

VILLAGE OF MECHANICSBURG COUNCIL RULES 2019

SECTION 1 – COUNCIL MEETINGS

- A. The regular meetings of Council shall be held the first and third Monday of each month, at 6:30 pm. In the event the meetings fall on a legal holiday, the meetings shall be held Wednesday, of the same week, at the same time. The dates of meetings covered under this exception will be established at the first regular meeting of the year, and shall be designated as regular meetings. The yearly schedule of regular council meetings shall become a part of these rules. (See Appendix I)
- B. Council may at any meeting, adjourn over the next regular meeting by a majority vote, or designate a different day on which to meet. Such order shall apply only to the date named.
- C. Special meetings, including emergency meetings, must be requested by at least three members of Council, or at the request of the Mayor.
- D. Emergency meetings may be called if a situation requires immediate official action.

SECTION II – MEMBERS AND PRESIDING OFFICER'S DUTIES

- A. The Mayor shall preside at each council meeting. Each session shall begin with a call to order and roll call to show the presence of members. Four members shall constitute a quorum. In the absence of a quorum, attending members shall adjourn until the next regular meeting. In the Mayor's absence, the President Pro Tempore shall preside and follow the same process. Council, by majority vote shall select the President Pro Tempore at each year's first regular meeting.
- B. The presiding officer (Mayor, President Pro Tempore, or Administrator) shall maintain order at all times. If participants, either citizens or council members are found to be disruptive or unruly, the presiding officer shall 1) call for order, 2) warn the violator(s) that his/her behavior is unacceptable, and 3) inform the person(s) that a second occurrence will result in being asked to leave the meeting. If a council member is removed, or leaves any regular, special, emergency, or committee meeting, without permission from the presiding officer, he/she shall forfeit one meeting council pay.
- C. By a majority vote, any member may be reprimanded by Council for conduct unbecoming his/her position. Members shall abide by the codes of the Ohio Ethics Commission and the Ohio Revised Code. Reprimands may include, but are not limited to, expulsion from session, removal from Council, or forfeiture of pay.
- D. Any member of Council, or the Mayor, may raise a point of order regarding these rules. The presiding officer must rule upon the objection according to the rules adopted by Council. Any two members may appeal the presiding officer's ruling. On such appeal, there shall be no debate. Vote of Council shall prevail.

- E. When about to speak to a question or make a motion, members shall address the Chair as “Mr. Mayor”, “Mr. President”, or “Mr. Chairman.” The Chair shall respond by pronouncing the name of the member entitled to the floor. Members addressing Council shall confine themselves to the question under debate and avoid personality conflicts. No member shall be allowed to speak more than once on any one subject until every member choosing to speak has spoken. No member shall speak more than two times on the same subject, or longer than five (5) minutes without leave of Council, as expressed by a majority of votes from the members present.

SECTION III - AGENDA

- A. Meetings will be conducted in accordance with the following agenda:

1. Call to order and roll call,
2. Pledge of Allegiance
3. Approval of Council minutes,
4. Approval of invoices (from monthly reports) as signed by a majority of Council,
5. Public Participation
6. Approval of Monthly Fiscal Report,
7. Zoning Inspector’s monthly report (including number of permits requested, issued, items referred to the Zoning Board of Appeals and a financial report),
8. Fiscal Officer’s Report (including monthly income tax report),
9. Administrator’s Report,
10. Standing Committee reports,
11. Communications,
13. Unfinished Business,
14. Executive Session, and
15. Other

- B. Those who wish to be heard under agenda item # 5 (Public Participation) shall be limited to three (3) minutes. Appropriate responses from Council may include an immediate answer, a specified period of time in which a council member will contact the participant with a response, or referral to the appropriate department with a specified time frame for the department head to respond to the participant. Participants should be assured their concerns will be addressed in a timely manner. Public participants are required to follow rules for participation as set forth by Council

- C. All issues raised during the course of the meeting must be disposed of in some manner before moving on to the next item of business.

- D. Action of Council will be taken by a motion made and seconded by a member of Council. Roll call vote shall be taken to determine the fate of the motion. The person making the motion or the person seconding the motion may withdraw. If no other member seconds a motion, it shall die for lack of a second.

- E. Communication with the Village Solicitor on village legal matters may be made by individual Council members and Village officers.

SECTION IV – COMMITTEES

- A. Council shall be organized into standing committees at the first meeting of the year. The presiding officer shall appoint the standing committees. The committees shall consist of two members and the Village Administrator who shall be named the Chair with majority approval from Council.
- B. The presiding officer, with a majority vote of Council, shall have the right to revise the committees for cause.
- C. Meetings will be at the call of the Chair, Mayor, or two committee members.
- D. Committees shall have the right to investigate any item of business or complaint made and shall give report to Council at its next regular session. All issues raised at a council meeting or complaint raised by a citizen to Council, shall be assigned by the presiding officer to the appropriate committee jurisdiction. Any question to jurisdiction shall be resolved by a majority vote of Council.
- E. Minutes of committee meetings shall be kept in writing and turned over to the Village Administrator to be included in the agenda of the next council meeting. The minutes become part of the public record.
- F. Committee meetings shall be scheduled at such time that all committee members may have the opportunity to attend, and ALL council member shall be notified of the meetings.
- G. Matters that a committee or officer have not reported within two (2) weeks from the time of reference shall be brought by the Village Administrator to the attention of Council. Council may take further action on the matter as it deems best.
- H. Standing committees are: (See Appendix II for members)
 - 1. Finance - works on the appropriation of money for expenditures for all departments; members shall have a working knowledge of the budget, and make reports and recommendations to Council
 - 2. Building - makes periodic inspection of all Village owned/leased buildings in order to assess maintenance and repair issues; makes recommendations to Council and if possible, include cost estimates.
 - 3. Safety – responsible for the overall safety issues for the village that include, but are not limited to, the fire, EMS, and police departments.
 - 4. Street/Public Utility – responsibilities include providing direction and oversight of the public utilities, periodic inspections of streets, alleys, sidewalks, curbs, gutters, and drive way approaches; personnel from the street and utility departments may routinely work together to complete assigned tasks.

5. Ordinance and Resolution – oversees the formulation of ordinances and resolutions required or advised by the mayor or Council; presents the document for approval and passage.

6. Recreation – oversees recreational activities for village citizens.

SECTION V – VOTING

- A. Voting shall be by majority unless otherwise specified.

- B. Procedural items to be voted on may include approval of minutes, bills, reports, and adjournment. The adjournment vote may be done by voice vote as determined by the presiding officer.

- C. When a question or proposal comes before Council, or is under debate, no motion shall be received except the following: to adjourn, to lay on the table, for previous question (a request that the discussion end and that any motion being considered be voted on), to postpone to a certain day, to comment, to amend, or postpone indefinitely. Motions to adjourn, to lay on the table, or for previous question shall be decided without debate.

- D. A motion shall be made and seconded on any issue, and then the issue may be debated. A vote will be called after sufficient discussion has been allowed by the presiding officer. Any council member may request additional discussion at any time and it may be granted by a majority roll call vote from Council. Any member may call for a division of the question, or the presiding officer may direct the same if the question divided is so distinct, that one being taken from the other will stand alone as an entire question for decision.

- E. A vote to adopt an ordinance or resolution shall take place after three readings by title and number. A motion to suspend the three reading rule for an ordinance or resolution can be made and seconded, and must receive the yeas of at least three-fourths of ALL council members. After that motion passes, the ordinance or resolution shall be read by title and number, unless a majority of Council requests a full text reading via voice vote. Passages of ordinances or resolutions that include an emergency clause require a two-thirds vote in favor of the adoption. Three-fourths vote of Council is required to table an ordinance or resolution indefinitely

SECTION VI – RESOLUTIONS

- A. Resolutions are statements of opinion of Council to carry out an action. Resolutions shall be read at an open meeting by title and number unless the entire text is requested by a majority of Council. The ordinance and resolution committee must review all resolutions before presentation to Council. In the case of emergency, the resolution must be reviewed by at least one member of the ordinance and resolution committee before presentation to Council.

SECTION VII – ORDINANCES

- A. Ordinances are laws of the Village of Mechanicsburg. Ordinances shall be read at an open meeting by title and number unless the entire text is requested by a majority of Council. The ordinance and resolution committee must review all ordinances before presentation to Council. In the case of emergency, the ordinance must be reviewed by at least one member of the ordinance and resolution committee before presentation to Council.

SECTION VIII – VACANCY

- A. The resignation of a member of a council member, when presented during an open session, shall take place immediately. The resignation may be either verbal or written.
- B. Nominations for a vacant council seat can be made by any council member. There may be several nominations for a seat, and seated members may nominate more than one person to fill any vacancy. Vote shall be taken by roll call with each member announcing the nominee for whom they are voting.

SECTION IX – HEARINGS

- A. If any elector, taxpayer of the Village, or any other person or persons desires a hearing on any matter pending before Council, application may be made to Council. Council, by majority vote, may grant a public hearing, arrange a special time, and place. The hearing may be granted during a regular or special meeting of Council.

