

## September 13, 2022 Personnel & Finance Committee Meeting Summary

This provides a summary of the September 12, 2022 Personnel & Finance Committee Meeting. The meeting started at 4:32 p.m. and ended would have ended at 5:35 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.

**Absent:** Lynn Baird has agreed to assist us with the Fiscal Officer responsibilities until we hire a replacement

**Guests:** Councilman Richard Feldkamp, Councilman Ryan Woodruff, employees Kelley Snider and Leo Hurst, and visitor Gary Spires.

### Discussion Topics:

There were discussions in the normal four broad areas: Finance, Village Administration, Police Department, and the Fire & EMS Department.

**Finance Committee – Report by previous Fiscal Officer, Lynn Baird, who's assisting in Diane's absence**  
There are two personnel changes:

- Diane Schafer, Fiscal Officer has resigned effective, September 8, 2022.

**Motion: Motion to accept the resignation of Diane Schaefer, effective September 8, 2022. She leaves in good standing.**

- Molly Novak was due a pay increase on the first day of the first pay period in June and it was missed. The retroactive amount was paid in the pay period ending September 8, 2022.

**Motion: Motion to increase the hourly rate of Molly Novak to \$14.10 retroactive to June 2022.**

1. Grant money received:
  - a. Opioid Settlement \$2,858.99
  - b. American Rescue Plan \$225,770Councilman Prues stated we need to ensure we've done all the steps we're required to do to secure all the money we may be entitled to. He suggested we follow up with the Solicitor on the draft resolution we received from Commissioner Painter.
2. Recent Police Dept donations
  - a. \$400
  - b. \$100
  - c. \$2,600
3. As in most years, we'll require some appropriation changes:
  - a. Garbage Fund – due to rate increase
  - b. Salaries - may need to be increased due to retirement pay outs
  - c. Mowing or other operating – may need to be increased
  - d. Some expense categories may need to be lowered due to lower revenue (property taxes). Revenue not sufficient to support appropriations as they were approved. Property taxes are \$42,000 below budget.
4. We will be purchasing a new laptop for Interim Administrator, Bob Lindhorst.
5. Council should authorize a VISA credit card and use by Jan Reynolds for \$500 for postage and misc. for the Police Department.

**Motion: Motion to approve a VISA card and use by Jan Reynolds for \$500.**

**\*The Committee has reviewed all checks and electronic payments for the month August 2022.**

**Motion: Motion to pay the bills.**

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

1. Leo Hurst will be retiring September 30, 2022. **Thanks to Leo for his dedication and service over the years.**
1. There is one personnel change. Bob wants to promote Rob Painter to Street Department Lead.

**Motion: Motion to promote Rob Painter effective September 9, 2022 to Street Dept. Lead. His new rate will be \$18.75 per hour. This will be effective September 9, 2022. He 'll serve a six-month probation in this new role.**

Questions/discussion for the Administrator:

1. Councilman Prues asked:
  - a. if any organization had adopted the Dog Park as part of the Adopt a Park Program. Bob said no, because the dog park wasn't in existence when the initial program started.
  - b. If there was an update on the decorative lamps – Bob stated he still need to check with Scott Green, electrician
2. The Majestic is supposedly back in Manchester. According to Councilman Prues, the owner is supposed to take out the gang plank and front-end loader.

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

1. One of the portable speed cameras was at Village Hall yesterday for us to see.
2. The \$2,600 donation was for Officer Training.
3. Chief Mallott has applied for several grants:
  - a. Body camera grant from Ohio Dept. of Public Safety
  - b. COPS grant – National Dept. of Justice – that can be used to help with the starting salaries of newly hired officers for their first 1- 2 years.
  - c. Traffic enforcement grant – Ohio Dept. of Public Safety

There is one personnel change:

1. Jacob Chapman is moving from full-time to part-time.

**Motion: Motion to move Jacob Chapman from full-time to part-time effective September 30, 2022. His new rate of pay will be \$15.00 per hour.**

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

1. Chief Feldkamp has continued to work on the grant for the new fire truck through the (AFG) Assistance to Firefighters organization
2. Chief Feldkamp had one personnel change:
  1. Miranda Sims has resigned. It will be effective, September 13, 2022. She is leaving in good standing.

