

**MINUTES – September 24, 2018**

**WOODVILLE VILLAGE COUNCIL – REGULAR MEETING**

Minutes of the Regular Meeting of Woodville Village Council held on Monday, September 24, 2018 in Council Chambers, 530 Lime Street at 7:00pm. Present at Roll Call were Mayor Rich Harman, Fiscal Officer Barb Runion, Council Members- Patrick Dunn, Judy Karchner, Kelly O'Connor, Joe Riffle, Jeff Tate, and Ty Tracy. Also present: Police Chief Roy Whitehead, Solicitor Bob Kuhlman, Karen Schepman, Linda Knudsen, and Jeremiah Ray, Candidate for Judge of Sandusky County Common Pleas Court. Village Administrator Keith Kruse was absent.

Mayor Harman called the meeting to order and led the Pledge to the Flag.

Minutes of the Finance Committee and Regular Council meetings held on September 10, 2018, and the Recreation & Parks Committee meeting of August 27, 2018 were approved as presented.

**AUDIENCE PARTICIPATION** – Jeremiah Ray introduced himself as a candidate for Judge of Sandusky County Common Pleas Court in Fremont. Mr. Ray stated he is from Bellevue, has 17 years of experience as a lawyer, and currently partners with Mayle & Mayle in Bellevue. Mr. Ray exited the meeting at 7:12pm.

**CORRESPONDENCE**- ODOT cancelled the Statewide Transportation Improvement Program meeting set for Sept 26.

**OLD BUSINESS**- None.

**REPORTS:**

**ADMINISTRATIVE & PERSONNEL**- Riffle – No report.

**PUBLIC WORKS & MAINTENANCE** – Dunn – No report.

**ENVIRONMENTAL & COMMUNITY DEVELOPMENT** – O'Connor – No report.

**FINANCE** – Tracy made a motion to adopt Finance Ordinance #1690 in the amount of \$152,628.27, Tate second. VOTE- Yeas- Tracy, Tate, Dunn, Karchner, O'Connor, and Riffle. Nays- None **MOTION CARRIED 6-0.**

**PUBLIC SAFETY**- Tate – No report.

**RECREATION & PARKS DEVELOPMENT** – Karchner stated everything is set for Rocktober Fest on October 20.

**VILLAGE ADMINISTRATOR** – Keith Kruse – No report, absent

**POLICE DEPARTMENT**- Chief Whitehead – No report.

**FISCAL OFFICER**- Runion – No report.

**NEW BUSINESS** – None.

**MAYOR'S REPORT**- Mayor Harman reported that Beth Wolford is forming a committee to honor our community Veterans by placing a picture of them on banners during the 4<sup>th</sup> of July Celebration. The banners would be attached to the light poles along Main Street. Similar banners have been done in Oak Harbor and Bryan Ohio.

**EXECUTIVE SESSION**- None

Mayor Harman adjourned the meeting at 7:33pm.

  
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Mayor Richard Harman

  
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Barbara J. Runion, Fiscal Officer

## MINUTES – October 8, 2018

### WOODVILLE VILLAGE COUNCIL – REGULAR MEETING

Minutes of the Regular Meeting of Woodville Village Council held on Monday, October 8, 2018 in Council Chambers, 530 Lime Street at 7:00pm. Present at Roll Call were Mayor Rich Harman, Fiscal Officer Barb Runion, Council Members- Patrick Dunn, Judy Karchner, Kelly O'Connor, Joe Riffle, Jeff Tate, and Ty Tracy. Also present: Village Administrator Keith Kruse, Police Chief Roy Whitehead, Solicitor Bob Kuhlman, Karen Schepman, Linda Knudsen, Deb Wallace of The Suburban Press, and Beth Tischler - Candidate for Judge of Sandusky County Court #1.

Mayor Harman called the meeting to order and led the Pledge to the Flag.

Minutes of the Finance Committee and Regular Council meetings held on September 24, 2018 were approved as presented.