SECTION X – ROBERTS RULES AND PARLIAMENTARY PROCEDURES

In all cases not provided for by these rules, Council shall utilize the practices and procedures cited in Robert's Rules and Orders.

SECTION XI – ANNUAL REVIEW OF COUNCIL RULES

Council shall review these rules at the first regular meeting of each year or as needed. Amendment of the rules shall be made by a majority vote.

APPENDIX I

Council Meeting Dates – 2019

January 7

January 21 Martin Luther King Day

February 4

February 18 Presidents Day

March 4

March 18

April 1

April 15

May 6 (Annual joint meeting with Goshen Township Trustees and Cemetery Board 6pm)

May 20

June 3

June 17

July 1

July 15

August 5

August 19

September 2 Labor Day

September 16

October 7

October 21

November 4

November 18

December 2

December 16

APPENDIX II
Standing Committee Members – 2018

Committee

Members

Building

Murphy-Class

Finance

Foss-Salee

Ordinance/Resolution

Tibbals-Hickey

Safety

Hickey– Salee

Street & Utilities

Foss- Class-Murphy

Cemetery Board

Lyndsey Murphy

SECTION XII – EFFECTIVE DATE

These rules shall take effect upon passage by a majority vote of Council, and become a part of the minutes of the meeting in which they were passed.

Passed this 7th day of January, 2019.


MAYOR: 

ATTEST: 
(Clerk)

Motion by: TODD CLASS

Second by: LYNDSEY MURPHY


Council Member


Council Member


Council Member


Council Member


Council Member

Council Member

Mechanicsburg Council Meeting Minutes

January 7, 2019 6:30pm

Members and Public present

Mayor Greg Kimball, Todd Class, Charles Hickey, Chuck Foss, Lyndsey Murphy, Scott Salee, Lori Tibbals, Lt Patrick, Asst. Chief Castle, and Chris Selmek

Call to Order

Roll Call

A roll call of Council members showed that all were present.

Public Participation

No Public

Minutes

A motion was made by Hickey to approve the Council meeting minutes dated December 17, 2018, seconded by Salee and all were in favor.

Fiscal Officer Report

Fiscal Officer Report 01-07-19:

Check Register with checks from #53806 to #53851 and electronic warrants was provided to and signed by Council during the meeting.

Fund Balance Report for the Full Year 2018 was presented to Council. Motion to accept the Fund Balance report was made by Chuck Foss and seconded by Scott Salee. Motion passed unanimously.

Fiscal Officer noted that the 2018 books were closed and financial statements submitted to the State today, January 7, 2019.

Bank reconciliation for December 31, 2018 was distributed to Council and the original was signed.

Village Administrator Report

1. I am working on the contingency Plan for the WTP and the Asset Management Plan to be compliant with our permit.
2. Committees for 2019 have been updated and need to be voted on tonight. You must also nominate a President Pro Tempore. With that said we need to set up some meetings for the Street/Utility Committee and the Building Committee.

A motion was made by Class to pass the 2019 Council Rules and a second by Murphy with all in favor. Chuck Foss was nominated for President Pro Tempore by Salee with a second from Todd Class and all were in favor.

3. I have included Resolution 19-02 in your package. The Vehicle replacement levy runs out in December of 2019. We need to decide if we are going to renew this levy and the first step is getting it certified by the Auditor.
4. I have included the price for salt and grit for 2019. We have been using salt for the last couple of years to reduce the mess of spring cleanup. We may go back to using a mix due to the high cost of salt this year.

Zoning Officer Report

No Zoning

Committee Reports

Finance

Building

Safety

Lt Patrick gave the Police report to Council. SRO grant from School \$2,070.75 and North Lewisburg Contract was \$8,232.80.

Asst. Chief Castle said that EMS runs were up by 4% 596 for 2018 and Opiate cases were down. The department would like to keep the vehicle replacement levy on the ballot for future vehicle purchases.

Street Utility

Ordinance and Resolutions

Third reading Ordinance 19-01 Regulation of Residential Occupation of Camper Vehicles, Recreational Vehicles and Trailers of any Kind, Located on Private Property within the Village of Mechanicsburg. Hickey made a motion to pass Ordinance 19-01 with a second by Class with all in favor.

Third Reading Ordinance 19-02 Public Defender Agreement 2019. Foss made a motion to pass Ordinance 19-02 with a second by Salee and all in favor.

Third Reading Resolution 19-01 A Resolution Authorizing the Sale of Personal Property, including Motor Vehicles Acquired for the use of Municipal Officers and Departments, and Road Machinery, Equipment, Tools of Supplies, which is not needed for Public use or is Obsolete or unfit for the use for which it was Acquired, by Internet Auction. Salee made a motion to pass Resolution 19-01 with a second by Class and all were in favor.

Resolution 19-02 Resolution 19-02 requesting certification from County Auditor pursuant to Ohio Revised Code Section 5705.03, a resolution of necessity to fund the purchase of replacement Fire and EMS emergency vehicles in the Village of Mechanicsburg, Ohio. Salee made a motion to pass Resolution 19-02 with a second by Class and a roll call vote: Tibbals yes, Salee yes, Murphy yes, Foss yes, Hickey yes, and Class yes.

Unfinished Business

Executive Session

A motion was made to go into Executive session to discuss personnel by Salee with a second by Hickey and Roll Call: Tibbals yes, Salee yes, Murphy yes, Foss yes, Hickey yes, and Class yes.

A motion was made to go back into Regular session by Class with a second by Salee and Roll Call: Tibbals yes, Salee yes, Murphy yes, Foss yes, Hickey yes, and Class yes. No decision was made.

A motion was made to adjourn by Salee and second by Murphy with all in favor.

Meeting adjourned 7:30 pm

Minutes taken by April Huggins Davis

Approved January 21, 2019

Attest

April Huggins Davis

Clerk of Council

Charles Ihu

Council Member

Lori Subbas

Council Member

Scott Ellis

Council Member

Charles Ihu

Council Member

Wendy P

Council Member

Scott Ellis

Council Member

Mechanicsburg Council Meeting Minutes
January 21, 2019 6:30pm

Members and Public present

Mayor Greg Kimball, Chuck Foss, Lyndsey Murphy, Scott Salee, Lori Tibbals, Dan Eck, Dusty Hurst, Joe Jimenez, Chief John Alexander, Asst. Chief Steve Castle, Chris Selmek, Jordan Vail, and Jeremy Moore

Call to Order

Roll Call

A roll call of Council members showed that all but Todd Class & Charles Hickey were present.

Pledge

Public Participation – none.

Minutes

A motion was made by Lyndsey Murphy to approve the Council meeting minutes dated January 7, 2019, seconded by Chuck Foss and all were in favor.

Fiscal Officer Report

Dan Eck presented the Check Register with checks from #53852 to #53883 and electronic warrants was provided to and signed by Council during the meeting.

Cash Summary by Fund Report through January 21, 2019 was presented to Council. Motion to accept the Cash Summary report was made by Salee and seconded by Foss. Motion passed unanimously.

Dan should have a budget by next meeting.

Village Administrator Report

In April's absence, Mayor Kimball presented the Administrator's Report:

- Reminded residents to not blow or shovel snow into the streets or sidewalks.
- Another reminder about not parking on Main & Sandusky during snows greater than 2".
- The Mayor & April have a meeting with the County EMA on February 5th.
- EPA was in last week to review Sewer Plant.
- Based on increase water pumping at wells, it is thought there may be a water leak, but because of frozen ground, it has not shown up as of yet.

Zoning Officer Report

Dusty reported an application for a fence permit. Also, there is a Planning Commission meeting this Saturday at 8 am to discuss rezoning property at S. Main & Oak St.

Committee Reports

Finance – Dan reminded Council this is an audit year for the Village.

Safety – Steve Castle reported that both Fire & Police departments conducted successful Rescue Task Force training this past Friday.

EMT Jordan Vail presented some initial research on a potential new government center – Fire, Police and Village offices. He is seeking permission to form a committee to take the next step. Dusty and Mayor weighed in as in favor or proceeding with further research. While no motion was made, Council members were in favor of continued research.

Greg reviewed Chief Keene’s email to Council re: 2019 Budget needs. One item was a request for Village reimbursement for EMT training for Chief Keene. This would allow him to help out on squad runs and thereby help cut down on overtime pay. The Mayor asked Joe Jimenez was asked to come up with an agreement/contract for those wanting Village to pay from EMT training. Other items in Chief’s email were also discussed.

Mayor announced the Village received a check for \$222,149 from Union Township. The check is payment in full for new squad. A PO has been issued for the squad.

The Village received a letter from Karen Bailey’s office certifying the estimated property tax revenue that would be generated from a renewal of the Fire/EMS vehicle levy.

Police Chief Alexander reviewed his department’s calls and arrests.

Street & Utility

Mayor asked to meet with Street/Utility committee. Meeting was set for next Monday night, January 28th at 4 pm.

Chuck Foss reported that he talked with a friend in Springfield that does paving. His friend is willing to come offer suggestion on how to get most “bang for the buck” for our streets.

