

VILLAGE OF WINDHAM  
9621 EAST CENTER STREET  
WINDHAM, OHIO 44288

JANUARY 21, 2003

<sup>2002</sup>  
THE MAYOR'S ANNUAL REPORT TO COUNCIL  
Ohio Revised Code Section 733.41

Written and delivered by: C. James Moore, Mayor

1. STATE AUDITS – for years 2000 and 2001

State Auditors audited the Village of Windham for the years 2000 and 2001. The findings showed that the Village of Windham's financial records had not been reconciled to the bank statements for all the months in 2001. The State Auditing Department required that the records be reconciled before their audits are completed. The Windham Council voted to approve the hiring of Local Government Services (LGS) to complete the reconciling of the Village of Windham's financial records to the Bank Statements for the years 2000 and 2001. L.G.S. is a division of the State Auditor's office.

The State Auditors completed the years 2000 and 2001 after L.G.S. completed their reconciling to the Bank Statements.

Since the year 2002 was also not reconciled to the Bank Statements. Council voted to hire L.G.S., again to reconcile the year 2002. That reconciliation should be complete this month. (January 2003)

2. REORGANIZATION – ADMINISTRATION

Due to the complete reorganization of the Village Administration office, the reconciling of the Village Financial records to the Bank Statements will be done monthly. This will begin upon the completion of L.G.S.'s report for the year 2002 reconciling.

The reorganization of the Village Administration Office consists of the following:

- A. The part-time Utilities Clerk: Grace Krontiris was changed to full time in order to assist with the many problems in administration and the reorganization of the department of Utilities.
- B. Upon the resignation of the full time Income Tax Administrator: Patricia Frank in February, Council voted in March to hire Wendy Walters as the new Income Tax Administrator.
- C. A lighting strike at the Administration Office on June 27, 2002 wiped out our utilities and income tax computers. New Computers and updated software had been purchased and installed. This caused an unexpected delay in getting the utilities department organized. However, the new computers and software have made the operation of the Administration run much more efficient. The problems in the department of Utilities are now resolved.

- D. Former Village "part-time" treasurer Ed Permowicz resigned effective June 30, 2002. Under Ohio Revised Code, the mayor appoints the unexpired term of the Treasurer and the Council votes on the Mayor's appointment. Village Resident Grace Krontiris was appointed as temporary acting Treasurer. Appointment was made by mayor and accepted by unanimous vote of Council in June 2002.
- E. Also, at the June 2002 meeting Council voted unanimously to create the position of Chief Fiscal Officer, Ordinance 1554. This is permitted under Ohio House Bill 245. The position combines both the Clerk and Treasurer's duties. Instead of an elected position it is a position that must be appointment by the Mayor. Village Council votes on the Mayor's appointment. The Chief Fiscal Officer position cannot be filled until the elected positions of Village Clerk and Village Treasurer have expired or until those two (2) positions are vacated for any reason. Mayor and Council believed that the administering of the Village will be much better served by the Chief Fiscal officer position with more efficient and consist record keeping.
- F. Village Clerk Rachel W. Barrett went on disability leave of absence in October and also tendered her resignation as full Village Clerk to be effective March 31, 2003. At that time she will be eligible for the State Public Employee Retirement. The mayor appointed the Income Tax Administrator Wendy Walters as Temporary Acting Clerk until the elected Clerk Rachel W. Barrett begins her retirement no later than April 1, 2003. The appointment of Wendy Walters and the resignation of Rachel Barrett were approved by unanimous vote of Council.

During March or April of the year 2003 the appointment of the Chief Fiscal Officer must be made and Village Council must vote on the appointment, as provided in House Bill 245.

### 3. POLICE DEPARTMENT

- A. We had a reduction of Full Time Police Officers from six (6) plus the Canine Unit to five (5) full time less the Canine Unit. Sgt. Mike Geraldini resigned to take a position with another Police Department. Since Mike owned the Canine, we lost our Canine unit.

We did not hire another full time officer due to budget constraints. However, we were able to obtain another Canine puppy named "Gunner". Gunner was a donation from Tom and Kathy Schmidt. The Canine Unit "Gunner" is now owned by the Windham Police Department and is being handled by Corporal Mark McComas. Gunner is undergoing extensive training along with the Officer Mark McComas.

- B. Each of our four (4) Police Cruisers will have a new Lap Top Computer. These computers will provide quick access to the "LEADS" information system. LEADS information results in registrations, records, warrants, etc., being derived while on patrol.

A grant was secured for \$21,000 by Chief Jack DeSalvo and Acting Treasurer Grace Krontiris, which will pay for the Lap Top Computers. The Village's match for this grant is \$2,100. This grant application was approved by Council.

In Portage County only one other municipality has these computers. Kent City.

#### 4. INFRASTRUCTURE IMPROVEMENT

- A. There was no streets repaved in 2002 because we chose to use State Issue II grant monies to replace old water lines on South Main Street. The construction will begin in 2003 due to a delay in engineering by the Engineering firm. The Village's matching funds will be \$29,300. And will come from the Water Revenue Fund. The total amount of the State Issue II grants monies for the construction project is \$117,300.
- B. We plan to repave more streets this year (2003). Council has approved an application for 2003 State Issue II grant funds to repave the following:

Wil Verne Drive, Wil Verne Spur, Wil Verne Circle, Spring Drive, and the Waste Water Treatment Plant drive and Parking Lot.

