

**REGULAR MEETING OF THE COUNCIL OF THE VILLAGE OF SILVER LAKE**

**Monday, April 18, 2016**

**7:00 p.m.**

The Village of Silver Lake Council met in a regular session on Monday, April 18, 2016, at Silver Lake Village Hall, 2961 Kent Road, Silver Lake, Ohio.

With President of Council Mr. Gerald Jones presiding, the meeting was called to order at 7:00 p.m.

Mr. Jones led the Pledge of Allegiance.

The following members were present and responded to roll call: Mrs. Karen Fuller, Mr. Christopher Scott, Mrs. Betsy Meyer, Mr. Gerald Jones, Mr. William Church, Mrs. Carol Steiner, Mr. Matthew Plesich

Roll call of Council - 7 members present

Mayor Hovey swore in new part-time Police Officer Samantha Bailey. Chief Conley said Officer Bailey is a graduate of the University of Akron Police Academy and also has a Bachelor's Degree from the University in Criminology and Anthropology.

Mr. Jones asked if there were any additions or corrections to the minutes of the April 4, 2016 Regular Council Meeting.

Mr. Scott said on Page 3, third paragraph from the bottom, "it was agreed to keep the payment on an annual basis." Mr. Scott did not think Council had reached an agreement.

Mr. Housley said it could have been a consensus agreement. He was under the interpretation that we agreed with how Mr. Heydorn had surmised the process to be, which is annually. That is how the ordinance reads.

Mrs. Fuller did not think Council had reached an agreement.

Mr. Plesich said the Ordinance was held for second reading anyway.

Mr. Jones asked if Mr. Scott was okay with the minutes as written. Mr. Scott said he was okay with it, but Council didn't really agree to anything, and he didn't want someone reading the minutes to think an agreement had been reached.

There being no additions or corrections, the minutes were then approved as submitted.

Mr. Jones asked Mr. Sean Housley, Clerk-Treasurer, for the reading of any pending legislation that is up for first reading.

**RESOLUTION NO.: 26-2016 A RESOLUTION AUTHORIZING THE PAYMENT OF CERTAIN CLAIMS TOTALING \$82,639.48.**

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Mr. Jones assigned Resolution No.: 26-2016 to the Finance & Appropriation Committee.

**ORDINANCE NO.: 27-2016 AN ORDINANCE TO APPROVE, ADOPT AND ENACT THE 2016 REPLACEMENT PAGES TO THE CODIFIED ORDINANCES OF THE VILLAGE OF SILVER LAKE AND DECLARING AN EMERGENCY.**

Mr. Jones assigned Ordinance No.: 27-2016 to the Finance & Appropriation Committee.

**Second reading:**

**ORDINANCE NO.: 25-2016 AN ORDINANCE AMENDING THE SALARY ORDINANCE TO PROVIDE A SYSTEM OF REIMBURSEMENT FOR UNIFORM EXPENSES OF A VILLAGE POLICE OFFICER, AND DECLARING AN EMERGENCY.**

Ordinance No.: 25-2016 had previously been assigned to the Finance and Appropriations Committee.

**Third reading:       None**

**Comments from the audience:       None**

**FINANCE AND APPROPRIATIONS COMMITTEE – MR. CHRISTOPHER SCOTT**

**RESOLUTION NO.: 26-2016**

Mr. Scott asked if there were any questions on any of these payments.

Mr. Scott asked about a payment to EnviroScience. Mr. Lipan said it was for a storm water prevention plan, which we have been instructed to do by the EPA.

Discussion was held regarding a payment to A. Baker for senior snow plowing services.

There being no further comments or questions, Mr. Scott said this Resolution would be brought out for adoption this evening.

**ORDINANCE NO.: 27-2016**

Mr. Housley said the cost this year would be about \$1,000 more than it was previously, and a lot of that had to do with House Bill 5.

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There being no further comments or questions, Mr. Scott said this Ordinance would be brought out for adoption this evening.

**SECOND READING:****ORDINANCE NO.: 25-2016**

A list of items was presented to accompany Ordinance No.: 25-2016.

Mayor said from the discussion at the last meeting, he thought there was general agreement this should be done, but there was a question as to what exactly would be included in that. Guns are not included. Part B are things that would be included 99% of the time. This is something I would put in the Police Handbook, which would have to be approved by Council. I wouldn't expect any action tonight, but you can look at it and see if something needs to be changed. The only thing you might question is "in the event of damage some equipment might be replaced without being charged to the uniform allowance." I would expect that to happen almost never. We did have a situation where Chief Conley had to remove a skunk from a home and he was sprayed, which necessitated discarding the jacket. I would think in a situation like that the Village might want to assume an expense as an extraordinary situation.