**AUDIENCE PARTICIPATION** – Beth Tischler introduced herself as a candidate for Judge of Sandusky County Court #1 in Clyde. Mrs. Tischler is a lifelong Sandusky County resident and currently resides in Vickery. She has extensive experience as an assistant prosecutor and is presently the Law Director for the City of Maumee. Mrs. Tischler exited the meeting at 7:10pm.

**CORRESPONDENCE**- None.

**OLD BUSINESS**- O'Connor, on behalf of Woodville Scoutmaster Daren Cable and the Boy Scouts of America (BSA) Troop #329 Committee, stated that Eagle Scout Joseph Emerine has approximately \$680.00 left over after the completion of his Eagle Scout project in Limelite Eagle Park on Main Street. According to Eagle Scout Project guidelines, any surplus of funds raised for Eagle Scout Projects should be given to the beneficiary and in this case that would be the Village. At this time there are two Boy Scouts interested in continuing with the development of the park as their Eagle Scout Project, and the BSA Troop #329 Committee is asking council to consider allowing the Boy Scouts to split the remaining funds from the Limelite Eagle Park Project. Riffle made a motion to allow the remaining funds from the Limelite Eagle Park Project to be dispersed by the BSA Troop #329 Committee among other Boy Scouts who are approved to continue with the development of Limelite Eagle Park as their Eagle Scout Project. Karchner second. VOTE – Yeas – Riffle, Karchner, Dunn, Tate, and Tracy. Nays – None. Abstain – O'Connor. **MOTION CARRIED 5-0-1.**

O'Connor reported that she recently raised concerns with Kruse regarding others wanting to plant trees and/or place memorial trees in Trail Marker Park in an area already pledged for an Eagle Scout Project. O'Connor went on to describe the lengthy process a Boy Scout must go through to earn the highest rank of Eagle Scout. The process may take several years (planning, fundraising, and reporting) and must be complete by the time the scout is 18 years old. As a beneficiary, O'Connor stressed the importance of keeping the pledged area "as is" in order to protect the time and effort the Boy Scout may already have vested in their Eagle Scout Project.

#### **REPORTS:**

**ADMINISTRATIVE & PERSONNEL**- Riffle – No report.

**PUBLIC WORKS & MAINTENANCE** – Dunn – No report.

**ENVIRONMENTAL & COMMUNITY DEVELOPMENT** – O'Connor – No report.

**FINANCE** – Tracy made a motion to adopt Finance Ordinance #1691 in the amount of \$63,526.80, Tate second. VOTE- Yeas- Tracy, Tate, Dunn, Karchner, O'Connor, and Riffle. Nays- None **MOTION CARRIED 6-0.**

**PUBLIC SAFETY**- Tate reported Officer Dave Mechel has resigned his position effective October 12. Chief Whitehead would like to promote Officer Robert "Bob" Miller from part-time to full-time status. Council discussed the pros and cons of filling the position with a full-time officer vs. hiring 2 part-time officers. After a lengthy discussion, Mayor Harman recommended Officer Robert Miller for the vacant full time position beginning October 15, at a wage of \$16.00 per hour, 3 paid personal days in 2018, a 6 month probationary period, and if he leaves the position within the first year he must fully reimburse the village of all expenses incurred (uniforms & accessories and physical costs). His full-time status will be contingent on his passing the mandatory physical for Ohio Police & Fire Pension. Tate made a motion to accept Mayor Harman's recommendation and terms of hire for Robert Miller. Tracy second. VOTE – Yeas – Tate, Tracy, Dunn, Karchner, and Riffle. Nays – O'Connor. **MOTION CARRIED 5-1.**

