc of \$274,584.85. Check numbers 20649 through 20794 were paid from the Primary Checking Account during June. There were no voided checks from any account during the month. The Fiscal Officer also presented the June Bank Reconciliation with an all funds reconciled balance of \$701,693.50 for the month.

**Village Council President, Phil Snyder** Mr. Snyder spoke about the tour of the E. Elementary School which was held on July 14<sup>th</sup>. Those touring were Mayor Donham, Mr. Slusher and Mrs. Rininger. They are continuing to work on taking ownership of the building with a projected decision date during August. Mr. Snyder also said there will be a final meeting this Thursday at 2:30 PM concerning the Arts Alive Program with Laura Barrett.

**Dispatchers, Police, Fire and Rescue Squad (EMS) reports for June 2008 by Phil Snyder.** Phil gave the monthly reports relating to both Police and Fire Departments. The Mayor said that for the third consecutive month we are down about 30 to 40% on the Police Department Complaints and the arrests have increased or stayed the same. This shows a very positive trend.

### **Mayor's Communication and Correspondence**

Mayor Donham gave an update on the East Center Street Road Remediation. He said that Ohio Department of Transportation will be coming thru the Village on July 28<sup>th</sup>. They will be coming from Shalersville down St. Rt. 303.

The Mayor said that concerning the East Elementary School acquisition is to meet with the School Board and obtain a letter of intent from them.

The final item is Fire Inspector Training and two individuals, Darryl Cottle and Mike Iwanyckyj, who are interested in becoming trained to perform that activity. There will be a class given at Akron University from February 5<sup>th</sup> to March 14<sup>th</sup> during 2009 at a cost of \$380.00 each. Mr. Snyder made a motion and Mr. Garrett seconded the motion that Mayor Donham look into the Fire Inspection Training and whatever is necessary for that to occur.

**Prior requests of guests to speak:** Mr. Bill Steiner who is Director of the Portage County Wastewater District had previously asked to speak but was not present at the meeting.

**Finance Committee Report by Linda Rininger.** Mr. Snyder made a motion to approve the Fiscal Officers Expenditures for June 2008 of \$274,584.85 in checks and charges, etc. Check numbers 20649 through 20794 were paid from the primary checking account during the month. There were no voided checks during the month. The motion was seconded by Mr. McManus. Ayes: Ms. Barrett, Mr. Garrett, Mr. McManus, Mrs. Rininger, Mr. Slusher, Mr. Snyder Nays: None. Motion carried.

Ms. Barrett then made a motion to approve the June 2008 Bank Reconciliation with an all funds reconciled balance of \$701,693.50. The motion was seconded by Mr. Garrett. Ayes: Ms. Barrett, Mr. Garrett, Mr. McManus, Mrs. Rininger, Mr. Slusher, Mr. Snyder. Nays: None. Motion carried.

Mr. Snyder made a motion to approve Income Tax Administrator Lori Lee's request for travel reimbursement retroactively to July 9 through 11, 2008 to attend the Ohio Municipal League Income Tax Seminar in Columbus. The motion was seconded by Mr. Garrett. Ayes: Ms. Barrett, Mr. Garrett, Mr. McManus, Mrs. Rininger, Mr. Slusher, Mr. Snyder. Nays: None. Motion carried.

Mr. Garrett made a motion to approve retroactively Lori Lee's request to receive her July 11, 2008 paycheck early to be dated July 8, 2008 as she will be in Columbus at the Income Tax Seminar from July 9<sup>th</sup> through July 11<sup>th</sup> and on vacation from July 14<sup>th</sup> through July 18<sup>th</sup>. The motion was seconded by Mr. Snyder. Ayes: Ms. Barrett, Mr. Garrett, Mr. McManus, Mrs. Rininger, Mr. Slusher, Mr. Snyder. Nays: None. Motion carried.

