

**Village of Spencerville  
Council Meeting Minutes  
February 3, 2014**

The Spencerville Village Council met in regular session on Monday, February 3, 2014, at 7:00 p.m. in Council chambers with Mayor John P. Johnson presiding. Mayor Johnson led the pledge of allegiance. Responding to roll call was Greg Leidy, John Miller, Phil Briggs, John Medaugh and Greg Hover. Absent was Mike Bice. Also in attendance were Village Administrator Sean Chapman and Clerk/Treasurer Dawn Bailey.

P. Briggs moved to approve the minutes of the January 21<sup>st</sup> meeting and J. Miller seconded the motion. Roll was called; motion passed unanimously.

J. Miller moved to accept the January financials from the Clerk/Treasurer and P. Briggs seconded the motion. Roll was called; motion passed unanimously.

**Ordinances/Resolutions**

**Ordinance #14-06 Allowing a One Time Carry-Over of Accrued Vacation Time for Village Employee Darin Cook**

J. Miller moved to place #14-06 on its second reading, P. Briggs seconded the motion. Roll was called; motion passed unanimously.

**Ordinance #14-07 To Create a New Special Revenue Fund to be Entitled Police Enforcement Fund**

J. Medaugh moved to suspend the rules and pass #14-07 on its first reading, G. Hover seconded the motion. Roll was called; motion passed unanimously.

G. Hover moved to pay bills in the amount of \$18551.57 and P. Briggs seconded the motion. Roll was called; motion passed unanimously.

**Old Business**

Mayor Johnson told Council there would be a representative from the Summerfest committee attending the next meeting to address any questions regarding the request for street closures for the festival.

The Mayor recapped the meeting January 31, 2014, when Council met as a committee of the whole to conduct interviews for the position of Village attorney. Present at that meeting were Mike Bice, John Miller, John Medaugh, Mayor Johnson, Sean Chapman and Darin Cook. Candidates interviewed were Shannon McAlister of Balyeat, Leahy, Daley & Miller and Jason Flower of Huffman, Kelley, Brock & Gottshalk. The group unanimously agreed to recommend to Council hiring Jason Flower on a contractual basis at a rate of \$11,000 annually and a flat fee rate for work over and above to be \$100/hour. J. Miller moved to accept this recommendation and have an ordinance drafted; G. Hover seconded the motion. Roll was called; motion passed unanimously.

Councilmen Leidy, Miller and Medaugh attended a Public Records Training in Bluffton on January 31, 2014.

**New Business**

J. Miller stepped down as a CIC (Community Improvement Corporation) representative for the Village. J. Medaugh agreed to replace Miller and was reminded that CIC meetings are the 4<sup>th</sup> Mondays of the month.

**Administrator's Report**

Administrator Sean Chapman presented a written report to Council which was also discussed.

Chapman distributed a color coded map of the village streets which indicated what funds may be used for maintenance and repair; such as State Highway, County Permissive or Local Funds. County permissive funds currently available are \$26,718.71.

As a follow-up to concern expressed at the previous meeting about ACR handling the Village recycle materials, Chapman forwarded an email from John Berens of ACR to Council. Berens provided information and reassured Chapman that ACR is handling the recycling materials appropriately however; Spencerville's recycling percentage per household is much lower as compared to surrounding communities. Chapman would like to use social media to encourage residents to recycle.

The results of the sanitary survey of the water treatment plant were received and with the exception of a few minor items, our system passed the sanitary survey with flying colors.

Moving Ohio Forward Project Update: Chapman received notice that there will be a delay in the demolition of 210 S. College and 205 S. Elizabeth. The previous WSOS representative had told Chapman that everything was in place to proceed, however a new representative, Don Corley, has said that the process is not complete and he plans on pursuing the issues to complete the process. The total estimated cost of demolition for the properties is \$12,700, the Village will pay a 10% admin fee and the grant is \$11,682.00. The approximate total Village share should be around \$2288.00; \$1261.50 for 210 S. College and \$1026.50 for 205 S. Elizabeth. Chapman asked Council to decide the amount to be assessed to the property owners' taxes; the total costs or only the Village share. Mayor Johnson opined that he felt we should at the very least charge the \$100 admin fees on top of the Village share of \$2288.00. J. Medaugh moved to assess the \$2288.00 plus \$100 admin fee for each property. P. Briggs seconded the motion. Roll was called; motion passed unanimously.

WTP Update: Chapman reported on a meeting held Jan 23<sup>rd</sup> to discuss the project schedule and introduce Peterman and Associates as the construction administrator. Topics discussed were building layout and schedule, OEPA review/approval, IFM process equipment delivery/installation and state and local permit requirements. The building should be delivered at the end of February and the process equipment about April 1<sup>st</sup>. Prior to the meeting IFM met with Chapman and water plant operator Jim Cave to address operations of Village wells and other issues. Chapman passed out an updated construction schedule to Council.

Chapman presented information to Council about the importance of the OPWC program and how it impacts the Village. The program is proposing to increase available funding for communities but will need voter approval in May. Chapman encouraged Council to spread the word and lobby for voter approval.

To date no word has been received about the Clean Ohio Trails Fund project approval.

Chapman plans to update the Contingency Plan for the year. He also will meet with the Utilities Foreman, Dan Burnet, to plan projects for the spring, summer and fall.

The annual Tax Incentive Review Council meeting will be held March 20<sup>th</sup> at 3:20 for review of the Enterprise Zone and/or Community Reinvestment Area agreements. The two businesses in Spencerville affected are Charles River Laboratories and Roselawn Manor.

Due to inclement weather, the water bills will be estimated again for the January bill due February 20<sup>th</sup>. Chapman recommends residents perform a plumbing audit for their homes to ensure they do not have any leaks since the meters have not been read since December 1<sup>st</sup> of last year.

Mayor Johnson asked about the progress on the scout hall bathroom and recommended Council view the work when completed. Chapman said it has been full dry walled and that he will check on the progress the Girl Scout troop has made and report back.

**Committee Reports**

There were no reports or meetings scheduled for Finance, Safety/Streets and Buildings, Grounds, Recreation.

Utilities Report: J. Medaugh reported that the committee discussed the SoftEPAY program and in-house collections of utility bills at the January 30<sup>th</sup> meeting. The committee agreed to recommend to Council to move the utility collections in-house. At this time J. Medaugh moved to terminate the contract with Reliable Plumbing and Heating effective April 30, 2014, and begin collections in-house on May 1, 2014. P. Briggs seconded the motion. Roll was called; motion passed unanimously. A letter will be drafted to Reliable Plumbing within the contract guidelines of a sixty day notice.

**Other**

A Planning Commission meeting is scheduled for Tuesday, February 4<sup>th</sup> at 6:00 p.m. in Council chambers. Mayor Johnson reminded Council that there is still a vacant seat on the Commission and anyone interested should contact him or a Council member.

Due to President's Day falling on the third Monday of February, Council changed the meeting date for the next Council meeting to Tuesday, February 18<sup>th</sup>.

Meeting adjourned at 8:02 p.m.

APPROVED: \_\_\_\_\_  
John P. Johnson, Mayor

ATTEST: \_\_\_\_\_  
Dawn R. Bailey, Clerk/Treasurer

