

Village of Windham, Ohio

Minutes of Regular Council Meeting

Held on December 27, 2022

At 6:00 p.m. Mayor Scott Garrett called the meeting to order and led in the Pledge of Allegiance.

Roll Call:	Lawrence Cunningham – Absent	Sherri Pennington – Absent
	Cheryl Belknap – Present	Terrie Altieri – Present
	Maurina Collins – Present	David Belknap – Present

Also present were: Tom Reitz, Administrator Debbie Blewitt, Nick Bellas, Police Chief Richard Garinger, Sheila Moore, Igor Olefir and family.

Terrie Altieri moved to approve minutes from the November 21, 2022 Regular Council Meeting. Maurina Collins seconded the motion and it carried by a 4-0 vote.

Financial Reports submitted to each member: Bank Reconciliation, Receipts, Expenditures, Fund Status Reports, income tax collected to date, all funds reconciled.

Prior Requests of guests to speak

Sheila Moore stated that she has already spoke with Nick Bellas in regards to selling a portion of her plot to a neighbor. About 1.9 acres will be sectioned off and sold She is already working with Nick Bellas. Sheila Moore just needed the Council's approval to move forward to the next step. Mayor Scott Garret said that this shouldn't be a problem.

Village Council President Report represented by Lawrence Cunningham

President Lawrence Cunningham was absent, so there was no Village Council President Report presented to the Council.

Police, Fire and Rescue Reports represented by David Belknap

David Belknap did not have Reports available because they were sent to the Fiscal Officer's email. Katrina Washington (Fiscal Officer) did not realize that she needed to bring these reports to the meeting. David Belknap stated that he had nothing else to present at the time.

Mayors Communication represented by Mayor Scott Garrett

Mayor Scott Garrett swears in new Part Time Police officer Igor Olefir at 6:05 p.m. Igor Olefir officially becomes a Village of Windham Police Officer this 27th day of December, 2022 at 6:06 p.m.

Finance represented by Maurina Collins

Maurina Collins makes motion to except months expenditures for November 2022 using the bank reconciliation. Terrie Altieri seconded the motion and it carried by a 4-0 vote.

Maurina Collins makes motion to except the November bank reconciliation. Terrie Altieri seconded the motion and it carried by a 4-0 vote.

Maurina Collins reads ORDINANCE O-13

ORDINANCE NO. O-2022 - 13

AN ORDINANCE TO REVISE AND AMEND SECTION 921.01 OF THE VILLAGE OF WINDHAM UTILITY CODE TO ADJUST THE SEWER RATES FOR SEWER DISCHARGE TO THE MUNICIPAL SANITARY SEWER SYSTEM OF THE VILLAGE AND DECLARING AN EMERGENCY.

Maurina Collins makes a motion to suspend the rules. Solicitor Tom Reitz reminds the Council that according to The Ohio Revised Code Council is required to have

three quarters ($\frac{3}{4}$) of Council's membership to suspend the rules. With Six (6) members, Council would be required to have five (5) Council members present to suspend the rules. Administrator Debbie Blewitt mentions that Council has discussed alleviating this Ordinance altogether so the Council does not have to vote on this every year. Solicitor Tom Reitz explains that is what ORDINANCE NO. O-2022-13 does. Solicitor Tom Reitz explains that if Council passes ORDINANCE NO. O-2022-13 and ORDINANCE NO. O-2022-14 the five percent (5%) increase every year is gone. The Village of Windham will have to then monitor their revenue and expenses to see if an increase is needed. Mayor Scott Garrett says that sounds good. Solicitor Tom Reitz tells the Council that they will then do a First Read of ORDINANCE NO. O-2022-13 and ORDINANCE NO. O-2022-14 because Council does not have enough Council members present in order to suspend the rules with a three quarters ($\frac{3}{4}$) vote.

Maurina Collins does a first (1st) read of ORDINANCE O-13 and ORDINANCE NO. O-2022-14

ORDINANCE NO. O-2022 - 13

AN ORDINANCE TO REVISE AND AMEND SECTION 921.01 OF THE VILLAGE OF WINDHAM UTILITY CODE TO ADJUST THE SEWER RATES FOR SEWER DISCHARGE TO THE MUNICIPAL SANITARY SEWER SYSTEM OF THE VILLAGE OF WINDHAM. THIS IS A FIRST READ.

