

VILLAGE OF MECHANICSBURG COUNCIL RULES 2020

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 may 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 always maintain order. 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 driveway 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 – 2020

January 6

January 20 Martin Luther King Day

February 3

February 17 Presidents Day

March 3

March 17

April 6

April 20

May 4 (Annual joint meeting with Goshen Township Trustees and Cemetery Board 6pm)

May 18

June 1

June 15

July 6

July 20

August 3

August 17

September 7 Labor Day

September 21

October 5

October 19

November 2

November 16

December 7

December 21

APPENDIX II
Standing Committee Members – 2020

Committee

Members

Building

Murphy-Class

Finance

Foss-Salee

Ordinance/Resolution

Tibbals-Hickey

Safety

Hickey– Salee

Street & Utilities

Foss- Class-Murphy

Cemetery Board

~~Lyndsey Murphy~~ SCOTT SALEE

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 6th day of January 2020.

MAYOR:

ATTEST:

April Huggins Davis
(Clerk)

Motion by:

HICKEY

Second by:

MURPHY

Low Jubbis

Council Member

Scott Suter

Council Member

Charles Jones

Council Member

Wendy S.

Council Member

Scott Glass

Council Member

Charles J. King

Council Member

Mechanicsburg Council Meeting Minutes

January 6, 2020 6:30pm

Members and Public present

Mayor Ben Layne, Charles Hickey, Todd Class, Lori Tibbals, Scott Salee, Lyndsey Murphy, Chuck Foss, Joe Jimenez, Mike and Trish Hull, Dusty Hurst, Lee and Carrie Eleyot, Chris Selmek, Jodi Compton, Chelsea Huggins, Jeremy Moore, Heather Witherspoon Meeks, Beth Cobbs, and Asst. Chief Steve Castle,

Call to Order

Roll Call

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

Pledge

Public Participation

Carrie Eleyot stated that Dick McMannis had died.

Minutes

A motion was made by Charles Hickey to approve the Council meeting minutes dated December 16, 2019, second by Scott Salee. Motion passed unanimously. A motion was made to approve the Council Rules for 2020 by Hickey and a second by Salee with all in favor. A motion was made to nominate Chuck Foss as President pro temp by Hickey with a second by Murphy and all were in favor.

Fiscal Officer Report 01-06-20:

Check Register with checks from **#54588 to #54628** and electronic warrants was provided to and signed by Council during the meeting.

Fund Balance Report for the Full Year 2019 was presented to Council. Motion to accept the Fund Balance report was made by Chuck Foss and seconded by Todd Class. Motion passed unanimously.

Fiscal Officer noted that the 2019 books were closed, and financial statements submitted to the State on January 4, 2020. Confirmation from the Hinkle System indicating the statements were received arrived via email January 6, 2020.

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

The Entity Authorization from Security National Bank, authorizing signers on the Village accounts, was presented to Council. Motion to accept was made by Scott Salee and seconded by Todd Class. Motion passed unanimously. Authorized signers Council President Chuck Foss, Mayor Ben Layne, Fiscal Officer Dan Eck and Administrator April Huggins-Davis.

Fiscal Officer noted that the 2019 1-year audit by BHM CPA Group is scheduled to begin the week of January 13, 2020.

The 2020 Budget process has begun, and department heads will receive budget worksheets this week. A permanent budget must be passed by the end of February.

Village Administrator Report

1. The Government/Community meeting will be held at Simple Comforts at 8:30am Wednesday January 8:30am, County Comprehensive Plan Open House is Wednesday January 8 from 4-6pm at the County Building, Dusty and I are volunteering to answer questions, Census meeting is Friday January 10 at 9am County Building Conf., rm. C.
2. I have received letters from the school, Dept. of DD, Health District, Ohio Highpoint, Department of Job and Family Services, Goshen Park, and the Library to release the taxes from 141 E Race St property. I would like to have a motion to release the taxes owed to us. Just so I can turn in a letter to the County Auditor along with the other letters. I talked to the County Treasurer over the holidays, not sure how this will all shake out in the end with the penalties and interest. That will be up to the County Auditor. I will keep you informed.
3. We have received applications for the maintenance position and will begin the interview process tomorrow with scheduled interviews 11-1pm.
4. Office is preparing for the audit next week.

Zoning Officer Report

The Planning Commission meets at 8am on January 25 to address 2 non-conforming parcels that are currently zoned manufacturing and need to be B-3. These parcels are the library parking lot and an adjoining lot. After all the parcels are correctly zoned, we will adopt the official zoning map. PC will also discuss what district that storage units should be located. Property at 160 N Main St will be taken back to court for nuisance violations. The school has written a letter and any neighbors that would like to be heard can be subpoenaed into court to testify to the conditions.

Committee Reports

Finance

Building

Safety

Chief Alexander stated that there will be a full audit of the evidence room. Asked for a Safety Committee meeting. Meeting will be held Friday January 10th at 5:30pm.

Asst. Chief Castle stated that there were 688 total runs, 516 EMS and 172 Fire. All the departments in Champaign County have received grants for Marcs radios approximately \$50,000 each. The new squad was inspected by the Chiefs. A few minor corrections and we should have possession in a couple of weeks.

Street & Utility

Ordinance and Resolution

3rd reading of Ordinance 20-01 Public Defender Agreement with Champaign County for 2020. A motion was made by Class with a second by Salee with all in favor.

2nd reading of Resolution 20-01 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 or supplies, which is not needed for public use or is obsolete or unfit for the use for which it was acquired, by internet auction.

Resolution 20-02 Emergency resolution Recognizing the Extirpation of Delinquent Taxes and Associated Costs relation to the Property at 141 E Race St (Parcel C07-21-00-01-15-014-00. Motion to suspend the 3 reading rule was made by Salee with a second by Foss and a Roll Call Vote: Tibbals yes, Salee yes, Class yes, Hickey yes, Murphy yes, Foss yes. Motion to pass Resolution 20-02 was made by Salee with a second by Foss and a Roll Call Vote: Tibbals yes, Salee yes, Class yes, Hickey yes, Murphy yes, Foss yes.

Executive Session

Other

A motion was made to adjourn by Class and seconded by Salee. Motion passed unanimously.
Meeting adjourned 7:01pm

Minutes taken by April Huggins Davis

Approved January 20, 2020

Attest

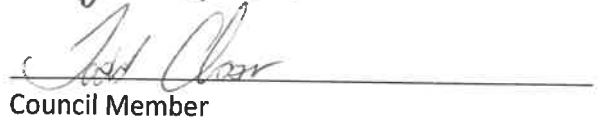

Clerk of Council


Council Member


Council Member


Council Member


Council Member


Council Member


Council Member

Safety Committee Meeting

Friday January 10, 2020

5:30pm

Members present: Mayor Ben Layne, Charles Hickey, Dan Eck, Scott Salee, Chief Alexander, and Administrator April Huggins Davis

Chief Alexander explained that the Police Department was having the same problem that all Safety Services were having with personnel. Wages are not competitive and not that many people are filling open positions. Hard to ask part time to fill in shifts because they have full time jobs and schedules don't always match the need.

His proposal is to raise pay scale and go to 12-hour days to cut down on overtime. (see attached for pay scale) The Chief has not had a pay raise in a few years. Administrator will check on what positions would qualify for exempt salary to help cut down on overtime and going to a safety Services 80-hour pay policy instead of the 40-hour current pay policy. That might help cut down on some overtime if the qualifications are applicable. The revenue has been down from municipal court due to less traffic violations and more drug and crime related cases.

Cruiser #3 was purchased in 2014 with 87,000 miles and is getting unsafe. The cruiser fund was depleted due to repairs. It could be sold on govdeals to generate some money towards a new cruiser. Bank may be able to fund cost with a lease agreement.

North Lewisburg contract is up in April 2020. It was a three-year contract. The Council and Mayor are leaning towards transitioning to their own department. This will be discussed at their Council meeting on Tuesday January 14th. If this does not happen the contract will need to be renegotiated. The new contract would include 2 full-time officers for 80hrs per week and a section that was removed from the original contract somehow, allowing us to charge for a cruiser if needed. (only if their cruiser was being repaired) Additional discussion added that they pay 25% of the Chief's salary.

Minutes taken by April Huggins Davis

Approved January 20, 2020

Attest



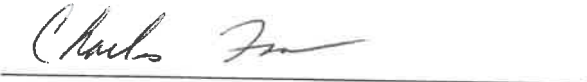
Clerk of Council



Council Member

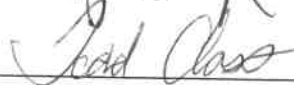


Council Member



Council Member


Council Member


Council Member


Council Member

Mechanicsburg Police Department



Chief John Alexander
18 North Main St.
Mechanicsburg, Ohio 43044
Phone: (937)834-3303
Fax: (937)834-3713



NEW PAY RATE SCALE

AUXILLARY- \$1.00 PER YEAR

PART TIME PATROLMAN- \$14.00 TO \$16.00 \$29,000.00 TO \$33,280.00

PART TIME SERGEANT- \$16.00 TO \$18.00 \$33,280.00 TO \$37,440.00

PATROLMAN- \$18.00 TO \$20.00 \$37,440.00 TO \$41,600.00

SERGEANT- \$22.00 TO \$24.00 \$41,600.00 TO \$49,920.00

LIEUTENANT- \$26.00 TO 28.00 \$54,080.00 TO \$58,240.00

CAPTAIN- \$28.00 TO \$30.00 \$58,240.00 TO \$62,400.00

CHIEF- \$32.00 TO 34.00 \$66,560.00 TO \$70,720.00

COST AT TOP END \$320,320.00

9 PART TIME SHIFTS @ 8 HOURS EQUALS 72 @16.00 EQUALS 13,824.00 YEARLY

TOTAL \$334,144.00

NORTH LEWISBURG @ 80 HOURS

SERGEANT- \$49,920.00

PATROLMAN \$41,600.00

TOTAL \$ 91,520.00

NEW CONTRACT 4160 HOURS A YEAR @ \$29.30 \$121,888 - \$30,368.00 PLUS

Mechanicsburg Council Meeting Minutes
January 20, 2020 6:30pm

Members and Public present

Mayor Ben Layne, Lori Tibbals, Chuck Foss, Lyndsey Murphy, Todd Class, Charles Hickey, Scott Salee, Dusty Hurst, Joe Jimenez, Dan Eck, Police Chief John Alexander, Asst. Fire Chief Steve Castle, Detective Emory, Ted Pandin, Mike & Trish Hull, and Carrie Eleyot

Call to Order

Roll Call

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

Pledge

Public Participation – Carrie Eleyot reminded the Council of her on-going issue with stray cats and the damage they do to her shrubs. She asked if there was anything she could do. Several suggestions were made, but there was no definitive solution to the problem.

Minutes

A motion was made by Charles Hickey to approve the Council meeting minutes dated January 6, 2020, seconded by Todd Class. The motion passed unanimously. A motion was made by Charles Hickey to approve the minutes of the Safety Committee Meeting dated January 10, 2020, seconded by Scott Salee. The motion passed unanimously.

Fiscal Officer Report

Check Register with checks from #54529 to #54664 and electronic warrants was provided to and signed by Council during the meeting.

Fund Balance Report through January 20, 2020, was presented to Council. Motion to accept the Fund Balance report was made by Todd Class and seconded by Lyndsey Murphy. Motion passed unanimously. Fiscal Officer noted that the 2019 1-year audit by BHM CPA Group began the week of January 13, 2020, and continues.

A letter was discussed with Council received by Justin Tank, who had Mechanicsburg Village taxes erroneously withheld from his paycheck since 2014. RITA denied his refund request for 2014 and 2015 in the amounts of \$239.99 and \$666.15 because the request was outside the statute of limitations. After some informal discussion, a motion to approve these two refunds was made by Todd Class. There was no second. No further discussion occurred.

Village Administrator Report

In April's absence, Scott Salee read the Village Administrator's report which included the following:

1. The Government/Community meeting was held at Simple Comforts at 8:30 am on Wednesday, January 8th. The County Comprehensive Plan Open House was also on Wednesday, January 8th from 4 – 6 pm at the County Building. They still have a need for Census workers in Champaign County.
2. April delivered the Resolution to the Auditor for the taxes and assessments to be removed from the property on E. Race St. The Auditor seemed to think that the remaining tax recipients, from whom we have not heard, would forgive the taxes owed. The Auditor will follow up on our behalf. April will update the Council on the final decision.

3. We have hired Josh Moore for the maintenance position. He started work on Monday, January 13th. Chuck Foss, Lyndsey Murphy, April Huggins-Davis and Andy Foss interviewed the three individuals that responded. April commented that Josh brings a great work ethic and job skills that are needed in that position.
4. Jim has submitted a PO for a new pump at the lift station. The price is \$13,000. April's note mentioned that while the need for a new pump was not an emergency yet, it was needed due to the amount of trash we are receiving from the jail through the sewer system. A discussion ensued on how to handle this ongoing problem from the jail. A motion was made by Todd Class to approve spending \$13,000 on the new pump and seconded by Chuck Foss. The motion passed unanimously.

Zoning Officer Report

Dusty Hurst reported on the ongoing issue at 160 N Main. This case is going back to court with much help from the surrounding neighbors.

Dusty also reported on applications under our Vacant Building Ordinance and reviewed what all was covered under the ordinance.

Committee Reports

Finance

Building

Safety

Police Chief Alexander thanked those that participated in the Safety Committee meeting on January 10th. He also reviewed cases handled and citations issued recently.

Assistant Fire Chief Steve Castle reported that we have taken possession of the new squad purchased money provided by Union Township. It will go into service around the first of February.

Street & Utility

Ordinance and Resolution

3rd reading of Resolution 20-01 A resolution authorizing the sale by internet auction of personal property, including motor vehicles acquired for the use of municipal officers and departments, road machinery, equipment, and tools or supplies, which are needed for public use or are obsolete or unfit for the use for which it was acquired. Motion for passage of Resolution 20-01 was made by Charles Hickey and seconded by Todd Class. Motion passed unanimously.

Ordinance 20-02 An ordinance approving, adopting and enacting the American Legal Publishing's Ohio Basic Code, 2020 Edition, as the Code of Ordinances for the Municipality of Mechanicsburg, Ohio, and Declaring an Emergency. A motion to suspend the Three Reading Rule was made by Todd Class and seconded by Chuck Foss. Roll call vote: Tibbals – yes, Foss – yes, Murphy – yes, Class – yes, Hickey – yes, Salee – yes.

Chuck Foss made a motion to pass Ordinance 20-02 by Emergency, Todd Class seconded. Roll call vote: Tibbals – yes, Foss – yes, Murphy – yes, Class – yes, Hickey – yes, Salee – yes.

Executive Session

Lyndsey Murphy requested an Executive Session to discuss personnel issues. Todd Class made a motion to go into Executive Session, seconded by Lyndsey Murphy. Roll call vote: Tibbals – yes, Foss – yes, Murphy – yes, Class – yes, Hickey – yes, Salee – yes.

Charles Hickey made a motion to return to Regular Session, seconded by Todd Class. Roll call vote:

Tibbals – yes, Foss – yes, Murphy – yes, Class – yes, Hickey – yes, Salee – yes.

Chuck Foss requested an additional Executive Session to discuss personnel issues and made a motion to do such, seconded by Lyndsey Murphy. Roll call vote: Tibbals – yes, Foss – yes, Murphy – yes, Class – yes, Hickey – yes, Salee – yes.

Charles Hickey made a motion to return to Regular Session, seconded by Chuck Foss. Roll call vote:

Tibbals – yes, Foss – yes, Murphy – yes, Class – yes, Hickey – yes, Salee – yes.

No decisions were made in either Executive Session.

Other

Todd Class requested a Council Work Session to discuss staffing issues with Police Chief and Fire Chief.

While no definite date was set, it was hoped that it could take place on either the first or second Saturday of February pending availability of the Chiefs.

A motion was made to adjourn by Todd Class and seconded by Charles Hickey. Motion passed unanimously.

Meeting adjourned 7:45 pm

Minutes taken by Scott Salee

Approved

Attest



Clerk of Council



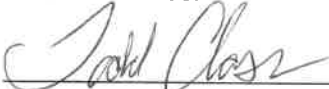
Council Member



Council Member



Council Member



Council Member



Council Member

Council Member

Mechanicsburg Council Meeting Minutes
February 3, 2020 – 6:30 pm

Members and Public Present

Mayor Ben Layne, Lori Tibbals, Lyndsey Murphy, Todd Class, Charles Hickey, Dusty Hurst, Joe Jimenez, Dan Eck, Assistant Fire Chief Steve Castle, Mike Hull, Carrie Eleyot, Lee Eleyot.

Call to Order

Roll Call

A roll call of Council members showed all were present except Chuck Foss and Scott Salee.

Pledge of Allegiance

Public Participation

Lee Eleyot wanted to know if the definition of the storage units were going to be discussed and must they have a three-reading rule or could it be done by emergency, he has a personal interest in it. Dusty Hurst said it would be discussed later in the meeting.

Minutes

A motion was made by Charles Hickey to approve the Council Meeting minutes dated January 20, 2020, seconded by Todd Class. The motion was passed unanimously.

