

UHRICHSVILLE CITY COUNCIL
Thursday, May 14, 2020

The Meeting was conducted by Zoom, with some members participating by Zoom and others attending at Council chambers.

Council President Robert Cottrell called the meeting to order at 7:00 p.m.

ROLL CALL showed the following members present: Mr. Zucal-yes; Mr. Baker-yes; Mr. Miller-yes; Mr. Harmon-no; Ms. Myers-yes; Mr. Huff-yes; Mr. Fox-yes. (Mr. Harmon arrived at 7:08 p.m.)

The Pledge of Allegiance was led by Council Clerk Trisha Addison.

Council President Robert Cottrell asked for a motion to accept the Council Meeting Minutes from April 23, 2020. A motion was made by Ms. Myers, seconded by Mr. Miller. ROLL CALL: Ms. Myers-yes; Mr. Miller-yes; Mr. Huff-yes; Mr. Fox-yes; Mr. Zucal-yes; Mr. Baker-yes.

Mayor Haney asked to go into Executive Session to discuss personnel. A motion was made by Mr. Fox, seconded by Mr. Miller. ROLL CALL: Mr. Fox-yes; Mr. Miller-yes; Mr. Zucal-yes; Mr. Baker-yes; Ms. Myers-yes; Mr. Huff-yes. Council went into Executive Session at 7:01 p.m. and returned from Executive Session at 7:20 p.m.

ADMINISTRATIVE REPORTS:

Mayor Mark Haney:

- Yard Sales for the City of Uhrichsville will be held June 4, June 5 and June 6. Permits will be \$1.00 and can be purchased at the Mayor's office.
- Mayor's office will be opened back up next week, May 18, with two people allowed in the building at a time and they must wear masks while in building.
- Spring Clean-Up will be held June 13 and June 14. He needs to get ahold of Kimble. He would like approval from Council for both the Spring Clean-up and Yard Sales.
- Nothing new on the street sweeper. Had discussions with Southeastern today and believes the bill is under \$10,000.00. There might be other possible issues.
- Eastport Avenue project will be worked on next week with the asphalt and striping to be done. The City received all grindings which were hauled to the west side yard to be used to patch with. We will have a punch list meeting after that is done and the final seeding and strawing.
- Water Park repairs are still scheduled for the end of May. The fountain is being assessed for repairs. He has found out about some issues and will elaborate when he knows more. He and Julie listed to Governor DeWine's conference today. Can open on May 26. Not planning on opening, if we did, until mid-June. We might not put any chairs out and might limit the number of hours open, if we do open. Hasn't made that decision yet.
- Debbie Dillon is retiring as Mayor's Secretary and the end of May. Thanked her for her 9 years of service under Mayors Culbertson, Mayor Dorland now himself. She does an outstanding job and is going to be missed.
- Spring has brought about a lot of new construction and many people do not have permits. They have been chasing down people to let them know that they need to purchase permits. There is a permit list and a lot of people don't know that they need permits. They have been sending the police department out to let people know to purchase a permit.

