

Village of Windham Ohio

Minutes of Regular Council Meeting

Held November 24, 2020

At 7:00 p.m. the Honorable Mayor Scott Garrett called the meeting to order and led in the pledge of allegiance to the flag of our country.

Roll Call: Cheryl Belknap – present Lawrence Cunningham – present
Terrie Altieri – present Cindy Cale – present
Cheryl Taylor – present Sherri Pennington – present

Also present were: Tom Reitz, Eric Breiding, Elizabeth Derthick, Debbie Blewitt, Denise Bly, Tom Brett, Patty Schaket, and Tom Schaket.

Mrs. Altieri made a motion to approve the minutes of the October 27, 2020 Regular Council Meeting, which was seconded by Mrs. Cale and carried by a 6 – 0 vote.

Fiscal Officer Cheree Taylor gave the Financial Reports as follows: The Income Tax collected year to date October 31, 2020 was \$396,019.34. The expenditures for the month of October 2020 were \$207,449.35 in checks and charges. Check numbers 36442 through 36514 were paid from the primary checking account during October 2020 with no checks, voided during the month. Direct Deposit Vouchers 542-2020 through 570-2020, 575-2020 through 596-2020, and 600-2020 through 620-2020 were also paid during the month of October 2020. The all funds reconciled balance for October 2020 was \$1,857,662.04.

Village Council President's report by Terrie Altieri – Mrs. Altieri said she wanted to wish everyone a Happy Thanksgiving and to please stay safe.

Dispatchers Police, Fire and Rescue Reports for October 2020 by Cindy Cale – Mrs. Cale made a motion to accept the Police, Fire, and Rescue Reports for October 2020, which was seconded by Mrs. Altieri and carried by a 6 – 0 vote.

Mayor's Communication by Scott Garrett – Mr. Garrett thanked everyone who was responsible for getting the certificate for the recognition of Dr. Peng's forty years of service to the Village of Windham.

Prior requests of guests to speak – None

Finance by Cindy Cale

Mrs. Cale made a motion to approve the Fiscal Officer's expenditures for the month of October 2020 as reported. Mrs. Altieri seconded this motion and it carried by a 6 – 0 vote.

Mrs. Cale made a motion to approve the all funds reconciled bank balance for October 2020 in the amount of \$1,857,662.04 as reported. Mrs. Taylor seconded the motion which carried by a 6 – 0 vote.

Mrs. Cale read Ordinance O-2020-30 **BEING AN ORDINANCE AUTHORIZING TRANSFERS AND APPROPRIATIONS FOR THE VILLAGE OF WINDHAM AS SET FORTH BELOW AND DECLARING AN EMERGENCY** and made a motion to suspend the rules, which was seconded by Ms. Belknap and carried by a 6 – 0 vote. Mrs. Cale made a motion to adopt Ordinance O-2020-30, which was seconded by Mrs. Taylor and carried by a 6 – 0 vote.

Mrs. Cale read Resolution R-2020-22 **A RESOLUTION AUTHORIZING THE MAYOR AND THE FISCAL OFFICER TO ENTER INTO A CONTRACT WITH COMDOC AND TO PROVIDE FOR THE LEASE AND SERVICE OF A PHOTO COPIER FOR USE BY THE VILLAGE AND RATIFYING PRIOR ACTIONS AND DECLARING AN EMERGENCY.** This was a first read. Cheree Taylor explained that we are still under contract with ComDoc until February 2021, so there is no need to pass the legislation immediately.

Mrs. Cale read Ordinance O-2020-31 **A RESOLUTION AUTHORIZING A CONTRIBUTION OF \$20,000.00 OF THE VILLAGE'S DISTRIBUTION OF LOCAL CORONAVIRUS RELIEF FUNDING TO THE WINDHAM VOLUNTEER FIRE**

DEPARTMENT JOINT FIRE DISTRICT, AND DECLARING AN EMERGENCY and made a motion to suspend the rules, which was seconded by Mrs. Altieri and carried by a 6 – 0 vote. Mr. Reitz explained that the legislation was written in such a way that if the Fire Department does not use the funds in accordance with the guidelines, then they are obligated to pay the Village back for that amount. Mrs. Cale made a motion to adopt Ordinance O-2020-31, which was seconded by Mrs. Taylor and carried by a 6 – 0 vote.

Safety, Personnel, Rules (SPR) by Terrie Altieri

Mrs. Altieri read Ordinance O-2020-22 **AN ORDINANCE APPROVING THE RECODIFICATION, EDITING AND INCLUSION OF CERTAIN ORDINANCES AS PARTS OF THE VARIOUS COMPONENT CODES OF THE CODIFIED ORDINANCES OF WINDHAM, OHIO.** This was a third read. Mrs. Cale made a motion to adopt Ordinance O-2020-22, which was seconded by Mrs. Taylor and carried by a 6 – 0 vote.