Executive Session

The Mayor requested an Executive Session. Salee made motion to go into Executive Session to discuss personnel issues, Foss seconded. Roll call – Tibbals - yes, Salee - yes, Foss - yes, Murphy - yes. Motion to return to regular session made by Salee, seconded by Murphy. Roll call – Tibbals - yes, Salee - yes, Foss - yes, Murphy – yes. No decisions were made.

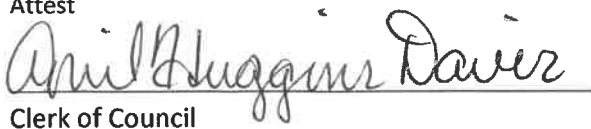
A motion was made to adjourn by Tibbals and second by Murphy with all in favor.

Meeting adjourned 7:45 pm

Minutes taken by Scott Salee

Approved

Attest


Clerk of Council


Council Member

Lori Subbals

Council Member

Scott Jdu

Council Member

Charles Jm

Council Member

[Signature]

Council Member

Todd Olson

Council Member

Mechanicsburg Council Meeting Minutes
February 4, 2019 6:30pm

Members and Public present

Mayor Greg Kimball, Chuck Foss, Lyndsey Murphy, Scott Salee, Lori Tibbals, Dan Eck, Dusty Hurst, Joe Jimenez, Chris Selmek, and Jim Bennett

Call to Order

Roll Call

A roll call of Council members showed that all Council members were present.

Pledge

Introduction of new Water and Wastewater Superintendent

Jim Bennett was hired by Administration and started work January 30th. Jim holds a Class III Water and Wastewater license with 25 years' experience.

Public Participation

Minutes

A motion was made by Todd Class to approve the Council meeting minutes dated February 4, 2019, seconded by Lyndsey Murphy and all were in favor.

Fiscal Officer Report 02-04-19:

Check Register with checks from #53884 to #53905 and electronic warrants was provided to and signed by Council during the meeting.

Fund Balance Report for January 2019 was presented to Council. Motion to accept the Fund Balance report was made by Chuck Foss and seconded by Scott Salee. Motion passed unanimously.

Bank reconciliation for January 31, 2019 was distributed to Council and the original was signed.

Village Administrator Report

1. I have completed the contingency plan for the water plant and have replied to all but one issue that was on the inspection report with an excellent job from our inspector. There are 3 remaining replies needed. 1. An Operation and Maintenance log by May 2019 on WTP, Water storage tower, distribution system and auxiliary power; 2. Identify the method and timing of notification of water users in an emergency; 3. Adjusting the grade around well #4. There was a water main break on Walnut Thursday. No boil advisory due to no loss of pressure to prevent more breaks due to the temperatures.
2. Street Utility meeting was not advertised so we discussed current issue over the last few weeks and was for information only. (hiring of Superintendent, repairs at the WWTP)
3. Please try to get vehicles off the streets during snow events. While the only emergency routes are Main St and Sandusky it is safer and more efficient to plow the smaller streets when cars are removed.

Zoning Officer Report

Inspector reported that he had received a variance request and will get that meeting scheduled. The Planning Commission met to discuss the re-zoning of S Main St and Oak St. The zoning map update was also discussed. The recommendations are as follows

1. Addition to the list of recommended uses for B2 would include public and semipublic uses. Every other district includes those uses.
2. The current M1 on the north side of Oak St which is now residential would become R2.
3. M2 zoning on south side of Oak St would become B2.
4. B3 on south Main St would become R2 where the residential now exists.
5. After all changes are complete the Village would have LUC update our zoning map and Council would adopt.

Discussion about process and adoption procedures.

Committee Reports

Finance

Safety

Street & Utility

Ordinances Resolutions

Executive Session

The Mayor requested an Executive Session. Foss made motion to go into Executive Session to discuss personnel issues, Murphy seconded. Roll call – Tibbals - yes, Salee - yes, Foss - yes, Murphy – yes, Class-yes.

Motion to return to regular session made by Salee, seconded by Hickey. Roll call – Tibbals - yes, Salee - yes, Foss - yes, Murphy – yes Class-yes. No decisions were made.

Tibbals made motion to go into Executive Session to discuss personnel issues, Salee seconded. Roll call – Tibbals - yes, Salee - yes, Foss - yes, Murphy – yes, Class-yes.

Motion to return to regular session made by Tibbals, seconded by Murphy. Roll call – Tibbals - yes, Salee - yes, Foss - yes, Murphy – yes, Class-yes. No decisions were made.

A motion was made to adjourn by Tibbals and second by Salee with all in favor.

Meeting adjourned 7:45 pm

Minutes taken by April Huggins Davis

Approved

Attest


Clerk of Council


Council Member

Scott Allen

Council Member

Wynette B

Council Member

Charles J H

Council Member

Joel Clark

Council Member

Council Member

Mechanicsburg Council Meeting Minutes
February 18, 2019 6:30pm

Members and Public present

Mayor Greg Kimball, Chuck Foss, Lyndsey Murphy, Scott Salee, Charles Hickey, Todd Class, Dan Eck, Dusty Hurst, Joe Jimenez, Steve Castle

Call to Order

Roll Call

A roll call of Council members showed that all but Lori Tibbals were present.

Pledge

Public Participation – none.

Minutes

A motion was made by Charles Hickey to approve the Council meeting minutes dated February 4, 2019, seconded by Lyndsey Murphy. Motion passed unanimously.

Fiscal Officer Report

Check Register with checks from #53906 to #53932 and electronic warrants was provided to and signed by Council during the meeting.

Fund Balance Report through February 18, 2019 was presented to Council. Motion to accept the Fund Balance report was made by Scott Salee and seconded by Todd Class. Motion passed unanimously (5-0). The 2019 Permanent Budget was presented to Council for discussion and approval, via Appropriation Measure 19-01. After discussion, motion to accept Appropriation Measure 19-01 was made by Chuck Hickey and seconded by Lyndsey Murphy. Motion passed unanimously.

At the request of the Fiscal Officer, Chuck Foss made a motion, seconded by Todd Class, to approve the creation of a separate special revenue Fund to track revenue and expense related to the recently passed Street Maintenance Levy in November 2018. Motion passed unanimously (5-0).

Village Administrator Report

In April's absence, Mayor Kimball presented the Administrator's Report:

1. All Notice of Violations from OEPA have been completed except the soil around well #4.
2. A Street/Utility Committee meeting was set for Monday, February 25 @ 4 pm
3. Water main break February 8th on Church St. No boil advisory was necessary. No disruption of service. After discussing the Dayton water main break, we have come up with a few more ideas to add to our emergency plan for our water system. Using the Food Pantry for water distribution in an emergency, etc..
4. Sent basic information to the website company this week. Will update as we progress. Anyone having pictures to use on the website would be great. We will have picture day for Officials to be used on the website. Officials will then need to decide how (or if) you would like to be contacted by the citizens so information can be posted on the website.
5. Zoning Board of Appeals meeting has been set for March 6 at 6 pm in the meeting room to discuss a setback variance for 110 Prospect St.
6. Please try to get vehicles off the streets during snow events. While only the emergency routes are Main St. and Sandusky St., it is safer and more efficient to plow the smaller streets when the cars are removed.

Zoning Officer Report

Dusty reported that there are 39 parcels that have been identified for rezoning. He plans to have process figured out by next Council meeting.

Committee Reports

Finance

Safety – Chief Keene’s email regarding MARCS radios was discussed. In the email, Chief Keene asked for approval for him to sign a letter of intent signaling that we would participate with other county departments in obtaining a grant to the necessary equipment. Since the email was received only the day before the meeting, the Mayor asked that we be given time examine & discuss the issue further before approving the Chief’s request. Council members agreed.

Street & Utility

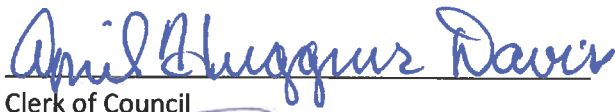
Executive Session Not needed

A motion was made to adjourn by Todd Class and seconded by Scott Salee. Motion passed unanimously. Meeting adjourned 7:00 pm

Minutes taken by Scott Salee

Approved

Attest



Clerk of Council



Council Member



Council Member



Council Member



Council Member



Council Member

Council Member

Mechanicsburg Council Meeting Minutes
March 4, 2019 6:30pm

Members and Public present

Mayor Greg Kimball, Lyndsey Murphy, Scott Salee, Charles Hickey, Todd Class, Dan Eck, Dusty Hurst, Joe Jimenez, Lt Patrick, Carrie Eleyot, Chris Selmek

Call to Order

Roll Call

A roll call of Council members showed that all but Chuck Foss were present.

Pledge

Public Participation

Carrie Eleyot came to complain about snow not being plowed on Prospect St. Discussion and resolved to make sure to plow curb to curb not just the street.

Minutes

A motion was made by Charles Hickey to approve the Council meeting minutes dated February 4, 2019, seconded by Class. Motion passed unanimously.

Fiscal Officer Report 03-04-19:

Check Register with checks from #53933 to #53959 and electronic warrants was provided to and signed by Council during the meeting.

Fund Balance Report through February 28, 2019 was presented to Council. This statement includes the new Street Levy 2019 Fund 2902. Motion to accept the Fund Balance report was made by Scott Salee and seconded by Todd Class. Motion passed unanimously.

