

**Record of Proceedings
Village of Bremen Council Meeting
April 8, 2019**

The Council of the Village of Bremen was called to order in regular session by Mayor Mike Henwood at 7:00 P.M. Roll call was taken. Members present were Toni Harper, Sue Henwood, Sherman Prince, Scott Snider, Todd Wesaw, and Debbie Wolfe. Fiscal Officer Crystal Pritchard, Corey Spackey and Sheriff's Deputy Kristy Peck attended.

Guests and Residents:

Craig Dennis – The bid for the Bartlett Street project is in. Chad Ashbaugh quoted \$10,700 and is 3-4 weeks out before he could do work.

Approval of Minutes

Minutes for regular council meeting on 03/11/19 were discussed. Debbie would like the wording changed in the minutes to reflect that the committee would like a list of tasks for the clean-up day as opposed to the community would like the list. Wesaw moved to accept the minutes for 03/11/19 with correction, Prince second. Toni Harper, yea; Sue Henwood, yea; Sherman Prince, yea; Scott Snider, yea; Todd Wesaw, yea; Debbie Wolfe, yea; motion passes.

Minutes for the special council meeting on 03/27/19 were discussed. Sue Henwood said the time needed changed to 6:30 instead of 7 PM. Prince moved to accept the minutes for 03/27/19 as they are corrected, Wesaw second. Toni Harper, yea; Sue Henwood, yea; Sherman Prince, yea; Scott Snider, yea; Todd Wesaw, yea; Debbie Wolfe, yea; motion passes.

Sheriff's Report: (Deputy Peck)

Deputy distributed her monthly report to Council; there were 38 calls for service in March. Four misdemeanor charges filed with the court. There were no major incidents to report. Toni Harper asked if there was an ordinance to prevent large heavy trucks and trailers from parking on our brick streets. Deputy Peck said that she would look into it.

Todd Wesaw wanted to commend the deputy on the good work that she is doing in the Village.

Mayor's Report:

There was a meeting on April 3rd with CT Consultants regarding the blower motor at the waste water treatment plant. Crystal had a chance to sit down with a gentleman from RCAP to talk about funding for the project. Ron has retired. Frank Fondale was hired and will start on April 15th. Sean Carpenter was hired as the new zoning inspector.

Clerk/Treasurer's Report:

The Clerk read her report to Council. Highlights of the report are as follows:
From the previous Council meeting, the Fiscal Officer has:

- Prepared and distributed payroll for pay periods ending in 03/15/19 and 03/29/19
- Completed 2018 Year end close
- Completed the 2019 Permanent Budget

- Prepared the following for council:
 - Ordinance for passage
 - Completed clerks report
 - Compiled pay authorization
 - Copy of the March 2019 and current day Bank Statement.

BANK STATEMENT & REPORT TOTALS

- Our current checking balance as of March 29, 2019: \$598,555.24
- Our current balance as of today: \$602,890.20
- Our fund balance as of 04/08/19: \$564,948.39

Village Administrators Report:

The new zoning ordinance would double the fines for anyone that does work inside the Village without first obtaining a permit. The second zoning ordinance pertains to requiring contractors to register with the Village. We will keep a list of preferred contractors and keep their insurance information up to date.

Utilities – Typically we've accepted payments for past due utilities that have fallen behind. We've been scaling back on the number of payments we allow residents to make. If we are going to accept payments from tenants landlords would need to be ok with that. Sue Henwood would like this added to the ordinance.

Corey would like to make an Employee handbook change from taking the current 480 hour instructional period to a standard 60-day instructional period. Toni Harper said she objects to the change. If you're going to make it 60 working days then if an employee works for only 2 hours in one day than that counts as a working day. Corey said that it is harder to track with part time employees, especially for zoning. Toni stated that she is not comfortable with the change because there is an opportunity for abuse of the policy. Mayor Henwood asked if our previous zoning inspector received any benefits. Crystal and Sue answered that he did not. Sue asked to take this to administrative process to discuss and decide on this. Members have decided to have a committee meeting on April 16th at 6 PM. April 17th will be a scheduled meeting for Economic Development. Crystal will put the meetings in the paper.

New hires have been Frank Fondale as the new water and wastewater technician at \$15 an hour. Sean Carpenter has been hired as the zoning inspector at a rate of pay of \$17.50 an hour. Trent Johns has been hired at \$13 an hour as the pool manager. Lifeguard interviews will be scheduled soon on a Saturday.

The website is under construction. It should be completed by end of April. Scott Snider asked if the dates were corrected on the website for the committee meetings and Corey said that should've already been done. Scott said that Corey had put the wrong dates for the park committee in the Village Voice so he wanted to verify that information is correct that is being put out from the Village office. The project list is ready for the committee for the clean-up day. Illegal downspout letters went out on 4/1/19. Letter to Rushville for bulk water rate increase went out 4/1/19. Corey and Mike will attend the Rushville Council meeting on 4/10/19. Included in the council packet is the first quarter report from Comp Management. No claims since 2016. First quarter goals have been completed or are

underway. Most of the list of things to do for 2019 have already been completed so Corey will look for more projects. A raise was discussed for our wastewater operator. He's currently the operator on record for the water plant. Chance's pay rate will remain at \$27 per hour. The shut off valve was found behind the municipal building. It is uncovered and painted and needs to remain uncovered. The water hydrant in the pond area needs to be repainted. It's currently green and it has to be a clearly visible for the fire department.

Employees were asked to work off the clock and use Village equipment. That is not allowed. No employee is allowed to use tools or equipment unless they are clocked in and working for the Village.

