

# AGENDA

VILLAGE OF HARVEYSBURG VILLAGE COUNCIL  
JANUARY 22, 2018 – 7:00 P.M.  
HARVEYSBURG VILLAGE CENTER  
79 W. MAIN STREET

A. *CALL TO ORDER - (TIME: \_\_\_\_\_)*

B. *PLEDGE OF ALLEGIANCE / NATIONAL ANTHEM*

C. *ROLL CALL*

1. *Motion to Excuse any absent members \_\_\_\_\_; 2<sup>nd</sup> \_\_\_\_\_ Vote \_\_\_\_\_*

D. *MOMENT OF SILENCE*

E. *MINUTES*

1. *APPROVE 01/08/2018 – Motion: \_\_\_\_\_; 2<sup>nd</sup> \_\_\_\_\_ Vote: \_\_\_\_\_*

F. *MAYOR'S REPORT – Appoint Committees*

G. *PRESIDENT PRO-TEM REPORT*

H. *VILLAGE ADMINISTRATOR/STREETS & BUILDINGS REPORT*

1. *Emergency Call In procedure - Joe Lucas will be providing a resolution*
2. *2017 Recap*
3. *Camera for courtroom*

I. *COMMENTS BY THE AUDIENCE – State your name*

J. *UNFINISHED BUSINESS*

K. *NEW BUSINESS*

L. *COMMITTEE REPORTS*

1. *Police*
2. *Community Relations*
3. *Planning*
4. *Finance*
5. *Records*
6. *Grants*

7. Tree Board

*M. UNSCHEDULED BUSINESS*

1. Comments by the audience
2. Comments by the Council

*N. BILLS AND FINANCE – Motion to ratify & pay bills \_\_\_\_\_; 2<sup>nd</sup> \_\_\_\_\_ Vote \_\_\_\_\_*

1. Pay Bills
2. Bank Reconciliation
3. Monthly Report
4. Fiscal Officer Report – Recap Village insurance

*O. RECESS TO WORK SESSION TO DISCUSS THE FOLLOWING: (THE PUBLIC IS INVITED.)*

None

*P. EXECUTIVE SESSION*

None

*Q. ADJOURNMENT*

1. Set date and time for next meeting as February 12, 2018 at 7:00 P. M.
2. Motion to adjourn \_\_\_\_\_; 2<sup>nd</sup> \_\_\_\_\_ Vote \_\_\_\_\_

# RECORD OF PROCEEDINGS

## HARVEYSBURG VILLAGE COUNCIL REGULAR MEETING

January 22, 2018

The regular fourth Monday of the month meeting of the Harveysburg Village Council was held pursuant to call, upon, the proper notice to the public, on January 22, 2018 at 7:02 PM at the Harveysburg Village Government Center, 79 West Main St., Harveysburg, OH 45032.

PRESENT: Mayor Verga, Council Members: Jim Nelson, Pat Bennett, Steve Cochran, Randy Carruthers and Sean Meier. Village Staff: Village Administrator - Doug Trimble, Fiscal Officer and Clerk of Council – John Faulkner, Village Solicitor – Joe Lucas.

EXCUSED: None

The meeting was called to order by Mayor Verga, followed by the Pledge of Allegiance, National Anthem, Moment of Silence, and roll call.

### MINUTES

Minutes of the January 8, 2018 were approved with the following corrections from Mayor Verga: The Community Christmas dinner - \$1,800.00 cost, \$1,200 from the Village and \$600 from the Harveysburg Community Foundation and Ms. Herberth's name was incorrectly spelled. Mr. Bennett moved, Mr. Cochran seconded to approve corrected minutes. All members voted aye.

