

## July 12, 22 Personnel & Finance Committee Meeting Summary v2

This provides a summary of the July 11, 2022 Personnel & Finance Committee Meeting. The meeting started at 4:30 p.m. and ended would have ended at 5:45 p.m. Since only one member of the Safety, Laws, and Rules Committee was present, comments from guests were allowed to continue. Consequently, the Personnel & Finance meeting ended at 6:15 p.m.

**Members Present:** Mayor Ewing, Council Member Larry Prues, Council Member Dennis Dalton, and Mary Allen, Council Member and Committee Chair. Interim Police Chief, Jason Mallott, Fire/EMS Chief Tim Feldkamp, Interim Village Administrator, Bob Lindhorst, and Fiscal Officer, Diane Schafer.

**Absent:** None

**Guests:** Councilman Richard Feldkamp, Ken Shearwood, employee, and Lance Sizemore, Business Owner.

### Discussion Topics:

There were discussions in the normal four broad areas: Finance, Village Administration, Police Department, and the Fire & EMS Department and a high-level discussion about various noticed employee behaviors that need to change.

### **Finance Committee – Diane Schafer, Fiscal Officer**

#### 1. Tax Budget

- a. Diane stated that we'll have legislation for the tax budget in the July 12<sup>th</sup> council Meeting that will need to be passed as an emergency. This is an initial step in the 2023 budget process. There will be many more discussions about the final 2023 budget.

#### 2. Credit Cards

Diane mentioned that former Village Administrator Greg Roberts had a Village credit card – and it's been returned. She had had a discussion with former Fiscal Officer, Lynn Baird and they both agreed that Kelley Snider should have one because of the ordering that she's doing. The committee suggested a \$1,000 limit.

3. During the May 10, 2022 Council Meeting, Council passed a motion to authorize Lynn Baird, Diane Schafer and Greg Roberts to be able to transact all business with River Hills Bank, including on one payments. Today I'm making a motion to change the authorizations.

**Motion: Motion to authorize Lynn Baird and Diane Schafer to be able to transact all business with River Hills Bank, including on one payments.**

**Note:** Interim Village Administrator Lindhorst was ok with receiving a credit card, but not with being able to transact business with River Hills Bank.

#### 4. American Rescue Funds can be used in four broad categories.

- i. Response to public health emergency
- ii. Essential employee premium
- iii. Revenue loss
- iv. Investments in water, sewer, or broadband

Diane mentioned that other communities had made a resolution for the funds stating they had had an impact on revenue because of Covid. Mary stated that she thought any negative revenue impact

would have occurred for the Village during 2020 and 2021 because of an increase in emergency services personnel and purchasing of PPE. However, she said investments in water, sewer, or broadband could work.

Councilman Dalton stated that he had met with Ken Shearwood and Ken had come up with a list of much needed things that we could use the money for in the water and sewer departments.

#### **Water Department**

- a. Well Number 2 really needs to be cleaned – the approximate cost is between 15,000 and \$17,000. With the extra homes being added to our system we will need to clean one **well** every year. This needs to be included in the annual budget.
- b. Door replacement in Chlorine room. Approximate cost of \$3000. Panic door with automatic light and blower switch is highly suggested by Ohio EPA in this year's survey of the plant.
- c. Addition of charcoal media to filters. This is a no cost upgrade. Media is already on site. Norm has a plan to get this done within the next couple of months.
- d. Attach Pump Number Two at old booster station back into SCADA system. Approximate cost \$1,000.

There was discussion of promoting Norm Collins and raising his salary to \$24.00 an hour.

Councilman Prues asked Fiscal Officer Shafer to work with Bobbie Phillips to be able to provide council with a list of residents on water in 2015 vs. currently, in an attempt to understand exactly how much growth, we've experienced within the Village.

#### **Projects for the Sewer Plant and collections system include...**

- a. Raising manhole number 138 to allow less flood water in. Ken hasn't put this out for bid yet so not sure of cost – his guesstimate is about \$2,000 - \$3000.
- b. Add equalization basin to wastewater plants. This is a large project and Ken will contact the designer of our Sewer Plant and find out approximate costs to adding this basin. This plant was designed by Aero Mod out of Manhattan Kansas.
- c. Smoke testing of problem areas in our collection system. This can be done at relatively low cost. Ken's guesstimate less than \$1000. Chief Feldkamp stated that we didn't need to do smoke testing unless we were planning to make improvements.