**Motion: Motion to accept the resignation of Miranda Sims effective September 13, 2022.**

**Miscellaneous Discussion:**

1. Councilman Prues started a discussion about the Ballfields appraisal. Councilmembers Dalton and Allen stated they had also seen it. All were in agreement we want to try to secure the "best use for the property.
2. Discussion ensued about filling the Fiscal Officer position. Multiple scenarios were tossed around for consideration.
3. said he had

**Guest comments:**

1. Employee Leo Hurst questioned how his sick leave is planned to be paid out when he retires. Councilwoman Allen said she'd follow up and provide an update in the Council meeting, if possible.



# Village of New Richmond

## Safety, Rules & Laws Committee



**Date:** August 8, 2022

**Location:** New Richmond Village Hall

**Time Start :** 17:45 hrs

**Time End:** 18:20 hrs

**Meeting Type:** ( X ) Regular ( ) Special

*Attendees:*

Glenn Ewing (Mayor)

Ryan M. Woodruff (Chairman)

Richard Feldkamp (Councilman)

Bob Lindhorst (Interim Administrator, Planning/Zoning Administrator)

Tim Feldkamp (Fire/EMS Chief)

Jason Mallott (Interim Police Chief)

*Guests:* Mary Allen (Councilwoman), Dennis Dalton (Councilman), Larry Prues (Councilman)

*Members Absent:* Jon Tharpe (Councilman)

### Call Meeting To Order/Welcome

Chairman Woodruff called the meeting to order and opened the floor for discussion on the possibility of moving ALL future committee meeting business to the regularly scheduled council meetings. His reasoning for this request was to allow for more complete discussion and understanding by all members of council who may not attend these meetings. A discussion took place for several minutes about pros/cons of moving the meetings. This discussion was open to all members and guests as well as department heads. At the conclusion there was not a clear consensus for a formal recommendation to council beyond that council may want to discuss this as a full body.

This item also became discussion again at the conclusion of the regular business of the body. No further resolution was decided beyond the original discussion. This matter will be referred to the entire body of council for consideration.

### Department Data Update (Police, Fire/EMS)

#### POLICE

Interim Chief Mallott stated he would give his monthly report at tomorrow's council meeting. He also had a portable solar powered speed camera trailer style unit on display outside of the building for viewing and encouraged all in attendance to take a look at it. The Interim Chief also requested that we look into the possibility of altering the STOP sign(s) in the area of Old US 52 and Taco Bell. He stated that there has been confusion with some motorists over the intersection in how it relates to some motorists having continuous right of way vs. those who would need to stop per the sign. The committee and Acting Village Administrator Bob Lindhorst will review the area in question and see what, if anything,

can be done to make the intersection safer. Chairman Woodruff asked that Acting Administrator Lindhorst check with Choice One Engineering to see if we can add to specifications for new businesses that have access points to public roads be required to install a STOP sign.

The last item from Interim Chief Mallott was that with this being NREVSD Homecoming Week, NRPD officers will be altering their uniform shirt to reflect a We Are NR t-shirt in the spirit of unity with our local school and students. Officers will still be properly identifiable per standards but would be participating in this act.

#### **FIRE/EMS**

Chief Feldkamp submitted a written report for calls of service to each member of council in their mailbox. He stated he would provide a verbal report at the council meeting. Chief Feldkamp stated he had an issue with the Quint and Engine that took both units temporarily out of service. He contacted a technician to look at the issues and the issue with the Quint was isolated to a faulty sensor that will be traced down and replaced in the coming days. This returned the unit to service, the Engine was found to have a leaking hose on the pump which will be repaired tomorrow in house and will return that unit to service. Chief Feldkamp also asked Acting Administrator Lindhorst on the status of the village street sign updating. Mr. Lindhorst stated that they would be making a conscious effort to replace the signage starting in October. Chief Feldkamp stated that updating the signs to legible or physically present signs made response easier for his staff who may be new to the area.