### MAYOR'S REPORT

Mayor Verga began his report by presenting a committee assignment listing and asked for a volunteer to fill the vacancy on the Community Relations committee. Councilman Rhoads responded by volunteering. A 2018 project for all Councilmen is the need for storm sewer service. That includes the planning, financing, location, grants, the Mayor encouraged getting involved. The Mayor gave a brief overview of the Massie Township Trustees special meeting on January 16<sup>th</sup> involving the status of the fire/EMS services covering the Township and the Village of Harveysburg. (1) an interim fire chief has been appointed; (2) on-going conversations/dialogue with Chester and Wayne Townships for continued service and the potential of a joint fire district. Wayne Township/Waynesville is not interested in a joint fire district, but will honor their commitment to mutual aid. Mayor Verga then invited the former

# RECORD OF PROCEEDINGS

## HARVEYSBURG VILLAGE COUNCIL REGULAR MEETING

January 22, 2018

Massie Township Fire Chief Scott Hines to comment on the status and where to from here. His comments ranged from the current fire levy, promoting a Village of Harveysburg Fire Department and the additional cost to homeowners for a levy from real property taxes, donations from individuals and the not-for-profit foundation to purchase and operate the department and the statement "...won't cost you anything the first year", grants availability, and the cost of specialty equipment that would need to be purchased new. Mr. Hines will follow-up with additional financial details and personnel requirements.

### PRESIDENT PRO-TEM

Mr. Bennett brief comments were limited to congratulating Village Administrator Trimble on the "stupendous" job he has been doing since his appointment in the fall of 2016.

### VILLAGE ADMINISTRATOR/STREETS & BUILDS

Mr. Trimble offered a multi-page report recapping the accomplishments for 2017 that included the Ohio Checkbook, sidewalk & curb program, email notifications, agenda postings & notifications, the need for work sessions, storm drainage system, cameras, the renovation of the basketball court, records, the police department, new hires, and the current employees, pest control & expanding the service, zoning, tree city status as well as what's new for 2018. During the presentation, Solicitor Lucas voiced comments about the advantages & disadvantages of having cameras in the council/Mayor's Court room. Other discussions followed.

V A Trimble offered an "Emergency Call-in Procedures" with details that primarily cover the street maintenance workers, especially during snow emergencies. Solicitor Lucas read the policy as a proposed resolution. Mr. Bennett moved to adopt the procedures as Resolution #2018-003, Mr. Cochran seconded. A roll-call vote followed: Mr. Nelson abstained, Mr. Cochran, Mr. Carruthers, Mr. Rhoads, Mr. Juniel and Mr. Bennett voted yea. Motion passed. Mr. Carruthers moved to adopt it as an emergency resolution retroactive to January 1, 2018, Mr. Cochran seconded. A roll-call followed: Mr. Nelson abstained, Mr. Cochran, Mr. Carruthers, Mr. Rhoads, Mr. Juniel and Mr. Bennett voted yea. Motion passed.

### COMMENTS BY THE AUDIENCE/CITIZENS

A sheet recording the names and addresses was circulated before the meeting. Mr. Scott Hines was introduced during the Mayor's report. His comments were recorded there.

# Village of Harveysburg

79 West Main Street

Post Office Box 189

Harveysburg, Ohio 45032-0066

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Harveysburg Village Council  
January 22, 2017

2017 overall was an impressive year. I have been Village Administrator for about a year and a half and I have seen some changes for the better. Our Village employees are striving to be professional and transparent to our community. Everything seems to be running smoothly and it appears we have the right people on the bus so to speak. Listed below are some highlights for the year 2017.

## ORDINANCES AND RESOLUTIONS

Ordinances and Resolutions have been indexed, scanned into the computer, and saved to the cloud. Some have been uploaded to the website – A continuous process as time permits.

## OHIO CHECKBOOK

In an ongoing effort to be transparent, we participated in allowing our checking account to be uploaded to Ohiocheckbook.com. This is an automated process and requires no extra work on our part.

## SIDEWALK AND CURB PROGRAM

Earlier this year two (2) sections of sidewalks and one (1) section of curb has been replaced. This project was hired out by an outside contractor. This year we are planning on replacing a section of sidewalk on E. Main Street in front of the old school going west to meet up with the new section replaced last year. Hopefully, we will be doing this project in-house after first completing a test section to see what the finished product looks like.