Mrs. Altieri made a motion to adopt the Village of Windham's COVID-19 Policy for employees. This motion was seconded by Ms. Belknap. There was discussion among Council about changes they felt needed to be included in this policy, such as the Health Department is recommending people don't work with fevers the are over 100.4 degrees. There was discussion as to the broadness of the wording of this policy and the fact that some employees may take advantage of the wording in this policy. There was discussion on wearing masks and Debbie Blewitt wanted a policy for people that do not wear masks. Tom Reitz said this policy was written directly from the CDC guidelines. There was discussion on what steps and discipline should be when employees do not comply with mask mandates at work. There was discussion about item 5 on the policy which said if you come in contact with someone that has COVID then you must quarantine for 14 days. There was further discussion on the quarantine protocol and the exposure and symptom protocol. Council decided to add that you have to be displaying symptoms after exposure and disciplinary actions for not wearing a mask will be: 1st offense, verbal warning, 2nd time, written warning, and 3rd time, possible day off without pay after speaking to the Mayor. Mrs. Altieri made a motion to amend the policy in the following fashion, in paragraph 2a(i) fever and chills above 100.4 degrees, paragraph 5 to read as follows, someone in an employee's household tests positive for COVID-19 or comes into contact with an individual who tests positive for COVID-19 and displays symptoms as set forth in number 2 above. Additional paragraphs would say all employees are required to wear a mask at work at all times while they are in a room with another person or within six feet of another. The discipline for failing to follow that policy is 1st time a verbal warning, 2nd time a written warning, 3rd time a meeting with the Mayor, 4th time potential day off without pay, and 5th time potential termination. This motion was seconded by Mr. Cunningham and carried by a 6 – 0 vote. Mrs. Altieri made a motion to approve the policy as amended, which was seconded by Mr. Cunningham and carried by a 6 – 0 vote. Mr. Reitz said he would make the necessary changes to the policy and email it to all Council members in the morning.

Utilities by Cheryl Taylor – Mrs. Taylor had nothing at the time

Service Committee by Cheryl Belknap

Ms. Belknap read Resolution R-2020-23 **A RESOLUTION AUTHORIZING THE APPLICATION FOR AND SUBSEQUENT ACCEPTANCE OF GRANT FUNDS BY THE VILLAGE OF WINDHAM AND DECLARING AN EMERGENCY** and made a motion to suspend the rules, which was seconded by Mrs. Altieri and carried by a 6 – 0 vote. Ms. Belknap made a motion to adopt Resolution R-2020-23, which was seconded by Mrs. Altieri and carried by a 6 – 0 vote.

Economic Development by Lawrence Cunningham – Mr. Cunningham had nothing at the time.

Parks and Recreation by Sherri Pennington – Mrs. Pennington said she reached out to Todd Peetz at Regional Planning inquiring about the sign language signs for the park and a grant for the basketball court however she has not heard anything back from him yet.

Planning Commission by Scott Garrett – Mr. Garrett had nothing at the time.

Solicitor's Report by Tom Reitz – Mr. Reitz said the law that allows Council to conduct its meetings in a virtual fashion has been extended until July 1, 2020. Mr. Reitz said he has filed a suit against Elmer & Judy Owens and he can now file a default judgement and seek an order that will allow the Village to clean up the property at the Village's expense and then charge Mr.

and Mrs. Owens for that clean up. Mr. and Mrs. Schaket said they have tried to get things cleaned up, however there is just too much stuff and it is too overwhelming so they are just looking for a time frame as far as the courts go. Mr. Reitz said under normal circumstances the entire process would take about 70 days, however with the pandemic it is hard to predict that and there are no guarantees. Council decided to go ahead with that filing and Mr. Reitz said he would file that with the courts on Monday. Mr. and Mrs. Schaket said if there are any further guidelines from the Village to please let them know because they are going to continue to try and get it cleaned up as much as they can. Mr. Reitz said the Village is not interested in the Owen's house but he is obligated under law to disclose that to any lender and as of today Mr. Reitz has not heard anything from the bank.

Guest Recognition – None

Last Chance of Council to Speak on Any Subject – Council had nothing additional at the time.

Council looked at the calendar for December 2020. There will be a Zoning Board of Appeals Meeting on Tuesday, December 8, 2020 at 5:30 p.m. The Committee meetings (Parks & Recreation and Committee of the Whole) will be Tuesday, December 8, 2020 at 6:00 p.m. The Council Meeting will be Tuesday, December 22, 2020 at 7:00 p.m. All meetings will be virtual meetings on Zoom.

Mrs. Altieri made a motion to enter into executive session to discuss hiring of personnel and inviting Chief Breiding and Debbie Blewitt and noting that there may be action taken by Council after returning from executive session. This motion was seconded by Mr. Cunningham and carried by a 6 – 0 vote at 8:10 p.m.

Mrs. Cale made a motion to return from executive session, which was seconded by Mrs. Altieri and carried by a 6 – 0 vote at 8:20 p.m.

Mrs. Altieri made a motion to move two auxiliary Police Officers to part-time Police Officers, effective immediately. This motion was seconded by Mrs. Cale and carried by a 6 – 0 vote.

Mrs. Cale made a motion to adjourn the meeting which was seconded by Mrs. Altieri and by unanimous vote the meeting was adjourned at 8:21 p.m.

Respectfully submitted,


Cheree M. Taylor, Clerk of Council

Attest,


Scott Garrett, Mayor

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