Fiscal Officer Report

- Check Register with check from #54665 – 54691 and electronic warrants were provided and signed by Council during the meeting. The January Bank Reconciliation and the Cash Summary Report were provided. A motion was made by Todd Class to approve the Cash Summary Report and seconded by Lyndsey Murphy. Motion was passed unanimously.
- Dan Eck also stated that he has received a draft audit report and no issues at this time. RITA Income Tax service is what is used in the village and they have not been here in a long time and would like to have them come in at the first meeting in March, so bring your questions and concerns.

Village Administrator Report

- Mayor Layne reported that April Huggins Davis has been out due to her breaking her ankle, hopefully she is doing better and return soon. We have had a couple of issues in the last few days. There was water main break down on Sandusky and Pleasant Street, they are working on it and it should be fixed tomorrow.
- Well #4 caved in and the Moody Company is here working on it, they will be vacuuming it out and then they will use the camera tomorrow. It was drilled in 1976, so it has been there awhile. It could be up to \$60,000.00 to have this all done and fixed and it is a necessity. In 2016 we had Well #1 done and it was \$37,000.00. Since it is above April's spending limit, need a motion for her to be able to spend the \$60,000.00. Mr. Hickey asked if this would be covered in the water fund and Dan said since the budget wasn't completed yet, it would be incorporated. A motion was made by Todd Class to spend up to \$60,000.00 on Well #4. Seconded by Charles Hickey.
- Mayor Layne also stated that a work session needed to be set up soon to talk about our departments. Dusty Hurst added to the Administrator's Report that Josh and Andy have been cold patching and it has been horrible, might need to purchase more cold patch. Todd Class stated that he sees the Maintenance guys out a lot and look to be doing a good job.

Zoning Officer's Report

- Sent 3 letters to the owners, got one back. There is no court date for 160 N. Main yet.
- The Comprehensive Plan is done, and it will help with grants when needed.
- The Housing Study was this morning (2/3/20), there will be four roll outs, a presentation and once it is going, they will meet with others.

- The Planning Commission met last weekend, there were 2 parcels on South Main and I will send them to Joe to re-zone (C072100011903900 (parking lot) be rezoned from M1 to Bs and that C072100011904101 (grassy lot) be rezoned from M1 to Residential (further providing a buffer zone).
- As for the storage facility within the village, there were 2 different types that were suggested for council to add to the ordinance. Both were suggested and unanimously voted by the commission. Dusty stated that the language is as follows: 'Storage Facility', means a building used by a business primarily for the holding of goods and merchandise. 'Storage Facility Personal', means a building or group of buildings in a controlled access compound that contains equal or varying sizes of individual, compartmentalized, and controlled access stalls or lockers which are leased or owned for the storage of residential customers' good or wares. Also, it was recommended and unanimously approved that the Storage Facility and Storage Facility Personal be a conditional use in B2 and allowed in M1 or M2. It will be drawn up for council to have 3 reading and a public hearing.

Committee Reports:

Finance

Building

Safety

- Assistant Fire Chief Steve Castle asked permission to put the yellow back up vehicle on gov.deals. It is the oldest one we have, and we could try and sell it for \$10,000.00. A motion was made by Charles Hickey to sell the yellow back up vehicle on gov.deals, seconded by Lyndsey Murphy.
- All fire districts got a grant for the MARCS radios and there is no cost to us. We would like to use the money from selling the vehicle to purchase any other accessories/items for the MARCS radios.

Street & Utility

Ordinance and Resolution

Executive Session

Other

Joe Jimenez gave an update on the Ankrom property, that it is in probate court and after it has been done there, it should go to sheriff's sale. So, we can wait and see what happens at this time.

Communications

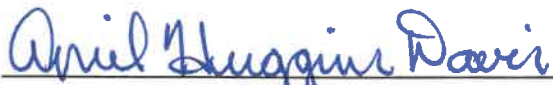
Unfinished Business

A motion was made to adjourn by Charles Hickey and seconded by Todd Class. Motion passed unanimously.

Minutes taken by Lori Tibbals

Approved

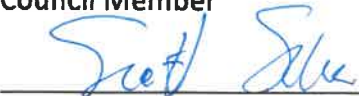
Attest



Clerk of Court **COUNCIL**



Council Member



Council Member



Council Member

Ind Class

Council Member

Charles Hux

Council Member

Council Member

Mechanicsburg Council Meeting Minutes
February 17, 2020 – 6:30 pm

Members and Public Present

Mayor Ben Layne, Lori Tibbals, Todd Class, Charles Hickey, Dusty Hurst, Joe Jimenez, Dan Eck, Chief Alexander, Jessica Boomershine, Dwayne Borders, Mike Hull, Carrie Eleyot, Lee Eleyot. **CHUCK FOSS**

Call to Order

Roll Call

A roll call of Council members showed all were present except Chuck Foss and Scott Salee.

Pledge of Allegiance

Public Participation

Minutes

A motion was made by Charles Hickey to approve the Council Meeting minutes dated February 3, 2020, seconded by Todd Class. The motion was passed unanimously.

Fiscal Officer Report

Fiscal Officer Report 02-17-20:

Check Register with checks from #54692 to #54728 and electronic warrants was provided to and signed by Council during the meeting.

Fund Balance Report through February 17, 2020 was presented to Council. Motion to accept the Fund Balance report was made by Scott Salee and seconded by Chuck Foss. Motion passed unanimously.

Fiscal Officer noted that the Village has received the draft 2019 audit report, with only 1 Finding related to the recording of loan payments. Copies of the final report will be distributed when received.

Appropriation 20-01, Permanent Budget for 2020, was distributed and discussed. Motion to accept was made by Scott Salee and seconded by Todd Class. Motion passed unanimously.

Village Administrator Report

1. Utility/Street Committee meeting Saturday February 22, 9am to discuss various projects and costs, substitute operator pay range, storm water, well #4 repair, water tower cleaning summer, salary employees clocking in and out on time clock.
2. 141 E Race St will apply for tax exemption through the state this week.
3. Police contract meeting tomorrow with North Lewisburg to discuss options.
4. Street and Maintenance Department have done a great job with plowing, filling potholes with both temporary and permanent patches. If you see them out working thank them.
5. Open Council seat. Resumes due Friday March 6, 2020 by 5pm with interviews by Council on Monday February 9, 2020 at 6pm.

Zoning Officer's Report

Zoning has been having trouble with delivery of Certified mail through the Post Office. In order for the letters to be delivered in a timely manor they will use the Police Department for delivery. This will help with enforcement in Court. Dusty stated that a change of use on a property needs to go as a zoning change and not a variance. LUC clarified this issue. The Housing Study draft is complete. Government and Stakeholders have attended two presentations and there will be an evening presentation for the Public's input coming up soon.

Committee Reports:

Finance

Building

Safety

- Chief Alexander gave a report on calls in the village. He requested a Safety Committee meeting Saturday February 22, 2020 immediately following the Street and Utility meeting, at 10am to discuss raises and replacing Cruiser #3.

Street & Utility

Ordinance and Resolution

1st Reading Ordinance 20-03 Changes to the Zoning Map and Zoning Ordinance, of The Village of Mechanicsburg. Solicitor will schedule the Public Hearing required for the changes.

Executive Session

Other

Communications

Unfinished Business

A motion was made to adjourn at 7:15pm by Scott Salee and seconded by Charles Hickey. Motion passed unanimously.

Minutes taken by April Huggins Davis

Approved

Attest


Clerk of Council


Council Member


Council Member


Council Member


Council Member


Council Member


Council Member

Street and Utility Committee Meeting
February 22, 2020
9am

Members and Public present: Mayor Ben Layne, Committee members Chuck Foss, Todd Class, Public Chip Wibright. Water/Sewer Superintendent arrived later.

OPWC Street Project 2020

Members discussed the OPWC Small Government Project. May 2020 we will know if we are funded and will abide by the project guidelines and agreements with OPWC. The options were discussed if we were not funded. Option #1 repair and pave tow of the proposed streets with the local match money. Chip and seal were also discussed but the prospect of late bidding for any repairs were a concern. Administrator will inquire about bidding before the approval of funding for either option. Also look at the ODOT 5-year plan for the area and see if any paving will be in the Village.

Well #4

Well #4 options were discussed. After comparing the 2 quotes the Committee decided Moody's Contract was appropriate. Administrator will check on any warranties and sign the contract to get the work started.

Generator Maintenance Contract

Two maintenance contracts were discussed, WW Williams and Buckeye Power. WW Williams has always done out maintenance for the generators, Buckeye Power installed 2 of the generators through different projects. Superintendent stated that WW Williams did not respond when needed last and despite the difference in cost the Committee agreed to go with Buckeye.

Scada System for the water plant was discussed and would be looked at for a future project.

Purchasing a needed backhoe was discussed. Will ask Dan Eck to look into financing to make this happen. Also discussion on equipment, tools, and utility truck for the future.

Mayor Layne wants to inquire about emergency road money available for S Locust and Sceva which is the emergency route for highways in town.

Minutes taken by April Huggins Davis

Approved March 3, 2020

Attest


Clerk of Council

Council Member

Law Jubbah

Council Member

Scott Sales

Council Member

Charles J.

Council Member

Todd Chase

Council Member

Charles J. H.

Council Member

Safety Committee Meeting
Saturday February 22, 2020
10am

Members present: Mayor Ben Layne, Charles Hickey, Scott Salee, Chief Alexander, and Administrator April Huggins Davis

Chief Alexander discussed K-9's and the return on investment. Currently one full-time Officer has a dog and lives in Marion and one part-time Officer has a dog and lives in Springfield. They both have K-9 cars and commute with the dogs to and from work which causes wear and tear on the vehicles. Considering the commute with the dog in own vehicle to and from work. There are no statues requiring the vehicles for to and from work. This would save on repairs and fuel.

Chief is requesting raises. Provided a pay scale that will work within current budget with or without North Lewisburg contract. One full-time Officer would be cut if we don't keep the contract. (see attached) Administrator stated that the whole Payroll Ordinance needs to be updated and streamlined rather than individually changing pay scales by department. Ordinance and Resolution Committee and Solicitor needs to meet and pass a new ordinance before this can happen.

North Lewisburg contract is up April 2020. The Council and Mayor of North Lewisburg are leaning towards transitioning to their own department. This will be discussed at their Council meeting on Tuesday March 10th. The new contract would include an increase in pay rate from \$25.10 to \$29.30 for 80hrs per week, Cruiser rate if needed would be \$160 per shift, overtime rate would be Officers hourly rate on top of the 80 hrs. billed, 25% of the Chiefs salary, two hour minimum call out for the K-9 minimum. Minimum contract of one year, until they decide about setting up own department, and 5-year contract if we stay. Chief Alexander, Mayor Cheryl and Administrator Andy Yoder, Administrator April Davis met to discuss different scenarios on February 18th. We will provide information about the aspects of a full-time department and what extra services are being supplied by the current


Cruiser #3 needs replaced. Needs to check with Dan about looking into lease options.

Minutes taken by April Huggins Davis

Approved March 3, 2020

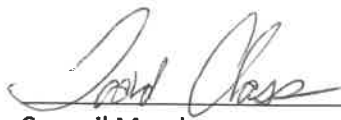
Attest


Clerk of Council


Council Member


Council Member


Council Member



Council Member



Council Member

Council Member

Mechanicsburg Council Meeting Minutes
March 2, 2020 – 6:30 pm

Members and Public Present

Mayor Ben Layne, Lori Tibbals, Todd Class, Chuck Foss, Charles Hickey, Scott Salee, Dusty Hurst, Joe Jimenez, Dan Eck, Chief Alexander, Scott and Judy Wilson, Christian Bradford, Daniel Burchett, Aiden Belford, Mike Hull, Carrie Eleyot, Lee Eleyot.

Call to Order

Roll Call

A roll call of Council members showed all were present.

Pledge of Allegiance

Public Participation

Minutes

A motion was made by Charles Hickey to approve the Council Meeting minutes dated February 3, 2020, Street and Utility Committee Meeting dated February 22, 2020, and Safety Committee Meeting dated February 22, 2020, seconded by Scott Salee. The motion was passed unanimously.

Fiscal Officer Report

Fiscal Officer was out of town. Council signed off on check register #54729 to #54753. There was no balance sheet available and will be approved at March 16th meeting.

Village Administrator Report

1. Request for Ordinance and Resolution Committee meeting to review and revise the Payroll Ordinance. Request that Dan Eck and Joe Jimenez attend.
2. Completing the paperwork for 141 E Race St tax exemption through the state.
3. I have a quote from our Utility software to be able to accept credit/debit cards and ach payments for Utility payments.
4. Street and Maintenance Department continue to work on pothole repair have done a great job with plowing, they also perform many other duties on maintaining village facilities. There are many projects that they are keeping busy with. We have an opportunity from a recent graduate with a degree in Environmental Science that would like to come help with chasing storm water in the Village. We currently have no process for this kind of position. I would like to discuss this with the Ord/Res Committee to see what it would take to include this.
5. Open Council seat. Resumes due Friday March 6, 2020 by 5pm with interviews by Council on Monday February 9, 2020 at 6pm.
6. Our electric provider has offered us a great deal on a 5-year contract that will save us over \$9,000 on our electric. He is also reviewing our gas bills to see if he can save there too.
7. Moody's has ordered the parts for Well #4 and they should be here in a couple of weeks. There is a year warranty for all the mechanical parts and was added to the contract.

Zoning Officer's Report

Zoning has issued some fence permits. Property at 160 N Main goes to court Tuesday March 3rd. It will be up to the Magistrate to allow the public to speak. Several neighbors plan on attending and the school has sent a letter to the court about concerns. Letters have been sent to nuisances' properties and they will also be sited into court. Hard to get the court to push zoning violations.

Committee Reports:

Finance

Building

Safety

Street & Utility

Ordinance and Resolution

2nd Reading Ordinance 20-03 Changes to the Zoning Map and Zoning Ordinance, of The Village of Mechanicsburg. Solicitor will schedule the Public Hearing required for the changes.

Executive Session

Other

Communications

Unfinished Business

Police attended a meeting with the health department about the Corona Virus pandemic. Brought back literature for best practices.

Todd Class met with Judge Selvagio about Tri County Jail releasing inmates into the community. They will work on a solution with Governor DeWine's office.

Discussion about the North Lewisburg Police contract with the Village. North Lewisburg will decide to either start their own department or sign new contract with the Village on Tuesday March 10th.

A motion was made to adjourn at 7:20pm by Scott Salee and seconded by Todd Class. Motion passed unanimously.

Minutes taken by April Huggins Davis

Approved

Attest



Clerk of Council



Council Member



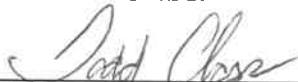
Council Member



Council Member



Council Member



Council Member



Council Member

Mechanicsburg Council Meeting Minutes
March 16, 2020 – 6:30 pm

Members and Public Present

Mayor Ben Layne, Lori Tibbals, Todd Class, Chuck Foss, Charles Hickey, Scott Salee, Dusty Hurst, Joe Jimenez, Dan Eck, Chip Wibright, Chief Alexander, Scott Wilson, Christian Bradford, Casey Hennigan, Tyler Hennigan, and Mike Hull.

Call to Order

Roll Call

A roll call of Council members showed all were present.

Pledge of Allegiance

Executive Session

A motion was made by Salee to go into Executive Session to discuss personnel matters with a second by Class and a roll call vote:

Tibbals yes, Salee yes, Foss yes, Class yes, Hickey yes.

A motion was made to go into regular session by Salee with a second by Class with a roll call vote:

Tibbals yes, Salee yes, Foss yes, Class yes, Hickey yes.

No decisions were made.

Foss stated that there were 6 good applicants and 6 good interviews for the open Council seat. Foss made a motion to nominate Chip Wibright for the open seat with a second by Salee with a roll call vote:

Tibbals yes, Salee yes, Foss yes, Class yes, Hickey yes.

Chip Wibright was sworn in by Mayor Layne.

Public Participation

Christian Bradford stated that the Oasis of Food Pantry opens at 4 pm Tuesday March 17th for anyone that needs food. Always open the 1st and 3rd Tuesday of every month.

Minutes

A motion was made by Charles Hickey to approve the Council Meeting minutes dated March 2nd seconded by Scott Salee. The motion was passed unanimously.

Fiscal Officer Report 03-16-20:

Check Register with checks from #54754 to #54819 and electronic warrants was provided to and signed by Council during the meeting.

Fund Balance Report through March 16, 2020 was presented to Council. Motion to accept the Fund Balance report was made by Todd Class and seconded by Chuck Foss. Motion passed unanimously.

Fiscal Officer was absent for the March 2, 2020 meeting but noted that reports and commentary for financials through 2/29/20 were emailed today to Council, Administration and department heads. This satisfies the missed Fund Balance at the 3/2/20 meeting.

Bank reconciliation for February 29, 2020 was distributed to Council and the original was signed.

Current quote for a new backhoe at \$88,283.17 was shared with Council, as well as loan information from Republic First National. A motion allowing the Mayor, Administrator and Fiscal Officer to continue pursuing the possible purchase of a backhoe for the Village was made by Todd Class, seconded by Scott Salee. Motion passed unanimously. Mayor will obtain a new quote and Fiscal Officer will complete loan application.

Village Administrator Report

1. Ordinance and Resolution Committee meeting to review and revise the Payroll Ordinance will be held on Monday March 23rd at 5:30pm. Request that Dan Eck and Joe Jimenez attend.
2. Paperwork is being processed for 141 E Race St. The original plan of a community garden has fallen through. I have reached out to Habitat to see if they were interested in the property for a future project. They were thrilled for the invitation. I will find out what the process is to get started if you approve of the idea. It would be a build for 2021.