**RECREATION & PARKS DEVELOPMENT** – Karchner stated everything is set for Rocktober Fest on October 20.

**VILLAGE ADMINISTRATOR** – Keith Kruse reported:

- **WATER:** Reviewed the electrical plans with Poggemeyer Design Group (PDG) for the Water Treatment Plant Improvement Project.
- **SEWER:** The Sewer Separation Improvements Project/Phase 2 is complete. There are two remaining Combined Sewer Overflows (CSO's) open and they are located on Parklane and Erie St. Sewer Plant inspection went well. Still have a few things to work on, but are making progress with the significant non-compliance issues regarding the inflow.
- **ELECTRIC DEPT:** Attended the Amp Conference last week. Our projects are doing well. Transmission charges have increased significantly for all communities. Checking into a program to implement a "Behind the meter" peak shaving process to help reduce costs.
- **STREETS:** Continued conversation with ODOT regarding the recently completed Sewer Separation Project restoration of US Rt 20, and the upcoming repaving costs of US Rt. 20. There will be no additional costs for the repaving US Rt. 20 project unless the Village adds additional work to the project.
- **PARKS & REC:** No report.
- **PROJECTS:** The Woodville Webelo Boy Scouts planted a Willow tree in Trail Marker Park. The Boy Scouts also planted mums in the Downtown planters.

**POLICE DEPARTMENT-** Chief Whitehead reported:

- Presented and reviewed the 2018 June – Sept activity report.(attached)
- Received the two new radios from the Sandusky County EMA
- Completed a case involving an elderly couple who were financially taken advantage of by their caregiver.

**FISCAL OFFICER-** Runion presented the following ordinance for council's consideration:

ORD #14-2018: AUTHORIZING THE REPAVING OF US 20/MAIN ST WITHIN THE VILLAGE CORPORATION LIMITS AND DECLARING AN EMERGENCY. O'Connor made a motion to suspend the rules, Karchner second. VOTE- Yeas – O'Connor, Karchner, Dunn, Riffle, and Tracy. Nays – Tate. **MOTION CARRIED 5-1.** O'Connor made a motion to adopt Ordinance #14-2018, Karchner second. VOTE – Yeas – O'Connor, Karchner, Dunn, Riffle, and Tracy. Nays – Tate. **MOTION CARRIED 5-1.**

**NEW BUSINESS** – Council members Riffle and Tate questioned who owns (Village or State) the ground under US Rt 20/Main Street within the Corp. Limits. Kuhlman responded he has information on file regarding that matter, and will look it up.

**MAYOR'S REPORT-** Mayor Harman – No report.

**EXECUTIVE SESSION-** None

Mayor Harman adjourned the meeting at 8:02pm.



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Mayor Richard Harman



Barbara J. Runion, Fiscal Officer

## MINUTES – October 22, 2018

### WOODVILLE VILLAGE COUNCIL – REGULAR MEETING

Minutes of the Regular Meeting of Woodville Village Council held on Monday, October 22, 2018 in Council Chambers, 530 Lime Street at 7:00pm. Present at Roll Call were Mayor Rich Harman, Fiscal Officer Barb Runion, Council Members- Patrick Dunn, Judy Karchner, Kelly O'Connor, Joe Riffle, Jeff Tate, and Ty Tracy. Also present: Village Administrator Keith Kruse, Police Chief Roy Whitehead, Solicitor Bob Kuhlman, Karen Schepman, and Deb Wallace of The Suburban Press.

Mayor Harman called the meeting to order and led the Pledge to the Flag.

Minutes of the Finance Committee and Regular Council meetings held on October 8, 2018 were approved as presented.

**AUDIENCE PARTICIPATION** – None.

**CORRESPONDENCE**- Mayor Harman shared an invitation from Sandusky County's 2020 Bicentennial Committee for a fundraiser dinner on November 1.

**OLD BUSINESS**- Rene Dix has made a lot of progress on the new website. Many of the pages are up and running. The remaining pages should be complete by the end of the month.

All sidewalks that were removed from the sewer separation project have been replaced.

Riffle requested that the police remind residents walking their dogs and/or dogs on their property, must be on a leash or be able to maintain control of them.

#### **REPORTS:**

**ADMINISTRATIVE & PERSONNEL**- Riffle – No report.

**PUBLIC WORKS & MAINTENANCE** – Dunn – No report.

**ENVIRONMENTAL & COMMUNITY DEVELOPMENT** – O'Connor – No report.

**FINANCE** – Runion reported during the Auditor of State conference last week it was noted that Council may determine the use of the rewards points that accumulate on the village credit cards.