#### **5. Finance Misc.**

Councilwoman Allen stated she had been in a historic New Richmond meeting with former Village Administrator Greg Roberts and he mentioned some escrow account funds that could be released.

- a. \$20,000 from HPA for completion of punch list items at Union Station (council meetings notes Dec. 14, 2021). HPA completed the items and are entitled to receive the \$20,000.
- b. \$5,000 for DJN investments (Nick Wolf) for the fill operation on US 132. It was conditionally approved and they're entitled to have the money returned to them.

#### **6. Lance Sizemore's \$50,000 offer to buy the ballfields**

There was high level discussion about Mr. Sizemore's offer. Councilwoman Allen stated that she thought businesses of a certain size and government entities were required to follow an RFP/Bid process.

Councilman Dalton stated, he thought so too. Consequently, there was high level discussion about Mr. Sizemore's offer. Councilman Prues stated that we need to do something with that property vs. letting it just sit there and said even a smaller bid amount from Mr. Sizemore for a development, was better than doing nothing. Councilwoman Allen said she had reached out to the Solicitor, Scott Solman regarding Mr. Sizemore's offer.

**Note:** There won't be a motion to pay the bills this evening because the June information is not available. We'll do this when the information is available, later in July or in August.

#### **Police Department – Interim Police Chief Jason Mallott**

Chief Mallott proposed a change to the salary structure for the village police officers. Good discussion occurred and the Chief will check on a few things and get back to council. His proposal was favorably received.

Additionally, there was discussion about increasing Jan Reynolds' salary. She has taken on many additional responsibilities since joining the department. Chief Mallott, Councilwoman Allen, Councilman Dalton, and Fiscal Officer, Diane Schaefer will look into an appropriate increase.

We discussed raising Jan Reynolds's salary by \$2.00 per hour.

There was one personnel change. Charlie Saylor has requested to be moved to part-time effective July 1, 2022.

**Motion:** Motion to reclassify Charlie Saylor from full-time to part-time, at a rate of \$15.00 per hour, effective July 1, 2022.

#### **Fire/EMS Department – Fire/EMS Chief Tim Feldkamp**

Chief Feldkamp stated the repairs to the ladder truck were \$2,000. Councilman Feldkamp stated that the company making the repairs, All American Fire Equipment, does an outstanding job.

The Durango, which has previously been used by the Fire/EMS Chief is no longer safe to drive. He is recommending if we replace it, we consider a pickup truck that would give the department more flexibility. Councilman Prues asked about a lease, but Chief Feldkamp stated with the anticipated budget issues next year, he didn't think that would be feasible.

Chief Feldkamp stated he wanted us to consider hiring a grant writer for \$2,500 to write a grant application for a new fire truck. The grant we're seeking, if awarded, would cover \$475,000 which is approximately 75% of the cost of a new truck.

Chief Feldkamp didn't have any personnel changes.

#### **Village Administration – Interim Village Administrator Bob Lindhorst**

- Bob stated he had a meeting with KZF on July 21<sup>st</sup> to discuss Liberty Landing.
- He stated that the \$103,000 allocated for curbs and sidewalks wouldn't be enough for Augusta and he's decided to reallocate it to another area previously discussed. Along the one side of Hamilton where the park is located.

#### **Miscellaneous Topics**

- a. Bobbi would like to move forward on using the Citizen Action Center. Former Village Administrator, Greg Roberts, had started on this and she feels it's the right approach for us to use for residents to quickly make payments for utilities, permits, fines, access forms for utilities, permits, rental inspections and more. Ultimately, it could be used to replace Nixle. No motion is required, but the committee thought she should proceed.

- b. Ohio River Way – Councilwoman Allen stated she had completed our application for membership and the new amount for communities with 2,500 -5,000 residents was \$500 vs. the \$1,000 that was previously planned. We'll be invoiced.
- c. 5 MM Appalachian Community Grant – Councilman Dalton has communicated with the Ohio Dept. of Development, Director, John Carey's office, and has been advised that more information will be forthcoming.
- d. 5 MM Appalachian Community Grant Continued...

We know some of the initial criteria is the project must be:

- i. Evidence based
- ii. Region wide
- iii. Transformative to region

Councilwoman Allen stated new ramps in New Richmond, now being a member of the Ohio River Way, would be evidence based, and valuable and transformative to the region. Councilman Prues agreed.