3. The Village met with the Champaign County Health Dept. this week to get the updates on the Corona Virus. Things have escalated as we all know. Precautions are being addressed. Window in the front office is closed to the Public today to protect our employees until further notice to keep everyone working. We have been getting a lot of notices of other agencies taking the same precautions. Public may contact the office by phone and payments can be dropped in the night deposit box. I am forwarding information to Council as it crosses my desk. The Champaign County Commissioner's passed a State of Emergency Declaration for the County in case funding becomes available for mitigation.
4. I received a contract for Potable Water Systems to provide a 17,000-gallon hydro-pneumatic water tank to be put in place while we do scheduled maintenance on the water tower. I need authorization for the cost \$9,325 for 30 days. If we go over the 30 days, it will be \$236 per day. Motion to allow Administrator to spend up to \$10,000 for portable water tank made by Salee with a second by Foss and all were in favor.
5. Mayor's Community Cleanup will be held on May 2, 2020 from 8am to 4pm on Mill St. Dumpsters for household trash. No garbage, tires, roofing, paint, commercial contractors, or hazardous waste. Free yard sale weekends April 24 and 25, May 1 and 2, no permits required. Community Yard Sale date this year is June 5 and 6 from 8am to 5pm. County tire drop off and Electronic drop off will be at the Fairgrounds on April 25th from 8-1pm.
6. We received the Notice to Legislative Authorities -Objections to renewal of a Liquor permit. I discussed with the Police Department and they have no current issues with any establishments in town.
7. Talked with Moody's about well #4 repair. Almost all the parts are in and are working on stabilizing the road to get in to work on the well.

Zoning Officer's Report

Nuisance property due in court March 17th. Still not compliant. Other properties will be summoned to court for noncompliance 400 W Main St and properties on S Main St.

Committee Reports:

Finance

Building

Safety

Chief Alexander gave the Police report to council. The North Lewisburg contract, due in April was discussed. Officer Bodey has resigned effective March 31st. the contract expires April 1st. North Lewisburg council voted to start their own department. They wanted to go month to month but the liability of that and who is in charge of the department during the transition has been a question. We offered to shorten the contract to one year until they got their own department together. Vote or just let it expire? Hickey made a motion to let the contract expire with a second by Class with all in favor.

Street & Utility

Ordinance and Resolution

3rd Reading Ordinance 20-03 Changes to the Zoning Map and Zoning Ordinance, of The Village of Mechanicsburg. Solicitor will schedule the Public Hearing required for the changes.

Executive Session

Other

Discussion of the COVID-19 VIRUS. No one on duty was there to explain so Mike Hull told us that the EMS has PPE and procedures in place. There was discussion about more training for the new EMS employees and overtime with 2 EMS on duty and a third clocking in off schedule. Mayor and a Council member will meet with the Chief Saturday to discuss. Discussion about restrictions during the emergency and live streaming phone in meetings for the future.

Communications

Unfinished Business

A motion was made to adjourn at 7:40pm by Scott Salee and seconded by Chuck Foss. Motion passed unanimously.

Minutes taken by April Huggins Davis

Approved April 6, 2020

Attest

April Huggins Davis
Clerk of Council

Council Member

Council Member

Council Member

Council Member

Council Member

Council Member

NO SIGNATURES DUE TO COVID
APRIL 6TH MTG HELD BY CONFERENCE
CALL.

Mechanicsburg Council Meeting Minutes

April 6, 2020 – 6:30 pm

This meeting was held via Conference call with number listed in lobby and website.

Members and Public Present

Mayor Ben Layne, Lori Tibbals, Todd Class, Chuck Foss, Charles Hickey, Scott Salee, Dusty Hurst, Joe Jimenez, Dan Eck, Chip Wibright, Chief Alexander, and Chief Keene.

Call to Order

Roll Call

A roll call of Council members showed all were present.

Pledge of Allegiance

Public Participation

Minutes

A motion was made by Salee to approve the Council Meeting minutes dated March 16th seconded by Class. The motion was passed unanimously.

Fiscal Officer Report 04-06-20:

Check Register with checks from #54816 to #54858 and electronic warrants was provided to Council electronically for this virtual, audio-only Council meeting. Check register was mentioned to Council by Fiscal Officer. Electronic delivery serves as acknowledgement of receipt by Council members.

Fund Balance Report through April 5, 2020 was presented to Council. Motion to accept the Fund Balance report was made by Scott Salee and seconded by Lori Tibbals. Motion passed unanimously.

March 31 (1st quarter) financial reports and analysis were emailed to Council and Department heads on 4/5/2020 for review.

Bank reconciliation for March 31, 2020 was emailed to Council and email approval responses were received and saved.

Discussed that the Village continues to all employees (at the direction of the Fiscal Officer), including the front office staff, full regular salary or hourly rates based on recent work levels, despite asking the front office staff to limit their time in the office. It was noted that other employees, including EMS, Police, Street and Utility continue to work as before. Chuck Hickey noted that revenue amounts WILL drop this year due to COVID-19 (gas tax, income tax, etc.) and asked that we monitor pay amounts regularly and closely, revisiting this decision as needed. Motion by Scott Salee, seconded by Chuck Foss, was made to allow regular pay to continue because all work continues to be completed despite lower hours on site. Motion passed unanimously.

Executive Session

A motion was made by Salee to go into Executive Session to discuss personnel matters with a second by Class and a roll call vote:

Tibbals yes, Salee yes, Foss yes, Class yes, Hickey yes.

A motion was made to go into regular session by Salee with a second by Class with a roll call vote:

Tibbals yes, Salee yes, Foss yes, Class yes, Hickey yes.

No decisions were made.

Foss stated that there were 6 good applicants and 6 good interviews for the open Council seat. Foss made a motion to nominate Chip Wibright for the open seat with a second by Salee with a roll call vote:

Tibbals yes, Salee yes, Foss yes, Class yes, Hickey yes.

After discussion, a motion was made by Scott Salee, seconded by Lori Tibbals, to renew our current medical plan effective May 1, continue premium sharing at 90% Village/10% Employee, end funding of co-pays and deductibles, and to revisit funding options at a July 2020 Council meeting. This could include a change to 85/15 or 80/20 premium sharing, or other cost-sharing options. Motion passed unanimously.

A motion was made by Chip Wibright, seconded by Chuck Foss, to proceed with financing and purchase of a backhoe at a maximum cost of \$100,000 (expected to be \$95,000) was made. Motion passed unanimously.

Village Administrator Report

1. Ordinance and Resolution Committee meeting was canceled due to new restrictions. Dan and Joe will work on a draft and we will set up a conference call to discuss. Hickey reminded everyone that our revenues would be down due to COVID-19 and Dan stated that this would just set up new ranges for the future and would be contingent on budgets.
2. The buildings are closed to non-essential personnel. Wendy and I are coming in the office between 10am-2pm to conduct necessary hands on business. We are paying staff regular pay as they are on call 24/7 for whatever needs to be done. Building is sanitized daily, distancing ourselves as best we can. We are trying to keep ourselves and our families healthy. No shut offs or charges for nonpayment, no purchase orders will be issued for non-emergency needs, utility payments can be mailed or dropped in the night deposit, residents may call the 834-3187 office number, extension needed, and if there is no answer leave a message and we will get back to you. All official statements to the public will be posted on the website and reviewed for accuracy.
3. May's Clean up may need to be postponed, as would all the yard sales if restrictions continue. County electronic drop off and Tire drop off have been canceled for now. Postponed until a later date.
4. Chief Keene, Chief Alexander and I are on the daily update calls at noon from the Health Department and EMA, as well as the daily e mail from the Health Department summary.
5. Street Maintenance department continues to patch streets, pick up brush etc. Please be patient and kind to them as they provide this service. Water and Wastewater department is keeping compliant. Not sure where we stand on well #4. All the parts are in, but access is not possible with the wet conditions. OPWC Small Government has postponed May awards and will update when I hear new dates.

Zoning Officer's Report

Dusty stated that this has been the busiest Zoning in 10 years. Fences, porches, decks, and variance request. The new build on W Sandusky at the edge of town did not get a permit. The state issued a permit without checking with the Village ordinance to build. Called and talked to the adjoining neighbors with no objections. Hardship because of the required location of septic. ZBA passed the variance and fees were collected. No way to have a meeting so was done by phone. Planning Commission needs one permanent member added. Needs one member appointed for ZBA.

Committee Reports:

Finance

Building

Safety

Chief Alexander "thanks to everyone for working together. There have been false reports around town about the virus. The police can enforce quarantine if necessary. North Lewisburg contract is over. Discussion about differing accounts of what actually happened with the contract.

Chief Keene reported there were two structure fires with no injuries. COVID-19 updates: Medic 32 is for PPE runs (so far there have been 8).

Street & Utility

Ordinance and Resolution

Motion to pass Ordinance 20-03 Changes to the Zoning Map and Zoning Ordinance, of The Village of Mechanicsburg by Hickey with a second by Salee and all were in favor.

Executive Session

Other

Communications

Unfinished Business

A motion was made to adjourn at 7:58pm by Chip Wibright and seconded by Chuck Foss. Motion passed unanimously.

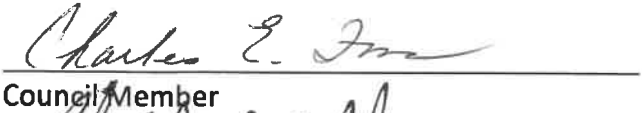
Minutes taken by April Huggins Davis

Approved May 4, 2020

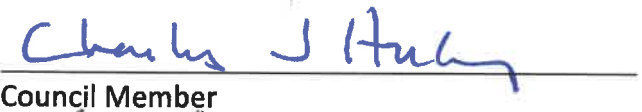
Attest


Clerk of Council


Council Member


Council Member


Council Member


Council Member


Council Member

Council Member

Mechanicsburg Council Meeting Minutes

May 4, 2020 – 6:30 pm

This meeting was held via Zoom call with number listed in lobby and website.

Members and Public Present

Mayor Ben Layne, Lori Tibbals, Todd Class, Charles Hickey, Scott Salee, Dusty Hurst, Joe Jimenez, Dan Eck, Chip Wibright, Chief Alexander, Chief Keene, Chris Selmek, Mike Hull, and Marcia Bailey CEP.

Call to Order

Roll Call

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

Pledge of Allegiance

Joint meeting report with Goshen TWP. and Maple Grove Cemetery

Tim Cassady was to attend the meeting to give updates and Fiscal report from the Cemetery Board. Council had a copy of the Fiscal Report with no questions. The Township would like to put a levy on the ballot for November in order to take possession of the Cemetery. The Cemetery is currently a Joint Cemetery, one of only two in the state. This would allow the current Sextant of the Cemetery to become an employee of the Township. This was discussed last year at the joint meeting. The Village would have to pass Resolutions in order to meet the deadlines for the election in November. More information will follow. The Township is meeting with CEP Director at their next meeting to discuss the process.

Public Participation

Minutes

A motion was made by Tibbals to approve the Council Meeting minutes dated March 16th seconded by Hickey. The motion was passed unanimously.

Fiscal Officer Report 05-04-20:

Check Register with checks from #54859 to #54921 and electronic warrants was provided to Council electronically as part of Administrator April's packet for this virtual Zoom Council meeting. Check register was mentioned to Council by Fiscal Officer. Electronic delivery serves as acknowledgement of receipt by Council members.

Fund Balance Report through April 30, 2020 was emailed to Council. Motion to accept the Fund Balance report was made by Scott Salee and seconded by Todd Class. Motion passed unanimously.

April 30 financial reports and analysis were emailed to Council and Department heads for review.

Bank reconciliation for April 30, 2020 was emailed to Council and a copy of that email has been saved with the bank reconciliation.

Fiscal Officer noted that the financing for the backhoe was done and the final contract was received, and Mayor noted that it would be delivered in June. Administrator noted that the renewed medical plan began May 1, and all employees have their packets.

After discussion, a motion was made by Scott Salee, seconded by Lori Tibbals, to renew our current medical plan effective May 1, continue premium sharing at 90% Village/10% Employee, end funding of co-pays and deductibles, and to revisit funding options at a July 2020 Council meeting. This could include a change to 85/15 or 80/20 premium sharing, or other cost-sharing options. Motion passed unanimously.

A motion was made by Chip Wibright, seconded by Chuck Foss, to proceed with financing and purchase of a backhoe at a maximum cost of \$100,000 (expected to be \$95,000) was made. Motion passed unanimously.

Village Administrator Report

1. How does Council want us to proceed with opening the Municipal building? Police Chief, Fire Chief and I recommend keeping the same. Only essential employees allowed in the building. How do you want the front office to proceed? Same hours or back to regular hours? Council instructed office to remain closed to the public and use phone or e mails to communicate. If face to face was necessary public could make an appointment and must wear a mask. Hours are to remain the same and will be revisited after the Stay Safe Ohio rules are updated on May 29th. We also recommend only essential purchases for PO's until we see how revenues come in. There are many things that we need to discuss after we get through this pandemic/shut down. We are not set to do anything remotely. Getting on zoom meetings with our current equipment is a nightmare. Utility billing, payments, meter reading all needs to be looked at for the future as more and more activities are being done remotely. Maybe we need a committee to start making plans. Scott Salee volunteered to help with IT issues and Administrator will talk with Berry Digital about contracting to do our IT maintenance.
2. Chief Keene, Chief Alexander and I are on the weekly update calls at noon from the Health Department and EMA, as well as the daily e mail from the Health Department summary.
3. Street Maintenance department continues to patch streets, pick up brush etc. Please be patient and kind to them as they provide this service. Water and Wastewater department is keeping compliant. Still too wet to make repairs on well #4. Mowing has begun. Residents should remember to not place grass clippings in the street.
4. New insurance is in effect as of May 1. All employees have received new packets. New rates will be put into effect on first full pay of May.

Zoning Officer's Report

Permit process is being handled by mail. Dusty asked about the implementation of district for storage units, that was discussed by the Planning Commission. Will follow up to see what was decided. There have been no applications submitted. The Vacant building notices have not been sent out due to the recent shut down. Chuck Hickey suggested that during this time there should be a letter sent to owners explaining that there will be a 3-month moratorium and Council will review to see what is going on in August.

Committee Reports:

Finance

Building

Solicitor discussed recent offer on Village owned 2-4 N Main St building. Marcia Bailey CEP showed Council a spreadsheet with 14 interested investors over the 2 years that the CEP has had the building up for sale. She received an offer with the development plan, costs etc. Stated that the plan would start right away if accepted. A new interested party is scheduled for a walk-through tomorrow. Both interested parties work for the Village. Council will go onto Executive Session to discuss details.

Safety

Chief Keen reported that there have been 3 house fires since March 20. EMS continues to run on illnesses. No one had any questions.

Chief Alexander laid off Kristy Duke due to loss of North Lewisburg contract. Duke was K-9 Max officer. Mayor Layne has complaints from people about the dog being retired due to the layoff. Chief explained the costs associated with the dog. The savings between fuel, maintenance on the vehicle, and maintenance on the dog will help the department with loss of North Lewisburg Revenue and School Resource Officer revenue. Chief would like to get with newspaper to do an article about choosing to retire the dog. Vehicle and equipment will be used by the department for the other K-9 vehicle and other cruisers.

Street & Utility

Ordinance and Resolution

Executive Session

A motion was made by Class to go into Executive Session to discuss Real Estate matters with a second by Tibbals and a roll call vote:

Tibbals yes, Salee yes, Class yes, Hickey yes, Wibright yes.

A motion was made to go into regular session by Salee with a second by Wibright with a roll call vote:

Tibbals yes, Salee yes, Wibright yes, Class yes, Hickey yes.

No decisions were made.

Solicitor suggested that Friday May 7, 2020 would be the deadline for any further offers on the 2-4 N Main St property along with development plans, with a Special meeting on Monday May 11 for Council to discuss all offers.

Other

Communications

Unfinished Business

A motion was made to adjourn at 7:56pm by Salee and seconded by Class. Motion passed unanimously.

Minutes taken by April Huggins Davis

Approved May 18, 2020

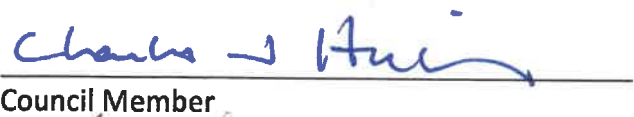
Attest


Clerk of Council


Council Member


Council Member


Council Member


Council Member


Council Member

Council Member

**Mechanicsburg Council Special Meeting
May 11, 2020 6:30pm**

Review Purchase Offer for 2-4 N Main St

Members and Public Present

Mayor Ben Layne, Chuck Foss President Pro Temp, Chip Wibright, Scott Salee, Lori Tibbals, Solicitor Joe Jimenez, Marcia Bailey CEP, Dusty Hurst Zoning, Todd Class and Dan Eck

Pledge

Meeting was called to order by Chuck Foss, President Pro Temp, due to the Mayor being the party making the only offer received for the property. Foss opened the meeting to discussion of the offer presented to CEP, Marcia Bailey.