The Accounting Manager for Ohio Police & Fire Pension Fund sent a letter regarding the accrued liability payoff of a loan enacted in 1968. The loan was established with a 65 year payoff time frame ending in 2035. They are now offering entities the opportunity to save thousands of dollars in interest by paying off the loan early. The next payment will be due in May of 2019.

Tracy made a motion to adopt Finance Ordinance #1692 in the amount of \$135,673.80, Tate second. VOTE-Yeas- Tracy, Tate, Dunn, Karchner, O'Connor, and Riffle. Nays- None **MOTION CARRIED 6-0.**

**PUBLIC SAFETY**- Tate – No report.

**RECREATION & PARKS DEVELOPMENT** – Karchner – No report. Karchner stated that currently Rocktober Fest will break even, but donations were still coming in. This will be the last year for this event. Karchner and Rene Dix are working on other fundraising ideas for the future.

**VILLAGE ADMINISTRATOR** – Keith Kruse reported:

- **WATER:** Hydrant Flushing has begun throughout the village. There have been a couple of waterline issues, but they are not related to flushing the hydrants. The Water Department has replaced 30 old house and pit meters. This should not only generate additional revenue, but will help balance the water loss ratio reported every month.
- **SEWER:** Working on the Lift Station procurement portion of the Combined Sewer Overflows (CSO's) –Phase 2 part of the project. We are making progress with the significant non-compliance issues regarding the solids, the numbers are going down. We saved \$2,500 by doing the NPDES permit renewal ourselves.
- **ELECTRIC DEPT:** Presented information regarding a program to implement a "Behind the meter" peak shaving process to help reduce capacity and transmission charges.

**VILLAGE ADMINISTRATOR** – Keith Kruse reported, continued:

- **STREETS:** Jon Blechinger of 603 North St. has requested a curb cut. Kruse has inspected the area and has no issue with allowing the curb cut. Tate made a motion to allow the curb cut at 603 North St., Riffle second. VOTE – Yeas – Tate, Riffle, Dunn, Karchner, O'Connor, and Tracy. Nays – None. **MOTION CARRIED 6-0.**
- **PARKS & REC:** Winterization of the restrooms in Trail Marker Park will begin soon.
- **PROJECTS:** The Woodville Cub Scouts planted a Willow tree in Trail Marker Park. The Webelo Boy Scouts planted mums in the Downtown planters.
- **OTHER:** The Woodville Garden Club will be disbanding by year end. They would like to donate their remaining funds to the Village, with the stipulation that the Village finish a couple of their planned projects.

**POLICE DEPARTMENT-** Chief Whitehead requested three (3) personnel appointments – Frank Sirse, III/Full time, Scott McHugh and Kattie Richards/Part time.

- Mayor Harman recommended the appointment of Frank Sirse, III as a Full time officer. Tate made a motion to hire Frank Sirse, III at \$16.00 per hour, one (1) week paid vacation after January 1, 2019, two (2) weeks paid vacation beginning January 1, 2020, and a 6 month probation period. Riffle second. VOTE – Tate, Riffle, Dunn, Karchner, O'Connor, and Tracy. Nays – None. **MOTION CARRIED 6-0.**
- Mayor Harman recommended the appointment of Scott McHugh as a Part time officer. Tate made a motion to hire Scott McHugh at \$11.00 per hour and a 6 month probation period. Riffle second. VOTE – Tate, Riffle, Dunn, Karchner, O'Connor, and Tracy. Nays – None. **MOTION CARRIED 6-0.**
- Mayor Harman recommended the appointment of Kattie Richards as a Part time officer. Tate made a motion to hire Kattie Richards at \$11.00 per hour and a 6 month probation period. Riffle second. VOTE – Tate, Riffle, Dunn, Karchner, O'Connor, and Tracy. Nays – None. **MOTION CARRIED 6-0.**