Bank reconciliation for February 28, 2019 was distributed to Council and the original was signed.

Village Administrator Report

1. All NOV from OEPA have been completed except the soil around well #4.
2. Community Clean-up is set for April 27th 8-4pm at 64 Mill St, Street Department Bldg. Free garage sales are April 20-21 and April 26-27 8-5pm rain or shine. Community Yard Sale is June 7-8, 8am-5pm and August 23-24, 8-5pm. No permit is needed on those dates.
3. Zoning Board of Appeals meeting set for March 6 at 6pm in the meeting room to discuss a setback variance for 110 Prospect St.
4. Administration (Greg, Wendy, Dan, and I) will be attending the Auditor Conference March 7-8. Utility Office will be open regular hours.
5. Police department has requested \$20,969.13 for vests. I believe that this is a grant and was included in the 2019 budget, but I need Council approval for this amount. A motion was made by Salee with a second from Class to approve the Administrator to approve the purchase of the vests with the grant money. All were in favor.
6. Street and Utility Committee meeting was held Monday February 25 at 4pm. Topics discussed were:

Zoning Officer Report

BZA meeting March 6, 2019 at 6pm. Inspector discussed proposed zoning district change for 39 parcels on S Main St and Oak St. He stated that it needed to go back through the Planning Commission before coming to Council. There was discussion about the process. He has had a request for information from a developer for a discount store on the west side of town. The proposed site is on W Sandusky, but the current property has two districts. One part is B-2 and the back half is zoned A-1. The owner would have to request a change of districts before anything would proceed. The property has more regulations that would be needed before development. Registration for vacant properties deadline is May 1st and Swimming Pool registration begins April 1st.

Committee Reports

Finance

Safety

Lt Patrick gave the Police report. The Chief sent in a request for raises. A motion was made to approve the raises that are within the Payroll Ord. range and included in the 2019 Budget by Salee with a second by Hickey and all were in favor.

Street & Utility

The Safety Committee will meet March 11 at 4pm.

Executive Session

A motion to go into Executive Session to discuss terms of employment compensation was made by Salee with a second by Class and a roll call vote: Salee yes, Tibbals yes, Murphey yes, Hickey yes, and Class yes. A motion to go into Regular Session was made by Salee with a second by Class and a roll call vote: Salee yes, Tibbals yes, Murphey yes, Hickey yes, and Class yes. No decisions were made.

A motion was made to adjourn by Salee and seconded by Class. Motion passed unanimously.
Meeting adjourned 7:30 pm

Minutes taken by April Huggins Davis

Approved

Attest



Clerk of Council



Council Member



Council Member



Council Member



Charles E. Fu

Council Member

Judd Class

Council Member

Council Member

**Street and Utility Meeting
Monday March 11, 2019 4pm**

The Street and Utility Committee met on Monday. Greg Kimball, Lyndsey Murphey, Todd Class and April Davis attended. Chuck Foss was out of town. We discussed the condition of Rt 4 Sandusky St and decided that the patches needed to be deeper and packed better for this year. We will get an estimate from Purdam to start with.

Committee wants to get estimates for milling/paving on Locust St, Sceva Ave, and Pleasant St. We received about \$48,000 for the first half tax collection on the new Levy.

They discussed getting a traffic counter through the County Engineer, ODOT, or purchasing one to use for possible grant money to do bigger projects.

Minutes taken by April Huggins Davis

Approved March 18, 2019

Attest



Clerk of Council



Council Member



Council Member



Council Member



Council Member



Council Member

Council Member

Mechanicsburg Council Meeting Minutes
March 18, 2019 6:30pm

Members and Public present

Mayor Greg Kimball, Chuck Foss, Scott Salee, Charles Hickey, Todd Class, Dan Eck, Dusty Hurst, Joe Jimenez, Lt Patrick, Carrie Eleyot, Chris Selmek, Mike and Patricia Hull, Kaye Borcher, Marcia Bailey

LORI TIBBALS

Call to Order

Roll Call

A roll call of Council members showed that all but Lyndsey Murphy were present.

Pledge

Public Participation

Kaye Borcher with Choice One Engineering discussed the estimates for Walnut and W Race St that the firm had submitted to the Village before the levy was passed last year. There was discussion of the gas tax proposed by the Governor and working with Choice one on any future projects.

Marcia Bailey, from CEP, came to give an update to Council on activities of the CEP. There has been some interest on the 2-4 N Main properties that CEP is handling for the Village but there are concerns on return of investment on the properties. Discussions about available land for Economic Development in the corporation in and out of the corporation. She discussed with Council about the advantages of the Village establishing a CRA-real-estate tax abatement as a tool for economic development. The Village had one back in the 1980's but was not updated as required by Ohio law and had nothing about job creation in it pre 1994. The new rules require investment and job creation. The process takes about 9 months to complete. Salee made a motion to go ahead with a new CRA and a second by Hickey with all in favor. There will be a meeting in Urbana to discuss the need for a housing market sty in Urbana on March 26th.

Minutes

A motion was made by Class to approve the Council meeting minutes dated February 4, 2019, seconded by Salee. Motion passed unanimously. There was a motion by Class to approve the minutes of the Street and Utility meeting held on March 11th with a second by Salee and all were in favor.

Fiscal Officer Report 03-04-19:

Check Register with checks from #53933 to #53959 and electronic warrants was provided to and signed by Council during the meeting.

Fund Balance Report through February 28, 2019 was presented to Council. This statement includes the new Street Levy 2019 Fund 2902. Motion to accept the Fund Balance report was made by Scott Salee and seconded by Todd Class. Motion passed unanimously.

Bank reconciliation for February 28, 2019 was distributed to Council and the original was signed.

Village Administrator Report

1. All NOV from OEPA have been completed except the soil around well #4.

2. Community Clean-up is set for April 27th 8-4pm at 64 Mill St, Street Department Bldg. Free garage sales are April 20-21 and April 26-27 8-5pm rain or shine. Community Yard Sale is June 7-8, 8am-5pm and August 23-24, 8-5pm. No permit is needed on those dates.
3. Zoning Board of Appeals meeting set for March 6 at 6pm in the meeting room to discuss a setback variance for 110 Prospect St.
4. Administration (Greg, Wendy, Dan, and I) will be attending the Auditor Conference March 7-8. Utility Office will be open regular hours.
5. Police department has requested \$20,969.13 for vests. I believe that this is a grant and was included in the 2019 budget, but I need Council approval for this amount. A motion was made by Salee with a second from Class to approve the Administrator to approve the purchase of the vests with the grant money. All were in favor.
6. Street and Utility Committee meeting was held Monday February 25 at 4pm. Topics discussed were:

Zoning Officer Report

BZA meeting March 6 approved the variance for addition on property located on Prospect street. There were two more requests for variances that exceed maximum lot occupancy to build a detached garage, one at 32 School St and one at 144 Race St. Planning Commission will meet on March 23 to discuss proposed zoning district change for 39 parcels on S Main St and Oak St. Registration for vacant properties deadline is May 1st and Swimming Pool registration begins April 1st. Clean up letters will go out to nuisance properties with information about the Community clean up on April 27th.

Committee Reports

Finance

Safety

Fire: An Urbana Firefighter passed away and we sent EMS to cover their station during the funeral. The Active Shooter Team project is complete. There were 111 runs so far this year with only 1 opiate case. 51 in the Village and 32 in Twp.

Police report: Lt Patrick gave the report. There was discussion about one of the cases which ended in a property being condemned. Discussion about who is responsible for cleanup of the property. The owner has been deceased for 2 years. Relative was living in house with no utilities. Solicitor will investigate the process but should have a meeting with Health Dept., Zoning and Administration on the process for the future.

Street & Utility

The Safety Committee will meet March 25 at 4pm.

Ordinances and Resolutions

Ordinance 19-03 An Ordinance Approving, Adopting and Enacting American Legal Publishing's Ohio Basic Code 2019 Edition, as the Code of Ordinances for the Municipality of Mechanicsburg Ohio, and Declaring an Emergency. There was a motion to suspend the 3 reading rule by Salee and a second by Hickey with a roll call vote: Tibbals yes, Hickey yes, Foss yes, Class yes, and Salee yes. (Murphy was absent) A motion was made to pass Ordinance 19-03 by emergency by Class with a second by Salee with a roll call vote: Tibbals yes, Hickey yes, Foss yes, Class yes, and Salee yes. (Murphy was absent)

Executive Session

Other

Fire Department Fish Fry is Saturday March 23 and there is a concert with Daniel Dye at the 1858 Meeting House.

A motion was made to adjourn by Class and seconded by Salee. Motion passed unanimously.
Meeting adjourned 7:55 pm

Minutes taken by April Huggins Davis

Approved April 1, 2019

Attest

April Huggins Davis

Clerk of Council

Low Subbaw

Council Member

Snod Salee

Council Member

Charles Finn

Council Member

Charles H. H. H.

Council Member

Wyned TB

Council Member

Low Class

Council Member

Street and Utility Committee Meeting
Minutes
Monday March 25 4pm

Call to order

March 27 clean various gutters around catch basins.