Marcia Bailey had scheduled a walk through the building with Chief Alexander. He was informed that if he wanted to make an offer the deadline was 5pm on Friday, May 8, 2020. He made no offer. Marcia has a spread sheet over the last 2 years where CEP has shown the building to 15 individuals with no offers made. She recommends that Council considers the offer and plans made by Mayor Ben Layne. Offer was discussed by Council. The offer was for \$5,000 with a plan attached. The plan is to rehab the smaller unit first and lease within 90 days. The larger unit and the upstairs apartment would be funded with a loan and the upstairs apartment would be owner occupied primary residence. Downstairs would be a small coin operated laundry.

Each Council member responded: Scott Salee wanted to go forward, Lori Tibbals had no comment, Charles Hickey was excited, Chip Wibright said good, Todd Class said good. Chuck Foss recommended that we accept the offer and asked if Zoning was right for the use. Chuck made a motion to accept the offer with a second by Salee with a roll call vote: Chuck Foss yes, Chip Wibright yes, Lori Tibbals yes, Charles Hickey yes, Todd Class yes. Marcia will get the purchase agreement signed by both Ben Layne and have Chuck Foss sign for the Village.


Meeting adjourned at 6:42pm

Minutes taken by April Huggins Davis

Approved May 18, 2020

Attest


Clerk of Council


Council Member


Council Member

Charles E. For

Council Member

Charles J. Hill

Council Member

Council Member

Charles J. Hill

Council Member

Mechanicsburg Council Meeting Minutes

May 18, 2020 – 6:30 pm

This meeting was held via Zoom call with number listed in lobby and website.

Members and Public Present

Mayor Ben Layne, Lori Tibbals, Todd Class, Charles Hickey, Scott Salee, Dusty Hurst, Joe Jimenez, Dan Eck, Chip Wibright, Asst. Chief Castle, Mike Hull.

Call to Order

Roll Call

A roll call of Council members showed all were present.

Pledge of Allegiance

Public Participation

Minutes

A motion was made by Salee to approve the Council Meeting minutes dated May 4th and the Special Council Meeting May 11th seconded by Hickey. The motion was passed unanimously.

Fiscal Officer Report 05-04-20:

Fiscal Officer Report 05-18-20:

Check Register with checks from #54922 to #54942 and electronic warrants was provided to Council electronically as part of Administrator April's packet for this virtual Zoom Council meeting. Check register was mentioned to Council by Fiscal Officer. Electronic delivery serves as acknowledgement of receipt by Council members.

Fund Balance Report through May 18, 2020 was emailed to Council. Motion to accept the Fund Balance report was made by Chuck Foss and seconded by Scott Salee. Motion passed unanimously.

May 18 financial reports were emailed to Council for review.

Fiscal Office noted that the Tax Budget would be presented at the next Council meeting, which will require three readings and a public hearing, which will be scheduled for June 15.

Village Administrator Report

1. We have had inquiries about the Community Yard Sale. I contacted the Health Department and have included the guidelines and signage that needs to be posted if you have a yard sale. I am recommending that if we allow the Community yard sale that we push it out until June 19-20th, that it is clear it is at your own risk if possible? (Joe), or postpone until further notice.
2. We are on schedule to complete the tower maintenance that was scheduled for last summer. This would involve draining the tank for maintenance on the outside to prevent condensation while they sand, paint and coat the outside of the tank. Jim and I are in contact with the tanker company and Suez (contractor). Suez is trying to get their finance branch to okay the maintenance on the inside of the tank that it is scheduled for next year this year while they are here. That would keep us from having to go through this again next year. Please see the draft for the water tower work scheduled to begin around June 1st. I would like to send out the announcement EDDM, direct residents to the website for updates, or the office. Chief Keene is aware of the project and is making arrangements in case of a fire.
3. Street department continues to use cold patch on the alleys and streets. They have also kept up with mowing, made some repairs at the lift station, and doing maintenance on equipment down at the street barn. While our OPWC project is still on hold due to the shutdown at the state, we are looking to pave/repair a street on our own this summer. With the expected slow down in revenue we are carefully considering this option. Please be patient under the current circumstances.
4. We have been made aware of some federal infrastructure funding that may become available for projects and will talk with Erik Torgersen TD Engineering, LLC, tomorrow. I talked with him earlier this year about some smaller projects for water and sewer.

Mayor Layne added that he has talked with ODNR about planting wildflowers and natural grasses in place of mowing areas of the Village property. He will get estimates and more information to Council.

Zoning Officer's Report

Zoning has compiled a new list of nuisances and mowing violations and will send letters when the courts are back in sessions for these violations. Registration for pools are due so permits can be issued. The forms are on the website. Permits for fences were issued. We need to look at permitting for food trucks just to regulate them coming into town, how near they are to food establishments, and a small permit fee so that we know where and when they will be here. This topic is for the Planning Commission. The storage facility issue was never brought to Council and that also needs to be addressed. Joe will bring a change to the Zoning Ordinance establishing the district that was recommended.

Committee Reports:

Finance

Building

Safety

Asst. Chief Castle stated that the department would like to relist Medic 32 on govdeals.com after June 15th. There are 5 Covid 19 cases in our area. BMV opens on May 26th.

Street & Utility

Foss commended Andy and Josh for their work on Sceva. Street Committee requests a meeting on May 27th at 4:30pm.

Ordinance and Resolution

Executive Session

A motion was made by Salee to go into Executive Session to discuss personnel benefits with a second by Tibbals and a roll call vote:

Tibbals yes, Salee yes, Class yes, Hickey yes, Wibright yes.

A motion was made to go into regular session by Salee with a second by Wibright with a roll call vote:

Tibbals yes, Salee yes, Wibright yes, Class yes, Hickey yes.

No decisions were made.

Other

Summer Celebration is scheduled for October 3rd due to restrictions and to avoid losing the deposit on the fireworks.

Communications

Unfinished Business


A motion was made to adjourn at 7:40pm by Salee and seconded by Foss. Motion passed unanimously.

Minutes taken by April Huggins Davis

Approved June 1, 2020

Attest


Clerk of Council


Council Member

Charles J. Hyatt

Council Member

Jedd Chase

Council Member

Charles E. Farn

Council Member

Council Member

Charles E. Farn

Council Member

Street and Utility Committee Meeting

May 27, 2020

4:30pm

Members present: Mayor Ben Layne, Chuck Foss, Chip Wibright, and Administrator April Huggins Davis

Committee discussed the water tower maintenance project. The company gave us color choices. Jim had suggested painting the bottom of the tank a darker color so the mold would not show up so bad. Everyone agreed to dark purple like the lettering.

Committee was provided some estimates from Erik Torgesen, PE, for some possible future projects that he had discussed with Jim.

The OPWC project was discussed. No word on when or if that money will be approved for disbursement. Committee began exploring ways to get Prospect St paved from Western Ave to Park. The question of having to put it out for bid came up. Anything under \$50,000 can be done without competitive bidding but there is a \$27,300 cap that if over you must pay prevailing wage. Committee questioned if we purchased the asphalt and hired a company to put it down would we still have to pay PW? Administrator will ask the County Engineer and other sources but thinks it will. Either way there is some money available, not committed to the OPWC project, that could be used to get that part of the street paved yet this summer.

Minutes taken by April Huggins Davis

Approved June 1, 2020

Attest



Clerk of Council



Council Member



Council Member

Council Member

Council Member

Council Member

Council Member

Mechanicsburg Council Meeting Minutes
June 1, 2020 – 6:30 pm

Members and Public Present

Mayor Ben Layne, Lori Tibbals, Todd Class, Charles Hickey, Chuck Foss, Joe Jimenez, Dan Eck, Chip Wibright, and Mike Hull.

Call to Order

Roll Call

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

Pledge of Allegiance

Public Participation

Mike Hull stated that the First Responder Car Show, usually held Labor Day was in limbo due to the COVID restrictions.

Minutes

A motion was made by Class to approve the Council Meeting minutes dated May 18th and the Street Committee Meeting May 27th seconded by Foss. The motion was passed unanimously.

Fiscal Officer Report 06-01-20:

Check Register with checks from #54943 to #54965 and electronic warrants was provided to and signed by Council during the meeting.

Fund Balance Report through May 31, 2020 was provided to Council. Motion to accept the Fund Balance report was made by Charles Hickey and seconded by Todd Class. Motion passed unanimously.

May 31 financial reports and analysis were emailed to Council and Department heads for review.

Bank reconciliation for May 31, 2020 was distributed to Council and the original was signed.

Fiscal Officer emailed the 2021 Tax Budget to Council in advance of the meeting, noting the purpose of the Tax Budget in both the email and at the June 1 meeting. Mayor declared the first reading of the 2021 Tax Budget at the June 1 meeting. A public hearing has been advertised for the Tax Budget for June 15, 2020.

Village Administrator Report

1. The tanker arrived this morning and was being set up. We will drain the tank by usage. Suez will be here to get set up later this week. Suez will do both the maintenance on the inside of the tank and the outside of the tank. That keeps us from having to go through this again next year. While we were given the choice to paint the bottom of the bowl a darker color, so the mold does not look as bad that was not in the original contract. This would be possibly \$8,000-\$10,000 more due to paint costs and could possibly be spread out over the contract. A motion was made by Tibbals to spend up to \$15,000 for the additional painting of the water tower with a second by Wibright and all were in favor. I sent out the announcement EDDM. I heard some people did not receive the mailer. I checked with the post office and they said they were all delivered on Saturday May 23. Residents should check the website for updates or call the office. This is a mandatory conservation until further notice. Anyone caught violating the order will have their water shut off. Chief Keene is aware of the project and is planning in case of a fire.
2. Street department continues to use cold patch on the alleys and streets. They have also kept up with mowing, made some repairs at the lift station, and doing maintenance on equipment down at the street barn. Reminder not to blow grass into the street. A letter will be sent out with a warning first, same with non-mowing of yards. After the non-mowing letter is sent out, I will send the crew out with a \$100 penalty and \$25 per hour per employee to be assessed to the property taxes. Please be patient under the current circumstances.

3. I had a request from a small mother's group that asked if they could show support for what is happening around the country with a peaceful rally Wednesday and Thursday in the morning and in the evening on the sidewalk at the square.
4. Wendy and I both have carry over vacation from last year that per handbook has to be used by June 30th. We both had trips planned that would have met the deadline but got canceled. We still can't travel. Would Council consider extending the deadline or should we use the time before the end of June? I have 58hrs and Wendy has 40hrs. A motion was made by Foss to allow any employee to use carry over 2019 vacation until October 30, 2020 due not being able to use because of the pandemic in the normal time allowed, with a second by Tibbals and all were in favor.

Zoning Officer's Report

Committee Reports:

Finance

Building

Safety

Chief Alexander could not attend. He sent in the Police Report and asked if they could sell the K-9 Ford cruiser on govdeals. Chief Keene could not be at the meeting. He is requesting to re-list Medic 32 on govdeals. A motion was made by Wibright to allow K-9 cruiser with a second by Class to be sold on govdeals all were in favor. A motion was made by Wibright with a second by Foss to sell Medic 32 on govdeals and all were in favor.

Street & Utility

Council discussed the Street and Utility Committee proposal that we pave Prospect St from Park to Central for a cost of \$44,800 by Nauman Farms an estimate brought by Mayor Layne and Wibright. Tibbals questioned that there was only one estimate. There was an additional estimate for \$11,645 for a cul-de-sac off of Prospect that would put the combined project over the \$50,000 limit and would require competitive bidding. Class stated that we had to do a street since residents had passed the street levy. The OPWC project to pave Locust, Sceva and Pleasant has been put on hold until the Legislators provide funding. A motion was made by Class to pave Prospect from Park to Central for \$44,800 by Nauman Farms with a second by Wibright and all were in favor. A motion was made by Class to pave the cul-de-sac for additional \$11,645 if approved as a separate project and a second by Foss and all were in favor. Administrator will discuss with County Engineer again if these can be considered separate projects.

Mayor Layne and Wibright continue to work on the road to well #4.

Ordinance and Resolution

Executive Session

Other

Communications

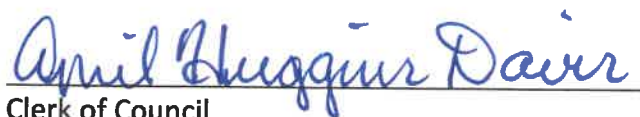
Unfinished Business

A motion was made to adjourn at 7:44pm by Class and seconded by Wibright. Motion passed unanimously.

Minutes taken by April Huggins Davis

Approved June 15, 2020

Attest


Clerk of Council

Law Subhas
Council Member

Philip G. C.
Council Member

Scott Sulea
Council Member

Charles J. J.
Council Member

John C.
Council Member

Charles J. H.
Council Member

Charles J. H.
Council Member

Mechanicsburg Council Meeting Minutes
June 15, 2020 – 6:30 pm

Members and Public Present

Mayor Ben Layne, Lori Tibbals, Todd Class, Charles Hickey, Chuck Foss, Scott Salee, Joe Jimenez, Dan Eck, Chip Wibright, and Mike Hull.

Call to Order

Roll Call

A roll call of Council members showed all were present.

Pledge of Allegiance

Public Participation

Minutes

A motion was made by Class to approve the Council Meeting minutes dated June 1, 2020 with a second by Foss all were in favor.

Fiscal Officer Report 06-15-20:

Check Register with checks from #54966 to #54994 and electronic warrants was provided to and signed by Council during the meeting.

Fund Balance Report through June 15, 2020 was provided to Council. Motion to accept the Fund Balance report was made by Scott Salee and seconded by Chuck Foss. Motion passed unanimously.

Appropriation 20-02 to add budgeted amounts to the Water Fund building and land repairs and maintenance line was distributed and discussed. Motion to accept was made by Scott Salee and seconded by Chuck Foss. Motion passed unanimously.

Resolution 20-03, "Resolution Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying them to the County Auditor", was distributed and discussed. Motion to accept was made by Scott Salee and seconded by Todd Class. Motion passed unanimously.

Mayor declared today as the Second Reading of the annual tax budget for 2021. There was also a public hearing at 6pm today, June 15. No public attended

Village Administrator Report

1. Tower update. Work is progressing well. They have sandblasted the inside of the tank and are getting that cleaned out over the next few days. They are stick sanding the outside of the tank. We were quoted and approved to split the new color Scheme for \$10,102.00 split into 2 payments, this year and next. Amendment signed. They hopefully will start getting the first coat of paint on the inside by the end of the week. When that dries they will finish the other coatings. There will be a cure time of 7-10 days with a sample taken to make sure it is safe to begin filling with water. The filling of the tank will be slow as we are still using the water for the Village. If the weather holds they will paint the outside sometime during the time that the inside is curing. We have had a couple of pressure drops. Josh and I have been taking turns with Jim watching the tower and making adjustments. Jim has asked that we revisit the SCADA system that he had requested. Our call out system is not the greatest for watching what is going on and he is having to rely on us to read the gages and making adjustments as needed. We will be under the water conservation order for 2-3 more weeks. This is a mandatory conservation until further notice. Anyone caught violating the order will have their water shut off. Chief Keene is aware of the project and is planning in case of a fire.
2. I received a letter from the OEPA that the no shut off order will expire July 10, 2020. I have a letter written to send out to the customers that have not paid at all or in arrears that they will need to get this paid by July 15th or come in to make arrangements. Most of them are the usual non-payment every month.
3. Backhoe was delivered last week.
4. There is a Community Yard Sale this coming weekend. We are not charging for permits. It will be up to the individuals to social distance and be safe.

Zoning Officer's Report

Zoning permits have been issued. Bank is rebranding and working with Zoning on new signage. Letters have been sent to nuisance properties now that the courts are opening. There was discussion about how Village properties no longer needed can be sold and how that process works.

Committee Reports:

Finance

Building

Safety

Street & Utility

Council had previously approved \$44,800 to pave Prospect St from Park to Central. Council member Wibright and Mayor Layne discussed adding up to \$5000 to be below the bid limit and picking up the short cul-de-sac on prospect and shortening the end at Central. There was a motion by Class to bring the total price to \$49,000 to include the paving cul-de-sac on Prospect with a second by Hickey and all were in favor.

Mayor Layne and Wibright are continuing to work on the road to well #4 so that Moody's can get in to rehab the well.

Since Andy Foss resigned June 15th there was discussion for replacement maintenance worker. It was recommended by Mayor Layne to hire 2 workers full time, one for water/sewer and one for street maintenance. Village will run an ad for both positions.

Ordinance and Resolution

There will be an Ordinance and Resolution Committee meeting to discuss upgrades to the current Payroll Ordinance on Thursday June 18th at 6pm.

Executive Session

Other

Communications

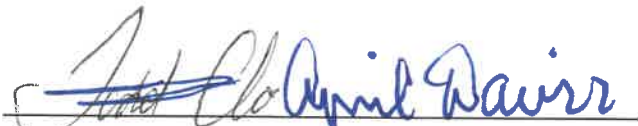
Unfinished Business


A motion was made to adjourn at 7:35pm by Class and seconded by Tibbals. Motion passed unanimously.

Minutes taken by April Huggins Davis

Approved July 6, 2020

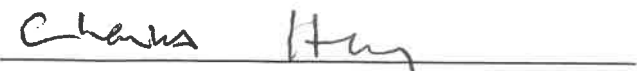
Attest


Clerk of Council


Council Member


Council Member


Council Member


Council Member



Council Member



Council Member

**Public Hearing
June 15, 2020 6pm
2021 Tax Budget**

Call to Order

Discussion and Public Comments

There was no Public Present.

