

**VILLAGE OF MOUNT STERLING COUNCIL
COUNCIL MEETING MINUTES
MONDAY, MARCH 28, 2016**

The meeting was called to order at 7:00 p.m. by Mayor Lowell Anderson.

Attending the meeting: Mayor Lowell Anderson, council persons Rebecca Burns, Mary Lou Stiverson-Ratliff, Jim Davis and David Timmons. Diane Spradlin absent, excused with a motion from David Timmons and a second from Rebecca Burns, all yes. John Martin, Deputy Jack Dill, Mark Pitstick, Bonnie Liff, Dean Shipley of the Madison Press and citizens of the village.

The Pledge of Allegiance was recited.

Executive Session: Mary Lou Stiverson-Ratliff made a motion to go into executive session for personnel matters with a second from Jim Davis. In executive session at 7:02 p.m. Out of executive session at 7:32 p.m.

Minutes from the March 14, 2016 meeting were accepted as written with a motion from David Timmons and a second from Jim Davis.

Department Reports:

Village Administrator:

Community Service Program:

- One community service worker put in about 40 hours.
- He was assigned to one of our employees, worked filling pot holes in the alleys and clearing some brush.

Wastewater Treatment Plant:

- Met the EPA time line to empty and clean the equalization tank
- Two tanks were washed down by Tri-County personnel. Now being used for storm water overflow.
- Boiler taken off line and thoroughly cleaned. Now running it for two days then taking it off line for cleaning for about half a day. Keeping up with current output.
- Plan to have the output analyzed to determine whether it is class A or class B.
- Seeking entities interested in taking the output. At this time we have to classify it as B since we do not have a lab assessment A. That analysis will occur soon.
- Gathering data to determine our per gallon cost of running the boiler versus trucking output to another facility.

New Water Supply Plant:

- Are on schedule to move in the office trailer on April 11th with a ground breaking on April 14th at 10 AM on this site.
- Expected delivery of the completed plant remains June 23, 2017.

Current Water Supply Plant Repairs:

- Commenced work on the repairs based on the verbal approval at last council meeting.

- Tonight's action on the official ordinance incorporates the quote from J. R. Mason on the repair costs. Mason has taken components to his shop in Plain City to begin rehab on them
- Started cleaning the first clarifier today.
- Completion date is not set.

Hydrant Flushing:

- Hydrant flushing went well.
- We have not set a date for the next flush. Possibly after repairs to the current water supply plant are completed.

Personnel:

- Re-hiring of Chris Ladley has put us up to full strength. May need to review our staffing ordinance.

Street Sign/Stop Signs/Speed Bumps:

- Installed a couple of speed bumps in alleys.
- Replaced several faded stop signs and cut back some visual obstruction on several others.
- Developed a list of intersections with so signage at all. We have a stash of signs at the garage and plan to place what we have at the intersections. This is in anticipation of possible new signs throughout the village from the CDGB grant.

Cliffview Water Run-off:

- Surveyed the area behind Mr. Crawford's property and have consulted with a construction company seeking a quote on installing a second and bigger catch basin and installing a line to drain run-off away from the area toward Deer Creek.
- Sewer manhole in that area will need to be raised to prevent surface run-off from entering the waste system. Village personnel will do the work.

Street/Alley Maintenance:

- Purchased 4 tons of cold patch and filled numerous potholes on the streets and alleys.
- Repairs to High St. were made by Columbus Asphalt Paving. Replaced 76 feet of curbing to correct the water flow issue.
- Once the work is completed, we will flood the street to evaluate the run-off time.

Community Center/Health Center

- We are printing several banners to post at Village entry points welcoming Madison Health to the village.
- Seeking signage from them to place on the chain link panels at the five entry points to the village. Other businesses in the village will also provide signs to post on the panels.
- We have discussed with Madison Health the idea of them providing signs to post at intersections directing drivers to the center.
- Madison Health center open for business today.
- Open house is scheduled for Saturday April 9, 2016.

Meetings Attended:

- Madison County Chamber of Commerce annual dinner/awards banquet.
- Mount Sterling Chamber of Commerce.
- Tax abatement review meeting at Madison County Chamber of Commerce Offices.
- Met with IBI personnel to discuss multiple projects underway in the village.

- Met with RUMPKE representative to discuss several issues in village and wastewater treatment plant.

Finance:

Fiscal officer, Cindy Miller presented varied items regarding fund status and payment listing.

1. Further discussed numerical notations and the meanings of the same. The discussion/presentation took approximately 1 hour and was completely thorough. Payroll time events will be brought up to date. Payment to elected officials at month's end. PERS is being updated.
2. There will be no more 1099's for employees.
3. There will be no more "fund" sections added to what we have now.
4. Recommended to council that we go to the cash summary mode and ready or each Finance Committee meeting. Also add receipt detail sheet and payment listing sheet.
5. The Fiscal Officer's office will be moved to the conference room at town hall.
6. The audit continues and the committee recommends agreeing to add 40 hours of work for the audit by Randy Nelson of Perry and Company.
7. Committee recommends early payment of the new truck purchased through Milton Bank.
8. Committee requested Mark Pitstick to redo the credit card policy with amendments agreed to by the committee. There will be only 1 credit card for the village and kept with the Fiscal Officer.
9. Committee recommends 3 signatures on any check from the Village: Fiscal Officer, Village Administrator, Mayor. All 3 mentioned here will have signature authority.
10. Committee recommends at least 2 members of the finance committee initial all check and pertinent vouchers.
11. Committee recommends council pay the initialed and approved bills only.
12. Finance committee meetings will be held once monthly on the 3rd Tuesday at 5:30 pm. at town hall.