Flow line will be here to jet/vac catch basins first or second week of April. They will also clean tanks at sewer plant. Quote for 30 hours on catch basins is \$6,900 and 12hrs for vac truck and support truck 12hrs for \$4,260 to clean tanks at sewer plant and lift station. Will need a motion from Council to spend funds for the two cleanings.

Purdam sent me some quotes this morning about various projects and repairs. Decided to go with Purdam to fix potholes on Sandusky St for and water main break patches \$20,000 high estimate. Repaving on Pleasant and Sceva are between \$47,000-\$58,000 needing bid packages and may need to talk to Choice One about recommendations and get a price for their services.

We have ordered a pallet of sealer for sealing streets later this summer. \$1,865.25

Job description has been sent to Clemons Nelson for review for the Lead Maintenance position.

Wiseman is scheduled to come soon to work on various projects. Storm tile on E Sandusky, Prospect and Park, and Western Ave. Weather permitting. Will be in to pull Western lift station pump and dig up curb boxes 5 on the list. May need a new pump for lift station. Wiseman still needs to replace valve on well #4 too wet.

We will get cold patch next week to fill potholes.

Wiring Unlimited and Bonhom Electric will be in to work on coordinating the new generator and the SCADA system to work together.

Adjourn

Staff Greg Kimball, April Huggins Davis

Members Chuck Foss was absent, Lyndsey Murphy, Todd Class

Loni Subbals *Charles Kim*
Todd Sales *Lyndsey Murphy*
Chuck Foss *Todd Class*

Mechanicsburg Council Meeting Minutes

April 1, 2019 6:30pm

Members and Public present

Mayor Greg Kimball, Chuck Foss, Scott Salee, Charles Hickey, Lori Tibbals, Todd Class, Dan Eck, ~~Dusty~~ Hurst, Joe Jimenez, Lt Patrick, Chris Selmek, Mike Hull, Steve Castle

Call to Order

Roll Call

A roll call of Council members showed that all were present.

Pledge

Public Participation

Bob Trainer came in to complain about jake brakes and loud trucks on Main St. Wants Police to enforce ORC 4513.22 loud mufflers. Lt. Patrick came in and explained that he pulled over a truck for jake brake and could ticket him with the old Municipal code. We have changed to the Basic code and can now ticket for jake brakes and loud mufflers specifically. Trainer said that there were certain farm trucks that were violating the law more than the commercial trucks. Lt. Patrick explained that they were covered by federal law and not easy to ticket. Lt. Patrick will send an e mail to all the patrol officers directing them to be aware of the situation and write tickets as necessary. He also complained about barking dogs at a property on the corner. Lt Patrick explained the dog barking statute.

Minutes

A motion was made by Hickey to approve the Council meeting minutes dated March 18, 2019, seconded by Murphy. Motion passed unanimously. There was a motion by Hickey to approve the minutes of the Street and Utility meeting held on March 25th with a second by Murphy and all were in favor.

Fiscal Officer Report 03-04-19:

Fiscal Officer was absent. Check Register was initialed by Council and Cash Balance motion was made by Salee with a second by Class and all were in favor.

Village Administrator Report

1. Community Clean-up is set for April 27th 8-4pm at 64 Mill St, Street Department Bldg. Free garage sales are April 20-21 and April 26-27 8-5pm rain or shine. Community Yard Sale is June 7-8, 8am-5pm and August 23-24, 8-5pm. No permit is needed on those dates.
2. I need a motion for Flowline for \$12,000 to come in and clean catch basins and tanks at sewer plant. This estimate is high, and we may not need them for the full amount of time. **Motion was made by Class to allow the Administrator to spend \$12,000 for cleaning of tanks at the sewer plant and cleaning of catch basins by the street department with Flowline with a second by Salee and all were in favor.**
3. The Mayor, Dusty and I have been attending various meetings at the county for EMA mitigation plan, Road Safety, Housing Survey for County and County Comprehensive plan. We will be attending a training on Thursday for Safety Services HR training with Police Chief.

4. There is a BZA meeting on Wednesday April 10th to discuss variances for maximum lot usage to build garages at 32 School St and 144 Race St.
5. The Street department will be filling potholes with cold patch this week. We cleaned some streets and gutters last week around catch basins.

Zoning Officer Report

Committee Reports

Finance

Building

Safety

Fire

Asst. Chief Castle reported that the new squad would be delivered sometime in July. There have been 126 EMS calls and 37 Fire calls so far this year. The Fire Association made \$2,200 at the Fish Fry on March 23. Todd Class asked if the drain grates in the Fire bay were safe. Asst. Chief will investigate.

Street & Utility

The Street and Utility Committee will meet April 18th at 4pm.

Ordinances and Resolutions

Ordinance 19-04 New Zoning Ordinance Section 351

HANGES TO THE ZONING MAP OF THE VILLAGE OF MECHANICSBURG was recommended to council by Chairman of the Planning Commission Charles Hickey. The Planning commission sent this back to Council in the form of an Ordinance and listed all the parcels involved in the change of districts. There was the question of the 1st parcel listed which, was a former barber shop but was now a residence. The owner and resident are not the same. It is currently zoned B-3. There was discussion and Council decided to leave the current B3 zoning with the property. The Public Hearing will be scheduled for May 20th at 6pm with a vote on June 3rd. Mayor declared 1st reading.

Executive Session

Other

Chuck Foss reported that he had finished inventorying about 27 boxes of records to request for disposal from the state and had about 15-20 more to do. Administrator told him about 10 more years of storage in the two buildings at the sewer department that needed to be inventoried. Also discussion about record retention procedure, committee and disposal.

A motion was made to adjourn by Salee and seconded by Class. Motion passed unanimously.

Meeting adjourned 7:15 pm

Minutes taken by April Huggins Davis

Approved April 22, 2019

Attest



Clerk of Council

Scott Cross

Council Member

Updyke

Council Member

Charles For

Council Member

Lou Abbas

Council Member

Charles J. Hill

Council Member

Council Member

Mechanicsburg Council Meeting Minutes
April 15, 2019 6:30 pm

Members and Public present

Mayor Greg Kimball, Chuck Foss, Charles Hickey, Lori Tibbals, Todd Class, Lyndsey Murphy, Dan Eck, Dusty Hurst, Joe Jimenez, Lt. Patrick, Chris Selmek, Mike Hull

Call to Order

Roll Call

A roll call of Council members showed that all were present save Scott Salee.

Pledge

Public Participation

Questions were voiced about the street levy and when we could expect to see effects of the added tax.

Minutes

A motion was made by Todd Class to approve the Council meeting minutes dated April 1, 2019, seconded by Charles Hickey. Motion passed unanimously.

Fiscal Officer Report 4-15-19

Check Register was initialed by Council and Cash Balance motion was made by Chuck Foss with a second by Todd Class, all were in favor.

Village Administrator Report

1. Leaves – we do not collect leaves!
2. Flowline – Flowline workers were in town on April 15th cleaning storm sewers. They discovered that the storm sewer by the Gingerbread house is online going to the sanitary sewer system and several other issues across town.
3. Influx of issues with dogs & cats – Lt. Patrick confirmed that the department has been dealing with more animals being left at the dog park or at the station. See police for official protocol.
4. Reminder that August 31st is the car show in town, North Main street will be closed at 12PM
5. July 13th is summer celebration
6. The street department records are complete thanks to Mr. Foss- 87 boxes
7. BZA Meeting: 2 variances this month (Garages), both passed.

Zoning Officer Report

Two storage shed permits, five vacant notices went out. Working through encouraging residents to apply for pool registrations.

Committee Reports

Finance

Building

Safety

Fire

Street & Utility

The Street and Utility Committee will meet April 18th at 4pm.

Ordinances and Resolutions

Zoning Ordinance 351 (19-04)

Second Reading, Public Hearing May 20th at 6 pm.

Executive Session

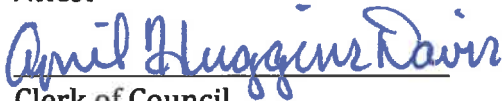
Other

A motion was made to adjourn by Lyndsey Murphy and seconded by Charles Hickey. Motion passed unanimously. Meeting adjourned 7:19 pm.

Minutes taken by Lyndsey Murphy

Approved May 6, 2019

Attest



Clerk of Council



Council Member



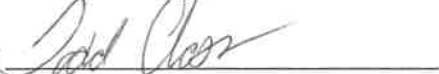
Council Member



Council Member



Council Member



Council Member

Council Member

**Goshen Township Trustees
Maple Grove Cemetery Board
Mechanicsburg Council**

Agenda

6:00 pm May 6, 2019

Call to Order

Roll Call

Pledge of Allegiance

Approval of Minutes HICKEY/LYNDSEY

2018 Financial Report

New Business

Unfinished Business

Other

Officers: Mayor Greg Kimball, Village Administrator April Huggins Davis, Fiscal Officer Dan Eck

Council Members: Chuck Foss; President Pro Temp; Charles Hickey, Lyndsey Murphy, Todd Class, Scott Salee, and Lori Tibbals.