Adjourn

Approved July 6, 2020

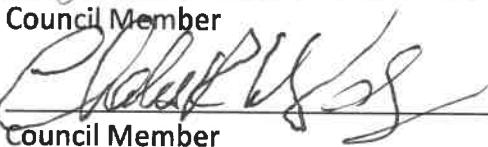
Attest



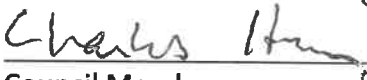
Clerk of Council



Council Member



Council Member



Council Member



Council Member



Council Member

Council Member

Mechanicsburg Council Meeting Minutes

July 6, 2020 – 6:30 pm

Members and Public Present

Mayor Ben Layne, Lori Tibbals, Todd Class, Charles Hickey, Chuck Foss, Scott Salee, Joe Jimenez, Dan Eck, Chip Wibright, Carrie Eleyot, Greg Kimball, Scott Wilson, and Mike Hull.

Call to Order

Roll Call

A roll call of Council members showed all were present.

Pledge of Allegiance

Public Participation

Scott Wilson told Council that the First Responder Car Show was canceled due to Covid 19. There were too many people that were not from this area that attend the show. They want everyone to be safe and stay healthy.

Greg Kimball asked Council to consider passing a Resolution limiting gatherings to less than 100 people for 120 days. There are many people in town that are concerned about businesses not following recommendations from the health department. He is worried that someone will try to put together a gathering that will put others at risk. Salee wanted churches excluded if Council decided to go ahead with the ban. There was much discussion on the matter and Council decided to table until the next meeting.

Minutes

A motion was made by Class to approve the Council Meeting minutes dated June 15 and Public Hearing Tax Budget Meeting June 15, 2020 with a second by Salee and all were in favor.

Fiscal Officer Report 07-06-20:

Check Register with checks from #54995 to #55029 and electronic warrants was provided to and signed by Council during the meeting.

Fund Balance Report through July 6, 2020 was provided to Council. Motion to accept the Fund Balance report was made by Chuck Foss and seconded by Charles Hickey. Motion passed unanimously.

Bank reconciliation for June 30, 2020 was distributed to Council and the original was signed.

Mayor declared today as the Third Reading of the annual tax budget for 2021. Motion to accept the Tax Budget was made by Scott Salee and seconded by Todd Class. Motion passed unanimously.

Resolution 20-05, Village Acceptance of CARES Act Funds HB481, was presented to Council. Council voted to suspend the 3 reading rule by roll call vote due to the short time duration of these Funds. Motion to accept the Resolution was made by Scott Salee and seconded by Chuck Hickey. Motion passed unanimously.

Ordinance 20-04, Ordinance determining the pay rates for all employees of the Village of Mechanicsburg, was presented to Council and declared as the First Reading.

Village Administrator Report

1. Tower update. Work is finished. We began filling the tank Wednesday. Mandatory Water Conservation hopefully will be lifted by Monday July 13th.
2. We sent out letters to all the overdue water customers to let them know that the "no shut off" order expires on July the 10, 2020 and offered payment plans to bring their balance current.
3. CCR notices went out on June 26. Copies are available on website, office or by mail if requested. Also proof was sent to OEPA by e mail and a hard copy was sent on June 26, 2020.

4. Moody's is here to begin work on well #4. Completion estimated July 24th.
5. I received the tax exemption for E Race St property today. I have been in touch with the Habitat people about transferring the property and will probably have to do it through the CEP similar to the Main St property.
6. Applications for the two positions are in and we have made selections for interviews based on experience. We will get those scheduled this week. I would like for some of the Street/Utility Committee to sit in if possible and the two that will work with them.

Zoning Officer's Report

Committee Reports:

Finance

Building

Safety

Street & Utility

Ordinance and Resolution

Executive Session

Other

Communications

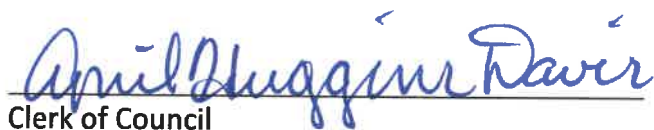
Unfinished Business

A motion was made to adjourn at 7:31pm by Class and seconded by Salee. Motion passed unanimously.

Minutes taken by April Huggins Davis

Approved July 20, 2020


Attest


Clerk of Council


Council Member


Council Member


Council Member


Council Member


Council Member


Council Member

Mechanicsburg Council Meeting Minutes
July 20, 2020 – 6:30 pm

Members and Public Present

Mayor Ben Layne, Lori Tibbals, Todd Class, Charles Hickey, Chuck Foss, Scott Salee, Joe Jimenez, Dusty Hurst, Dan Eck, Chip Wibright, and Mike Hull.

Call to Order

Roll Call

A roll call of Council members showed all were present.

Pledge of Allegiance

Public Participation

Minutes

A motion was made by Salee to approve the Council Meeting minutes dated July 6, 2020 and a second by Class and all were in favor.

Fiscal Officer Report 07-20-20:

Check Register with checks from #55030 to #55058 and electronic warrants was emailed to Council prior to the meeting and referenced during the meeting.

Fund Balance Report through July 20, 2020 was emailed to Council at the start of the meeting. Motion to accept the Fund Balance report was made by Chuck Foss and seconded by Scott Salee. Motion passed unanimously.

Appropriation Measure 20-03 was presented to Council, to appropriate the revenue and expense related to the CARES Act Fund and Federal Funds received, totaling just under \$42,000. Motion to accept was made by Scott Salee and seconded by Todd Class. Motion passed unanimously.

Ordinance 20-04, Ordinance determining the pay rates for all employees of the Village of Mechanicsburg, was presented to Council and declared as the Second Reading.

Council also voted to increase the Police Chief's salary to \$55,000, from \$48,000, with a commitment to review annually.

Village Administrator Report

1. Water tower project is complete. Back online Saturday afternoon after testing was complete and good. Posted on website as soon as was all clear. They replaced the light fixture on top, repaired latches, put screens on overflow, painted inside and out. We had a water main break on Friday July 10, were able to maintain pressure. Water main break on S main St on Saturday 18, were able to maintain pressure although lower for some customers south of the break. Wiseman was not available until Sunday morning to make repairs. No boil advisories were issued or required per OPEA due to water pressure remaining throughout the breaks.
2. Well 4 repairs have been made. Waiting on us to have electrical work done. They will be back in to put in the pump after the electric is taken care of.
3. CEP sent sample paperwork for the transfer of 141 E Race St to Habitat. Council needs to decide if it is going to be donated or if we will sell the property to them.
4. Interviews were conducted for the two maintenance positions. Two were selected by members of the Street Utility Committee, workers and me. Positions were offered.
5. I met with Shawn Suter of Hometown Techs in Urbana. They are an IT company that works with Berry Digital. They offer complete IT services. We discussed overhauling our current digital need here in the office. Dan and I discussed upgrading some of the IT and using C.A.R.E money that we just received to help with security and

continuity here is the office. We are discussing immediate upgrades and an IT contract for regular services. He will have a quote for what we discussed today later this week.

6. Jim has submitted a PO for \$20,000 to upgrade the water plant to a SCADA system. Over the course of the water tower project and the last water main break someone had to physically be there to maintain eyes on the plant. We currently have a phone call out alarm only at the plant. With the SCADA system we could remotely monitor for any changes and make adjustments when needed. I would need approval from Council for this expense. Discussion about the need. Foss made a motion to table the purchase of SCADA for the WTP until they have more information with a second by Class and all were in favor.

Zoning Officer's Report

S main property owned by Ziegler and Adams property on W Main St will be going to court this week. Mowing letters have been sent out. Permits issued for fences. Planning Commission will meet this Saturday at 8am to discuss the façade project at 18 S Main at Darby Dental. The lot was brought up at the old dairy bar. Has weeds and needs to be sent a letter. Discussion about fences.

Committee Reports:

Finance

Building

Safety

Street & Utility

Ordinance and Resolution

2nd reading Ordinance 20-04 Ordinance Determining the Pay Rate for all Employees of the Village of Mechanicsburg

Executive Session

A motion was made to go into executive session to discuss personnel compensation by Salee with a second by Tibbals with a roll call vote Foss yes, Tibbals, yes, Salee yes, Wibright yes, Hickey yes, Class yes.

A motion was made to go back to Regular Session by Salee with a second from Hickey with a roll call vote Foss yes, Tibbals, yes, Salee yes, Wibright yes, Hickey yes, Class yes.

There were no decisions made in executive session.

Other

A motion was made by Salee to raise the Chief Alexanders salary to \$55,000 with a second by Class and all were in favor.

Communications

Our Towne will meet on July 27th to determine if the fireworks will take place this fall.

Unfinished Business

A motion was made to adjourn at 7:52pm by Salee and seconded by Class. Motion passed unanimously.

Minutes taken by April Huggins Davis

Approved August 3, 2020

Attest


Clerk of Council


Council Member


Staff Salee

Council Member

Charles Furr

Council Member

Scott Class

Council Member

Charles Huch

Council Member

Charles Huch

Council Member

Mechanicsburg Council Meeting Minutes

August 3, 2020 – 6:30 pm

Zoom Meeting

Members and Public Present

Mayor Ben Layne, Lori Tibbals, Todd Class, Charles Hickey, Chuck Foss, Scott Salee, Joe Jimenez, Dusty Hurst, Dan Eck, Chip Wibright, Michael Goettemoeller Choice One Engineering, Adam Barhorst Electro Control, Chris Selmek, and Mike Hull.

Call to Order

Roll Call

A roll call of Council members showed all were present.

Pledge of Allegiance

Public Participation

Michael Goettemoeller from Choice One Engineering was here to discuss the OPWC Small Government Project that we were awarded last week. He wants to get it bid out asap. The application that was awarded called for 1 ¼" to be milled off and 1 ½" pavement to be added. Wibright and Mayor Layne were concerned about the milling off and had asked if the project could be changed just to add to the existing surface. Mayor Layne was concerned about removing base on streets with no curb and gutter. Engineer had concerns about an overlay and the 1 1/2" bump that would leave on the driveways. He was also concerned about the existing surface not bonding with the overlay and gave Council 2 alternatives. First was just to mill the outside of the road 6ft on each side leaving 10ft of pavement in the middle. Second was to Chip and seal the whole road so the overlay could stick to the rough surface better. It would fill the cracks and stick better. There was more discussion. Council decided to leave project as originally proposed with a motion by Wibright and a second by Salee with all in favor.

Adam Barhorst with Electro Controls came to Council to discuss Bennett's request for SCADA system at the WTP. The advantage is that the WTP would be tied in with the SCADA system at the WWTP with the PLC and allow the operator to see what is going on at the plants. The most cost-effective way for them to communicate is with cellular and gives more functionality. The current SCADA is being controlled by a company out of Cleveland. This company is more local, and we would have control over the system. Basically this would allow the operator to see both plants from computer or phone from home or work, replace 20-year-old controls at the water plant. There was discussion about upgrades and parts being available for the newer system. Council would like to know more about controlling valves, pumps etc., and the cost of such.

Minutes

A motion was made by Hickey to approve the Council Meeting minutes dated July 20, 2020 with a second by Salee and all were in favor.

Fiscal Officer Report 08-03-20:

Check Register with checks from #55051 to #55091 and electronic warrants was provided to Council electronically prior to the meeting and referenced during the virtual meeting.

Fund Balance Report through August 3, 2020 was provided to Council via email prior to this virtual meeting. Motion to accept the Fund Balance report was made by Charles Hickey and seconded by Todd Class. Motion passed unanimously. Bank reconciliation for July 31, 2020 was distributed to Council via email prior to the virtual meeting and a copy of said email was retained as a record of distribution.

Appropriation Measure 20-04 was presented to Council to budget for additional expense for Repairs on Well #4 by Moody's. Motion to accept the Resolution was made by Lori Tibbals and seconded by Scott Salee. Motion passed unanimously.

Ordinance 20-04, Ordinance determining the pay rates for all employees of the Village of Mechanicsburg, was presented to Council and declared as the Third Reading, and a discussion around the position and pay rate for a backhoe operator ensued. Ordinance 20-04 was then adopted by Council.

Fiscal Officer indicated he will send detailed 07-31-2020 Reports to Council this week with analysis notes.

Village Administrator Report

1. OPWC Project-Michael Goettemoeller from Choice One to discuss changes to the project requested by Chip Wibright and Mayor Ben Layne. Prospect St-still waiting on the construction company to show up to do the paving.
2. SCADA-Adam Barhorst with Electro Controls is here to answer questions about the need for SCADA at the water plant. Well #4 update-Jim has wiring put in and will call for Moody's to install pump. Fire Hydrant replacement and repair-4 need repairs and 4 need replaced. Some have no watch valves so water will have to shut off to different areas and a valve put in along with the hydrant. Companies are still under virus watch and will have to see what parts and hydrants are available. Austin Deere is the new WW maintenance employee. Jim has been training him for the last couple of weeks after hours so he can maintain the plants while Jim is on vacation. Today is his first day.
3. CEP sent sample paperwork for the transfer of 141 E Race St to Habitat. Council needs to decide if it is going to be donated or if we will sell the property to them. A motion was made to donate the property at 141 E Race Street to Habitat for Humanity by Class and a second by Salee with all in favor. This property was received by the Village through foreclosure and is no use to the Village. The Village has been maintaining the property and it is tax exempt.
4. Waiting on quote form Hometown Tech in Urbana. He is waiting to meet with Lt Patrick about Police needs.

Zoning Officer's Report

Permits have been issued for various projects, has been to court on various nuisances, letter was sent out today about a fence violation without a permit. Seems the court is being tougher with violations. Planning Commission met to discuss restoration of Darby Dental. Contractor did not show up. Changes were discussed with the owners. Housing Consortium meeting today to promote development throughout the county.

Committee Reports:

Finance

Building

Safety

Street & Utility

Ordinance and Resolution

3rd reading Ordinance 20-04 Ordinance Determining the Pay Rate for all Employees of the Village of Mechanicsburg
Discussion about the Equipment Operator position. Biggest concern is the salary. Morale of current workers that currently operate equipment not being paid as much. Mayor Layne stated that this would be a part-time as needed position without any benefits that would only work a few hours as needed. Has discussed the position with several operators that he knows about coming in after hours and on weekends to dig projects rather than paying Wiseman to do the projects. Motion to pass Ordinance 20-04 was made by Wibright with a second made by Salee with a roll call vote. Foss yes, Tibbals yes, Hickey yes, Salee yes, Class yes, and Wibright yes. Motion passed and will take effect 30 days.

Executive Session

Other

Communications

Unfinished Business

A motion was made to adjourn at 7:58pm by Hickey and seconded by Tibbals. Motion passed unanimously.

Minutes taken by April Huggins Davis

Approved August 17, 2020

Attest

April Huggins Davis Zoom mtg.
Clerk of Council

Council Member

Council Member

Council Member

Council Member

Council Member

Council Member

**Mechanicsburg Council Special Meeting
August 10, 2020 6:30pm**

Resolution 20-06

A RESOLUTION DECLARING THE OFFICIAL INTENT AND REASONABLE EXPECTATION OF THE VILLAGE OF MECHANICSBURG ON BEHALF OF THE STATE OF OHIO (THE BORROWER) TO REIMBURSE ITS STREET FUND FOR THE SCEVA, PLEASANT AND LOCUST STREETS RESURFACING, CT56X WITH THE PROCEEDS OF TAX-EXEMPT DEBT OF THE STATE OF OHIO.

Members and Public Present

Mayor Ben Layne, Chuck Foss President Pro Temp, Chip Wibright, Scott Salee, Lori Tibbals, Todd Class, Charles Hickey, and Dan Eck.

Meeting was called to order by Mayor Ben Layne. This meeting is to pass legislation Resolution 20-06 required by the OPWC contract. Due to time it needs to be passed as an emergency. Scott Salee made a motion to suspend the 3-reading rule with a second by Hickey with a roll call vote: Tibbals yes, Salee yes, Foss yes, Class yes, Wibright yes, and Hickey yes.

A motion to Pass Resolution 20-06 was made by Salee with a second by Hickey with a roll call vote: Tibbals yes, Foss yes, Hickey yes, Class yes, Wibright yes, and Salee yes. Motion passed.

Meeting adjourned at 6:40pm

Minutes taken by April Huggins Davis

Approved August 17, 2020

Attest

April Davis zoom MTB
Clerk of Council

Council Member

Council Member

Council Member

Council Member

Council Member

Council Member

Work Session Minutes

August 10, 2020 6:30pm

Erik Torgersen, from TD Engineers, came to speak to Council about possible stimulus money becoming available through DEFA to possibly make up grades at the WWTP. The deadline for the application is August 31, 2020. There would be no obligation to proceed. If plans were ready and Council agreed to pursue the upgrades there might be possibilities for funding thru loans or forgiveness loans. He made a PowerPoint presentation on the condition of the plant with some figures on up-grades or possible construction of a new plant. After the presentation Council discussed the options. It was decided that Erik should send Council an estimate for engineering fees to put together a project to increase the size of the forced main from the main pump station to the plant with up-grades to possibly the 3 existing pump stations before the deadline. Erik stated water system projects for the same sort of funding would have a deadline of February 2021.

Meeting adjourned at 8pm

Minutes taken by April Huggins Davis

Approved August 17, 2020

Attest

April Davis zoom mtg
Clerk of Council

Council Member

Council Member

Council Member

Council Member

Council Member

Council Member

Mechanicsburg Council Meeting Minutes
August 17, 2020 – 6:30 pm
Zoom Meeting

Members and Public Present

Mayor Ben Layne, Lori Tibbals, Todd Class, Charles Hickey, Scott Salee, Joe Jimenez, Dusty Hurst, Dan Eck, Chip Wibright and Mike Hull.

