

Held 1-10-17

January 10, 2017

COUNCIL MEETING

New Richmond Village Council met in Council Chambers in regular session on Tuesday, January 10, 2017 at 7 pm. Present: Gary Skeene, Richard Feldkamp, Mary Allen, Rodney Henry, Amanda Davidson and Paul Vanderbosch - members; Ramona Carr, Mayor; Kelly Painter, Clerk; Randy Harvey, Police Chief; Vince Bee, Fire Chief and Greg Roberts, Village Administrator.

Also attending:
Bill Marsh- 2423 Country Place
David Vornholt-310 Susanna Way
Mike Dobbins -110 Susanna Way
Rob Painter- New Richmond Street Dept.
Ken Shearwood- New Richmond Utilities Dept.

Mayor Carr opened the meeting with the Pledge of Allegiance.

Council members present were Henry, Skeene, Feldkamp, Allen, and Vanderbosch, and Davidson.

Minutes of December 27th were presented for approval. Gary Skeene motioned to approve, Seconded by Mary Allen.

Mr. Henry: yes
Mr. Feldkamp: yes
Mr. Skeene: yes

Mrs. Davidson: yes
Ms. Allen: yes
Mr. Vanderbosch: yes

Visitors:

Mike Dobbins, 110 Susana Way:

Mr. Dobbins came to council to ask for an update regarding street abandonment. Some of the concerns discussed were as follows.

- Mr. Dobbins requested that all of Water Street and part of Plum Street be abandoned.
- Public Works Committee would like to create a formal process for street abandonment before going forward with any action.
- Previous street abandonment.
- Any exchange /abandonment/sale of village property must be done by Ordinance.
- The current process for abandonment is the property in question is surveyed and then divided between the two adjoining properties.
- Concerns about property values.
- Concerns about time it will take to develop a process.
- Mr. Dobbins' project could benefit the village.
- The committee will try to expedite the creation of the process.
- Right of way permit is available to allow shoring up of the property.

RECORD OF PROCEEDINGS

Minutes of New Richmond Village Council

Meeting

BARRETT BROTHERS

Form 6101

Held 1-10-17

- Council would like some kind of assurance that the condo development is certain to occur.
- The committee plans to meet with Matt Faris the village solicitor.

David Vornholt, 310 Susana Way:

Mr. Vornholt came to give Council a Business Association update:

- Business retention committee has been formed.
- Coast Guard Auxiliary is interested in opening a Detachment Headquarters in New Richmond.

Greg Roberts, Village Administrator:

Salary Scale:

Proposed tonight for 1st reading is Ordinance 2017-03 establishing wage scale for certain positions in village government. The impact of the proposed salary scale is expected to be a little over \$50,000 total and the funds will come from the General Fund, Water/Sewer Fund, Garbage Fund and funds made available after staff reduction. As part of Greg's presentation he asked that the suggested pay increases noted in Exhibit "A" of Ordinance 2017-03 for current village employees listed in the exhibit be effective as of January 13th 2017 due to a lack of pay increases in previous years.

Gary Skeene motioned to approve pay increases noted in Exhibit "A" of Ordinance 2017-03 effective 1/13/2017. The current rate of pay of each employee is highlighted in yellow and the new rate of pay is highlighted in green, Seconded by Mary Allen.

Ordinance 2017-xx		Exhibit "A"							
Rates of Compensation for Officials, Officers & Employees of the Village of New Richmond, Ohio									
		Police Hourly							
TITLE	<1 year	1-5 years	6-10 years	11-15 years	>15 years				
Patrolman II (FT)									
Patrolman I (FT)									
Patrolman (PT)									
Clerk of Court (PT)									
Special Duty									
		Water / Wastewater Hourly							
TITLE	<1 year	1-5 years	6-10 years	11-15 years	>15 years				
Operator III/Supervisor	\$24.00	\$25.21	\$26.54	\$27.94	\$29.33	\$23.28	K. Shearwood	20%	
Operator II	\$14.00	\$14.30	\$14.65	\$15.38	\$16.14	\$12.21	N. Collins	20%	
Labor II (FT)	\$11.46	\$12.07	\$12.71	\$13.38	\$15.32	\$12.77	J. Knoechel	20%	
Clerk	\$12.36	\$12.97	\$13.62	\$14.30	\$14.83	\$12.36	B. Phillips	20%	
		Street Hourly							
TITLE	<1 year	1-5 years	6-10 years	11-15 years	>15 years				
Superintendent (FT)	\$19.00	\$20.00	\$21.06	\$22.17	\$23.34	\$19.45	L. Hurst	20%	
Labor II (Full Time)	\$11.46	\$12.07	\$12.71	\$13.38	\$15.32	\$11.15	H. Kidd	20%	
Labor I (Part Time)	\$10.00					\$11.15	R. Painter	20%	
Labor (Seasonal)	\$10.00								
		Exempt Annually							
TITLE	<1 year	1-5 years	6-10 years	11-15 years	>15 years				
Village Administrator (FT)		\$52,500					G. Roberts		
Chief of Police (FT)			\$55,161				R. Harvey		
Fiscal Officer (FT)			\$38,958				L. Baird		
Fire & EMS Chief (FT)					\$59,999		V. Bee		
Asst. Fire & EMS Chief (FT)							T. Feldkamp		
		Administration							
TITLE	<1 year	1-5 years	6-10 years	11-15 years	>15 years				
Clerk Of Council (PT)	\$12.30	\$12.91	\$13.55	\$14.72	\$15.45	\$12.30	K. Painter	5%	
Zoning Officer (PT)	\$13.00	\$13.65	\$14.33	\$15.07	\$15.82	\$13.00	D. Spiegel	5%	
		Elected							
TITLE	Per Meeting								
Mayor	\$0								
Council	\$125								
Mrs. Davidson: yes									