**FISCAL OFFICER-** Runion presented the following ordinance for council's consideration:

**ORD #15-2018: AN ORDINANCE TO APPROVE THE FORM AND AUTHORIZE THE EXECUTION OF A POWER SALES CONTRACT WITH AMERICAN MUNICIPAL POWER, INC. AND TAKING OTHER ACTIONS IN CONNECTION THEREWITH REGARDING PARTICIPATION IN THE AMP R.I.C.E. PEAKING PROJECT AND TO DECLARING AN EMERGENCY** Karchner made a motion to suspend the rules, O'Connor second. VOTE- Yeas – Karchner, O'Connor, Dunn, Tate and Tracy. Nays – Riffle. **MOTION CARRIED 5-1.** Karchner made a motion to adopt Ordinance #15-2018, Dunn second. VOTE – Yeas – Karchner, Dunn, O'Connor, Tate, and Tracy. Nays – None. Abstain – Riffle. **MOTION CARRIED 5-0-1.**

**NEW BUSINESS** – Crossing Guard Johnathon McGinnis will be crossing Middle School students in addition to the Elementary Students in the mornings only. The school will pay 100% of his salary and Chief Whitehead is working on the details of this new assignment with the school.

The Woodville Community & Business Association will host the annual Fright Night on October 25.

The annual Election Night Supper will be on November 6 at the Woodville United Methodist Church.

**MAYOR'S REPORT-** Mayor Harman – No report.

**EXECUTIVE SESSION-** None

Mayor Harman adjourned the meeting at 7:48pm.

  
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Mayor Richard Harman

  
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Barbara J. Runion, Fiscal Officer

## MINUTES – November 12, 2018

### WOODVILLE VILLAGE COUNCIL – REGULAR MEETING

Minutes of the Regular Meeting of Woodville Village Council held on Monday, November 12, 2018 in Council Chambers, 530 Lime Street at 7:00pm. Present at Roll Call were Mayor Rich Harman, Fiscal Officer Barb Runion, Council Members- Patrick Dunn, Judy Karchner, Kelly O'Connor, Joe Riffle, and Ty Tracy. Also present: Village Administrator Keith Kruse, Police Chief Roy Whitehead, Solicitor Bob Kuhlman, Karen Schepman, Woodville Township Trustee Ken Green, and John Courtney of Courtney & Associates. Council Member Jeff Tate was absent.

Mayor Harman called the meeting to order and led the Pledge to the Flag.

Minutes of the Finance Committee and Regular Council meetings held on October 22, 2018 were approved as presented.

**AUDIENCE PARTICIPATION** – Ken Green reported that North Central EMS has decided to pull their services in Woodville in one year (2019). The Trustees are working to find a replacement service.

John Courtney discussed Woodville's participation in AMP's R.I.C.E (Reciprocating Internal Combustion Engines) Peak Shaving Project. Courtney is recommending participation in the Project only if picked as host site. The behind the meter peaking project is designed to help with rising transmission and capacity charges. The 540kW units will be diesel engines installed in groups of 5 -8 per site. The units will run approximately 50 hours per year (from May – September), and should last 25 – 30 years. There will be minimal costs to the village if picked as a host site and some costs if used as a generator. Courtney exited the meeting at 7:19pm.

**CORRESPONDENCE-** Mayor Harman shared a letter from the Sandusky County Convention & Visitors Bureau (SCCVB) asking for our continued support in publishing the free Visitor and Event Guide. The guide will go from a small booklet to a magazine style guide that will feature a pull out map of the entire county. Tracy made a motion to renew our sponsorship for the 2019 guide in the amount of \$500.00, O'Connor second. VOTE – Yeas – Tracy, O'Connor, Dunn, Karchner, and Riffle. **MOTION CARRIED 5-0.**

**OLD BUSINESS-** None.

#### **REPORTS:**

**ADMINISTRATIVE & PERSONNEL-** Riffle – No report.

**PUBLIC WORKS & MAINTENANCE** – Dunn – No report.

**ENVIRONMENTAL & COMMUNITY DEVELOPMENT** – O'Connor – No report.

**FINANCE** – Tracy made a motion to adopt Finance Ordinance #1693 in the amount of \$87,171.26, Karchner second. VOTE-Yeas- Tracy, Karchner, Dunn, O'Connor, and Riffle. Nays- None **MOTION CARRIED 5-0.**