- Claymont Senior Day will be held on May 23 with a parade beginning at in Dennison at the gazebo, continuing onto Main Street and Eastport, around the park and ending at Eastport School. Thank you to Wendy Mann for organizing and there is a good plan for social distancing. We also have our police and fire departments on board for this
- On the evening of May 23 from 8:00 pm to 10:00 pm will be the Cruise the Zone fundraiser benefiting the food pantry. Chief Beal has approved both events, but will not tolerate any gathering or loitering or squealing of tires downtown. It will have to be in an orderly fashion. The last time they raised \$365.00 for the food pantry, which is a good cause.
- Chief Beal authorized his officers to resume their activities as they had before Covid-19. They will be taking some precautions and only department issued facemasks will be used.
- Director of City Services is working with Nick Brown at the Educational City Services Center along with Josh Galloway to update the website to give the public improved access to forms and information needed. Tamara Wilson from the Zoning Commission is working with the Director to simplify the building permit process and descriptions of setbacks, buildings, guidelines for swimming pools and other related issues.
- Mr. Galloway now has all of the information to change the city's emails over to the Gmail accounts and is in the process of starting that.
- Street Department is in the process of assessing alleys which is a process. Alleys weren't assessed in the past. They have also been mowing a lot of grass as fast as it has been growing. We will have to be issuing some high grass warnings. They have addressed some issues at the Water Park for the crew that is coming in to work on it.
- He and Mr. Zucal looked at Ketcham Drive. He can't see how we can accept it the way it is. There are no storm drainage plans, no catch basins, no storm drops there. There is not a finished coat of asphalt on it.
- He has had the Street Department mark Johnson Drive for repairs. ODOT will be doing the bridge in a year, year and a half. He believes JJ has that paperwork.
- Come to an agreement that the K-9 officer, under the FSLA Act, will be compensated for four hours comp time per week to be used as he wants. He still has the use of his cruiser for training. JJ will prepare an agreement and Resolution to be passed at the next Council meeting.
- A motion to approve the Uhrichsville Yard Sales on June 4, June 5, and June 6 was made by Mr. Harmon, seconded by Ms. Myers. Mrs. Pearch asked if this was part of the Community Yard Sale. Mayor Haney says he prefers it to be in June instead of May. Mrs. Pearch said it had been free in the past. Mr. Haney said the Uhrichsville Yard Sale would be free, and three permits for the summer could be purchased for \$1.00. ROLL CALL: Mr. Harmon-yes; Ms. Myers-yes; Mr. Huff-yes; Mr. Fox-yes; Mr. Zucal-yes; Mr. Baker-yes; Mr. Miller-yes.
- A motion to approve the Spring Clean Up Days for June 13 and June 14 was made by Mr. Harmon, seconded by Mr. Huff. Mayor Haney said this is for the disposal of large articles such as refrigerators and computers. We put a dumpster at the City Garage. The only things we can't take are tires, batteries, florescent oil and any paints of any kind. He didn't want to do it this year because last year because it was a mess and there are no cameras there. It is not for brush. Dennison will do a spring cleanup in early June also. We can actually call the City Garage and they can pick large items up and take them to our dumpster. We do this with a program with Kimble. Mr. Fox asked if Uhrichsville has ever looked in to a dumpster for yard waste like Dennison has, maybe placing it on the lot by the Elks for the City of Uhrichsville? We could make a killing for compost if there was another dumpster in this area for yard waste. Mayor Haney said we can't put it where we want, but we will be taking the brine tank out from behind the City Garage soon. He has no problem with that idea and we can check with Countywide to find out how that is done. He knows Dave at Countywide and will talk to him about that. Mr. Fox suggested the lot on the West Side for the location and Mayor Haney said that was a possibility that he will discuss with Countywide. There was discussion about other composting facilities, and

the Mayor will find out more details. ROLL CALL: Mr. Harmon-yes; Mr. Huff-yes; Ms. Myers-yes; Mr. Fox-yes; Mr. Zucal-yes; Mr. Baker-yes; Mr. Miller-yes.