Township Trustee Tim Cassady, Trustee Keith Rutan, Trustee Steve Cooper, and Chris Foss Fiscal Officer

Cemetery Board

Dave Vernon Citizen Representative, Mea Reiser Clerk, Tim Cassady Trustee Representative, and Lyndsey Murphy Village Representative

Joint Meeting Village of Mechanicsburg, Goshen Township, and Maple Grove Cemetery Board

May 7, 2018 6:00pm

Goshen Township Trustees, Maple Grove Cemetery Board and Village Council met in their annual joint meeting on May 7, 2018 with Mayor Greg Kimball presiding. Attending Trustees were Tim Cassady, Keith Rutan, Steve Cooper, Council members in attendance were Chuck Foss, Charles Hickey, Lyndsey Murphy, Scott Salee, and Todd Class. Cemetery board members present were Lyndsey Murphy, Tim Cassady, Mea Rieser Clerk, and Dave Vernon. Mayor Greg Kimball, Village Administrator April Huggins Davis, and Fiscal Officer Dan Eck also attended.

Call to Order

Pledge

Minutes

Motion was by Hickey to approve the minutes from May 15, 2017 joint meeting a second by Foss and all in favor.

Cemetery Discussions

The Cemetery Board presented the Financial Report by Mea Reiser-Clerk. Roads was the biggest expense. They did chip and seal and fog seal which is good for 5 years. They would like to build a bin for salt, backfill dirt etc. In April the cemetery went to the UAN system. The Staff is good, and they try to be customer friendly. A lot of the mausoleum records have disappeared over the years. There was at one time a Mausoleum Board and only one person is still alive. There are no maps, and no one is sure that they are not sold. The Township chip and sealed their roads and did fog seal on just the subdivision roads. They used the Champaign county Engineer for the work.

A Motion to adjourn was made by Salee, second Murphy, all in favor.

Meeting was adjourned at 6:15pm

Minutes taken by April Huggins Davis

Village Administrator

A handwritten signature in blue ink that reads "April Huggins Davis". The signature is written in a cursive style and is positioned above a horizontal line.

Attest by Clerk

Bank Balances

Reconciled Date 12/31/2018

Posted 1/7/2019 9:20:31 PM

Type	Name	Number	Prior Bank Balance	Calculated Bank Balance	Entered Bank Balance	Difference
Primary	PRIMARY	003002292	\$106,367.96	\$102,755.22	\$102,755.22	\$0.00
Investment	DOHRON WIL	1201500130494	\$19,112.66	\$19,112.66	\$19,112.66	\$0.00
Investment	GENERAL	0606032001	\$80,000.00	\$80,000.00	\$80,000.00	\$0.00
Investment	GENERAL 2	10101641549	\$75,000.00	\$75,000.00	\$75,000.00	\$0.00
Total:			\$280,480.62	\$276,867.88	\$276,867.88	\$0.00

MAPLEGROVE UNION CEMETERY, CHAMPAIGN COUNTY
Revenue Status
 By Fund
 As Of 12/31/2018

5/3/2019 1:11:23 PM
 UAN V2019.2

Fund: 1000 General

Account Code	Account Name	Final Budget	Revenue	Budget Balance	YTD % Received
1000-101-0000	General Property Tax - Real Estate	\$68,750.00	\$68,536.91	\$213.09	99.690%
1000-199-0000	Other - Local Taxes	\$7,500.00	\$5,821.39	\$1,678.61	77.619%
1000-299-0000	Other - Charges for Services	\$15,000.00	\$18,758.25	-\$3,758.25	125.055%
1000-302-0000	Fees	\$18,250.00	\$17,496.00	\$754.00	95.868%
1000-399-0000	Other - Licenses, Permits and Fees	\$750.00	\$150.00	\$600.00	20.000%
1000-701-0000	Interest	\$50.00	\$392.32	-\$342.32	784.640%
1000-799-0000	Other - Earnings on Investments	\$2,000.00	\$4,507.14	-\$2,507.14	225.357%
1000-804-0000	Sale of Cemetery Lots	\$17,000.00	\$22,050.00	-\$5,050.00	129.706%
1000-891-0000	Other - Miscellaneous Operating	\$0.00	\$10.00	-\$10.00	0.000%
1000-999-0000	Other - Other Financing Sources	\$12,500.00	\$4,355.14	\$8,144.86	34.841%
	Fund 1000 Sub-Total:	\$141,800.00	\$142,077.15	-\$277.15	100.195%

Fund: 9501 Investment Trust

Account Code	Account Name	Final Budget	Revenue	Budget Balance	YTD % Received
9501-701-0000	Interest	\$1.00	\$0.00	\$1.00	0.000%
	Fund 9501 Sub-Total:	\$1.00	\$0.00	\$1.00	0.000%
	Report Total:	\$141,801.00	\$142,077.15	-\$276.15	100.195%

MAPLEGROVE UNION CEMETERY, CHAMPAIGN COUNTY
Appropriation Status
 By Fund
 As Of 12/31/2018

5/3/2019 1:14:30 PM
 UAN v2019.2

Fund: General
 Pooled Balance: \$276,727.84
 Non-Pooled Balance: \$0.00
 Total Cash Balance: \$276,727.84

Account Code	Account Name	Reserved for Encumbrance 12/31	Reserved for Encumbrance 12/31 Adjustment	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
1000-410-100-0000	D Salaries	\$0.00	\$0.00	\$40,200.00	\$2,220.19	\$37,301.26	\$678.55	92.789%
1000-410-150-0000	D Compensation of Board and Commission Members	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.000%
1000-410-211-0000	D Ohio Public Employees Retirement System	\$0.00	\$0.00	\$11,750.00	\$443.90	\$10,758.62	\$547.48	91.563%
1000-410-213-0000	D Medicare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%
1000-410-230-0000	D Workers' Compensation	\$0.00	\$0.00	\$1,050.00	\$0.00	\$837.32	\$112.68	88.269%
1000-410-250-0000	Employee Reimbursements	\$0.00	\$0.00	\$100.00	\$0.00	\$45.06	\$54.94	45.060%
1000-410-300-0000	Purchased Services	\$0.00	\$0.00	\$26,750.00	\$0.00	\$26,744.16	\$5.84	99.978%
1000-410-311-0000	Accounting and Legal Fees	\$0.00	\$0.00	\$868.00	\$0.00	\$892.63	\$75.37	92.214%
1000-410-312-0000	Auditing Services	\$0.00	\$0.00	\$5,250.00	\$0.00	\$4,981.54	\$268.46	94.866%
1000-410-313-0000	Uniform Accounting Network Fees	\$0.00	\$0.00	\$558.00	\$0.00	\$558.00	\$0.00	100.000%
1000-410-314-0000	D Tax Collection Fees	\$0.00	\$0.00	\$5,500.00	\$0.00	\$4,890.80	\$609.20	88.924%
1000-410-322-0000	Garbage and Trash Removal	\$0.00	\$0.00	\$308.00	\$0.00	\$308.00	\$0.00	100.000%
1000-410-323-0000	Repairs and Maintenance	\$0.00	\$0.00	\$4,800.00	\$0.00	\$3,437.45	\$1,362.55	71.614%
1000-410-340-0000	Communications, Printing and Advertising	\$0.00	\$0.00	\$100.00	\$0.00	\$22.85	\$77.15	22.850%
1000-410-341-0000	Telephone	\$0.00	\$0.00	\$3,172.00	\$0.00	\$2,108.57	\$1,063.43	66.474%
1000-410-342-0000	Postage	\$0.00	\$0.00	\$100.00	\$0.00	\$6.70	\$93.30	6.700%
1000-410-350-0000	Utilities	\$0.00	\$0.00	\$1,350.00	\$0.00	\$828.88	\$521.12	61.399%
1000-410-351-0000	Electricity	\$0.00	\$0.00	\$1,000.00	\$0.00	\$871.52	\$128.48	87.152%
1000-410-359-0000	Other - Utilities	\$0.00	\$0.00	\$1,176.00	\$0.00	\$1,095.31	\$80.69	93.139%
1000-410-380-0000	Insurance and Bonding	\$0.00	\$0.00	\$500.00	\$0.00	\$100.00	\$400.00	20.000%
1000-410-381-0000	Property Insurance Premiums	\$0.00	\$0.00	\$3,750.00	\$0.00	\$3,611.00	\$139.00	96.293%
1000-410-382-0000	Liability Insurance Premiums	\$0.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.000%
1000-410-389-0000	Other - Insurance and Bonding	\$0.00	\$0.00	\$1,525.00	\$0.00	\$1,508.00	\$17.00	98.885%
1000-410-390-0000	Other - Purchased Services	\$0.00	\$0.00	\$2,950.00	\$0.00	\$2,880.00	\$70.00	97.627%
1000-410-400-0000	Supplies and Materials	\$0.00	\$0.00	\$6,176.00	\$0.00	\$6,156.43	\$19.57	99.780%
1000-410-410-0000	Office Supplies	\$0.00	\$0.00	\$211.00	\$0.00	\$171.73	\$39.27	81.389%
1000-410-420-0000	Operating Supplies	\$0.00	\$0.00	\$3,900.00	\$0.00	\$3,658.90	\$241.10	93.618%
1000-410-430-0000	Small Tools and Minor Equipment	\$0.00	\$0.00	\$750.00	\$0.00	\$0.00	\$750.00	0.000%
1000-410-490-0000	Other - Supplies and Materials	\$0.00	\$0.00	\$1,150.00	\$0.00	\$210.00	\$940.00	18.261%
1000-410-590-0000	Other Expenses	\$0.00	\$0.00	\$750.00	\$0.00	\$621.76	\$128.24	82.901%
1000-410-730-0000	Improvement of Sites	\$0.00	\$0.00	\$9,813.00	\$0.00	\$4,885.31	\$4,927.69	49.784%
1000-410-740-0000	Machinery, Equipment and Furniture	\$0.00	\$0.00	\$4,826.00	\$0.00	\$0.00	\$4,826.00	0.000%
General Fund Total:		\$0.00	\$0.00	\$141,926.00	\$2,664.09	\$119,591.80	\$19,670.11	84.263%
Report Total:		\$0.00	\$0.00	\$141,926.00	\$2,664.09	\$119,591.80	\$19,670.11	84.263%

Report reflects selected information.