ORDINANCE NO. O-2022 - 14

AN ORDINANCE TO REVISE AND AMEND SECTION 923.03 OF THE VILLAGE OF WINDHAM UTILITY CODE TO ADJUST THE WATER RATES FOR WATER PURCHASE FROM THE MUNICIPAL WATER SYSTEM OF THE VILLAGE OF WINDHAM. THIS IS A FIRST READ.

Safety, Personnel, Rules (SPR) represented by Terrie Altieri

Terrie Altieri informs the Council that we are starting to interview for the Administrator position. They have interviewed one person as of today and have another interview scheduled for Wednesday. David Belknap asks if we ever decided what the pay would be for this position. Mayor Scott Garrett informs the Council that this is something that should be discussed with the Council. Says the first step is to decide if it will be a salaried or hourly position. David Belknap asks if the Village of Windham can afford to pay a little more, would we want to combine some jobs together like we talked about before. Because that was something that was never answered or discussed further. Mayor Scott Garrett says that we have already started filling some of those positions with individuals now. We have somebody doing the Housing Inspections and Nick Bellas is doing the Safety. So now all we need is the Village Administrator. Mayor Scott Garrett says that salary is documented because it would be the salary that current Administrator Debbie Blewitt is receiving. Administrator Debbie Blewitt confirms that she receives Twenty Thousand (\$20,000) a year. David Belknap asks if we possibly want to talk about increasing that salary to get a good candidate that will put the time into our Village? Mayor Scott Garrett reminds Council that the time part about twenty to thirty (20-30) hours a week. We don't want to go over that because then the position would be classified a full-time position and now we have to pay benefits and so on. Administrator Debbie Blewitt says that is not true because The Village of Windham does not have enough employees. Mayor Scott Garrett asks Solicitor Tom Reitz if that is true. Solicitor Tom Reitz says that there is a limitation for Family Medical Leave Act. But Solicitor Tom Reitz believes the medical is established by the employer and is part of the plan that the Village has. The Village is in a group so the plan the group has will set that for the Village. Mayor Scott Garrett says that we will have to check on that then. Mayor Scott Garrett brings Council back to the original topic about the salary for the open Administrator position. Says the salary will be between sixteen to twenty-two thousand dollars (\$16,000-\$22,000) as a starting point. With a flexible twenty to thirty (20-30) hour a week.

Utilities represented by David Belknap

David Belknap says that Billy, Sewer Department, asked for the generator. David Belknap does not know if he has got any quotes on the generator or anything. Administrator Debbie Blewitt said that off the top of her head she does not know if Billy already did that or not. Administrator Debbie Blewitt said that she thought it was a twenty thousand-dollar (\$20,000) deal. David Belknap confirms that it was twenty to thirty-dollar (\$20,000-\$30,000) range. Administrator Debbie

Blewitt says that she will ask Billy tomorrow and get the answer. David Belknap just wanted to make sure Billy got what he needed because Council told him to get it if he needed it.

Mayor Scott Garrett mentions that Council is probably aware that our meters are obsolete along with our reader. We need to get quotes to replace the meters. David Belknap asks if we want to ask Tony (water supervisor) to get quotes. Council agrees. Administrator Debbie Blewitt mentions that the utilities clerk needs a new computer because it is so old. Mayor Scott Garrett says that we need new computers everywhere.

Service Committee represented by Cheryl Belknap

Nothing to Report

Economic Development represented by Lawrence Cunningham

Lawrence Cunningham not present, so nothing to report

Parks and Recreation represented by Sherrie Pennington

Sherrie Pennington not present, so nothing to report

Planning Commission represented by Mayor Scott Garrett

Nick Bellas wonders when we will be setting our monthly meeting dates. Mayor Scott Garrett says that in January we will have an organizational meeting to set those dates. Nick Bellas asking to try and get ready for an application that is forth coming. So wondering which meeting can this be done. Mayor Scott Garrett says to plan on the second meeting of January.

Solicitor Report represented by Tom Reitz

Solicitor Tom Reitz brings the case of the construction vehicle being stored on somebody's property. That case has officially ended. The Judge decided that there was no order of payment.