- Ms. Myers asked about the locker repairs at the Water Park. If we are opening late, are you still going to spend the money to order the lockers? Or just not do it this year and maybe wait until next year? Mayor Haney said he has not decided.
- Bob Michels and the Rotary are going to meet he and Belle at the Water Park tomorrow to look at the gazebo and whether we can move it out. He thinks they are going to redo it.
- Ms. Myers asked if there was any scheduled street painting yet? Mayor Haney said we have not. They have been concentrating on a lot of other things. He, Jeff and Belle are going to go out a look at a lot of these. Right now, our concentration is on fixing some catch basins before we pave, fixing alleys, marking out the catch basins that are bad, and working on the Johnson Avenue issue. We have had Twin City come in and do a lot of camera work for us to find storm sewers for us and determine where we have issues. He has an extensive list of what we might have to do. Ms. Myers said she gets that, but down by the Circle K gas station, there are not street markings there and it is an accident waiting to happen. Mayor Haney said there are a lot of places like that right now, and it is on the list. Mr. Fox said that he also had that on his list of things to discuss and suggested that that could be a priority since it is a main intersection. We're not asking for all the bells and whistles, but a couple of lines and the arrow. He also asked if the contractor that did the Circle K work had been contacted about the other dip being filled in? JJ had reached out the lawyer and they have to send it out to another department to handle and he hasn't heard anything from them and they are probably not going to respond and so we need to make a decision what we are going to do. There was the dip and the alleyway behind. Was it paved? It's all gravel now. There was some issue with that too. Mayor Haney said it was paved. We are not going to get a response absent some threat of litigation. JJ will put it on his list to follow up on.
- Mr. Fox said in that area there is a sign that says "No Trucks" that is in a sign that is on a post that is buried in a tree. Is there any way that can be hung up by the traffic light so it can be more visible? Mayor Haney said he doesn't see a problem, and he will look into, but he has to get a boom truck from New Philadelphia since we don't have ours. They have been very generous in helping us out. Mayor Haney said we will look at those lines. He has roughly 35 streets with different lines to put on them and they want to get the machine out, but we are trying to prioritize the work we need to do.
- Mr. Fox said he realizes the Water Park may not open and probably should not open, but he suggested that flags should be hung, especially with Memorial Day approaching. They've talked about ordering them. They were hoping to have the fountain working before senior night and that's not going to happen, but someone is coming to look at that. Flags will be ordered. Regarding Memorial Day, he is talking to New Philadelphia and Dover, and it's up their Veteran's Association. He knows Bob organizes and takes care of it and he will be talking extensively to Bob on that.

City Services Director Belle Everett:

- Absent.

Law Director James J. Ong:

- Nothing to report.

Auditor, Julie Pearch:

- GAAP for 2019 is finished and filed.
- Two-year audit is still ongoing.

- Had a question about public record policy for Mr. Haney. The last time there was anything about that was in 2012 Mick Donato had a Public Records Committee. She has found a policy which is basically what the Auditor of State has. Mayor Haney didn't recall anything being done with public records other than disposal of public records. There is a Public Records Commission, and that is strictly about public records disposal. She found minutes from 2012 that talks about the Commission and the Commission came up with the Public Records Policy and the Disposal Policy. There really is not a Disposal Policy because that is dictated by others. She would request that we update our Public Records Policy because she is getting asked questions in the audit and we are going to have to do something. She is trying to be proactive. We need a public records person. They are asking do we keep a log, is there tracking, and various things like that. She's not sure where this falls into, if this is for Council or the Mayor. Mayor Haney asked if she was talking about a record of disposal and she is talking about a Public Records Request. Mayor Haney said we make people put their request in writing and we keep those letters and we attach the letter of return, which is attached. Mrs. Pearch said we get several email requests. She thinks we need one person in charge and they want to come in and pull a file and say yes, you had twelve public records requests this year. Mr. Haney said the commission is different. He knows when Mick created that and it was created for those two things and then it went away. Mr. Ong said we have to have a Public Records Policy, which we do. We also have to have a Public Records Retention Schedule which indicates how long we have to hold onto something before we dispose of it. Prior to disposing of anything you have to make a request to the Ohio Historical Connection and see if they have any reason for it, and then they give authorization for it. The purpose of the commission is to periodically look at what records need to be disposed of, and if there are any disputes of records that aren't being released, then they could handle that. As far as a public records request, we should have a file and anytime that is in writing or email correspondence, that needs to go in there and attached to that should be the response that is remitted back. That's probably in the Mayor's office. Normally it is a financial request and will come to Julie, but he thinks we need to have a master file in the Mayor's office. You may want to have your own file to have, but this way anything that comes into the City it will all be in one place, He knows the Auditor comes up with new things. This time they are talking about posters identifying employees, acknowledging we have a public records policy. JJ said if Julie gets any specific questions about that to let him know and he will try to answer that for her.