Mr. Henry: yes
Mr. Feldkamp: yes
Mr. Skeene: yes

Mrs. Davidson: yes
Ms. Allen: yes
Mr. Vanderbosch: no

Held

1-10-17

Personnel & Finance, Paul Vanderbosch:**Lynn Baird, Fiscal Officer**

- Lynn first reviewed the 2016 financial results to budget and expected revenue. Revenue was 109% of expected revenue and expenditures (appropriations) were 92% of the expected amounts. Details are available on the last page of the December financial report.
- Lynn reminded the committee that the state will be outsourcing the audit work for 2015-2020. The cost is likely to be higher, however we are expected to have a lower audit cost for 2018-2020 when only AUP work will be done instead of the complete audit.
- Lynn is working with the department heads on the final appropriations and capital budgets for 2017. She is planning to have a first reading of the final appropriations at the January 24th 2017 Council meeting.

Greg Roberts, Village Administrator:

- Greg presented a salary structure that would define titles and job descriptions and create a multi-year structure (15 years in the draft structure) with annual step increases to better manage wage administration in the village.
- Greg has not received any quotes in response to the RFQ issued for trash collection and recycling services. Any contract will likely include mandatory recycling and it is likely that Rumpke will provide the only quote.

Personnel Changes:**Vince Bee, Fire/EMS Chief:**

- Chief Bee reported that he and Chiefs Baird and Wright are gathering payroll information from surrounding municipalities to develop wage guidelines for New Richmond.
- Chief Bee requested that Desiree Murphy and Natasha Simmons be reclassified as Firefighter Level 1/ EMT-B now that they completed their certification and increase their hourly rates from \$11 to \$12 per hour effective January 11, 2017.

Randy Harvey, Police Chief:

- Chief Harvey requested Tom Collopy be reclassified from part time to full time with a six month probationary period at \$15.38 per hour increasing to \$18.00 per hour upon successful completion of the probationary period.

Richard Feldkamp motioned to reclassify Tom Collopy from part time to full time with a six month probationary period at \$15.38 per hour increasing to \$18.00 per hour upon successful completion of the probationary period, effective 2/1/2017, seconded by Paul Vanderbosch.

Mr. Henry: yes
Mr. Feldkamp: yes
Mr. Skeene: yes

Mrs. Davidson: yes
Ms. Allen: yes
Mr. Vanderbosch: yes

Paul Vanderbosch motioned to reclassify Natasha Simmons and Desiree Murphy as Firefighter Level 1/ EMT-B and increase hourly pay from current \$11.00 per hour to \$12.00 per hour effective 1/11/17, seconded by Mary Allen.

RECORD OF PROCEEDINGS

Minutes of *New Richmond Village Council* Meeting

BARRETT BROTHERS

Form 6101

Held

1-10-17

- Mary shared highlights and a summary of the OEDA (Ohio Economic Development Association) Conference.

Topics for Next Meeting:

- Everyone was asked to identify the one really big thing we should go after for 2017
- Suggestions included one industry, such as small manufacturing.

Richard Feldkamp, Safety/Laws/Rules Committee:

Items discussed at the meeting were as follows.

- Malfunctioning traffic light rules/laws.
- Green

PRINT ERROR

SEE NEXT PAGE

Mayor Carr appointed Nathan Alley to the Planning Commission term ending Dec. 31st 2019.

Mayor Carr suggested that all Council Committees remain the same as 2016 and Mary Allen to remain Vice Mayor.

Amanda Davidson motioned to leave all Council Committees the same as 2016 and Mary Allen to remain Vice Mayor, seconded by Richard Feldkamp.