## EMAIL NOTIFICATIONS

Every time we hand deliver a notice to our residents, we try to include a notice which requests personal email addresses for the sole purpose of sending out notifications and agendas so that our residents can be more informed. The notice has been posted several times on our Facebook page as well. We will also place this notice on our website. To date, we have received several email addresses. We try to email the agendas out the Wednesday before every Council meeting. Our goal is to get as many residents involved in our Village as possible.

## POSTING OF AGENDAS

In addition to emailing agendas, we are now posting agendas at various locations in the Village. Our goal is to post the agendas the Wednesday before a Council meeting. If anyone wants to have something added to the agenda, please get with me *before or on* the Wednesday preceding a

Council meeting. In an effort to streamline our Council meetings, we will try to provide as much information as possible in the Council packets and on the agenda so that Council will have plenty of time to review and formulate questions so that our Council meetings can run more efficiently.

### WORK SESSIONS

Work sessions can be vehicles for addressing major issues more effectively. They can also provide opportunities for members to focus on long-term decisions rather than the day-to-day management issues that confront the village.

Work sessions must be posted and fall under the definition of a meeting in the Open Meetings Act and are open to the public.

Work sessions can be scheduled at any time but the preferred method would be to schedule a work session 30 – 45 minutes *prior* to a regular meeting. Having a work session is a way for Council and the public to address any questions on issues and would make the regular session more productive and shorter.

Work sessions are also a great time to pay bills and sign documents that is open to the public.

### STORM DRAINAGE SYSTEM

It's no secret that we have drainage issues in the Village. In 2017 we started the preliminary steps to research and work out a plan of action for solving these issues. The Village is working with our engineer and later this year, we should have an action plan.

### CAMERAS

For the past few years Council has addressed the issue of having cameras installed on our property. The issue was researched and the installation of cameras was approved by Council. The cameras have been installed and give us 24 hour recording.

### BASKETBALL COURT

Council made the decision to improve the drainage problem centered around the basketball court behind our building. Brush has been cleared out and the terrain was altered to make water runoff better. In addition, a drainage ditch was created and back filled with gravel. Further work needs to be done in the Spring such as sowing grass seed to the affected areas. A picnic table was built (in-house) for the area and possibly a few park benches will be built for the area. We may also look into the feasibility of purchasing a commercial grill to be installed at the "mini park."

### RECORDS

Organizing the records has been a very time intensive process and we owe a big THANK YOU to Mel. She worked hard on getting this task complete. Dawn also did an excellent job in getting the budget, accounts, and bill paying organized.

## POLICE DEPARTMENT

Working with Chief Pottenger over the past year has been a pleasure. We both have learned a lot while working on the Policies and Procedures. Once complete, this will be a big asset for the Village and will help move the Village towards the path of professionalism and transparency. Chief Pottenger has been working very hard and aggressive towards hiring new officers and organizing his department. Lt. Perkins has been a huge asset with his numerous years' experience as a Police Officer, Detective and Chief of Police. He is a training instructor in several areas, including weapons instructor, and has the necessary skill set to assist Chief Pottenger. The Village is very fortunate to have someone such as Lt. Perkins. Officer Cruse has definitely proved himself in his abilities to get things done. He worked with Chief Pottenger on several grants and succeeded in obtaining two grants.

## NEW EMPLOYEES

Bill Hubbel was hired this past summer to replace Jeff. Bill is a retired maintenance employee with Lebanon Correctional. Bill comes with quite a resume of skills. Carpentry, electrical, concrete, equipment operator, mechanic, and cold/hot patching are just some of his skills he brings to us.

John Faulkner was hired in December to replace Dawn. John also comes to us with a long resume of skills. He has been a Fiscal Officer, Township Trustee, and has numerous other skills and experiences as it relates to his position of Village Fiscal Officer.

With the addition of Bill and John, I firmly believe we have all the right people "on the bus" to make our Village run smoothly in a transparent and honest manner.