Call to Order

Roll Call

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

Pledge of Allegiance

Public Participation

Minutes

A motion was made by Class to approve the Council Meeting minutes dated August 3, 2020, Special meeting minutes August 10, 2020 and Work Session minutes date August 10, 2020 with a second by Hickey and all were in favor.

Fiscal Officer Report 08-17-20:

Check Register with checks from #55092 to #55121 and electronic warrants was provided to Council electronically prior to the meeting and referenced during the virtual meeting.

Fund Balance Report through August 16, 2020 was provided to Council via email prior to this virtual meeting. Motion to accept the Fund Balance report was made by Scott Salee and seconded by Todd Class. Motion passed unanimously.

Dan informed Council that Dan and Joe (Solicitor) reviewed the description of eligible expenses for the Coronavirus Relief Fund CARES Act dollars. Confirmed that expenses that help employees work remotely do qualify, and as such, we can use this fund for both the IT work to help the front office work remotely and adding the SCANA system to monitor and operate aspects of the water and sewer plants remotely.

Village Administrator Report

1. OPWC bid opening will be on Friday August 28 here at the office at 11am. Prospect paving was done today.
2. I will work with Joe to see how to proceed with the 141 E Race St donation of property to Habitat.
3. I talked with Erik Torgerson from T D Engineering about the nomination for stimulus money if it becomes available. He suggested picking maybe the RR lift station and the western lift station projects to submit. There is no charge for him to help make the nomination. There was discussion about the process to apply and the Proposal for preliminary engineering and analysis. To clarify the process Erik joined the zoom meeting. August 31, 2020 is the deadline to apply for a DEFA project. We will not be eligible for OPWC application until 2022. We would be more likely to get funding for the stimulus funds the further along we are in the analysis. Council decided to apply for all three of the suggested projects: Railroad Street Pump Station, Western Lift Station, and the WWTP upgrades.

Council asked about the quote from Adam Barhorst with Electro Controls for the water. Administrator will check with Adam.

Zoning Officer's Report

Murphy moved his fence to the correct set back. Court dates are 160 N Main arraignment is 9/4 and S main sentencing is 9/2. Need 2 (now 3) members for ZBA, and meeting is scheduled for Wednesday 8/26 to review variance for pole barn.

Committee Reports:

Finance

Building

Safety

Street & Utility
Ordinance and Resolution
Executive Session
Other
Communications
Unfinished Business

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

Minutes taken by April Huggins Davis

Approved September 7, 2020

Attest

April Davis *zoom MTC*
Clerk of Council

Council Member

Council Member

Council Member

Council Member

Council Member

Council Member

Mechanicsburg Council Meeting Minutes
September 7, 2020 – 6:30 pm
Zoom Meeting

Members and Public Present

Mayor Ben Layne, Chuck Foss, Scott Salee, Todd Class, Charles Hickey, Lori Tibbals, Chip Wibright, Joe Jimenez and Dan Eck.

Call to Order

Roll Call

A roll call of Council members showed all were present.

Pledge of allegiance

Public Participation

Minutes

A motion was made by Scott Salee to approve the council meeting minutes dated August 17, 2020 with a second by Todd Class and all were in favor.

Fiscal Officer Report

No Check Registers were presented to Council. Checks and Warrants since the 08/17/20 meeting will be presented on 09/21/20.

Fund Balance Report through September 7, 2020 was provided to Council via email prior to the virtual meeting. Motion to accept the Fund Balance Report was made by Scott Salee and seconded by Todd Class. Motion passed unanimously.

Bank Reconciliation through August 31, 2020 was distributed via email prior to the virtual meeting and a copy of said email was retained as a record of distribution.

Cash Summary Report through September 7, 2020 was distributed via email prior to the virtual meeting and a copy of said email was retained as a record of distribution.

Fiscal Officer indicated he will send detailed 08-31-2020 Reports to Council this week with analysis notes.

Dan Eck reported the following on all funds...

General Fund incl Police:

- Overall, the General Fund Revenue is on track and Expenses are tracking below budget.
- Municipal Income Tax was budgeted for a 6% increase to \$488,000 and is tracking at an annualized \$478,000.
- Real Estate tax receipts were down 19%, or \$10,300 for the year.
- Local Government distributions are on track.
- Police Contract Revenue is \$13,000 over budget thanks to a conservative estimate regarding North Lewisburg.
- But Court Fines Revenue are only at 27% of the budgeted amount, and Interest Income is only at 33%.

Street Department:

- Gas Tax revenue is tracking to come in \$20,000 below budget (\$76K vs. \$96K)
- License Tax is tracking \$3,300 below budget.
- Operating expenses for the Street Department are tracking slightly BELOW budget. Only \$13,030 of the \$68,000 budgeted for Street Repairs has been spent.

Fire/EMS:

- After accounting for one-time items, Revenue is projected to end the year \$12,000 below budget, while expenses are tracking at \$14,000 over budget.
- And the original budget called for a \$10,000 deficit.
- Appropriation Measure 20-06 adds \$11,000 in additional operating expenses.
- **As such, this Fund is projected to end the year with a \$48,000 deficit. This would drop the 12/31 Fund Balance to \$128,783.**
- Mayor Layne is working on \$10,000 payments from both Goshen and Union to help with MARCS expenses.

Water & Sewer:

- Water and Sewer Fund Revenue is tracking On Budget through 8 months, with Expenses tracking below budgeted amounts.
- As discussed at tonight's meeting, I maintain a long-term project of both the water and sewer funds, based on the many loans, projects and maintenance contracts in place or planned.
- The Water Fund currently is projected to remain very healthy and we could even consider transferring the \$5 Surcharge from Water to Storm Sewer.
- BUT this fund currently only has two active Loans. When including two pending loans for future work that were discussed previously, the long-term status of this Fund is impacted significantly by the cost of healthcare and could run out of money if we overextend. We will need to continue to update projections as more Water long-term projects and loans are discussed.
- The Sewer Fund balance (currently \$845,811) will begin dropping each year starting next year. Based on a 2% payroll increase, 12% healthcare increase and continued 3% utility rate increases, the Fund will hit a low of \$434,360 in 2030 but reach \$1 million by 2037. If healthcare annual increases are 15% annually, we will hit a low of \$320,105 in 2032 and not reach \$1 million until 2039.

Discussion

- Chuck Foss asked, back to the CARES money and the FIRE/EMS, if those additional hours were COVID related, can the CARES money be used to pay personnel?
- Dan Eck stated that the CARES money is very specific, it is not for overtime hours and not operating expenses. We need to look at and go over the management of personnel in the FIRE/EMS department and look at the hours. Joe and I can go over the CARES rules and get everything in line, we have until October 15 and it must be used by the end of the year. We have some time to do this. A side bar note was told the CARES money was coming in three waves; we received \$41,600 for the first wave and second will be about \$20,800 and then the third wave should be about \$40,000. We can look at this money for the IT in the office and the SCADA.
- Joe Jimenez stated that we need more details on the overtime hours for the FIRE/EMS to make sure it does not fit into the CARES funding.

Village Administrator Report

1. I have asked for Wiseman to give us an estimate to reroute the water issue on E. Race Street. We also need to decide in the next few months if we are going to renew the contract with Wiseman for next year.
2. I have asked Joe to draft an Ordinance to donate the 141 E. Race Street property to the Champaign County Habitat.
3. OPWC bid opening was Friday. Winning bid came in at \$197,844.10. Ben signed the Notice of Award and I have sent to the Choice One Engineering for OPWC, not sure when the pre-construction meeting will be.
4. Well #4 pump has been installed but not flow tested. Moody's original estimate was \$55,630. To date we have spent \$60,900 and received a bill for \$2,300 to install the pump quoted on the original quote. I have disputed these extra costs and I am waiting on a reply. May need Joe to get involved. Council approved up to \$60,000 for the entire project.
5. Nomination for DEFA loan for the 3 projects as directed by Council, ended up being 42.3 million. We are not obligated to do any or all the projects but could end up being 25%-50% forgiveness loan that could possibly be rolled into an OPWC project in 2022.
6. Hometown Tech sent this partial quote for hardware and upgrades to the machines that we currently have or need. He is still waiting to get the estimate for the server upgrade. This estimate has prices with the monthly support and without the support. Support would be \$1,500 per month for IT services. Dan and I are also looking into our Utility billing service payment online module to include in this CARES money. I have a phone meeting set up with out salesperson on Tuesday morning to discuss the details and costs for this service.
7. We received the estimate for parts to repair (\$3,000) and cost to replace (\$9,800) for the nonfunctioning fire hydrants in town and it is above my spending allowance. We will need Wiseman for some of the work. I need Council's approval to proceed.

Discussion & Actions

- Dan Eck state there is not enough money in the water fund to cover the estimates for the hydrants.
- Ben Layne stated that Wiseman will charge about \$200.00 or more each for the 4 hydrants that need replaced to dig them up, so you are looking at \$800.00-\$1,000.00 for Wiseman. Ben also stated that Jim is mad at him because he called the salesman to find out what kind of hydrants did Jim get a bid on because he thinks we should keep the same ones that we already have for parts and repair and not get a bunch of different hydrants in the town. Also, a Class 3, Jim should know how to fix hydrants.
- Charles Hickey stated that we need a record of what needs repaired and what needs replaced.
- Chip Wibright stated he has asked for this several times from Jim and cannot pin him down for anything.
- Todd Class stated they need to know that we need to work together, and that Ben is offering his time to better the village.
- Chuck Foss wants them to know that we do not have an open wallet.
- Lori Tibbals stated that we need to be careful of what we are doing when it comes to having a Class 3 Operator, she doesn't want us to be without and then spend more money in fines that what we pay to have an operator. She feels that maybe his boss, April can talk to him and then maybe he, Josh and the new guy can come to a sit down and just get to know one another and talk about the expectations that the council has of the village. We have a new mayor and a new council member and we have 2 new employees working on the street and water and maybe all of us need to talk and let everyone know that we want to pitch in and help and what direction the village is going now. We need to be a team and communicate and not just go after everyone. Joe Jimenez agrees. **Lori Tibbals will let April know that is what they want to do.**
- Dan Eck went over the quote that came in right before the meeting regarding the server. It will be \$5,961.00. Dan talked a little bit about the IT quotes with a contract and without a contract and what it would cover. Talked about going into contract now until the end of the year and re-evaluate at that time.
- **A motion to enter into a service contract, and accept the IT upgrades proposal, with and from Hometown Techs for 2020 was made by Scott Salee and seconded by Todd Class. Motion passed unanimously.**
- **Dan presented Appropriation Measure 20-06 was presented to Council to budget for additional expense for Fire/EMS Operating Expenses of \$11,000 through year end and \$20,000 for Hometown Techs IT upgrades and service contract through year end from the Coronavirus Relief Fund. Motion to accept the Resolution was made by Scott Salee and seconded by Todd Class. Motion passed unanimously.**
- Ben Layne asked about the \$60,000 we have in the State Highway Fund, he thinks we need to use it for paving if the streets are between major highways, like Sceva.
- Chip Wibright stated we should have 3 streets by November, and we should think about having someone there to be a babysitter if you will, to make sure the density is done right. He has spoke to someone at Hot Mix about it and they would be about \$300.00 a day. We can revisit it with Choice One once April hears from them.
- Ben Layne brought up that, that he was contacted about making Park Avenue and Prospect Street a 4 way stop with signs because kids are riding their bicycles on the new paving. Council said that cannot be done because it is a hill and people cannot stop going down to wait on a bicycle or even up it, especially in the winter. The kids should be stopping at the stop signs and paying attention to the road.
- Dan Eck stated that while we were about signs, he wanted to look into the sign for Main Street (Route 29) and Parkview Avenue. It is very hard to turn there with the way the cars are parked along the streets and where the sign is placed at this time. The visibility is terrible. Ben Layne stated he would look at where the painted lines are and have them fixed.
- **Ben Layne brought up selling the old red dump truck, the backhoe, and the mower. Motion was made to have April post and sell on gov.deals by Charles Hickey, seconded by Chip Wibright. All in favor.**
- **Todd Class brought up the fall clean up here in town. All in favor of canceling for this year.**
- Chip Wibright brought up leaf pick up, thought there was an ordinance stating we no longer did it. Ben Layne mentioned people thought that if the street levy passed it would be brought back. Chuck Foss stated that was not the case. Dan Eck stated the levy was for repairs of the streets nothing about leaves.

- Ben Layne asked Joe Jimenez if it the H.S. Diploma stipulation could be taken off of the job posting? Reason being, we have people that are hard workers and would do an excellent job working on the streets with Josh, but they do not have a high school diploma. Joe stated that it is council's right to change the application, it is our preference. **All were in favor of April making the change.**
- Chuck Foss wanted to give out something to think about for the future, Goshen Township is interested in the old building that we do not use. We might think about a trade for the land by the water plant that may help down the road for the water plant projects.

Zoning Officer's Report

Committee Reports

Finance

Building

Safety

Street & Utility

Ordinance & Resolution

Executive Session

Other

Communications

Unfinished Business

No other discussion. Motion to adjourn at 7:40 pm by Scott Salee, seconded by Charles Hickey. All in favor.

Minutes taken by Lori Tibbals

Approved September 21, 2020

Attest

April Davis zoom mtc

Clerk of Council

Council Member

Council Member

Council Member

Council Member

Council Member

Council Member

Mechanicsburg Council Meeting Minutes
September 21, 2020 – 6:30 pm
Zoom Meeting

Members and Public Present

Mayor Ben Layne, Scott Salee, Todd Class, Chuck Foss, Dusty Hurst, Charles Hickey, Lori Tibbals, Chip Wibright, Joe Jimenez, Shawn and Alan Wolfe, Rebecca Wilden, and Dan Eck.

Call to Order

Roll Call

A roll call of Council members showed all were present.

Pledge of allegiance

Public Participation

Alan Wolfe purchased a self-storage on W Sandusky and wants to add another building to the property. The property is zoned residential and wants to know the next step to change the zoning. Zoning inspector stated that any storage is non-conforming but would be allowed in M1 or M2 with a conditional use are allowed in B2. It would require a zoning change. If Council wants to do a zoning change it goes to the Planning Commission process and back to Council for approval. Foss made a motion to send to Planning Commission with a second by Class and all in favor. Planning Commission meets Saturday September 26 at 8am.

Mike Hull asked about the Community Clean up. It has been canceled for this year. The brush dump on Mill St is closed but the Railroad dump is open for leaves and brush only.

Rebecca Wilden is the new Director of the Mechanicsburg Library. She talked about the different Programs the Library offers in person and online. You can register by calling the Library.

Minutes

A motion was made by Hickey to approve the council meeting minutes dated September 7, 2020 with a second by Foss and all were in favor.

Fiscal Officer Report 09-21-20:

Check Registers with checks from #55122 to #55179 and electronic warrants, representing payments since the 8/17/20 meeting, were provided to Council electronically prior to the meeting, and referenced during the virtual meeting.

Fund Balance Report through September 21, 2020 was provided to Council via email prior to this virtual meeting. Motion to accept the Fund Balance report was made by Scott Salee and seconded by Lori Tibbals. Motion passed unanimously.

A motion allowing the Fiscal Officer to request \$70,000 in County-held Village Permissive Tax dollars from the County was made by Chuck Foss, seconded by Charles Hickey. Motion passed unanimously. The OPWC project will have its local share funded by this \$70,000 and \$56,000 from the Street Levy Fund. The County Fund currently has \$74,167.19 in it.

Village Administrator Report

1. Craig Wiseman is getting estimates together on replacing 3? fire hydrants (W Sandusky, E Sandusky and Sceva). Estimate on 200ft storm tile on Park. Not sure when but as soon as he has time.
2. Ordinance to donate the 141 E Race St property to Champaign County Habitat.
3. We need to set a date and time for the OPWC preconstruction meeting. Chuck Foss is the only one to respond and he is in Florida.
4. I received the explanation of the extra charges for Well #4. We have a PO. Hopefully this will be it.
5. TD Engineering has been calling and e mailing about proceeding with OPWC Small government project for next year due next month. I explained that losing our operator we may need to figure out what or goals and priorities would be. With ODOT planning on paving state routes in 2025 we should look at completing the plans for water lines that we have been working on for all these years. Are we going to proceed with the SCADA system being updated?
6. Hometown Tech is working on the computer system upgrades here at the office. Dan and I are also looking into our Utility billing service payment online module to include in this CARES money. I have the contract for online bill pay through our billing software which can be paid for with the CARES money.
7. We received 8 applications for Street Position. Two are from the first go round. None for heavy equipment operator or water/sewer position as of Friday. We should schedule interviews asap.

8. I had Lannis Fence come out for an estimate to replace fence around well #4 and generator at the WWTP. Evans was to meet me at the park to replace wooden fence dividing the property on Friday and never showed or responded to my calls.

Zoning Officer's Report

Permits were issued. There is a request for Zoning Board of Appeals. We do not have enough members but will have the meeting on Wednesday at 6pm per our Ordinance. Planning Commission meeting at 8am Saturday to discuss Darby Dental plan, court case for Ziegler wants an extension, Lynn St alley Vacated and Alan Wolfe Storage Facility.