Mechanicsburg Council Meeting Minutes
May 6, 2019 6:30 pm

Members and Public present

Mayor Greg Kimball, Chuck Foss, Charles Hickey, Lori Tibbals, Todd Class, Lyndsey Murphy, Joe Jimenez, and Chris Selmek.

Call to Order

Roll Call

A roll call of Council members showed that all were present save Scott Salee.

Pledge

Public Participation

Minutes

A motion was made by Murphey to approve the Council meeting minutes dated April 15, 2019, seconded by Class. Motion passed unanimously.

Fiscal Officer Report 5-6-19

Check Register was initialed by Council and Cash Balance motion was made by Class with a second by Murphy, all were in favor. Bank reconciliation for April 2019 was passed around for signatures.

Village Administrator Report

1. Community Clean-up was a success. We filled 4 40 yd dumpsters with junk. Recycled metal. Thanks to Greg, Jodi Compton, Steve, and Dusty for volunteering. Paper work is filled to be reimbursed for \$1,200 for dumpsters.
2. Flowline came in and cleaned all the catch basins for the estimated amount. They will come back when the flows are less to clean the tanks at the wastewater plant. They found some interesting things while cleaning. Wiseman finally completed the storm sewer repair on Sandusky. There were additional costs due to the depth of the storm sewer. I would like approval of additional \$8,000 for the repair. *A motion was made by Murphy and a second by Class to allow additional \$8,000 for the project all were in favor.* Greg and I attended a Field Day demonstration in Logan put on by RCAP. There were demonstrations of different solutions to water and wastewater issues. We have discussed purchasing/sharing a valve maintenance trailer with the other Villages in the county. Just the beginning negotiations. This would help us all with valve exercising, catch basin clean out, GIS of our systems for mapping etc. We have one applicant for the Lead Maintenance Supervisor after advertising for two weeks. Deadline was Friday at 5pm. We will interview this week.

3. The Mayor, Dusty and I have been attending various meetings at the county for EMA mitigation plan, Housing Survey for County and County Comprehensive plan. We attended a training on for Safety Services HR training with Police Chief. Would like to schedule a training for all the officers on both departments in the future to update them on issues of supervising. It is also time to update our Personnel Policy and Procedure manual with Clemons Nelson. The price is \$3,250.
4. Lt. Patrick and I are working on upgrading the phone system in the building with Spectrum through the State Cooperative. Our phones are obsolete and are only available through 3rd party refurbished sellers. We have talked with Frontier, but the Spectrum digital system seems to be much more cost effective.
5. Website is getting close to completion. Still needs pictures and a few items.
6. Street Committee met with Choice one to discuss street repairs and projects on April 18th. After careful thought the Mayor and I discussed the OPWC project and thought it might be a better idea to look at Walnut St and W Race St as a large project. There are more residents served in this area and it is in dire need of repair.
7. Chief Alexander and I are working on process for grass clippings being blown into the street. I have sent out 2 letters so far to document and educate the violators. Since this is not a part of the Zoning Ordinance, we believe it will fall on the officers to write the citation. Currently I get a picture, write a warning letter, keep track of violations and the next time it is documented they would get a citation from an officer.

Zoning Officer Report

The Zoning Inspector was absent. Vacant building letters were sent out on May 1st. they have until May 30th to register the properties. We have received some of the certified notices back.

Committee Reports

Finance

Building Roof at water plant that was repaired last year is leaking and the company has been contacted.

Safety

Fire

Street & Utility

Ordinances and Resolutions

Zoning Ordinance 351 (19-04)

Third Reading, Public Hearing May 20th at 6 pm.

Resolution 19-03 Declaring necessity to levy a tax in excess of the ten-mill limitation. Mayor declared first reading.

Executive Session

Other-Todd Class complained about bushes hanging out into the alley at 217 E Sandusky. Will have Street Dept. trim if they are in the roadway.

A motion was made to adjourn by Class and seconded by Murphy. Motion passed unanimously. Meeting adjourned 7:25 pm.

Minutes taken by April Huggins Davis

Approved May 20, 2019

Attest

L. Tubbals

Clerk of Council

Scott Sale

Council Member

Lynette R

Council Member

Charles E. Jones

Council Member

Todd Class

Council Member

Charles H. Hines

Council Member

April Huggins Davis

Council Member



Public Hearing Minutes
Ordinance 19-04

New Zoning Ordinance Section 351-Changes to the Zoning Map of the Village of Mechanicsburg

Call to Order

Members and Public present

Council members: Todd Class, Chuck Foss, Charles Hickey, Mayor Greg Kimball and Administrator April Huggins Davis, and Chris Selmek.

No Public attended.

Adjourned at 6:30pm

Minutes taken by April Huggins Davis

Approved June 3, 2019

Attest


Clerk of Council


Council Member


Council Member


Council Member


Council Member


Council Member

Council Member

**Mechanicsburg Council Meeting Minutes
May 20, 2019 6:30 pm**

Members and Public present

Mayor Greg Kimball, Chuck Foss, Charles Hickey, Lori Tibbals, Todd Class, Lyndsey Murphy, Joe Jimenez, Scott Salee, Dan Eck, Pete Hobstetter, Jennifer Leeffler both from Colonial Life, James Lloyd, Todd Garrett from Pioneer Electric and Chris Selmek.

Call to Order

Roll Call

A roll call of Council members showed that all were present.

Pledge

Public Participation

James Lloyd came to Council and was here to discuss issues on Sandusky and Walnut crosswalk. Wants Council to initiate contact with ODOT to escalate the situation.

Would like speed limit changed on Rt. 4 and a cross walk sign erected. No one slows down for pedestrians to cross and is dangerous for kids going to school.

Colonial Life contacted the Police Chief about a policy for officer and gunshot wounds. Can be set up by individuals or by the Village. They also do supplemental to medical and accident etc.

Minutes

A motion was made by Hickey to approve the Council meeting minutes dated May 20, 2019, seconded by Tibbals. Motion passed unanimously.

Fiscal Officer Report 05-20-19:

Check Register with checks from #54087 to #54099 and electronic warrants was provided to and signed by Council during the meeting.

Fund Balance Report through May 20, 2019 was presented to Council. Motion to accept the Fund Balance report was made by Chuck Foss and seconded by Scott Salee. Motion passed unanimously.

Tax Budget for 2020 was presented and explained to Council, and a first reading was declared. The Public Hearing for the Tax Budget was scheduled for July 1 at 6pm.

Village Administrator Report

1. We had one applicant for the Lead Maintenance Supervisor after advertising for two weeks. We interviewed and hired Andy Foss for the Lead Maintenance supervisor position. He will start June 3rd.
2. It is also time to update our Personnel Policy and Procedure manual with Clemons Nelson. The price is \$3,250.
3. We are waiting on a quote for a phone system through Spectrum. I will keep you advised when we get the information. Paperwork for fiber optic internet has been completed for the building and they have been in to do the preliminary construction analysis.

4. Website is getting close to completion. Still needs pictures. I sent the preview last week for your input.
5. Street Committee will meet a 3pm on Friday May 24 to discuss Walnut project vs. Sceva project. After careful thought the Mayor and I discussed the OPWC project and thought it might be a better idea to look at Walnut St and W Race St as a large project. There are more residents served in this area and it is in dire need of repair.
6. Chief Alexander and I are working on process for grass clippings being blown into the street. Currently I get a picture, write a warning letter, keep track of violations and the next time it is documented they will get a citation from an officer. Municipal Court will enforce.
7. Hydrant flushing is scheduled for all this week.
8. We had a demo for the valve exerciser, vac, power washer machine on Tuesday last week with Villages and City. There have been no further discussions of logistics and interest on the machine.
9. Attended the CEP County Housing Study meeting. Everyone agreed that the County should attend and possibly pay for the study with money collected from conveyance fees.
10. We completed our part of the County EMA Mitigation Plan last week. Adoption would be sometime in June with a Public Hearing Scheduled before adoption.