Mrs. Steiner asked if we can specifically say the regulations do not include guns. It says purchase and care of police uniforms and equipment. Equipment to me would mean guns.

Mayor did not think it was necessary. We have never bought guns. We provide a service weapon.

Mr. Scott said he thought we were under the impression at the last meeting that they were allowed to use the allowance toward guns. Mayor said Chief misspoke at the last meeting. Officers have purchased their own guns, but are using their uniform allowance for uniforms, maintenance and repair.

Mayor agreed to add a line saying guns are not included. He said he would like to have this ready for approval at the next meeting.

Mr. Scott continued discussion on the Ordinance. Mr. Scott said we were all in agreement receipts were appropriate to be asked for. I think the only item of discussion was the reimbursement period and whether it stays as an annual reimbursement or if we should do it more often.

Mr. Church said he raised the question, but wanted it to be the most convenient for the administration.

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Mayor said they are used to a once a year payment now. The Clerk-Treasurer is already overwhelmed and Mayor is not in favor of adding another task. Officers will be required to keep their receipts.

Chief Conley said Mayor asked him to find out the cost to outfit a new officer. The basic uniform including pants, shoes, shirts, and duty belt is \$1,928.00.

Mr. Jones asked how we reimburse the Service Department. Mr. Lipan said employees submit receipts at any time for reimbursement. Mr. Jones asked why we didn't have a consistent procedure for both departments.

Mr. Housley suggested since it is already April and some officers probably have not been keeping receipts, that we make the policy effective 1-1-2017 and keep it on a calendar year basis.

Mrs. Steiner thought that made sense.

Mrs. Meyer didn't think it was fair to make the Police Officers wait and pay the Service Department immediately.

Chief Conley said we used to pay a new hire immediately, but he changed that procedure to once a year for everyone. Cuyahoga Falls pays \$650 every six months without receipts. We are the only community requiring receipts,

Mr. Church asked how much of a problem it would be to pay a new officer immediately.

Mr. Housley said for a new employee it would only be a one-time transaction, but it would be a lot more administrative work to keep records on each employee for an entire year.

Mr. Scott said an officer could be reimbursed immediately and then quit working here in a few months. Chief Conley said that was part of the reason for the change. Mr. Jones said he did not see that as an issue, as it would not happen very often anyway.

Mr. Scott asked if we are leaving the legislation as it is. Mr. Housley asked if Council could make the change to a future date of January, 2017.

Mr. Scott said police officers can obtain copies of receipts if they haven't kept them for purchases made this year.

Discussion was held on amending the Ordinance. Mr. Housley suggested the amendments be made and included for the next meeting.

Mr. Housley said a calendar year reimbursement would work out best for him. Receipts would then be required after January 1, 2017.

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Our new part time officer would receive \$700 in January if she is hired full time prior to that time.

It was agreed to hold Ordinance No.: 25-2016 for third reading.

**PERSONNEL PLACEMENT COMMITTEE**

Mrs. Steiner reported the Committee met earlier this evening and is recommending the following:

**Hiring of Intermittent Part-Time Patrol Officer Samantha Bailey, at an hourly rate of \$9.0845.**

Mrs. Steiner moved that Council accept this recommendation. Seconded by Mr. Scott. All members of Council signified their approval by saying aye.

Mrs. Steiner reported the Committee met earlier this evening and is recommending the following:

**Placement of Officer David Childers from Patrol Officer, Step 9, at \$45,709.43, to Patrol Officer, Step 10, at \$46,737.89.**

Mrs. Steiner moved that Council accept this recommendation. Seconded by Mrs. Fuller. All members of Council signified their approval by saying aye.

Mrs. Steiner reported the Committee met earlier this evening and is recommending the following:

**Wage increase of Service Department permanent part-time employee, Diana Flinn, from \$12.35 hourly to \$12.60 hourly, effective April 13, 2016.**

Mrs. Steiner moved that Council accept this recommendation. Seconded by Mrs. Meyer. All members of Council signified their approval by saying aye.

Mrs. Steiner reported the Committee met earlier this evening and is recommending the following:

**Wage increase of Service Department permanent part-time employee, Tammy Sroka, from \$12.35 hourly to \$12.60 hourly, effective May 3, 2016.**

Mrs. Steiner moved that Council accept this recommendation. Seconded by Mrs. Fuller. All members of Council signified their approval by saying aye.

**Finance and Appropriations Committee – Mr. Scott**

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Mr. Scott stated **Resolution No.: 26-2016** was discussed in Committee earlier this evening and is ready for adoption.

Motion to adopt by Mr. Scott, seconded by Mrs. Steiner  
Roll call on adoption:        Yes    7        No    0

Mr. Scott stated **Ordinance No.: 27-2016** was discussed in Committee and is ready for adoption.