Cheryl Belknap asks about the people squatting at. Cheryl Belknap is informed this is a Nick Bellas question. Nick Bellas says that he does have more information. He is going to present a report to the Mayor Scott Garrett then Solicitor Tom Reitz will determine what can be enforced. Nick Bellas Should have the report ready by the first week of January 2023. Cheryl Belknap asked if the owner of the building says it's ok for them to stay, does that matter? Nick Bellas explains that we will go by the code and enforce the code.

Last Chance for Council to speak on any subject

Terrie Altieri asks Solicitor Tom Reitz if he received the Village of Windham Handbook. Maurina Collins says that Solicitor Tom Reitz is in the process of reviewing it. Solicitor Tom Reitz confirms that he is reviewing the Villages Handbook.

Maurina Collins says that she has emailed the Villages contact person for replacing the street lights. Maurina Collins has not heard back from her yet. Maurina Collins updates Mayor Scott Garrett because he was not present at the last meeting Maurina Collins updated the Council. Mayor Scott Garrett says that we will need Solicitor Tom Reitz to review any contract that we receive. Maurina Collins says that she will forward the contract when she receives it from representative.

David Belknap brings up that we have talked about not rejoining Portage County Regional Planning to save seven to eight thousand dollars (\$7,000-\$8,000) a year. Administrator Debbie Blewitt says that we have not had anybody representing us for months. Mayor Scott Garrett says yes. David Belknap asks if there is anything we have to do to withdraw. Mayor Scott Garrett says we formally withdraw and asks Administrator Debbie Blewitt to do that. Administrator Debbie Blewitt says that she can do that tomorrow.

David Belknap asks about when contractors work in the Village and damage Village property. Wondering if a solution has been found. Administrator Debbie Blewitt says information was supposed to be gathered and given to Solicitor Tom Reitz.

David Belknap asks if the garage doors have arrived for the salt shed. Administrator Debbie Blewitt says that they have not. A purchase order was made for them. Right now Portage County wants to hear more from our architect because of the upstairs. Administrator Debbie Blewitt has been in contact with the architect and he is going to see what Portage County is going to require. David Belknap asks where will Council go once demolition starts in our current Council Chambers?

Mayor Scott Garrett says that there is a room in the new Police Department that we could use. He will talk to Chief Rick Garinger. Administrator Debbie Blewitt recommends the Community Building.

David Belknap asks why dump trucks are sitting outside and wondering if there is not enough room for both dump trucks in the building. Administrator Debbie Blewitt says no because one has salt in it. The water department vehicle has a plow on it as well, which makes it not fit.

David Belknap brings up possibly giving some money to the Fire Department for expired gear. In the last Committee Meeting Council said that would be a question for Solicitor Tom Reitz on whether or not The Village could or if it was even legal. Terrie Altieri says that Solicitor Tom Reitz had told Council no before. Solicitor Tom Reitz says that he still has not changed his mind. Solicitor Tom Reitz says that The Village of Windham would be the ones responsible to ensuring that the funds are being used to purchase replacement gear. David Belknap asks that if there is a way to track the money to ensure that it is being used the way it should would that be ok? Solicitor Tom Reitz how would you do that? David Belknap was not sure because he is not a finance guy. He was just approached by the fire department to ask. Terrie Altieri informs the Council that Council President Lawrence Cunningham said the Grant Writers will be in The Village of Windham January 3, 2023. We will have a meeting with them at 5:00 p.m. The fire department should contact and talk with them about getting gear. David Belknap agrees.

January Calendar:

Organizational Meeting will be January 3, 2023 at 6:00 p.m.

The Committee and Council Meeting for January will be scheduled at the Organizational Meeting.

Solicitor Tom Reitz recommends setting the schedule for the whole year so that we can advertise one time as long as we have our meetings the same days, times and at the same locations every time. But since we mentioned possibly holding our meetings at another location, we will need to advertise the meetings when there is a location change.

There being no further business, David Belknap made a motion to adjourn the meeting. Terrie Altieri seconded the motion and it carried by a 4-0 vote. The meeting was adjourned at 7:00 pm.

Respectfully Submitted,

Attest,

Katrina Washington
Clerk of Council

Scott Garrett
Mayor

*****NOTE: THESE MINUTES ARE A SUMMARY BY DIRECTION OF COUNCIL***
All Council and Committee Meetings will be held in Windham Council Chambers,
unless otherwise noted**