We anticipate the states approval of this grant amounting to \$125,000. To include the Village's match of \$31,250 to come from the General Fund.

- C. Council passed the new ordinance on Sidewalk replacement. Residents that own real estate are responsible to replace or repair sidewalks along their property frontage. This has always been the property owner's responsibility; however, the new ordinance is much more comprehensive and will require a plan of action to replace bad sidewalks throughout the Village.
- D. With the assistance of Portage Area Development Corporation (P.A.D. Corp), we have applied for a new grant called: Community Distress. If the grant is approved it will replace some of the old sewer lines, sidewalks and street lighting in the apartment complex area.

In 2002 there were more improvements in the sewer lines due to the seven (7) new homes being built on Maple Grove Road and Community Road where apartment building had been torn down.

- E. Much more additional preparation for the new and larger main sewer line from North Main Street to the Waste Water Treatment plant was done. The old line on Center Street and North Main was televised. A decision was made to install the new sewer line from the Township Hall on North Main Street to Center Street East past St. Michael's Church, south through Harbison Walker property then east to the Waste Water Treatment Plant. The projected cost is 1.7 million dollars. 40% of this amount as a grant and 60% of the amount as a loan from the E.P.A. for 30 years to be paid from the Waste Water Treatment Fund revenues.

#### 5. COUNCIL MEMBERS

- A. In July, Council Member Mike Dye resigned from Council after seven (7) years. Council by unanimous vote voted Samuel Knight to replace Mike Dye for the unexpired term through December 31, 2004. Shortly thereafter, Knight resigned. Council then selected Francis Ballard by unanimous vote to fill the open Council position.

## 6. FIRE DEPARTMENT

- A. In July, Fire Chief Donald Miller resigned after 30 years serving as Chief. Don is staying on as a fireman. He has served in this capacity for over 44 years. Don was recognized and awarded for his many achievements with the Fire Department.

Clair Simpson was appointed by the Mayor as the new Fire Chief. The appointment was approved by Village Council and the Township Trustees in July.

- B. Another Fire Operating agreement was reached with the Township after operating without a signed agreement for eighteen (18) months. Over the years the Village and Township were not working together for various reasons. Joint meetings took place in 2002 and an agreement was reached.
- C. The Village Council and Township Trustee also reached an agreement on the lease/purchase of a new emergency medical service squad at the price of \$85,000. The cost of this squad is being paid for from the heavy equipment fund, which is money generated by a levy passed by the Village and Township voters.
- D. A billing service company LIFE FORCE Management out of Streetsboro was hired by the Village Council and Township Trustees. This agency will bill residents who have Insurance Coverage for Fire Department EMS calls. Village residents who do not have coverage will not be billed for Fire Department EMS calls.

A contract with the billing company was signed by the Village Mayor with Council approval and the Township Trustee Chairman Dan Timmons.

Village Mayor and Council and the Township Trustees reached an amended agreement to the Fire Operating agreement providing the terms of the EMS billing arrangement.

## 7. NEW CIVIC CENTER PLANNING

- A. Four Points architectural Services was hired to do a schematic drawing and pictures of the potential new Civic Center, located in the Village Administration Office.

We have continued with the planning of the new Village Civic Center to house our Administrative Office, Council Chambers, Police Department, Library and Senior/Youth Center. If this complex is built it will mean demolition of our existing buildings located here (except the Community Building) and the new civic center complex will be built close to the current location. Ultimately, the completion of this will depend on the Village residents review and involvement with the plans and their final vote to approve the remaining costs after seeking and obtaining all grants available.

Estimated cost for the new construction, furnishings, grading and demolition is 3.5 million dollars. That is a lot of money and more than is reasonable to ask our people to pay, so we are currently pursuing outside funding.

Within a year, we hope to have secured \$2,000,000 in grants and ready to ask you to pass a levy for no more than 1.5 million. We are already approved for a government loan at 4.5% interest.

**FOR OUR COMMUNITY:** We believe all Windhamites will see the facility as an exciting step forward for our community. Our present building is literally crumbling. It was built in 1941 to last 25 years.

**8. PLANNING AND ZONING**

- A. Several areas around the apartment housing were rezoned from a Resdient-3 (R-3) multi family to Commercial 2 (C-2) Retail Business. We are also considering changing some of the R-3 areas to Residential -2 (R-2) Single family homes.
- B. Zoning application for seven (7) new single family homes had been approved and were built in 2002.

The year 2002 gave us many challenges to overcome. We have overcome those challenges with great strides. We are now entering 2003 with an organizational plan and action steps to reach our goal. You will see many positive changes occurring throughout 2003. All changes will benefit our Village and its residents. Our short term and long term goals will improve our Village and enhance the opportunities for Village residents and our Community.

Respectfully Submitted



C. James Moore, Mayor