Mr. Snyder made a motion to suspend the rules on Ordinance O-2008-14 BEING AN ORDINANCE AUTHORIZING TRANSFERS AND APPROPRIATIONS FOR THE VILLAGE OF WINDHAM AS SET FORTH BELOW AND DECLARING AN EMERGENCY. The motion to suspend the rules was seconded by Mrs. Rininger. Ayes: Ms. Barrett, Mr. Garrett, Mr. McManus, Mrs. Rininger, Mr. Slusher, Mr. Snyder. Nays: None. Motion carried.

Mr. Snyder then made a motion to adopt Ordinance O-2008-14 which was seconded by Mr. McManus. Ayes: Ms. Barrett, Mr. Garrett, Mr. McManus, Mrs. Rininger, Mr. Slusher, Mr. Snyder. Nays: None. Motion carried.

Ms. Barrett made a motion to suspend the rules on Ordinance O-2008-16 BEING AN ORDINANCE AUTHORIZING TRANSFERS AND APPROPRIATIONS FOR THE VILLAGE OF WINDHAM AS SET FORTH BELOW AND DECLARING AN EMERGENCY. The motion to suspend the rules was seconded by Mr. Snyder. Ayes: Ms. Barrett, Mr. Garrett, Mr. McManus, Mrs. Rininger, Mr. Slusher, Mr. Snyder. Nays: None. Motion carried.

Mrs. Rininger then made a motion to adopt Ordinance O-2008-16 which was seconded by Mr. Snyder. Ayes: Ms. Barrett, Mr. Garrett, Mr. McManus, Mrs. Rininger, Mr. Slusher, Mr. Snyder. Nays: None. Motion carried.

Mr. Snyder made a motion to adopt Resolution R-2008-38 A RESOLUTION AUTHORIZING THE VILLAGE FISCAL OFFICER OF THE VILLAGE OF WINDHAM TO CREATE A THEN AND NOW PURCHASE ORDER NUMBER 727-2008 TO SCOTCHMAN ELECTRIC IN THE AMOUNT OF \$13,159.00 FOR ELECTRICAL WORK, SERVICE AND TROUBLESHOOTING FOR THE POLICE DEPARTMENT DISPATCH CENTER WITH THE ORIGINAL CONTACT DATE ON MAY 12, 2008 AND DECLARING AN EMERGENCY. The motion was seconded by Mr. Garrett. Ayes: Ms. Barrett, Mr. Garrett, Mr. McManus, Mrs. Rininger, Mr. Slusher, Mr. Snyder. Nays: None. Motion carried.

Mr. Snyder made a motion to adopt Resolution R-2008-43 A RESOLUTION AUTHORIZING THE VILLAGE FISCAL OFFICER OF THE VILLAGE OF WINDHAM TO CREATE A THEN AND NOW PURCHASE ORDER NUMBER 728-2008 TO SCOTCHMAN ELECTRIC IN THE AMOUNT OF \$8,010.00 FOR WORK DONE IN THE WELL FIELDS ON JUNE 17, 2008 THROUGH JUNE 19, 2008 FOR THE WATER PLANT AND DECLARING AN EMERGENCY. The motion was seconded by Mr. Garrett. Ayes: Ms. Barrett, Mr. Garrett, Mr. McManus, Mrs. Rininger, Mr. Slusher, Mr. Snyder. Nays: None. Motion carried.

Mr. Snyder made a motion to adopt Resolution R-2008-44 A RESOLUTION AUTHORIZING THE VILLAGE FISCAL OFFICER OF THE VILLAGE OF WINDHAM TO CREATE A THEN AND NOW PURCHASE ORDER NUMBER 729-2008 TO SCOTCHMAN ELECTRIC IN THE AMOUNT OF \$9,164.60 FOR WORK DONE AT THE WATER PLANT ON APRIL 28, 2008 DUE TO AN ELECTRICAL STROM AND DECLARING AN EMERGENCY. The motion was seconded by Mr. Garrett. Ayes: Ms. Barrett, Mr. Garrett, Mr. McManus, Mrs. Rininger, Mr. Slusher, Mr. Snyder. Nays: None. Motion carried.