- e. Councilman Dalton stated he feels we need to rethink our use of the speed cameras and some discussion followed. Councilwoman Allen stated with the level of ambiguity that still exists about the cameras, there's a lot of risk that money we would receive would potentially have to be paid back and we wouldn't have the money to do so once it's used.
- f. Village web site – Kelley Snider has been able to get back into the website to make changes.
- g. Councilman Feldkamp had multiple comments about the behaviors and attitude of some of our employees:
  - a. He feels very strongly that the tree near Union Station on Bethel-New Richmond Rd. that we've heard about needing to be regularly trimmed is very important. He's asked Interim Village Administrator Lindhorst to set up a regular review and trim schedule.
  - b. He has heard about "short-timers" attitude from at least one of our retiring employees and he's very upset with that.
  - c. He believes that Mayor Ewing's former recommendation for our employees to use a time clock should be implemented. Interim Village Administrator Lindhorst stated he had created a daily log for the water, sewer, and street department personnel to complete and he's being aggressive about providing a list of daily work deliverables.
  - d. Councilman Feldkamp complimented Interim Village Administrator Lindhorst. He stated he has done a fine job in the few weeks he's been in the role. This was echoed by Councilman Prues.

July 11 2022  
Public Works

## WATER AND SEWER

Ken asked me to contact Steve Cantrell from Environmental Engineering Service regarding a response to an EPA letter asking for a plan of action to resolve the issue with wastewater test sample results.

Discussed with Ken the plan of action to respond to EPA concerns which are from federal and state.

Plan of action:

- Repair manhole no. 138.
- Performing a corrosion study.
- Discontinue the current use of Ortho/Polyphosphate and replace with 100% Orthophosphate solution in the amount recommended by the EPA.

Met with Steve Cantrell and discussed this issue of response. After speaking with Mr. Cantrell I invited him to our next committee meeting to discuss both the financial and logistical items that have and have not been addressed.

- Steve will address three issues:
  - EPA letter and our response
  - Water meters (Grants & Balance)
  - Corrosion study, repair, and new chemicals that we will use to combat high copper levels.

## PARKS

Ryan Woodruff forwarded information on 15 grants from the state of Ohio that we can apply for. We now have residents with grant writing experience stepping up to participate.

## ROADS

Thanks to resident Kurtis Boggs who was able to use his time and experience to get a quote on repainting lines on Bethel New Richmond including the school crossing. We are in the process of evaluating the estimate of \$9,800.00

for 7-12-22  
Council  
meeting

**Village of New Richmond Planning Commission**

**Thursday July 8, 2022**

**Meeting Minutes**

Committee Members in attendance were Commission Chairman Michael Findlan, Tom Wulker, Theresa Leigh, Mayor Glenn Ewing

Also in attendance were Acting Village Administrator and Zoning Inspector Bob Lindhorst and Councilman Dennis Dalton and resident Gary Skeen

Absent were Councilman Ryan Woodruff and committee alternate Elizabeth Hill.

The meeting started at 6:05 pm.

**Approval of minutes from last meeting**

Mr. Findlan inquired whether commission member had any comments on the minutes from the previous meeting. There being no comments, a motion was made to accept the minutes, seconded, and all were in favor.

**Combined Administrator and Zoning Inspector's Report by Mr. Lindhorst**

- a) Mr. Lindhorst presented a planning and zoning report summarizing permits and activities for June. He noted that permits had decline somewhat from previous months.
- b) The Adopt-a-Park program had been approved by council and various sponsors had already signed up to maintain several of the parks.
- c) Ashburn Woods would like to start preliminary clearing.
- d) The brush along the Ohio river bank had been cleaned up and cleared. Steve Light was noted as being very helpful in this endeavor
- e) Choice One Engineering was preparing to proceed with the curbing and sidewalk construction of Hamilton Street in front of the park. It was discussed that the curbing should be set back to allow for continued parallel parking along that section of the street. The project's cost estimate was approximately \$115,000. The grant for the project was \$103,000 which left the village's financial responsibility at about \$12,000.
- f) The developer of Union Station will be reviewing the punch list with the Village soon. After the punch list is complete, the performance bond can be removed.
- g) Choice One Engineering will also be starting work on the Ashburn Woods project.
- h) The Village has received a \$300,000 grant for architect and engineering services to explore revitalization of the New Richmond riverfront area (Liberty Landing project). The Village is talking to KZF architects who are ready for a 1<sup>st</sup> meeting related to this endeavor. The meeting is to discuss an overview of services, key areas, collect initial thoughts on design, etc. Mr. Dalton would like the Planning Commission to prioritize the process with KZF as there is currently government grant money available for projects in our geographic area. The sooner, the Village can generate a set of working plans, the sooner the Village could apply for the grants, possibly putting it ahead of other applicants. It was discussed that Rising Sun, Indiana has revitalized their riverfront area and may be one model among many that could be looked at for New Richmond.