Recommendations to Council from Finance & Water Committee from 3/23/2016 to be presented to Council 3/28/2016

1. It is recommended to Council to allow the fiscal officer to go to the cash summary mode, receipt detail sheet and payment listing sheet available for Council at regular meeting nights.
2. It is recommended to Council to add 40 hours of work for the audit by Randy Nelson.
3. It is recommended to Council to do an early payoff for the truck purchased through Milton Bank. The funds have already been appropriated and approved.
4. It is recommended to allow Mark Pitstick to continue to refine the credit card policy.
5. It is recommended to Council to approve only one credit card with a limit as defined by our policy.
6. It is recommended to Council to require two (2) signatures on each check issued by the Fiscal Officer. They will be: Fiscal Officer, Mayor, or Village Administrator.
7. It is recommended to Council that at least 2 signatures/initials from Finance Committee members will be needed to okay all written checks for payment.

8. It is recommended to Council that only initialed bills be submitted for payment at a regular meeting night. No payments will be voted upon by Council without the 2 sets of initials on the voucher information.
9. It is recommended that Finance Committee meet at least once a month on the 3rd Tuesday of every month at 5:30 pm. at Town Hall.
10. A recommendation from Finance Committee to the Water Committee was made to accept the Resolution allowing the Mayor or his designee to enter into an agreement with J. R. Mason, Inc. for the purpose of repairing the water treatment plant not to exceed \$40,000.00.
11. A recommendation to Council to approve the Resolution regarding the J. R. Mason Company to repair the water treatment plant as stated in #10 above.

(Presented to Council March 28, 2016 by M. L. Stiverson)

Mary Lou Stiverson-Ratliff made a motion to pay all bills, all initialed, with a second from Jim Davis. All yes.

Water:

Water and Finance met together. Discussion was primarily about the financial situation of the water department. The Fiscal Officer pointed out several factors regarding water/sewer.

After being recommended to the Water Committee by the Finance Committee the Resolution allowing the Mayor or his designee to enter into an agreement with J. R. Mason, Inc. for the purpose of repairing the water treatment plant not to exceed \$40,000.00, will be recommended to full council at the next regular meeting.

Water Committee meetings will continue on an as needed basis.

Mayor Anderson reported on the delinquent journal for water, delinquent water bills are \$7,800.

Streets:

Community Center open house and ribbon cutting is April 9, 2016.

Mayor had a meeting with Lisa Schwartz, on board of Community Center. She liked the idea of Center Drive. Mary Lou Stiverson-Ratliff made a motion to name the unnamed street Center Drive with a second from David Timmons. All yes. Mark will prepare the necessary paperwork.

Park & Rec.:

Rental user agreement for the shelter house, requiring a deposit.

Ball fields ordered. Waiting to hear from them. Ordered two new aluminum bleachers.

Discussed the football camp.

Need security at the park. There is one light for the entire park and it is at the shelter house. Need another light.

SJAD: will meet April 15th.

Pleasant Twp.: Met on 3/21/2016. Approved the minutes. Chris Cisco talked about the library levy. Pronai talked about the insurance. Engineers are low on money. Discussed lights on truck.

Festival: David Timmons, the main topic of discussion was the parade.

Ordinances and Resolutions:

Ordinance 2016-08: An ordinance established a credit card use policy, enunciating the necessary for the use of the credit card by a village employee; the responsibility for that credit cards and credit accounts and declaring an emergency. Second Reading. Has been amended and approved by the Solicitor. Mary Lou Stiverson-Ratliff made a motion to place on second reading with a second from Rebecca Burns. Voice vote was taken; all yes.

Resolution 2016-10: A resolution authorizing Lowell Anderson, Mayor or his designee to enter into a contract with J. R. Mason Inc, for the immediate repair of the water treatment plant and declaring an emergency. First Reading. Mary Lou Stiverson-Ratliff made a motion to place on first reading with a second from Jim Davis. A vice vote was taken; all yes.

Resolution 2016-11: A resolution authorizing Lowell Anderson, Mayor, or his designee to enter into an agreement with Perry and Associates, CPA's A. C. and declaring an emergency. First Reading. Mary Lou Stiverson-Ratliff made a motion to place on first reading with a second from David Timmons. A voice vote was taken; all yes.

Round Table:

Mayor Anderson: Initiate a Visitor Log. Redo the council speaking form.

Checked out the situation at Danny Crawford's.

Methodist Church: cannot turn off the water to do repairs. Will trace line from London Street into the church and put in a shut-off.

Advised Margaret Conway about her drainage problem.

Adjourned: The meeting was adjourned at 8:13 p.m.

Bonnie Liff, Clerk of Council

Lowell Anderson, Mayor

Minutes were written on Tuesday, March 29, 2016.