## EMPLOYEES

Joe Nelson has been with the Village now for several years. He is always available and hardly ever takes a day off, including in the winter for snow removal and salting the roads. He is also our go to person whenever the Village has computer, WI-FI, or printer problems. Joe always has a good attitude and show initiative to get things done.

Mel Couch has been with us now for almost two years. She does outstanding work and when I was hired in the fall of 2016, I immediately knew that she was capable of taking on additional responsibilities. Her job description was changed from Court Clerk to Court Clerk / Administrative Assistant. She organized the records room, office, and indexed the Resolutions and Ordinances, scanned them into the computer, and are now saved to the cloud. Mel also recovered over \$3200 in back fines / fees as she aggressively pursued older open cases.

## PEST CONTROL

When I started as Administrator we were using a pest control company and was spending \$320 per year for spraying the interior of our building. I cancelled the service and we started doing this in-house at a cost of approximately \$20 per year. This spring, we will also spray the outside of the building.

## ZONING

During 2017 we had 12 permits issued. Two of those permits were for new construction.

## TREE CITY

We are now a tree city thanks to the hard work of Councilman Meier and former Councilman Charles Camp. Also a thanks to Councilman Nelson who assisted Councilman Meier planting trees which will make our community look great in the years to come.

## NEW FOR 2018

**STAFF MEETINGS** – Staff meetings were implemented this year with a goal of having two a month – the Wednesday after regular Council Meetings. We had our first meeting on January 10, 2018. Regular attendees will be myself, Office and Street employees and the Police Chief.

**PROJECTS** – In order to stay organized, schedule, and track projects, unless it is an emergency project, each project should be planned, including the approximate costs, well in advance. I urge Council to have work sessions so that projects can be discussed, prioritized and be on the same page regarding same. I try to plan projects and activities far in advance as much as possible for the Streets and Building crew. Before we agree on future projects, before it is approved or disapproved by Council, all the facts should be presented including costs associated with the project. Unless it is an emergency, the approved project will then be scheduled.



## **VILLAGE OF HARVEYSBURG**

**TO: Village Council**

**FROM: Doug Trimble, Village Administrator**

**DATE: January 22, 2018**

**SUBJECT: Emergency Call-In Policy**

I want to present to you this policy for emergency call-in pay for our employees. As it stands right now, we have no policy in place that addresses this.

During weather related emergencies we all assume that our Street and Buildings employees will be available to work at any time, especially during snow/ice situations. We cannot compel our employees to sit at home or otherwise be available at any given moment to report to duty, especially since we don't provide them with call-in pay. As an incentive, I would like to implement this policy providing for emergency call-in pay at an hourly rate of \$15 per hour. There are, of course, some restrictions as noted in the policy.

I have already approved the hourly wage for our employees for the last pay period in hopes that you, and Council as a whole, will approve this policy to make it a standard.

During our last staff meeting, this was one topic of discussion and we all agreed this should be implemented. I have also discussed this with Mayor Verga and he is on board as well.

# Village of Harveysburg (UPDATED)

## EMERGENCY CALL-IN PROCEDURE

### 3.1.1 Employee Responsibility

### 3.1.2 Emergency Call-In Pay

**Rescinds:** All orders and/or policies in conflict

**Purpose:** *The purpose of this policy is to guarantee a minimum amount of compensation for hourly employees who are called to work during an emergency and/or weather related conditions. Because we do not provide stand-by pay for expected weather related events and because it is impossible to predict emergencies, an hourly employee will be compensated as outlined below.*

### 3.1.1 Employee Responsibility

#### A. Weather related incidents

1. Generally snow/ice related weather can be predicted somewhat and our employees should be made aware of this. As such our employees, especially the Streets and Buildings personnel, will be requested to be available as needed.
2. A Street and Buildings employee will be assigned to be available for any predicted snow/ice emergency and to be available to come in as needed.
3. The Street and Buildings employee will use his own judgement on when to report for his/her assigned duties unless directed differently by his/her supervisor and/or Mayor.
4. Within thirty (30) minutes of reporting for duty, the Street and Buildings employee shall inform his/her supervisor, unless emergency circumstances dictate otherwise, by phone or text to inform him/her of the employee's report to duty status. In the case of an emergency situation where the employee cannot contact the supervisor immediately, the employee should contact the supervisor at the first available opportunity.
5. If the Streets and Buildings employee deems it necessary to call in a second employee to assist in snow/ice removal, he/she has the authority to do so. The employee should contact the supervisor to keep him/her apprised of the situation.
6. When reporting to work, the employee will report in a fit condition. Employees must record their time worked in the usual manner.