Motion to suspend the rules by Mr. Scott, seconded by Mr. Church  
Roll call on suspension:    Yes    7        No    0

Motion to adopt by Mr. Scott, seconded by Mrs. Steiner  
Roll call on adoption:        Yes    7        No    0

ORDINANCE NO.: 25-2016 will be held for third reading.

**Reports of Village Officials**

**Mayor Hovey** reported we now have four part-time patrol officers, with no immediate plans to replace Lieutenant Kennemuth, who retired this month. Sometime in the future that will probably happen.

Council will be provided a policy to review regarding narcans.

We are also going to look at the Envelope for Life Program that Cuyahoga Falls and others are using. Mrs. Meyer said the Stow paramedics did not check for that information when she used the program for her elderly parents.

Mrs. Steiner suggested we also look into the gun lock program the City of Kent is offering its residents. Chief Conley said we have handed out locks in the past at the festival.

Mayor said on April 22, 2016 we expect to get some notification on where we stand on the grant for Fenwick Park.

The company that did the patching on Graham Road and Kent Road is in some legal trouble for not paying their vendors.

Mayor provided information to Council regarding our charges for water, sewer, and fire protection. There are streets that do not pay fire protection charges. We inherited some practices. Mayor would like to have a meeting of the Public Improvements Committee to review the ordinances and recommend possible changes.

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Mr. Jones said this situation came to light because a resident protested being charged for water on a vacant lot. That resident is now being credited and we need to review our practices.

Mrs. Fuller asked when we would be hiring a full time police officer to replace Lieutenant Kennemuth. Mayor said we will get by with part time for a while to help with the budget.

**Mr. Robert Heydorn, Village Solicitor**, said the situation with water being charged was resolved in favor of the landowner because there was no meter and it was, in fact, a vacant lot. The distinction was made, as there have been situations where water connections exist even if the lot is vacant.

**Chief John Conley** had no report.

**Mr. Mark Lipan, Service Director**, reported we will be going out for bids for paving. Mr. Jones asked for a list before bids are advertised. Mrs. Fuller asked if Mr. Lipan was going with the system where they grind up the existing asphalt. Mr. Lipan said we cannot do it on the roads we are looking at, as the roads are not thick enough.

Mr. Lipan advised Mrs. Meyer that he misspoke at the last meeting regarding a guarantee on the patching work done by A-1 Parking. There is a performance bond that guarantees their workmanship and the material.

Spring cleanup is continuing through April 27, 2016. Work is being done on the tennis courts and we hope to have them completed by May 1st.

We are on schedule with Perrin Asphalt to reseal the parking lots.

**Mr. Sean Housley, Clerk-Treasurer**, reported sidewalk invoices were mailed April 8, 2016. We have received about \$31,000 in payments and budgeted about \$88,000, which is about 60% of invoices we sent out. There have been some changes, but probably less than \$1,000 cumulatively. There were a few sidewalks put on the wrong parcel, so at the next meeting Mr. Housley will bring legislation summarizing those changes.

Mr. Housley prepares a water consumption report which keeps track of what we've billed and what we've received and how it compares to last year. Year to date consumption is down 6.9%. This year we billed about \$116,000, compared to last year which was about \$121,000. Mr. Housley hoped usage and billing would increase as the year goes on.

Mr. Housley said the way the legislation is written for the Assistant to the Clerk-Treasurer, Council permits him to use her not more than 20 hours per week. There are times she would like to take time off and make it up the next week. Mr. Housley asked Council's opinion on rewriting the legislation to allow 40 hours over a two week period. Council was in agreement.

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Mr. Jones asked where we are on Checkbook. Mr. Housley said from the last Council meeting he estimated it would be about eight weeks to work on it. Since the last meeting Mr. Housley became aware of the process. Once we create the reporting module, the actual uploading and downloading is automated and will not take any time. Creating the module will take several more weeks.

**Miscellaneous Business**

Mr. Jones advised Council members to check their email accounts, as he was enrolled by a non-resident in some Google program, which Mr. Jones has now deleted.

Mr. Scott asked the Mayor about the coyote situation. Mayor said we are trying to get in touch with several other trappers, but we are not having much luck.

Mr. Jones asked about meeting prior to the next meeting. It was agreed to meet at 5:45 p.m. on Monday, May 2, 2016.

There being no further comments or questions, Council adjourned at 8:05 p.m. until the next regular meeting of Council on Monday, May 2, 2016, at 7:00 p.m.

APPROVED:

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Mr. Gerald P. Jones, President of Council

ATTEST:

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Sean M. Housley, Clerk-Treasurer  
s:/council/2016 minutes/04-18-16 Council minutes.docx  
prepared by: Darlene Pedicino