## **Continuing Business:**

### **1. Review and Updating of Zoning Ordinances:**

Upon review it has been noted numerous articles in the Zoning Ordinance were possibly never officially adopted by the Village Council. The Planning Commission would like to request the Village Council approve and adopt the entirety of the last complete version (currently what is on the website) dated as 2013. This is housekeeping prior to doing any updating.

\*\* Mr. Wulker made a motion that requests Village Council adopt the last complete version of the zoning ordinance in its entirety as presented on the Village's website as a housekeeping measure. Mr. Findlan seconded the motion and all voted in favor of the motion sending it to council for adoption.

### **2. Status of the ASBURN WOODS PUD project.**

\*\* In its June meeting, the Planning Commission made a motion to and unanimously voted to recommend approval of the revised final plans for the Ashburn Woods project to Village Council, subject to one additional request that the developer install STORZ fittings on the fire hydrants which allow for quick connections to the hydrants during emergencies.

The Planning Commission has not heard back from Village Council regarding its approval/disapproval of Ashburn Woods revised final plans subject to the installation of the STORZ fittings on the fire hydrants. Council needs to act on this to avoid further delay to the project.

### **3. Status of revisions to "Section 504" – Powers and Duties of Planning Commission.**

A revision to Section 504 of the Zoning Ordinance was approved by the Planning Commission and submitted to Village Council's representative on April 10<sup>th</sup>. The revision better defines the role of the Planning Commission related to new construction, projects, and issues related to village lands.

Mr. Findlan stated the Planning Commission has not been informed of its status. Councilman Dalton stated he believes the majority of Village Council agrees conceptually with the important role of the Planning Commission as stated in the proposed revision to section 504. One or a couple council members may still be reviewing the proposed revision's wording. Mr. Wulker stated that he cannot attend village council meetings due to his business hours. But he would be happy to meet individually with those council member(s) who may have reservations or concerns to discuss their concerns vs. the proposed revision, and how this correlates to Ohio law on the matter.

## **Old Business**

### **4. Mike Dobbins plans for the "Ice House" and use of Plum and Water Street.**

A list of proposed ideas (in bullet point format) for vacating portions of Water Street and Plum Street as requested by Mr. Dobbins has been drafted. The next step is to discuss the ideas with Mr. Dobbins for his consideration. His response will determine the final form of the Planning Commission's recommendations on the matter that will be forwarded to Council. Both Mr. Wulker and Mr. Dalton stated one or both of them could discuss the conditions for abandonment to Mr. Dobbins and report back to the commission.

## **New Business:**

Councilman Dalton requested conversation and input on several projects as follows:

\*Comprehensive plan: the age of the current comprehensive plan was discussed and the need to consider revising it. Councilman Dalton stated he believed updating resident surveys would be an important part of any revision.

\*Comprehensive Zoning (Zoning Ordinance) update; See item 1 under continuing business recommending council adopt the zoning ordinance in its entirety as a housekeeping measure prior to starting the revision process.

Liberty Landing: See item (h) under the Administrator's report above. A tentative list of committee members for the 1<sup>st</sup> meeting included: Mr. Findlan, PC Chair; Tom Wulker, PC member, Bob Lindhorst, acting Village Administrator and Zoning Inspector; Councilman Ryan Woodruff (or alternate councilperson), and Mr. Dobbins, author of a previous drawings on revitalization of the riverfront a decade earlier.

Roundabout opinions: Councilman Dalton stated the roundabouts are fully funded. Several persons present stated that education as to the benefits of having roundabouts were important. Educational information about the roundabouts is listed on the village website.

Parking lot behind VFW ; It was stated that the land parcel owned by the village behind the VFW may be suitable for additional village parking and its proximity to the village core. It was observed that the parcel in question is mitigated property under the FEMA's buyback program. As such, parking is to be kept as unimproved, unpaved parking.

Appalachian money: Councilman Dalton stated there appears to be grant money available for revitalization of the riverfront.

Potential usage of Ball Fields: there should be continued exploration of options for the ball-fields.

## **Meetings End**

There being no further business to discuss, a motion was made to adjourn the meeting, seconded and all were in favor of ending the meeting at approximately 7:50pm.

Respectfully submitted,

Tom Wulker, commission member