## B. Emergency incidents

1. During an emergency incident where manpower is required, the supervisor will call in the necessary amount of employees to assist in the emergency.
2. Emergencies can include, but not limited to, flooding, tornados, strong wind, terror attack, fire, theft of village property, interruption of village services and IT issues, snow or weather related, declaration of an emergency by the Village Mayor, etc.)
3. Employees who report to duty must report in a fit condition.
4. Employees must record their time worked in the usual manner.

### 3.1.2 Emergency Call-In Pay

- A. Emergency call-in pay will be provided at \$15 per hour and payable for the time the employee is working. A minimum of one hour will be paid to the employee.
  1. Emergency call-in pay does not apply when employees switch days off or work extra hours.
  2. An employee working their normally required shift does not receive emergency call-in pay.
  3. An employee is subject to emergency call-in pay for the following:
    - a. Outside the employee's normal working hours (Does not include pre-scheduled work after hours or pre-scheduled work on the employee's day off unless it is an actual emergency as defined in 3.1.1, section B).

This policy is approved as a result of a vote by the Harveysburg Village Council meeting  
on: \_\_\_\_\_

VILLAGE OF HARVEYSBURG

RESOLUTION: R-2018-003

A resolution to adopt an Emergency Call-In Procedure for Village employees;

WHEREAS, the Council has received the recommendation of the Village Administrator;

Now, therefore, be it ordained by the Council of the Village of Harveysburg, Warren County, Ohio, two-thirds of all members elected concurring that:

Section 1: The Village of Harveysburg, in order to provide for the health, safety and welfare of Village residents during weather emergencies and in order to properly compensate Village employees who are called in to work, hereby adopts the Emergency Call-In policy attached as Exhibit A to this resolution. The policy shall apply retroactive to January 1, 2018.

Section 2: This Resolution was adopted in an open public session pursuant to section 121.22 of the Ohio Revised Code.

Section 3: This Resolution shall be deemed an emergency measure for the Village welfare and thereby the three readings as required by law are waived.

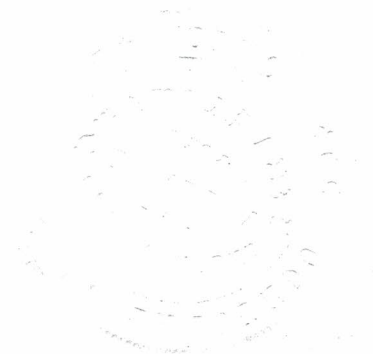
DATE: 22-JANUARY-2018

CLERK:

J. Faulkner

MAYOR:

Orin Varga



# RECORD OF PROCEEDINGS

## HARVEYSBURG VILLAGE COUNCIL REGULAR MEETING

January 22, 2018

### UNFINISHED BUSINESS

None

### NEW BUSINESS

Councilman Cochran, for the record, offered his thoughts on an up-start fire/EMS department in the Village of Harveysburg "...don't see it happening."

### COMMITTEE REPORTS

#### Police Department

None Chief Pottenger reviewed the fiscal year 2017 highlighting accomplishments and outlining his goals for fiscal year 2018. From 2017 the Chief talked about the status their vehicles, the grant for a new cruiser from the Federal Department of Justice, the officer who shepherded the grant process, the Saturday morning athletic program here in the gym, the chili cook-off, the Texas Hold-Em event(s) planned. Operationally, the Chief wants to include a compensation program for his officers currently serving the community as auxiliary officers. The chief will prepare and distribute this plan in writing and detailed.