Zoning Officer Report

Permits were issued for sheds and fences. Letters were sent out for Vacant Building Registration and only one receipt has been returned so far. They have until May 30th to comply. Noncompliance will be referred to the prosecutor. The Mayor wants the Police and Zoning to clean up the village. Police are sending letters out about junk cars and zoning is sending out letters for junk yards. Problem is with the court granting extra time for compliance. Lynn St property will be filed for probate by Solicitor.

Committee Reports

Finance

Building Roof at water plant that was repaired last year is leaking and the company has been contacted.

Safety

Fire will meet with Goshen about purchasing gear for this year. There were 172 EMS runs this year with only 2 opiate OD. Jordan Vail talked about the proposed new station and stated that they are not very far with setting up a committee. Anyone interested should contact Jordan. Looking for Architect that is less expensive and local. Dusty suggested a building company. Jordan stated that there are grants for paying for the building but there also needs to be local match and support from the Village. Could cost anywhere from \$2 million to \$7 million.

Lt Patrick presented the Police report. Vests are here from the grant money. Department is participating in the Click it or Ticket program. Money collected from Municipal Court \$5,000, School \$3714.80, and North Lewisburg \$8,785.00

Street & Utility

Ordinances and Resolutions

Zoning Ordinance 351 (19-04)

Ordinance 19-04-Motion was made by Hickey with a second by Murphey and a roll call vote: Tibbals yes, Salee yes, Lyndsey yes, Foss yes, Class yes, and Hickey yes. Motion passes

Resolution 19-03 Declaring necessity to levy a tax in excess of the ten-mill limitation. Mayor declared second reading.

Executive Session

A motion was made to adjourn by Class and seconded by Murphy. Motion passed unanimously. Meeting adjourned 7:50 pm.

Minutes taken by April Huggins Davis

Approved June 3, 2019

Attest



Clerk of Council



Council Member



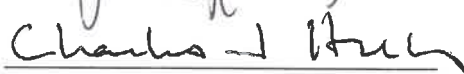
Council Member



Council Member



Council Member



Council Member

Council Member

Mechanicsburg Council Meeting Minutes
June 3, 2019 6:30 pm

Members and Public present

Mayor Greg Kimball, Chuck Foss, Charles Hickey, Lori Tibbals, Lyndsey Murphy, Joe Jimenez, Scott Salee, Mike Hull, and Chris Selmek.

Call to Order

Roll Call

A roll call of Council members showed that all were present except Todd Class.

Pledge

Public Participation

Minutes

A motion was made by Hickey to approve the Council meeting minutes dated June 3, 2019, seconded by Tibbals. Motion passed unanimously.

Fiscal Officer Report 05-20-19:

Check Register with checks from #54100-54145 and electronic warrants was provided to and signed by Council during the meeting.

Fund Balance Report through was presented to Council. Motion to accept the Fund Balance report was made by Chuck Foss and seconded by Scott Salee. Motion passed unanimously.

Tax Budget for 2020 was presented and explained to Council, and a second reading was declared. The Public Hearing for the Tax Budget was scheduled for July 1 at 6pm.

Village Administrator Report

1. Andy Foss started today as the Lead Maintenance Supervisor.
2. Lt Patrick and I are meeting with Spectrum to go over quote for new phone system June 4th at 3pm.
3. Website is up and running. Address is www.mechanicsburgvillage.com
4. Street Committee did not show up for the meeting. Greg and I met with Choice One engineers. After seeing the almost \$2 million dollar estimate we broke the scope down to something more affordable and signed an agreement to pay Choice One \$700 to file application with OPWC by July 12th deadline. Don't know if we will score enough points to get this to Small Government. We are still adjusting numbers to score higher but stay within our budget.
5. Hydrant flushing was cancelled and rescheduled for the week of June 10th from 8am-3pm.
6. I also signed an agreement with RCAP for a GIS program. They originally quoted \$30,000 for the program. They informed me that they sent the wrong quote. It should have been \$23,500. Next, they contacted me and informed me that USDA would pay 70% of the cost for our Village. That brought the price to

\$7,050. This program will GIS all the assets, their condition, and location, age etc. We will have a Toughbook, software, and support for the program at minimal cost. Payments are broken down September 2019 \$2350, March 2020 \$2350, and September 202 \$2350. I have included the scope of work for your review. A motion was made by Salee to authorize the Administrator to sign the agreement with RCAP for GIS program and a second by Hickey with all in favor.

7. Auditor's were here last week. Said if they needed anything else, they would let us know.

Zoning Officer Report

Zoning letters were sent out for vacant buildings. Anyone not responding by the deadline will be sent to Municipal court. Certified letters were sent to junk violators and have not been signed for. Mowing letters will be sent out this week.

Committee Reports

Finance

Building Roof at water plant that was repaired last year is leaking and the company has been contacted. However, due to weather they are unable to give us a schedule date.

Safety

Lt Patrick presented the Police report. Money collected from the grant for the vests has been received \$14,159.25, invoice submitted for School \$3,589.30, and North Lewisburg \$9,506.62

Street & Utility

Ordinances and Resolutions

Resolution 19-03 Declaring necessity to levy a tax in excess of the ten-mill limitation. Mayor declared third reading. A motion was made by Salee to pass Resolution 19-03 with a second by Murphy with a roll call vote: Murphy yes, Foss yes, Class N/A, Tibbals yes, Hickey yes, Salee yes. Motion passes

Executive Session

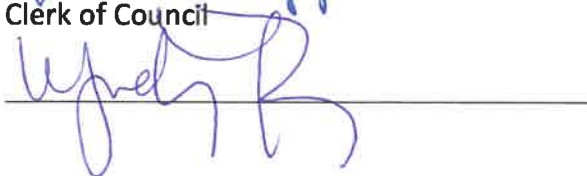
A motion was made to adjourn by ~~Class~~^{Salee} and seconded by ~~Murphy~~^{Foss}. Motion passed unanimously. Meeting adjourned 7:05pm.

Minutes taken by April Huggins Davis

Approved June 17, 2019

Attest


Clerk of Council



Council Member

Scott Siler

Council Member

Charles E. Furr

Council Member

Todd Cross

Council Member

Charles H. Huh

Council Member

Council Member

Mechanicsburg Council Meeting Minutes
June 17, 2019 6:30 pm

Members and Public present

Mayor Greg Kimball, Chuck Foss, Charles Hickey, Lyndsey Murphy, Joe Jimenez, Scott Salee, Todd Class Mike Hull, and Chris Selmek.

Call to Order

Roll Call

A roll call of Council members showed that all were present except Lori Tibbals.

Pledge

Public Participation

Minutes

A motion was made by Murphy to approve the Council meeting minutes dated June 3, 2019, seconded by Salee. Motion passed unanimously.

Fiscal Officer Report 06-17-19:

Check Register with checks from #54146 to #54183 and electronic warrants was provided to and signed by Council during the meeting.

Fund Balance Report through June 17, 2019 was presented to Council. Motion to accept the Fund Balance report was made by Scott Salee and seconded by Todd Class. Motion passed unanimously.

Tax Budget for 2020 was presented and explained to Council, and a third reading was declared. The Public Hearing for the Tax Budget was scheduled for July 1 at 6pm.

Bank reconciliation for May 31, 2019 was distributed to Council and the original was signed.

Village Administrator Report

1. Maintenance Department is running smoothly. They are getting things organized, doing a lot of mowing, street patching etc.
2. Lt Patrick and I met with Spectrum to go over quote for new phone system June 4th. We have received the quote from Spectrum for phone system. The installation fee is \$1,700 for 8 new outlets @ \$1,200 (\$150 ea.) and \$500 installation fee. Charges per month \$711 which includes equipment. Frontier's was \$15,000 for a new system installed at the building plus monthly charges for phone service about \$700 per month. Police Department is currently discussing their choice of service and the price of the service.
3. Website has a new announcement button on the home page. It is an easy place to go for all things happening in the Village. Summer Celebration schedule, mosquito spraying, hydrant flushing, farmer's market etc. Address is www.mechanicsburgvillage.com
4. Purdam should be here in the next couple of weeks to patch Sandusky. Weather has put all kinds of projects back until dry weather.

5. There was a water main break on W Sandusky last week. No boil advisory was necessary. Wiseman installed a valve on well #4. Well field is still too wet for mowing or maintenance in the well field. We are tentatively trying to schedule the PM on the water tower between July 14th and August before school starts.

Zoning Officer Report

Vacant building fees have all been turned in for the year. Violation letters were sent out and a garage permit was issued. Inspector inquired about a repeat offender ordinance. The county approved funding for the County Housing Study and both the Mayor and Dusty are on that Committee.

Committee Reports

Finance

Building

Safety

Street & Utility

There was discussion about the upcoming OPWC application for the Street/Storm project on W Race Street. Working with Choice One Engineering to get an application ready by the deadline.

Ordinances and Resolutions

Executive Session

A motion was made to adjourn by Hickey and seconded by Salee. Motion passed unanimously. Meeting adjourned 7:05pm.

Minutes taken by April Huggins Davis

Approved June 17, 2019

Attest


Clerk of Council


Council Member


Council Member


Council Member


Council Member

Council Member

Council Member