Treasurer, Bob Michels:

- Absent.

Correspondence:

- None

Committee Reports

Mr. Fox – Nothing to report.

Mr. Huff – Safety, Health and Services Committee met April 29, 2020 at 6:00 p.m. by Zoom. Mr. Huff read his report and a copy of the report had been emailed to Council. A copy is available upon request. A motion to approve the report from April 29, 2020 was made by Mr. Harmon, seconded by Mr. Zucal. ROLL CALL: Mr. Harmon-yes; Mr. Zucal-yes; Ms. Myers-yes; Mr. Huff-yes; Mr. Fox-yes; Mr. Baker-yes; Mr. Miller-yes. Mr. Fox asked if there was any problem with the new ambulance or if it was out of service. Mr. Huff said that was topic he would know nothing about. Chief Edwards said there was no problem with the ambulance. Mr. Fox said someone asked him earlier today. Chief Edwards said the newest ambulance has no issues and another ambulance had an issue with keys being locked in it. There was a back-to-back call in the City and when they went to get that ambulance discovered it was locked and the third ambulance was used causing a very minor delay. Mr. Fox said they probably saw that ambulance being used and questioned why the newer one wasn't being used.

Ms. Myers- Finance Committee met May 5, 2020. Ms. Myers had emailed a copy of the report to Council. A copy is available upon request. Will be working on reducing budget by 20% and asked the administration for suggestions. Also asked the Mayor if he or the Service Director were unable to attend the Finance Committee meeting, that they provide an update once they get the agenda so some of these issues can be answered by the Mayor or Ms. Everett. She appreciates their schedule and understands that they can't attend all of the meetings. A motion to approve the report from May 5, 2020 was made by Mr. Zucal, seconded by Mr. Fox. ROLL CALL: Mr. Zucal-yes; Mr. Fox-yes; Mr. Baker-yes; Mr. Miller-yes; Mr. Harmon-yes; Ms. Myers-yes; Mr. Huff-yes. The next Finance Committee meeting is May 19, 2020 at 10:00 a.m.

Mr. Harmon – Economic Development Committee met April 30, 2020 at 6:00 p.m. by Zoom. Mr. Harmon read his report and a copy of the report had been emailed to Council. A copy is available upon request. A motion to approve the report from April 30, 2020 was made by Mr. Zucal, seconded by Ms. Myers. ROLL CALL: Mr. Zucal-yes; Ms. Myers-yes; Mr. Baker-yes; Mr. Miller-yes; Mr. Harmon-yes; Mr. Huff-yes; Mr. Fox-yes.

Mr. Miller – Nothing to report.

Mr. Baker- Ordinance Committee met May 11, 2020. Mr. Baker read his report and a copy of the report had been emailed to Council. A copy is available upon request. A motion to approve the report from May 11, 2020 was made by Mr. Harmon, seconded by Mr. Miller. ROLL CALL: Mr. Harmon-yes; Mr. Miller-yes; Ms. Myers-yes; Mr. Huff-yes; Mr. Fox-yes; Mr. Zucal-yes; Mr. Baker-yes.

Mr. Zucal – Nothing to report.

Old Business:

Mr. Fox – At the last meeting we talked about the storm sewer contingency fund and if there was any of that money was tracked. Julie said you're talking about the OPWC finds money for Eastport Avenue Phase II and she has been working on that and getting an accountability of the funds and she has not heard anything yet. He also asked Mayor Haney about the contingency fund and if he could shed any light on where that money went Mayor Haney said they are still having discussion with ODOT out of Columbus. They couldn't get answers on the local level so are waiting to hear back from Columbus. He will let everyone know when he hears.