Mr. Henry: yes
Mr. Feldkamp: yes
Mr. Skeene: yes

Mrs. Davidson: yes
Ms. Allen: yes
Mr. Vanderbosch: yes

Kelly Painter, Clerk of Council:

Kelly Painter presented council with the annual village License /Lease update. She also informed council of the cost for document destruction. The cost presented by the company that the village has used in the past to shred documents (Stericycle) is \$100 per 96 gallon tote off-site (each tote holds approximately 10 banker boxes). \$195 purge minimum. New Richmond's RC3 form submitted to the state of Ohio has been approved. The state has suggested that New Richmond submit a new Records Retention Schedule "The benefit of updating the RC-2 is that you may not need to submit RC-3 forms for everything anymore, so it would save you that step in cleaning up your records. With the passage of House Bill 153 by the 129th General Assembly, if your Records Retention Schedule (RC-2) was signed by your local records commission after September 29, 2011, Certificates of Records Disposal (RC-3) will only be required for records series indicated by State Archives-LGRP on your RC-2 form. Basically we check those records that we want notice of before destruction and everything else can just be destroyed when it has hit its retention period and tracked internally".

Held *1-10-17*

Mr. Henry: yes
Mr. Feldkamp: yes
Mr. Skeene: yes

Mrs. Davidson: yes
Ms. Allen: yes
Mr. Vanderbosch: yes

Mary Allen, Public Works:

Sewer

The work is still progressing. Soon a final request to sign up will be created and sent. It will include details of the tap fee options, approved by Council.

Family Dollar Move

Progress continues on the new building, but they're behind schedule which is expected to delay the store opening.

Garbage Collection Contract

January 17, 2017, will be bid opening. Based on previous discussions and knowledge, we're only expecting Rumpke to bid. Our current Rumpke contract ends February 1st. Then we'll go month-to-month, until we have a new contract with someone.

Entertainment District

Since a call for volunteers was made by Mayor Carr, this is a topic that will be discussed and very likely presented to Council within the next few months. A very high level discussion occurred about Entertainment Districts.

Cemetery

- UAN Software
 - Bill Marsh has stated that he cannot continue to work with the outdated UAN software that we've provided him. Discussion occurred about what the next steps would be to update the software. We have the update disc, we have to install the UAN accounting component first, then the cemetery component. Greg will discuss timing with Lynn Baird.
- Employee for cemetery administration
 - Greg and Bill stated that we need Village employees to handle some key operations vs. a volunteer. Especially grave sales and interment services.
- Cemetery Road Paving
 - Greg will follow up with Steve and Sherri Light on their offer to provide very low-cost cemetery road paving.
- **Policy to abandon streets**
 - A very high level discussion occurred in regard to the criteria and circumstances under which we'd abandon alleys and streets in New Richmond. We should consider creating parcels with contingencies.
 - Our criteria should include, but not be limited to: performing a survey, seek resident input (residents who'd be affected by a change, to understand their use and its value to them), advertising the parcel, a contract for the parcel, and a minimum bid for the parcel.

This requires further discussion and thought.

Historically, water St. has been viewed as having value with its access to the River. It was the collective opinion of the members and the Administrator that we should not make a quick decision to abandon Water Street

Mary Allen, Economic Development:

Topics Discussed:

Marketing the Community-What's our Identity?

- We need to develop the community Story and have an Ambassador's Club of Storytellers.
- Our story is about Steamboats, Ohio River Flooding, and Abolitionists and the Underground Railroad activities.

OEDA:

RECORD OF PROCEEDINGS

Minutes of *New Richmond Village Council* Meeting

BARRETT BROTHERS

Form 6101

Held

1-10-17

- Mary shared highlights and a summary of the OEDA (Ohio Economic Development Association) Conference.

Topics for Next Meeting:

- Everyone was asked to identify the one really big thing we should go after for 2017
- Suggestions included one industry, such as small manufacturing.

Richard Feldkamp, Safety/Laws/Rules Committee:

Items discussed at the meeting were as follows.

- Malfunctioning traffic light rules/laws.
- Greg is checking on Open Container laws and how they may apply to New Richmond.
- Chief Bee stated that the new stairway has been completed at the EMS building.
- Chief Harvey stated that Officer John Karl is still out on sick leave. He also spoke of the 6 month probationary period and pay increase regarding Officer Collopy.

Ramona Carr, Mayor:

Committee Appointments:

Mayor Carr reappointed Richard Parker to the Zoning Board of Appeals term ending Dec. 31st 2021, Art Kareth to the Planning Commission term ending Dec. 31st 2018, Art Galea to the Housing Board of Appeals term ending Dec. 31st 2020 and Richard Parker to the Housing Board of Appeals term ending Dec. 31st 2021.

Mayor Carr appointed Nathan Alley to the Planning Commission term ending Dec. 31st 2019.

Mayor Carr suggested that all Council Committees remain the same as 2016 and Mary Allen to remain Vice Mayor.

Amanda Davidson motioned to leave all Council Committees the same as 2016 and Mary Allen to remain Vice Mayor, seconded by Richard Feldkamp.