Ms. Barrett made a motion to adopt Resolution R-2008-39 A RESOLUTION AUTHORIZING THE VILLAGE FISCAL OFFICER OF THE VILLAGE OF WINDHAM TO MAKE THE FOLLOWING TRANSFER BETWEEN THE SEWER OPERATING FUND AND ITS RESPECTIVE DEBT SERVICE RESERVE FUND TO MEET CALENDAR DEBT SERVICE REQUIREMENTS SHORTFALL DURING 2008 AND DECLARING AN EMERGENCY. The motion was seconded by Mr. McManus. Ayes: Ms. Barrett, Mr. Garrett, Mr. McManus, Mrs. Rininger, Mr. Slusher, Mr. Snyder. Nays: None. Motion carried.

Mr. Snyder made a motion to adopt Resolution R-2008-40 A RESOLUTION AUTHORIZING THE VILLAGE FISCAL OFFICER OF THE VILLAGE OF WINDHAM TO MAKE THE FOLLOWING TRANSFERS BETWEEN THE WATER AND SEWER OPERATING FUNDS, RESPECTIVELY, TO THEIR RESPECTIVE DEBT SERVICE RESERVE FUNDS DURING 2008 REPEALING RESOLUTION R-2008-10 AND DECLARING AN EMERGENCY. The motion was seconded by Mr. McManus. Ayes: Ms. Barrett, Mr. Garrett, Mr. McManus, Mrs. Rininger, Mr. Slusher, Mr. Snyder. Nays: None. Motion carried.

Mr. Snyder made a motion to adopt Resolution R-2008-41 A RESOLUTION AUTHORIZING THE VILLAGE FISCAL OFFICER OF THE VILLAGE OF WINDHAM TO MAKE THE FOLLOWING TRANSFERS BETWEEN THE ENTERPRISE DEPOSIT FUND AND THE WATER AND SEWER OPERATING FUNDS, RESPECTIVELY AND DECLARING AN EMERGENCY. The motion was seconded by Mr. Slusher. Ayes: Ms. Barrett, Mr. Garrett, Mr. McManus, Mrs. Rininger, Mr. Slusher, Mr. Snyder. Nays: None. Motion carried.

Ms. Barrett made a motion to adopt Resolution R-2008-42 A RESOLUTION AUTHORIZING THE VILLAGE FISCAL OFFICER OF THE VILLAGE OF WINDHAM TO MAKE PAYMENT TO WESTERN RESERVE FARM COOPERATIVE FROM PURCHASE ORDER NUMBER 680-2008 IN THE AMOUNT OF \$4154.14 FOR GASOLINE AND DIESEL FUEL DELIVERED ON JULY 8, 2008 AND DECLARING AN EMERGENCY. The motion was seconded by Mr. Garrett. Ayes: Ms. Barrett, Mr. Garrett, Mr. McManus, Mrs. Rininger, Mr. Slusher, Mr. Snyder. Nays: None. Motion carried.

Mr. McManus made a motion to adopt Resolution R-2008-45 A RESOLUTION AUTHORIZING THE VILLAGE FISCAL OFFICER OF THE VILLAGE OF WINDHAM TO ESTABLISH A PERMANENT IMPROVEMENT FUND NUMBER 4901 FOR THE PURPOSE OF FUTURE CAPITAL PROJECTS AND DECLARING AN EMERGENCY. The motion was seconded by Mr. Snyder. Ayes: Ms. Barrett, Mr. Garrett, Mr. McManus, Mrs. Rininger, Mr. Slusher, Mr. Snyder. Nays: None. Motion carried.