The time management system that we started using with the street department and Lydia uses it. It's an app based system used on their phones with a GPS systems so we can see where they clock in and out. There have been no issues with this system. It is accurate, printable and reports are easy to read. Corey stated that it benefits Chance as much as anyone because if he's coming in, in the middle of the night for an emergency he doesn't have to go all the way to the water plant to clock in. Corey would like to implement this for all employees, but would like council approval. Sue Henwood makes a motion for employees to start using the Time Management System; Wesaw seconds. Toni Harper, abstain; Sue Henwood, yea; Sherman Prince, yea; Scott Snider, yea; Todd Wesaw, yea; Debbie Wolfe, yea; motion passes. Todd Wesaw said that this will eliminate them chasing a time clock to clock in and out. Crystal stated that the guys have told her that they do not want to use their personal cell phones to be clocking in and out. Crystal stated that the water and wastewater employees had asked if we are going to be including a stipend for them since the Village is now requiring them to use their personal phones to clock in and out. Todd stated if that's the case than he feels that we should just keep it the way it is. Corey stated that their concerns has not been brought to him and any time that it's talked about it's been asked why they don't have the time management system too. Mayor Henwood suggested that the Village look into upgrading the Village cell phones.

Scott Snider asked Corey to add the catch basins to his list for the street department. Corey said that he will tell the street department to get them cleaned out before the spring rains start.

Approval of Payment of Bills:

Council reviewed the pay authorization, the Fiscal Officer answered questions. The Fiscal Officer read the bills that will be paid and the amounts. Sue Henwood moved to pay the bills, Wolfe second. Toni Harper, yea; Sue Henwood, yea; Sherman Prince, yea; Scott Snider, yea; Todd Wesaw, yea; Debbie Wolfe, yea; motion passes.

Old Business:

Mary Hoffman: The gazebo is almost finished. The electrical inspection is in two days.

New Business:

Mayor Henwood discussed the two loads of sand dumped in the parking lot at Howell Park. There will be two more loads of sand dumped tomorrow and then it will be taken back to the baseball diamonds to be put on the fields on Wednesday, April 10th. Mayor Henwood doesn't know who paid for it.

We asked CT Consultants and Sands Decker for a price for proposal for the Rate study. Sands Decker came back with a price of \$13, 000 and CT Consultants came back with a price of \$9,500. We are waiting on prices from RCAP and Stantec. Sue Henwood suggested that she and Crystal could do it. Mayor Henwood said as long as Crystal has the time. Sue Henwood will get with Crystal next week to discuss it.

Mayor Henwood discussed with our attorney about sending out a zoning letter that the Village can't get a response from. The Mayor has instructed our attorney to send out a final compliance letter and if the resident doesn't come in to talk to the Village administration than we are taking them to court and requesting that the resident pays all legal fees and court cost.

Mayor Henwood also asked Brian Zets about the resolutions for the levy to be put on the ballot. We will get that resolution this coming week so we may need a special council meeting to do first and second readings so we can have everything turned in by the August 7th deadline and this levy put on the ballot for November. Toni asked if it could be passed as an emergency. Mayor Henwood answered yes.

Sue Henwood stated that the zoning committee will become more aggressive this year for going after zoning violations. Economic Development has discussed that if the Village looks nicer it will be easier for the committee to get businesses in Bremen.

Ordinances and Resolutions

Ordinance 2-3-92

The Park ordinance needs many corrections. It will go back to committee for adjustments.

First reading of the zoning ordinance change requiring contractors to register with the Village.

First reading of the zoning ordinance doubling the fees not obtaining a permit before working.

First reading for bulk water rate increase.

Around the Table:

Harper, Toni: Was there a retirement party for Ron? Mayor Henwood said there was no party other than the employees getting together for a potluck.

Henwood, Sue: Thanks to Crystal, for all of the hard work that she has done in the past couple of months. We never passed the 2019 Rules of council. Sue Henwood moved to accept the 2018 rules of council as they stand for 2019, Prince second. Toni Harper, no; Sue Henwood, yea; Sherman Prince, yea; Scott Snider, yea; Todd Wesaw, yea; Debbie Wolfe, yea; motion passes.

Prince, Sherman: Nothing

Snider, Scott: Thank you to Crystal for all the work that she has been doing.

Wesaw, Todd: Thanks to the Village employees

Wolfe, Debbie: The street department did a great job patching the alley/street behind the 300 block of Marietta Street.

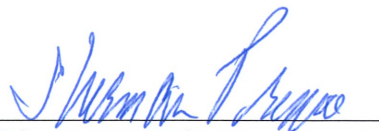
Mayor Henwood: We have a lot of skilled employees. Avery has fixed our chipper and done great at patching. Chance has been very dedicated to his job and the plant. We couldn't ask for better. The water department has worked hard to get new meters in and make the transition to new operators a seamless process. Corey has worked a lot on getting things done.

Pritchard, Crystal: Nothing

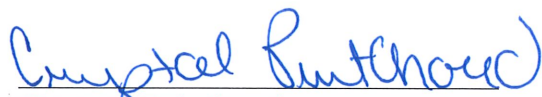
Spackey, Corey: The water meters that the Village billed for due to lack of maintenance has been resolved. One resident has paid in full. The other said she would pay it as soon as her tenant moves out. She has started the eviction process and doesn't want the water turned back on.

Motion to adjourn the meeting by Councilperson Wesaw at 8:41 P.M.

The next regular council meeting will be Monday, May 13, 2019 at 7:00 pm. at the Village Offices located at 9090 Marietta Road.



Sherman Prince
Council President



Crystal Pritchard
Fiscal Officer/Clerk of Council