Committee Reports

Finance

Building

Safety

Street & Utility

Ordinance & Resolution

1st Reading of Ordinance 20-05 Ordinance Authorizing an Agency Agreement with the Community Improvement Corporation of Champaign County to Convey to Habitat for Humanity Property at 141 E Race St for Home Construction

Executive Session

Other

Trick or Treat will be on Saturday October 31, 6-8pm. Rain or Shine. At your own risk.

Judi Trainer n High St would like her curbs painted so she can get out of her driveway.

Communications

Unfinished Business

No other discussion. Motion to adjourn at 8pm by Class, seconded by Wibright. All in favor.

Minutes taken by April Huggins Davis

Approved October 5, 2020

Attest

April Davis ZOOM MTG

Clerk of Council

Council Member

Council Member

Council Member

Council Member

Council Member

Council Member

Mechanicsburg Council Meeting Minutes

October 5, 2020 – 6:30 pm

Zoom Meeting

Members and Public Present

Mayor Ben Layne, Todd Class, Chuck Foss, Dusty Hurst, Charles Hickey, Lori Tibbals, Chip Wibright, Joe Jimenez, Shawn and Alan Wolfe, Asst Chief Steve Castle, and Dan Eck.

Call to Order

Roll Call

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

Pledge of allegiance

Public Participation

Shawn Wolfe was inquiring about the process for a change of district that was recommended by the Planning Commission on Sept 26th meeting to accommodate their request to add on to the existing storage units located on W Race St. They are asking for B2 zoning for their property and an existing storage unit located adjacent to this property. They would also require a conditional use be granted after the zoning district change. The next step is Solicitor to draw up an ordinance to change the district then the 3 readings with a Public Hearing and all adjoining properties to be notified.

Minutes

A motion was made by Hickey to approve the council meeting minutes dated September 21, 2020 with a second by Class and all were in favor.

Fiscal Officer Report 10-05-20:

Check Registers with checks from #55180 to #55208 and electronic warrants, representing payments since the 8/17/20 meeting, were provided to Council electronically prior to the meeting, and referenced during the virtual meeting.

Fund Balance Report through October 5, 2020 was provided to Council via email prior to this virtual meeting. Motion to accept the Fund Balance report was made by Chuck Foss and seconded by Charles Hickey. Motion passed unanimously.

Bank reconciliation for September 30, 2020 was distributed to Council via email prior to the virtual meeting and a copy of said email was retained as a record of distribution.

Appropriation Measure 20-07 was presented to Council to budget for additional expense for Miami Valley Lighting's replacement of streetlights to LED. Motion to accept the Resolution was made by Todd Class and seconded by Charles Hickey. Motion passed unanimously.

Fiscal Officer noted that full financial reports through 09/30/2020 were emailed to Council.

Fiscal Officer noted that a performance review and raise from \$18 to \$20/hour will be given to Village Clerk Wendy Simpson as soon as administratively possible.

Village Administrator Report

1. I have not heard from Wiseman about the quotes. I will contact to schedule a time to go over the projects to get those on the books before the end of the year.
2. Ordinance to donate the 141 E Race St property to Champaign County Habitat. Ordinance #20-05 had first reading.
3. OPWC Project is underway. Milling was today on all 3 streets. Paving will begin tomorrow and should be completed before the end of the week. Maybe even Wednesday.
4. I received the quote from Electro Controls. Chip and I met with Adam Borhorst, Electro Controls, to discuss exactly what this includes. There was discussion of the project with questions answered and a motion was made by Class with a second by Foss to proceed with the SCADA system upgrade and use the CARES Act fund money to allow for monitoring the plant operations for an estimated cost of \$38,000. All were in favor.

5. I have signed the contract for online bill pay through our billing software. I have the purchase order for the project and will let you know when we proceed. Probably after the computers are upgraded. Hometown Tech has installed the new server and is updating the computers.
6. I will schedule interviews for the first part of next week for Street position. We are actively working on operator position for water and sewer.
7. Lannis Fence came out for an estimate to replace fence around well #4 and generator at the WWTP. Evans Fencing came out to quote wooden fence at park and will give well#4 quote and generator quote as well. Administrator asked if there were any other local fencing companies to come out and quote the fencing. Wibright suggested Schieder Fencing and will provide the contact information.

Zoning Officer's Report

Permits were issued. Three new candidates were chosen for BZA: Tom Talbott, Emily Rozmous and Mike Hull. Planning Commission approved Darby Dental plan revisions. Court case for Ziegler will proceed this week. He has submitted new plans and will be putting the building up for sale. Lynn St alley vacate was approved and will need an ordinance with 3 readings passed by Council. Alan Wolfe Storage Facility will need a change of district from R1 to B2 with a conditional use. Solicitor and Zoning Inspector will work on the procedure and paperwork to bring to next Council meeting.

Committee Reports

Finance

Building

Safety

Asst. Chief Castle reported that the EMS overtime was down, and they are on a hiring spree. Mayor Ben Layne stated that Union and Goshen Twp. are willing to help with the costs of Marcs radios that went over the grant to pay for them with. We will get them the amount.

Street & Utility

Ordinance & Resolution

2nd Reading of Ordinance 20-05 Ordinance Authorizing an Agency Agreement with the Community Improvement Corporation of Champaign County to Convey to Habitat for Humanity Property at 141 E Race St for Home Construction

Executive Session

Other

Mayor Layne stated that the backhoe, dump truck and mower that were approved for sale are listed on govdeals. Salt prices were discussed for the winter and he would like to set up a brine system to be used this winter along with resurrecting the leaf pick-up system. There was also discussion of only allowing parking on one side of W Race St. The Village will seek input from residents on W Race St. It is too narrow for emergency equipment and snowplows to travel down with parking on both sides of the street.

Communications

Unfinished Business

No other discussion. Motion to adjourn at 7:30pm by Class, seconded by Wibright. All in favor.

Minutes taken by April Huggins Davis

Approved October 19, 2020

Attest

 zoom mTG
Clerk of Council

Council Member

Council Member

Council Member

Council Member

Council Member

Council Member

Mechanicsburg Council Meeting Minutes
October 19, 2020 – 6:30 pm
Zoom Meeting

Members and Public Present

Chuck Foss, Scott Salee, Todd Class, Charles Hickey, Chip Wibright, Lori Tibbals, Mayor Ben Layne, Fiscal Officer Dan Eck, Zoning Inspector Dusty Hurst, Solicitor Joe Jimenez, Mike Hull, Anna Gaertner from the Urbana Daily Citizen and Shawn Wolfe.

Call to Order at 6:33 pm

Roll Call

A roll call of Council Members showed all were present.

Pledge of Allegiance

Public Participation

Shawn Wolfe was here to check on the Sandusky Street Lock and Storage Units Re-Zoning. Dusty was checking on that and working with Joe Jimenez for the ordinance change the district from R1 to B2 with a conditional use. Will need to contact Helen Blakeman about the parcels, Blakeman's have 2 parcels and Wolfe's have 1. Dusty will contact Ms. Blakeman and explain everything to her. We can still do the 1st reading though. Mr. Mike Hull, nothing just here to observe. Anna Gaertner from the Urbana Daily Citizen was present and Shawn Wolfe.

Ben Layne reported that someone from the community contacted him about putting a sign up on the 4 entrances into town with the State Wrestling Champs and names on it, the sign would 3X5. Wanted council's thoughts. Council asked about including Tavis Adams's name, would it be on the pole, who is paying, who would maintain it, what is it made of? Thought to having them purchase it with Our Towne and putting it on the Welcome sign. Another thought, what if we run out of room and make the entrance to town start to look cluttered. Maybe they should look at the fences at the school. Also wanted to see if they could come to the next meeting and explain what they wanted.

Minutes

A motion was made by Hickey to approve the council meeting minutes dated October 5, 2020 with a second by Foss and all were in favor.

Fiscal Officer Report 10/19/20

Check Registers with checks from #55209 to #55236 and electronic warrants, representing payments since the 10/5/20 meeting, were provided to Council electronically prior to the meeting, and referenced during the virtual meeting.

Fund Balance Report through October 18, 2020 was provided to Council via email prior to this virtual meeting. Motion to accept the Fund Balance report was made by Scott Salee and seconded by Todd Class. Motion passed unanimously.

Appropriation Measure 20-08 was presented to Council to account for both the receipt and potential expenditure of CARES Act dollars received and not yet accounted for in prior Appropriation Measures. A total of \$119,765.60 has been received through three disbursements from the CARES Act in 2020. Motion to accept the Resolution was made by Charles Hickey and seconded by Scott Salee. Motion passed unanimously.

A discussion followed around recent sales by Mechanicsburg on GovDeals recently. Mayor requested the Council give Administrator approval to spend approx. \$6,500 for purchase of a used truck pending an inspection of the vehicle found online (Scott/Todd, passed).

Village Administrator Report

1. OPWC Street Project was completed last week. We have discussed final numbers with Choice One Engineering and will get you that information.
2. Interviews for street maintenance were held on Tuesday. No decision was made.
3. I have received 2 of the 3 quotes for fencing at well, generator and park fence replacement. Lannis only quoted the well and generator. Still waiting on Evans fence quote.
4. We are meeting with a prospective W/WW Operator on Wednesday. Has W1 and WW2 license that we need. May be able to take over the Superintendent position.

Zoning Officer's Report

Already talked about the parcels for the Wolfe's and the Blakeman's. The property at 24 South Main Street, Court extended until December 30th, 2020. Not sure why. Does the lot numbers or addresses need to be in the ordinance for the Alley on Lynn Street? Joe did both, so we are covered.

Ordinances and Resolutions

Mayor Layne declared this date, 10/19/20 as the first reading of the Ordinance on the Alley on Lynn Street.

Mayor Layne declared 2nd reading of Ordinance 20-05; Ordinance Authorizing an Agency Agreement with the Community Improvement Corporation of Champaign County to Convey to habitat for humanity Property at 141 E. Race Street for Home Construction.

Mayor Layne declared this date, 10/19/20 as the first reading of the Ordinance on the re-zoning on Sandusky be changed from R1 to B2 with a conditional use.

Other

Ben Layne reported that we got close to \$9000.00 for the equipment we sold on gov.deals and wanted to use the money to purchase the truck, picture sent to council members. This truck as the air compressor and generator onboard and once it is looked at and inspected would like to purchase for \$6500.00. Salee stated in using the \$9000.00 we received we would be ahead about \$2500.00 and not cost out of the general fund. Salee made a motion to give April approval to spend the \$6500.00 for the vehicle once it is inspected and seconded by Class. All in favor.

Mayor Layne asked to go into Executive Session regarding employment. Class made a motion and Salee seconded it.

Roll Call: Foss, yes, Salee, yes, Class, yes, Hickey, yes, Wibright, yes. Tibbals to abstain from the discussion.

Executive session – no decisions were made

Salee made the motion to return to regular session, seconded by Hickey.

Roll Call; Hickey, yes; Foss, yes; Class, yes; Wibright, yes, Salee, yes.

Class made the motion to adjourn, seconded by Hickey. Voice vote was unanimous.

Meeting ended at 7:23 pm.

Minutes taken by Lori Tibbals

Approved November 2, 2020

Attest

Anil Davir Zooming
Clerk of Council

Council Member

Council Member

Council Member

Council Member

Council Member

Council Member

Mechanicsburg Council Meeting Minutes
November 2, 2020 – 6:30 pm
Zoom Meeting

Members and Public Present

Chuck Foss, Scott Salee, Todd Class, Charles Hickey, Chip Wibright, Lori Tibbals, Mayor Ben Layne, Fiscal Officer Dan Eck, Zoning Inspector Dusty Hurst, Solicitor Joe Jimenez, Mike Hull, Anna Gaertner from the Urbana Daily Citizen, Judy Wilson and Heather Stritenberger from Our Towne Mechanicsburg, and Shawn Wolfe.

Call to Order at 6:30 pm

Roll Call

A roll call of Council Members showed all were present.

Pledge of Allegiance

Public Participation

Shawn Wolfe was here to check on the Sandusky Street Lock and Storage Units Re-Zoning. There will be a Public Hearing at 6pm December 7th as required by the Ordinance. Dusty stated that he had talked with the adjacent property owner and they wished their storage units would be included.

Heather Stritenberger and Judy Wilson came to the meeting to discuss Our Towne Mechanicsburg plans for Christmas in the Village. They were interested in opinions about having vendors, parade etc. There was discussion about vendors in businesses around town or at the Firehouse. Administrator voiced concerns about having crowds at the Municipal building with essential workers and the virus. With the cases back on the rise, it would not be safe for our employees. Health Department should be contacted to discuss options if they still want to have something. There was discussion about the parade since it was outside. Suggestion for a reverse parade at the park where the parade was in place and spectators went around the track in their cars. House and business decorating contests, basket raffle online and the reverse parades were all ideas.

Minutes

A motion was made by Salee to approve the council meeting minutes dated October 19, 2020 with a second by Foss and all were in favor.

Fiscal Officer Report 10/19/20

Fund Balance Report through October 31, 2020 was provided to Council via email prior to this virtual meeting. Motion to accept the Fund Balance report was made by Scott Salee and seconded by Todd Class. Motion passed unanimously.

Bank reconciliation for October 31, 2020 was distributed to Council via email prior to the virtual meeting and a copy of said email was retained as a record of distribution.

Appropriation Measure 20-07 was presented to Council to budget for additional expense for Miami

Fiscal Officer noted that full financial reports through 10/31/2020 were emailed to Council.

Fiscal Officer discussed and emailed current and projected Fund level for the Street Levy 2019 Fund thru 2021, per below:

Street Levy 2019 Fund – projected flow through 2021:

- Current balance (reflects Prospect project payment) \$138,000
- 2020 3 Street Pavings (less \$70K from Permissive tax) (\$18,000)
- 2021 Real Estate Levy collections – projected, net \$ 95,000
- Loan payment from OPWC 2020 paving project (\$ 2,100)
- Proposed 2021 crack seal/micro seal-Race, Lynn, School (\$ 57,000)
- 2021 Crack seal S.R. 4, 29 (\$23K covered by St Hwy Fund) \$ 0
- **Fund Balance – end of 2021 – projected \$155,900**

Village Administrator Report

1. I am waiting on the final numbers for the OPWC Street Project. We would like to see where we are with money after it is all tallied. Chip has been in discussion with Ameripave for some crack sealing and slurry coating on a few more streets on the east side of town. I recommend a Street Utility Committee meeting to discuss and bring the proposal to Council.
2. Dave Napper was hired for the Street Maintenance position and I think that is working out well. All the maintenance guys have been working together on various issues. Now that the leaf machine is back up and working I am thinking that the policy should be adjusted. People can bag, mulch, or rake the leaves to the tree lawn until the end of November? By then we should be geared up for snow.
3. I have received 2 of the 3 quotes for fencing at well, generator and park fence replacement. The 3rd quote has never been provided and I have called a couple of times. Looks like Scheiderer Fencing is the lowest price. Lannis did not quote the wood fence at the park but was higher on the well field and WWP fencing. The total is \$5,185.00 for all the fencing. I would need a motion from Council to proceed. Motion to allow the Administrator to have the fencing done for the estimated \$5,185.00 by Scheiderer Fencing was made by Salee with a second by Hickey and all were in favor.
4. The Mayor and I met with Cameron Britenstine about the Water Wastewater Superintendent. He holds both WW II and W I license that we need to be compliant with OPEA. We toured both plants with Cameron. We offered the job to him and he accepted. His salary is \$60,000 annually and is a full-time position. I think Cameron will work well with the current team. His start date is Monday November 9. I have included his resume.
5. Todd Class has turned in his resignation from council due to health reasons. I am very sorry, but I totally understand. Council has 30 days to fill his position. There should be advertisement and interviews soon. Administrator will place ad on website and newspaper with a deadline of 2 weeks and help Council set up interviews.
6. The furnace for the front office has gone out and needs to be addressed before we sink a lot of money in it. It was probably original to the building. I have a quote from Your Home Comfort Guy, Kevin West, to replace the furnace, air purifiers for the building which some/or all may be covered by the CARES fund. With the new furnace \$4,420, High efficiency air filters X2 \$1,100, and purifier X2 \$1,600 the total would be around \$7,120. I would need a motion from Council

to proceed. Motion by Class with a second by Wibright to replace air circulation equipment for the Municipal building due to the virus with all in favor.

7. I have ordered a new pump for the lift station at the sewer plant. It should be here next week. We are currently using one, but the system needs two to function correctly. Unfortunately, the current pumps are no longer being stocked. They are fabricating the one on order for now but in the future we will have to replace both pumps with a new system of rails and pumps. I will keep you up to date on when that is necessary.

Zoning Officer's Report

Permit requests have slowed down. South Main property Court case has been postponed until December. Owner of the property is having a professional window mad to bring into compliance. There was discussion about County Building Regulations involvement.

Ordinances and Resolutions

Mayor Layne declared this date, 10/19/20 as the 2nd reading of the Ordinance on the Alley on Lynn Street.

Mayor Layne declared 3rd reading of Ordinance 20-05; Ordinance Authorizing an Agency Agreement with the Community Improvement Corporation of Champaign County to Convey to habitat for humanity Property at 141 E. Race Street for Home Construction. A motion was made by Salee to pass Ordinance 20-05 with a second by Foss and all were in favor.

Mayor Layne declared this date, 10/19/20 as the 2nd reading of the Ordinance on the re-zoning on Sandusky be changed from R1 to B2 with a conditional use.