#### **MEETING ADJOURNMENT**

**\*\*NEXT SCHEDULED MEETING TO TAKE PLACE ON October 10, 2022 AT 17:30 HRS**

Meeting Minutes Submitted by: Ryan M. Woodruff

There was no Public Works meeting  
Monday, September 12<sup>th</sup>.

# Village of New Richmond Planning Commission

Thursday September 1<sup>st</sup>, 2022

## Meeting Minutes

Committee members in attendance: Committee Chair Michael Findlan, Councilman Ryan Woodruff, Elizabeth Hill, Theresa Leigh, and alternate Mike Dobbins.

Committee members absent: Mayor Glenn Ewing

Also in attendance were Interim Village Administrator/Zoning Administrator Bob Lindhorst

The meeting started at 6:00.

### **Agenda & items discussed**

Approval of minutes from last meeting – Approval of minutes from the August 4<sup>th</sup>, 2022, Planning Commission was postponed pending receipt of a copy to review.

1. Councilman Woodruff provided an update on the Plum/Water streets vacation discussion with Council.
  - a. There were some questions surrounding the “selling” of Village property. Councilman Woodruff explained Plum and Water streets are considered “paper” streets; meaning they are streets in name only and therefore there is no selling involved.
  - b. Section 723.04 of the Ohio Revised Code has a process in place for vacating paper streets either by ordinance or petition, which the Village can follow as confirmed by Solicitor Sollmann.
  - c. Mike Dobbins stated he would send another request to vacate the street with an easement for the public utility.
  - d. Councilman Woodruff will ask Council’s approval for Bob Lindhorst obtaining a survey and will present an ordinance to vacate Plum and Water streets at the second Council meeting in September. Mike Dobbins relayed he has had the property surveyed.
2. Interim Village Administrator/Zoning Administrator Bob Lindhorst provided the August 2022 Planning & Zoning monthly report.
  - a. 10 permits were issued; permit fees collected: \$970.00
  - b. 11 violations were issued
  - c. A letter dated August 23<sup>rd</sup> was sent to the owners of 1029 Front Street citing violation of the Village of New Richmond’s Floodplain and Zoning Ordinance (as floodplain administrators under the guidance of FEMA, the Village is obligated to enforce floodplain regulations). The owner(s) have fifteen days from the date of the letter to bring the property and/or structure into compliance.
  - d. The county’s environmental consultant performed asbestos surveys and testing of all properties slated to be demolished. Demolition is scheduled to begin this fall and carry through the winter into early Spring 2023.



- e. Several complaints were received, mainly regarding traffic, but also parking and dust issues at Ashburn Woods. These were brought to the attention of the developer and Siteworx (who is doing the excavation. They hope to have the street's base coat down by the middle of October, with the first home going up at the beginning of the year.
- f. KZF is progressing right along with the project schedule they submitted: kick-off meeting 7-22-2022; project initiation and existing conditions 8-15-2022; development of conceptual vision plan 9-19-2022; community vision session 10-4-2022; design review 11-22-2022; final master plan and cost estimates 12-15-2022
  - i. Mike Dobbins mentioned an Army Corp of Engineer grant for deflectors to route debris away from Skipper's and our public ramp might be worth looking into. Councilman Woodruff agreed and felt it would be worthwhile to ask KZF to weigh in on the matter; mentioned we should also look at a public dock.
- g. Former Mayor Ramona Carr inquired into whether the church on Caroline St., next to the old tennis courts, could adapt the Village's "adopt-a-park" and mow this area in exchange for using the lot as a parking lot for churchgoers. Several items were discussed by the Planning members, as this lot is Village property so open to being sold or a license agreement.

There being no further business to discuss, Councilman Woodruff made the motion to adjourn; Elizabeth Hill seconded, and all were in favor of ending the meeting.

Meeting ended at 7:45 p.m.

Respectfully submitted,

Theresa Leigh, commission member