Mr. Huff – Nothing to report.

Ms. Myers – Reminded everyone that we are at 56% for the census for the City of Uhrichsville. We still have awhile to go, but that is every important that it be filled out.

Mr. Harmon – Apologized for arriving at 7:08. Unfortunately, he was having technical difficulties with his computer.

Mr. Miller – Nothing to report.

Mr. Baker – Nothing to report.

Mr. Zucal – Asked Mayor Haney if a hard list of the paving list would be shared with our constituents online. Mayor Haney said as soon as he gets the bids back it will be put on Facebook and will print it out for Council, and will put it on the website. A lot of the streets will have no parking signs when they are getting ready to grind. He asked the Mayor if we had a list of top properties for demolition with a list of priority so if we do one this year, we know which one is next. Mayor Haney said he and Belle could get that done. They are working on the ones with lead issues first and will have to go through the process with JJ to demolish the other ones. Mr. Zucal said he is used to knowing where the structure is and Council can all work on it so at least we know and when JJ works on it and gets the wheels in motion, time flies and he'd like to see something done with that. Third, he'd like a monthly spreadsheet of EMS revenues, expenditures, and an overall balance. Mr. Zucal made a motion that Council receive a monthly spreadsheet show EMS revenues, expenditures, and an overall balance, seconded by Mr. Harmon. ROLL CALL: Mr. Zucal-yes; Mr. Harmon-yes; Mr. Baker-no; Mr. Miller-yes; Ms. Myers- yes; Mr. Huff-no; Mr. Fox-yes.

New Business

Mr. Fox – Nothing to report.

Mr. Huff – Nothing to report.

Ms. Myers – After Governor DeWine’s press conference today, small businesses are allowed to open. Just want to make sure everyone reads the instructions when you go to these facilities and go to these businesses, please follow the instructions. It is exciting that everything is slowly moving and opening up.

Mr. Harmon – Nothing to report.

Mr. Miller – Nothing to report.

Mr. Baker – Nothing to report.

Mr. Zucal – Nothing to report.

Visitors:

Chief Edwards- Reported activities for the last month. 87 total incidents, 55 ambulance responses, 35 transports. 2020/2019 runs: 2020 – 283 runs to date and 594 call back hours. 2019 – 212 runs, 592 call back hours. We had 71 calls ahead of last year are at the same amount of overtime as last year at this time, so the MOU that was put in place is working. MOU has been put in place and is working. From January to April there have been 9 structure fires. In 2019 there were 3 structure fires. Structure fires are the biggest overtime creators. He has been happy with the overtime. EMS expenditures almost exactly the same as last year and revenue is up almost \$15,000.00. The digital billboard on 250 has a display of the fire department thanking everyone for the support during the COVID-19 epidemic Thanks to Brian Walker, the owner of the sign for putting the message on the billboard for free.

ORDINANCES/RESOLUTIONS:

**ORDINANCE 10-20
AN ORDINANCE CREATING A LIEN IN FAVOR OF THE
CITY OF UHRICHSVILLE, OHIO ON INSURANCE PROCEEDS IN RELATION TO
FIRE DAMAGED STRUCTURES**

Second Reading

**ORDINANCE 12-20
AN ORDINANCE ADOPTING AND APPROVING
A COMPUTER AND INTERNET USAGE POLICY**

First Reading

COMMITTEE ASSIGNMENTS:

Safety Health and Services Committee will schedule a time to meet with Captain Crouse.

Finance Committee to discuss the issue of whether the Mayor's secretary position should be full-time or part-time. Mayor Haney felt that this shouldn't be put into committee.

Other Discussions:

Mayor Haney reminded everyone that tomorrow is Police Officer Memorial Day. Please take a minute to observe and appreciate them,

Meeting Adjourned at 8:30 p.m.

Trisha Addison
Clerk of Council

Robert Cottrell
Council President