Other

Mayor Layne discussed the wrestling signs that a resident wanted to put up on the Village Corporation signs. Resident has already had signs made that are 2'X3'. Suggested that he put the large signs at the school and have 18"x24" signs made to put on the Our Towne Mechanicsburg Welcome signs. There was discussion about making W Race St parking on one side only for safety vehicles to be able to get through. Looking in to getting No Parking signs.

Motion to Adjourn by Class with a second by Hickey with all in favor 7:45pm

Minutes taken by ____ April Huggins Davis

Approved November 16, 2020

Attest

April Davis *zoom mtg.*
Clerk of Council

Council Member

Council Member

Council Member

Council Member

Council Member

Council Member

**Mechanicsburg Council Meeting Minutes
November 16, 2020 – 6:30 pm
Zoom Meeting**

Members and Public Present

Chuck Foss, Scott Salee, Todd Class, Charles Hickey, Chip Wibright, Lori Tibbals, Mayor Ben Layne, Fiscal Officer Dan Eck, Zoning Inspector Dusty Hurst, Solicitor Joe Jimenez,

Call to Order at 6:30 pm

Roll Call

A roll call of Council Members showed all were present.

Pledge of Allegiance

Public Participation

Minutes

A motion was made by Salee to approve the council meeting minutes dated November 2, 2020 with a second by Hickey and all were in favor.

Fiscal Officer Report 11/16/20

Check Register with checks from #55261 to #55286 and electronic warrants, representing payments since the 11/02/20 meeting, were provided to Council electronically prior to the meeting, and referenced during the virtual meeting.

Fund Balance Report through November 15, 2020 along with full revenue and expense reports, were provided to Council via email prior to this virtual meeting. Motion to accept the Fund Balance report was made, seconded, and passed unanimously.

Village Administrator Report

1. Waiting on Final payment for OPWC Street Project. We needed to send a check for engineering that goes toward our local match to final out.
2. Maintenance Department is working well. Leaf pick up will continue.
3. Applications sent for open seat on council. Council needs to schedule interviews and make a decision within the 30 days of resignation. Possible need for Special meeting to meet the deadline.
4. Need approval for updated air circulation/sanitization improvements to Municipal building. I have included new quote for approval. A motion was made by Wibright to approve \$11,540.00 for air circulation and sanitization improvements with CARES Act fund for Municipal building, Fire/EMS and Police Departments with a second by Salee.
5. Wastewater plant is back on track after Jim's departure. OEPA has paperwork for Cameron as ORC. Hydrant flushing will take place Thursday and Friday this week and any needed repairs will be noted.

Zoom meeting was hacked and restarted at this point.

Zoning Officer's Report

Notices were sent to all property owners with adjoining properties for Ordinance 20-07 which changes the District from residential to B2. The Public can mail or call in with issues due to the change. Public Hearing is scheduled for Dec. 7 at 6pm.

Ordinances and Resolutions

Mayor Layne declared this as the 3rd reading of the Ordinance 20-06 Ordinance to vacate portion of unimproved alley between 93 Lynn and 95 Lynn on.

Mayor Layne declared this 3rd reading of Ordinance 20-07 on the re-zoning on Sandusky be changed from R1 to B2 with a conditional use. Public Hearing on December 7, 2020 at 6pm.

Mayor declared 1st reading of Ordinance 2021 Commissioner and Village Agreement for Prosecution Fees

Other

Motion to Adjourn by Salee with a second by Tibbals with all in favor 7:25pm

Minutes taken by April Huggins Davis

Approved December 7, 2020

Attest

April Davis Zoom MTC
Clerk of Council

Council Member

Council Member

Council Member

Council Member

Council Member

Council Member

Special Meeting Minutes from of November 23, 2020.

Council held interviews with 4 people (Billy Cobbs, Dean Talbot, Ellhue Bowles and Jason Adelsberger) on November 23, 2020 via zoom who applied for the open council seat left by Todd Class.

A special meeting was held on November 23, 2020 at 7:00 pm. Discussion on the 4 prospective candidates for council was discussed. Chuck Foss made a motion to fill the open council seat and appoint Jason Adlesberger. Second by Scott Salee. Roll Call was taken, Foss-yes, Salee-yes, Hickey-yes, Wibright-yes, Tibbals-yes. Motion passes. There was also a recommendation by all to let the Mayor know that Mr. Bowles would make a good candidate for the Planning Commission. The council would like to thank all the candidates for their time and their interview. We would also encourage them to continue their support for the village and to come to the meetings, public participation is always welcome from the community.

Motion was made to adjourn at 7:18 by Foss with a second from Hickey and all were in favor.

Public Hearing
December 7, 2020 6pm
Ordinance 20-07
Changes to the Zoning Map and Zoning Ordinance,
of The Village of Mechanicsburg

Call to Order

Roll Call

All Council members were present, Shawn and Alan Wolfe.

Discussion and Public Comments

Submitted Comment by Jerry Salyer attached.

Discussion about concern of water run off by Jerry Salyer. If the business changed from the grandfathered existing business to any allowed uses he is concerned that the run-off would flood his property. Dusty explained that is the issue. Whenever you change a district no matter what is currently existing it can be changed to any allowed use or conditional use in the future. Charles Hickey is concerned changing the district and any future use causing flooding on Salyer's property. It would be up to the BZA to regulate the modified use. There was discussion of the process of non-conforming and conditional use of property in a district. Could Council send this back to the planning Commission to find out the liability of passing and having it come back on council? More to discuss at Regular council meeting concerning passing the legislation to change the district.

Adjourn at 6:36pm

**Mechanicsburg Council Meeting Minutes
December 7, 2020 – 6:30 pm
Zoom Meeting**

Members and Public Present

Chuck Foss, Scott Salee, , Charles Hickey, Chip Wibright, Lori Tibbals, Jason Adelsberger, Mayor Ben Layne, Fiscal Officer Dan Eck, Zoning Inspector Dusty Hurst, Solicitor Joe Jimenez, Mike Hull, Shawn and Alan Wolfe,

Call to Order at 6:30 pm

Roll Call

A roll call of Council Members showed all were present.

Pledge of Allegiance

Public Participation

Mike Hull stated that there was a fundraiser December 8 for the Fire Assoc. At Mixx 165. Proceeds from dinner would go to the Fire Assoc.

Minutes

A motion was made by Salee to approve the council meeting minutes dated November 16, 2020 with a second by Tibbals and all were in favor.

Fiscal Officer Notes

December 07, 2020:

Check Register with checks from **#55287 to #55335** and electronic warrants, representing payments since the 11/16/20 meeting, were provided to Council electronically prior to the meeting, and referenced during the virtual meeting.

Fund Balance Report through December 6, 2020 was provided to Council via email prior to this virtual meeting. Motion to accept the Fund Balance report was made by Scott Salee and seconded by Chuck Foss and passed unanimously.

Appropriation Measure 22-09 was presented to Council to account for the final CARES Act redistribution revenue and expense, the remaining State EMS Grant revenue and expense, potential for work on high service pump water plant and additional Fire/EMS payroll and related expenses. Motion to accept was made by Scott Salee and seconded by Chuck Hickey and passes unanimously.

Village Administrator Report

1. OPWC project is completed. Final local match payment was 86,268.78 to Fillmoore Construction LLC. Our actual total with Engineering was \$90,568.78. The total project with OPWC was \$177,585.84.
2. The new air purification system and furnaces to run it should be going in this week.
3. We are losing prime with the pumps at the water plant. A technician came from Moody's gave us a quote (included). Pump 1 needs to be rebuilt asap quote on the motor for the pump about \$1,500. We have 3 high service pumps. The other 2 should be done soon and they should all be laser aligned. Prices quoted are if everything else is okay. All three for about \$20,000 plus.
4. Chip Wibright made a motion for Administrator to spend up to \$10,000 rehabbing pump #1 at the water plant with a second by Hickey and all were in favor. He requested that we get a quote for new pumps before proceeding with rehabbing pumps #2 and #3.

5. Cares Act Fund update. We spent the first awards of CARES ACT Funding and were awarded another round. With the deadlines, Council Schedule and the email asking for approval that I sent out to get the initial rounds of CARES ACT Funds spent I need a motion approving me to spend \$17,800 for the LED sign for communication with the public (\$15,261.19 Cares Act Fund, \$1,269 water fund, \$1,269 sewer fund) total and approval to spend \$14,151.25 for the steam sanitizing industrial washer for the Fire Department. With the new award that has recently been made available some of the ideas are cameras in and around the building for contact tracing and keyless entry at the municipal building which currently has keypad entry, we have an appointment with a company out of Dublin to get a quote tomorrow and Chief Alexander is getting a quote for cameras locally, an epoxy floor coating in the Fire and EMS bay so it can be sanitized after runs, around 40 respirators and filters for Police, Fire and EMS, Police Department is asking for Livescan/Webcheck equipment for touchless fingerprinting and background checks. I have included the proposals that I have today so far. Council requested that we prioritize and scrutinize for appropriate use and need. Will bring decision to the meeting on December 21, for approval.
6. The front office has laptops and ability to work from home if necessary. We also ordered Dusty a laptop just for Zoning (Cares Act fund for remote working). He currently has all his zoning records on my computer, his personal and work computers. This will just make it easier for the future Zoning to have everything in one place and for Dusty to remote work on village business. The hardware for online billing is installed and kinks are being worked out. We should have that ready for early next year implementation. Waiting on software installation and training.
7. We are working on a better way to have remote Council meetings. After the hacked meeting we are going to experiment with a couple of ways to do the meetings over the next week. It involves a Cisco program, You Tube (accessible to all for free), a live stream, and a way for the public to send messages about concerns or make comments that we can address. We will be able to upload all meetings to our website and have them as a public record from what I understand.
8. Mayor would like to sell the Utility White Chevrolet on govdeals.com. We need a motion. Salee made a motion to sell on govdeals the white Chevy utility truck and grindings from street project that were not needed by the Village with a second by Foss and all were in favor.
9. We will have a joint meeting with Township Trustees and Cemetery Board to discuss process of turning over our side of Maple Grove Cemetery to the Township at 6pm on December 22 at 6pm. Joe is working on legislation for that to take place. I will send notice to the newspaper and website.

Zoning Officer's Report

Dusty talked about the nuisance case at 160 N main. The court ruled jail time and fine but suspended. Because they did not subpoena Dusty to go to the trial we will have to start all over again. It has gotten worse. He has issued various permits.

Ordinances and Resolutions

Ordinance 20-07 Council discussed the concern of an adjacent property owner about the water runoff from plans for the properties requesting the change of district at the Public Hearing. Who is responsible? The Zoning Board of Appeals for conditional use, Council, or the village? Attorney stated that we have Sovereign Immunity. The BZA would have to build something in to cover the issue when the conditional use was requested to cover the drainage issue with official notification to the BZA to cover the issue. A motion was made by Hickey to pass a resolution at the next meeting specifically asking the BZA to address the issue with a second by Salee and all-in favor. A motion was made by Wibright to pass Ordinance 20-07 with a second by Hickey and all were in favor.

Ordinance 20-08 An Ordinance Authorizing the Transfer of Certain Lands Owned by the Village to the Board of Trustees of Goshen Township and Declaring an Emergency

A motion was made to suspend the 3-reading rule by Salee with a second by Wibright and a roll call vote: Salee yes, Hickey yes, Adelsberger yes, Tibbals yes, Wibright yes, Foss left meeting.

A motion was made to pass Ordinance 20-08 by Salee with a second by Hickey with a roll call vote: Salee yes, Hickey yes, Adelsberger yes, Tibbals yes, Wibright yes, Foss left meeting.

Mayor declared 2nd reading of Ordinance 2021 Commissioner and Village Agreement for Prosecution Fees
Other

Motion to Adjourn by Salee with a second by Adelsberger with all in favor 8pm

Minutes taken by Lori April Huggins Davis

Approved December 21, 2020

Attest

April Huggins Davis *zoom mtc.*
Clerk of Council

Council Member

Council Member

Council Member

Council Member

Council Member

Council Member

Mechanicsburg Council Meeting Minutes
December 21, 2020 – 6:30 pm
Zoom Meeting

Members and Public Present

Chuck Foss, Scott Salee, Charles Hickey, Chip Wibright, Lori Tibbals, Jason Adelsberger, Mayor Ben Layne, Fiscal Officer Dan Eck, Solicitor Joe Jimenez, Mike Hull, and Anna Gaertner from the Urbana Citizen.

Call to Order at 6:30 pm

Roll Call

A roll call of Council Members showed all were present.

Pledge of Allegiance

Public Participation

Minutes

A motion was made by Salee to approve the council meeting minutes with corrections dated December 7, 2020 with a second by Tibbals and all were in favor, Motion to approve the minutes of the Special meeting November 23, 2020 and Public Hearing dated December 7, was made by Hickey with Tibbals second and all were in favor.

Fiscal Officer Report 12-21-20:

Check Register with checks from #55336 to #55370 and electronic warrants, representing payments since the 12/07/20 meeting, were provided to Council electronically prior to the meeting, and referenced during the virtual meeting.

Fund Balance Report through December 20, 2020 was provided to Council via email prior to this virtual meeting. Motion to accept the Fund Balance report was made by Scott Salee and seconded by Chuck Foss. Motion passed unanimously.

Bank reconciliation for November 30, 2020 was distributed to Council via email prior to the virtual meeting and a copy of said email was retained as a record of distribution.

Fiscal Officer led a discussion on the options for spending the final CARES Act distribution of \$66,039.89. Discussion included the merits of a new heart monitor and the future need for backup power at 18 N. Main. An initial motion to accept the items proposed by Fiscal Officer was not approved due to some thought that a heart monitor might be a better purchase. But, after further discussion that included that the current heart monitor has 2 years of useful life and likely can be replaced with a grant in two years, a motion was made by Charles Hickey to reconsider the original package of items. After further discussion, a motion was made by Jason Adelsberger and seconded by Scott Salee to purchase the items proposed in Fiscal Officer's email on 12/20/20 resulting from a meeting with the Chiefs and Administrator on 12/18/20. Motion passed 5-1, with Chip Wibright voting no. Purchases to include:

Security Systems of Central Ohio LLC	Cameras for Security, Contact Tracing	\$11,273.10
Sonitrol - Card Access System	Keyless Entry to replace push buttons	\$16,465.00
GarageFloorCoating.com	Epoxy Floor Coating (Fire Bay) - able to sanitize	\$13,736.00
Warren Fire	Respirators (\$16x100), Filters (\$9x100)	\$2,500.00
BIM	LiveScan WebCheck (Police) + Add'l 12 mo service	\$15,086.00
CSC ServiceWorks	Regular Washer/Dryer	\$2,322.46
SkimOIL, Inc.	Drug Terminator	\$4,590.00

Hometown Techs	Switch for Server	\$1,500.00
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Appropriation Measure 20-10 was presented to Council to provide a Temporary Budget for 2021, to allow the Village to pay expenses until a Permanent Budget is passed in February 2021. Motion to accept was made and seconded (Scott Salee, Chuck Foss?), and passed unanimously.

Village Administrator Report

1. The new air purification system and furnaces are in the Municipal building.
2. High Service Pump #1 rehab is scheduled when the parts come in. Moody's has not given me a price for new pumps but said they would be substantially more and might have to have engineering and a PTI from EPA if there are substantial changes. We just had Moody's argue that very point with the EPA about well #4 repairs this summer.
3. Cares Act Fund update. All of the projects that we spent the money on in the first round are allowed.
4. We are still working on the online billing system. The middle of the month is a busy utility time and we couldn't risk changing the system in the middle of the billing cycle.
5. You have a copy of the Council Rules for 2021 that need to be approved in January. Not much has changed except meeting dates and I filled in Committees with same positions. If you would like to change your committee position decide before January 4th to discuss. Are there any other Boards that need positions filled? Have the ZBA positions been appointed?
6. Rather than our usual pot-luck Christmas Eve lunch I am providing individual box lunches for on duty staff. I feel that is safer than having buffet style and a large gathering.
7. Cameron has worked on a budget for Water and Wastewater projects that will need to be addressed in 2021.

Ordinances and Resolutions

3rd reading of Ordinance 21-01 Commissioner and Village Agreement for Prosecution Fees

1st reading of Resolution 21-01 Resolution Authorizing the Sale of Personal Property, Including Motor Vehicles Acquired for the use of Municipal Officers and Departments, and Road Machinery, Equipment, Tools, or Supplies, which is not needed for Public use or is Obsolete or unfit for the use for which it was Acquired, by Internet Auction

Resolution 21-02 Emergency Resolution Recognizing Drainage Concern Related to Re-Zoning of Properties Identified in Ordinance 20-07

A motion was made by Salee to suspend the 3 reading rule with a second by Tibbals and a roll call vote: Hickey yes, Salee yes, Tibbals yes, Foss yes, Wibright yes, and Adelsberger Yes.

A motion was made by Hickey to pass Resolution 21-02 with a second by Foss and a roll call vote: Hickey yes, Salee yes, Tibbals yes, Foss yes, Wibright yes, and Adelsberger Yes.

Other

Motion to Adjourn by Tibbals with a second by Salee with all in favor 7:43pm

Minutes taken by Lori April Huggins Davis

Approved January 4, 2021

Attest

April Huggins Davis zoom mtg,
Clerk of Council

Council Member

Council Member

Council Member

Council Member

Council Member

Council Member