

**December 8, 2021**

Mayor Julie Robinson called the meeting to order at 600PM with the Pledge to the flag

Linda Nortz was sworn in as newly elected Trustee for a term of four years. Oath of Office was signed.

After his late arrival, Lloyd Richardson was sworn in as newly elected Trustee for a term of four years. Oath of Office was signed.

<b>Attendance</b>	Mayor Julie Robinson
Trustees	Bruce Widrick
	Keith Bush -excused
	Linda Nortz
	Lloyd Richardson-late arrival 7:20
Treasurer	Charlene Moser
Deputy Clerk	Liz Jones
Clerk	Dawn Ashline
Village Maintenance	Mitch Robinson

The meeting was held at the Croghan Volunteer Fire Department.

**Guests**

Village Attorney Lawrence Hasseler

**Public Comment**

Attorney Hasseler was introduced to the board.

**Treasurer's Report**

Charlene reported Daniel Farney has paid his half of the bill the village charged for a water main break by his house a couple months ago.

Several properties in the village have been sold and the meters to those properties have been read, invoiced, and paid.

There will be a need to do a budget amendment when the village has been reimbursed from the county for the benches, picnic table and garbage cans purchases.

14 water invoices from 2020 are still outstanding. All 14 are inside village water users and these will be relieved next year. There are 26 water invoices outstanding from 2021.

Treasurer Moser has found that the water bills that are sent out to outside water users should be revised as there is not enough information for the water user to know the actions taken if the bill is late/unpaid/relevied.

The treasurer's report was read, Trustee Nortz made a motion to except the treasurer's report, Trustee Widrick seconded, adopted-Aye- Widrick, Nortz, Richardson Nay-0.Trustee Bush absent Motion approved

There were 41 water users that have requested to trickle. Letters have been sent to these property owners acknowledging that they are on the list to trickle.

The annual meeting with the Beaver Falls Water District will be scheduled at some time next month. Mayor Robinson, Treasurer Moser and Public Works Maintenance worker Robinson will attend the meeting.

After review-Trustee Richardson made the motion, seconded by Trustee Nortz to pay the bills as presented and carried.

General Fund #7	vouchers 151 to 67 for \$24,144.79
General Fund #7A	vouchers 168 to 169 for \$1,866.52
Water Fund #7	vouchers 61 to 66 for \$1,587.85
Water Fund #7A	vouchers 67 to 69 for \$ \$1,839.25
Water Fund #7B	vouchers 70 to 78 for \$6,041.86
Sewer Fund #7	vouchers 54 to 57 for \$1,254.49

Motion by Trustee Richardson, seconded by Trustee Nortz to approve the necessary budget transfers. All present in favor. Motion carried

Transfer \$1,849.00 from A-1990.4 to A-8510.4

Transfer \$1.00 from G08120.11 to G-8120.1

### **Clerk Report**

A motion by Trustee Richardson seconded by Trustee Widrick to approve the minutes after the deletion of a paragraph and corrections. All in favor. Motion carried.

A motion to approve the revised Employee Handbook with corrections to page 5 2.3 (a) and page 14 6.4 (b) was made by Trustee Nortz seconded by Trustee Richardson Motion carried by all present

A motion by Trustee Nortz and seconded by Trustee Widrick to accept the amended Rules and Procedures with corrections on pages 10,14 and 29 was carried by all in favor.

### **Maintenance Report**

Mitch reported that the tree that was cut down by the library has been milled by Willard Widrick and the village has enough rough-cut lumber for a while.

Cameras are working and one of the cameras caught some kids crawling through the ice rink window to gain access to the bathrooms. Trustee Bush is taking care of the situation as a Deputy Sheriff with the county. He was not present to give the board an update.

There are 3 street lights out. Two on State Route 812 (Main Street) one on Red Pine Lane. It was decided since the new lights will not be here until after the first of the year, Mitch will have Amp Electric repair the 2 on State Route 812 for now in the interest of public safety.

Amber Oakes called the mayor to report a leaky meter at her residence. After Mitch investigated, he found that the leak is between the curb stop and the house. Pate's excavating and storage were called and Monnat's Plumbing and Heating to help the homeowner. Mitch asked the board the question, "How long should he give the homeowner to have any leaks fixed?" The board discussed at length and decided that if homeowners are liable for water pipe fixes, they have 2 weeks to get the job scheduled and one month to have the job completed.

Mitch has requested from the board to purchase a 6500-watt generator as the two generators that the village already owns have been repaired multiple times and are not reliable. After discussion it, was decided that Mitch will purchase the generator quoted from Harbor Freight. This generator should be strong enough to run a lift station in case of a power outage.

Al Shaw, Superintendent of Highways for the Town of Croghan has asked Mitch and Pat to be wingmen as needed by the town. Mitch asked permission of the board to do this. It was then decided that they could but to have Pat called first and let it interfere with their duties with the village.

Pat Nortz is retiring on January 1, 2022 and will be scaling back his time working for the village. It was suggested to Mitch to maybe start training someone else so that he is not short-handed.

Mitch has notified the board that he has not gotten a base pay raise in three years. He has received the raises that were promised for getting his water and sewer licenses, but nothing has been done to his base pay. He would like the board to consider a raise for him. He has also stated that he has not had a performance review in a very long time. Charlene reminded the board that they are to review Mitch's performance once a year. It was decided that Trustee Richardson, as Mitch's supervisor should do a review and discussion in executive session will be had at a later meeting.

Mitch has asked the board how they would like to be contacted should he have a need to contact them. Trustee Nortz would like to be contacted by phone. Trustee Widrick by text and phone.

### **Mayor's Report**

Mayor Robinson stated Monnat and Nortz LLC have signed the agreement regarding liability and maintenance responsibility for the sewer line they just installed.

Mayor Robinson discussed the outdated property maintenance law. After much discussion Attorney Hasseler will review the law and make recommendations as to changes and amendments. A copy of the law and amendment was given to Attorney Hasseler at the meeting.

Mayor Robinson stated that we received only one application for ice rink monitors. Jacob Kennedy was the only applicant. From his application he is noted as being well qualified to monitor the ice rink. It was decided to hire Mr. Kennedy who will be notified by the village clerk. It was also decided that Mitch will supervise Mr. Kennedy and potentially train him to do other maintenance within the village such as snow removal.

### **Trustee's report**

Trustee Richardson has reported that he has not ordered the new scoreboard because the previous quote is null. He will be looking into a new quote.

### **Adjournment**

The meeting was adjourned at 8:30PM by a motion by Trustee Nortz, seconded by Trustee Richardson. All in favor. Motion carried.