Mr. Snyder made a motion to transfer \$3,698.07 from the General Fund 1000 to the Permanent Improvement Fund 4901. The motion was seconded by Mr. McManus. Ayes: Ms. Barrett, Mr. Garrett, Mr. McManus, Mrs. Rininger, Mr. Slusher, Mr. Snyder. Nays: None. Motion carried.

Ms. Barrett made a motion to adopt Resolution R-2008-46 A RESOLUTION AUTHORIZING THE VILLAGE FISCAL OFFICER OF THE VILLAGE OF WINDHAM TO CREATE A THEN AND NOW PURCHASE ORDER NUMBER 730-2008 TO WALTER H. DRANE COMPANY IN THE AMOUNT OF \$3,362.71 FOR UPDATING THE CODIFIED ORDINANCE BOOK AND PROVIDING EIGHT COMPLETE BOOKS AND DECLARING AN EMERGENCY. The motion was seconded by Mr. Garrett. Ayes: Ms. Barrett, Mr. Garrett, Mr. McManus, Mrs. Rininger, Mr. Slusher, Mr. Snyder. Nays: None. Motion carried.

**Safety / Personnel / Rules Committee by Phil Snyder.** Mr. Snyder said the committee is continuing to work on the Police Department Standard Operating Procedures (S.O.P.s) and held a work session on July 15, 2008. They will continue to have additional work sessions.

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

**Utilities report by Scott Garrett.** Mr. Garrett had nothing to report at this time.

**Streets and Sidewalks by Randy Slusher.** No report at this time.

**Housing Rental License Code by Phil Snyder.** Nothing to report from Mr. Snyder except to say that Tom Brett is doing a very good job.

**Village Buildings and Properties by Matt McManus.** Nothing to report at this time.

**Planning and Zoning Commission by Matt McManus.** Nothing to report at this time.

**Parks and Recreations by Matt McManus.** Mr. McManus said the horseshoe pits and grills are in and need some additional dirt around them. He is working to schedule a tournament as a fund raiser for the Parks.

**Bicentennial Committee by Kelly Meszaros** Kelly said they are getting ready for Fun-In-The-Son which is to held the First Sunday in August, August 3<sup>rd</sup> with Worship Service at 11 A.M. and music in the afternoon and an Ice Cream Social. She said that August 16<sup>th</sup> is the Black Stocking Baseball Game in Streetsboro.

Mr. Snyder commended the baseball and softball teams for their success this year.

**Economic Development and Long Range Planning by Randy Slusher** – Nothing to report.

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

**Guest Recognition.** Kelly Meszaros said the Officer Lamtman is to be commended as he organized the pickup this year with community service volunteers. She also said she needed to know if the Village Park will be available on August 24<sup>th</sup> for a competitive baseball game between the Police and Fire Departments as a benefit for Lloyd Eckman. She was told that it would be available.

Jason Lamtman stated that Kelly Meszaros played an important role in the cleanup activity this year.

C. James Moore inquired about the Portage County Water Resource Meeting and was told that the next meeting would be held on Tuesday, August 26<sup>th</sup>. He also wanted to know how landlord participation was progressing with paying the water bills and was told that it seemed to be going along well.

Chief Perdian said that Mr. and Mrs. Pinti donated funds and plants for beautification of the front of the Police Department and he will be getting something more formal to recognize them for their efforts.

Richard Britton on Wilverne Drive said he signed an agreement with the Village and is asking Council to appropriate funds to restore his property to the condition it was before the work of laying a pipe from the front to the back of his property. It was mentioned that the finance committee would search for the contractor which may have been Scotchman Electric or Triple Diamond who would have been involved at the time and would get back with Mr. Britton.

Mr. Snyder moved and Mr. McManus seconded the motion to adjourn Council. All being in agreement the Council meeting was closed at 8:01 P.M.

Respectfully submitted,

Attest

Lloyd C. Billman, Clerk of Council

Robert W. Donham II, Mayor