A resolution will be included on the February 12, 2018 agenda to approve, adopting and enacting American Publishing's Ohio Basic Code, 2018 edition, as the ordinances for the municipality of Harveysburg, Ohio, and declaring an emergency. Copy attached.

#### Community Relations

None

#### Planning

Scheduled for January 23, 2018 – cancelled for lack of a quorum

#### Finance

None

# RECORD OF PROCEEDINGS

## HARVEYSBURG VILLAGE COUNCIL REGULAR MEETING

January 22, 2018

### Grants

None

### Records

Records Committee to meet on Thursday, February 1, 2018.

### Tree Board

Tree Board to meet on the second Thursday, February 8, 2018.

### Fiscal Officer

Fiscal Officer Mr. Faulkner presented monthly bills and asked for a motion to ratify and approve payment of the bills. Mr. Carruthers moved to approve, Mr. Cochran seconded. A roll-call vote followed: Mr. Nelson, Mr. Cochran, Mr. Carruthers, Mr. Rhoads, Mr. Juniel and Mr. Bennett all voted yea. Motion passed.

F O Faulkner gave an overview of the Village insurance renewal policy, recapping coverages and premiums - \$21.00 greater than FY2017

### UNSCHEDULED BUSINESS

None

### ADJOURNMENT

Having concluded the agenda business, council set the date and time for their next meeting as February 12, 2018 at 7:00 P. M. at the Harveysburg Village Government Center, 79 W Main St. Harveysburg, OH 45032.

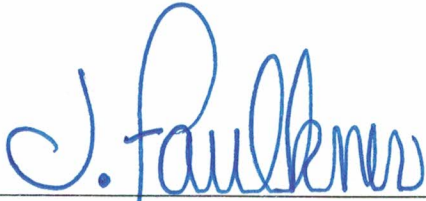
Mr. Nelson moved, Mr. Cochran seconded a motion to adjourn the meeting. All members voted aye. The meeting was adjourned at 8:28 PM.

Respectfully Submitted: John Faulkner, Clerk of Council

# RECORD OF PROCEEDINGS

## HARVEYSBURG VILLAGE COUNCIL REGULAR MEETING

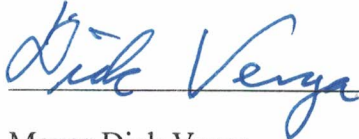
January 22, 2018



Fiscal Officer

31-JAN-2018

Date



Mayor Dick Verga

02-26-2018

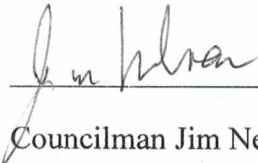
Date



President Pro-Tem Pat Bennett

2-12-18

Date



Councilman Jim Nelson

02-12-2018

Date



Councilman Steve Cochran

2/12/18

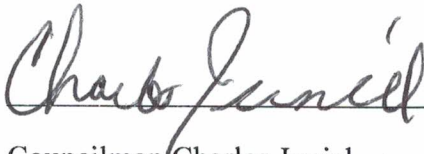
Date



Councilman Randy Carruthers

2/12/18

Date



Councilman Charles Juniel

2-12-18

Date



Councilman Trevor Rhoads

2-12-2018

Date

CITIZENS ATTENDING COUNCIL MEETING ON 22-JAN-2018

NAME: ADDRESS (w/CITY AND ZIP CODE - OUT-OF-TOWN GUEST) PHONE OR E-MAIL

Kum Herbert	PO Box 97 H. Hwy 45032	N/A
Mark Tipton	PO Box # 163 " "	N/A
RICHARD DUVEEUS	PO Box 144	
Scott Hines	1965 N STRA 123 45036	N/A
Donald Gehres	5214 Renaissance PK Dr. 45005	N/A
Nicole Hines	1965 N. St Rt. 123 45036	N/A

PLEASE WRITE/PRINT CLEARLY - THANK YOU..