Mr. Henry: yes
Mr. Feldkamp: yes
Mr. Skeene: yes

Mrs. Davidson: yes
Ms. Allen: yes
Mr. Vanderbosch: yes

Kelly Painter, Clerk of Council:

Kelly Painter presented council with the annual village License /Lease update. She also informed council of the cost for document destruction. The cost presented by the company that the village has used in the past to shred documents (Stericycle) is \$100 per 96 gallon tote off-site (each tote holds approximately 10 banker boxes). \$195 purge minimum. New Richmond's RC3 form submitted to the state of Ohio has been approved. The state has suggested that New Richmond submit a new Records Retention Schedule. "The benefit of updating the RC-2 is that you may not need to submit RC-3 forms for everything anymore, so it would save you that step in cleaning up your records. With the passage of House Bill 153 by the 129th General Assembly, if your Records Retention Schedule (RC-2) was signed by your local records commission after September 29, 2011, Certificates of Records Disposal (RC-3) will only be required for records series indicated by State Archives-LGRP on your RC-2 form. Basically we check those records that we want notice of before destruction and everything else can just be destroyed when it has hit its retention period and tracked internally".

Held *1-10-17*

Legislation:

First Reading:

ORDINANCE 2017-01: AN ORDINANCE APPROVING, ADOPTING AND ENACTING AMERICAN LEGAL PUBLISHING'S OHIO BASIC CODE, 2017 EDITION, AS THE CODE OF ORDINANCES FOR THE MUNICIPALITY OF New Richmond, Ohio AND DECLARING AN EMERGENCY.

RESOLUTION 2017-01: A RESOLUTION AUTHORIZING THE SALE DURING CALENDAR YEAR 2017 OF MUNICIPALLY OWNED PERSONAL PROPERTY WHICH IS NOT NEEDED FOR PUBLIC USE, OR WHICH IS OBSOLETE OR UNFIT FOR THE USE FOR WHICH IT WAS ACQUIRED BY INTERNET AUCTION, PURSUANT TO OHIO REVISED CODE SECTION 721.15(D).

ORDINANCE 2017-03: AN ORDINANCE ESTABLISHING 2017 PAY SCHEDULE FOR THE VILLAGE OF NEW RICHMOND AND REPEALING ORDINANCES AND RESOLUTIONS IN CONFLICT THEREWITH

Gary Skeene motioned to suspend the Three Reading Rule, seconded by Rodney Henry.

Mr. Henry: yes
Mr. Feldkamp: yes
Mr. Skeene: yes

Mrs. Davidson: yes
Ms. Allen: yes
Mr. Vanderbosch: no

Richard Feldkamp motioned to adopt Ordinance 2017-01: AN ORDINANCE APPROVING, ADOPTING AND ENACTING AMERICAN LEGAL PUBLISHING'S OHIO BASIC CODE, 2017 EDITION, AS THE CODE OF ORDINANCES FOR THE MUNICIPALITY OF New Richmond, Ohio AND DECLARING AN EMERGENCY., seconded by Amanda Davidson.

Mr. Henry: yes
Mr. Feldkamp: yes
Mr. Skeene: yes

Mrs. Davidson: yes
Ms. Allen: yes
Mr. Vanderbosch: yes

Pay the bills:

Paul Vanderbosch motioned to pay bills 286-2016 through 943-2016 and warrants 35749 through 35787 as listed in the December financial reports, seconded by Gary Skeene.

Mr. Henry: yes
Mr. Feldkamp: yes
Mr. Skeene: yes

Mrs. Davidson: yes
Ms. Allen: yes
Mr. Vanderbosch: yes

CALL OF MEMBERS:

Vanderbosch - Nothing to report.
Allen - Flood Exhibit is up and provided updates on the presentations.

RECORD OF PROCEEDINGS

Minutes of New Richmond Village Council Meeting

BARRETT BROTHERS

Form 6101

Held

1-10-17

Davidson - Mrs. Davidson expressed concerns about a future levy not passing due to the decision made tonight regarding raises.

Skeene - Thanked Chief Harvey for his reports.

Feldkamp - Complimented Mary on her work on the Flood Project.

Henry - Nothing to report

Mayor Carr thanked Bill Marsh for all of his hard work.

David Vornholt-310 Susanna Way

Mr. Vornholt spoke briefly about Riverboats and the evolution of flat bottom boats.

Richard Feldkamp motioned to adjourn the meeting at 8:15 PM, seconded by Gary Skeene

Mr. Henry: yes

Mr. Feldkamp: yes

Mr. Skeene: -yes

Mrs. Davidson: yes

Ms. Allen: yes

Mr. Vanderbosch: yes

Meeting adjourned at 8:15 PM.

Ramona Carr

Mayor

Kelly P. Smith
Clerk of Council