**PUBLIC SAFETY-** Tate – No report, absent

**RECREATION & PARKS DEVELOPMENT** – Karchner – No report.

**VILLAGE ADMINISTRATOR** – Keith Kruse reported:

- **WATER:** Repairs had to be made to the Carbon Dioxide tank and further repairs may be necessary.
- **SEWER:** Sent a letter addressing the Notice of Violations (NOV) letter from the EPA. There has been a significant drop in the solids since the Sewer Separation Project/Phase 2 has been completed and all but two combined sewer overflows (CSO) have been closed.
- **ELECTRIC DEPT:** Joined an AMP webinar regarding potential changes to the KWH tax structure at the State level that would negatively affect us by increasing our tax rates. Called State Legislators and voiced these concerns and opposition.
- **STREETS:** There were no violations reported during the annual inspection at the Vegetation Site. The inspection is done by the Sandusky County Health Department.
- **PARKS & REC:** Winterization of the restrooms in Trail Marker Park will begin soon.
- **OTHER:** Leadership Sandusky County Class of 2019 will visit the village on November 14 at 2:00pm.

**WOODVILLE VILLAGE COUNCIL-REGULAR MEETING 11/12/18 – PAGE 2**

**POLICE DEPARTMENT-** Chief Whitehead reported:

- Presented and reviewed the October 2018 activity report. (attached)
- Reported that Woodmore Schools Superintendent, Tim Rettig has verbally agreed to pay \$160.00 per month plus 100% of additional costs for Crossing Guard Johnathon McGinnis to provide services, in the mornings only, for the Woodmore Middle School Students. McGinnis has already started providing the services and Chief Whitehead requested that he be paid retroactive for the month of October. The Crossing Guards are paid through the Village payroll and Woodmore Schools is invoiced annually their portion. O'Connor expressed concern that there is only a verbal commitment and no signed agreement. Karchner made a motion to pay Johnathon McGinnis the additional \$160.00 per month, retroactive to October, contingent on receiving the signed Memorandum of Understanding from Woodmore Schools accepting the pay terms and amount. Dunn second. VOTE – Yeas - Karchner, Dunn, Riffle, and Tracy. Nays – O'Connor. **MOTION CARRIED 4-1.**

**FISCAL OFFICER-** Runion presented the following ordinances for council's consideration:

ORD #16-2018: **AN ORDINANCE EMPLOYING ROBERT A. KUHLMAN AS VILLAGE SOLICITOR** – 1<sup>ST</sup> Reading.

ORD #17-2018: **AN ORDINANCE AUTHORIZING THE EXPENDITURE OF FUNDS FOR A GIFT OF APPRECIATION TO ALL VILLAGE EMPLOYEES AND DECLARING AN EMERGENCY.** Riffle made a motion to suspend the rules. Dunn second. VOTE – Yeas – Riffle, Dunn, Karchner, O'Connor, and Tracy. Nays – None. **MOTION CARRIED 5-0.** Riffle made a motion to adopt Ordinance #17 – 2018. Dunn second. VOTE – Yeas – Riffle, Dunn, Karchner, O'Connor, and Tracy. Nays – None. **MOTION CARRIED 5-0.**

**NEW BUSINESS –**

Karchner informed Council that she and her husband will be living in Florida during the winter beginning next year. Karchner requested input from other members on missing one meeting a month for three consecutive months. She stated she would fly home for one meeting per month and donate back to the village her pay for the missed meeting. Council raised concerns on passing emergency legislation should she be out and another member was absent for the same meeting.

Mayor Harman stated a group of volunteers would be installing the Community Ice Rink in Trail Marker Park this Saturday at 9:00am.

**MAYOR'S REPORT-** Mayor Harman reported that he and Kruse will attend a final meeting of the Woodville Garden Club later this week.

**EXECUTIVE SESSION-** None

Mayor Harman adjourned the meeting at 7:49pm.



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Mayor Richard Harman



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Barbara J. Runion, Fiscal Officer