

Bowerston Village Council  
Regular Meeting Tuesday June 15, 2021

Attendance: Paula, Polly, Jon, Juliet, Melody and Karen, Janeen, Bart, Jacquie, Heidi and Jenna.

Visitor: Mary Anna Gotter

**Minutes:**

Paula moved to approve April and May minutes, Julie seconded, unanimous.

**Committee Reports**

1. Jacquie reported that the records committee that she had formed at the May meeting was incorrect after reviewing guidelines and discussing with Janeen. Jacquie requested formation of Records Committee consisting of, Mayor, Income Tax Administrator, Fiscal Officer, Solicitor and Mary Anna Gotter. Paula made motion to approve, Melody seconded unanimously.
2. Jacquie asked that the most recent version of the Ohio Historical Society records keeping guidelines be approved by Council: Melody made motion to approve, Julie seconded, unanimous.
3. Jacquie presented a list of items for disposal for review by Committee and all of Council.
4. Jenna moved to approve disposal of listed items, Heidi seconded, unanimous.

**Personal committee Report**

1. Paula reported that Justin Heavlin has been hired at the rate of \$19.50 per hour, he will be starting June 23rd, will need background check and drug test.
2. Paula reported that she sat in on an audit with Karen and that the Auditor had advised that any and all adjustments made to meter reading or billing be documented and signed off on by both Karen and one other Village official. Paula reported that the meter readings had adjusted this month, after the Auditor's advice, she would like see a Council mandate that NO adjustments be made to utility bills. Jenna advised that the ordinance was amended to prohibit adjustments.
3. Janeen advised that the only time an adjustment should be made is when there is an error that can be proven, and then two people would sign off on the documentation.
4. Melody made a motion that NO adjustments be made to meter readings or utility billing, Julie seconded, unanimous.
5. Paula reported that we need advice regarding a tree on Main Street. Jenna said that generally speaking the Village is responsible from the sidewalk to the curb. A discussion took place regarding the matter. Bart will get an estimates on the cost to have the tree trimmed and removed.
6. Paula said that he has received a complaint about the utility maintenance fee that the first reading of a new Ordinance was heard at the May meeting. Paula inquired of Jenna if the vacant lots will be billed this maintenance fee and Jenna explained that they will as long as there is a tap, property owner is responsible for the cost of capping. Abandoned lots can be capped at Village's expense and taxes assessed. Jenna advised that it is in the Village's best interest to cap the abandoned lots.

7. Jenna advised Council to set the cost for capping both water and sewer. Melody moved to charge \$150.00 for this service, Julie seconded, unanimous.

#### **Loan/Grant Status**

1. Jacquie reported that a Zoom meeting had been held with Johnsons office on Monday, 6/14 and Senator Hoagland will be here at 10:30 on Thursday, 6/17.
2. Jon moved for Jacquie to be approved to sign WPCLF Agreement on behalf of the Village, Melody seconded, unanimous.

#### **Mayor's Report**

1. Jacquie asked for Council approval to upload approved minutes to the website following each monthly meeting, Paula made motion to approve, Julie seconded, unanimous..

#### **Income Tax Administrator's Report**

1. Janeen reported that we are in good shape with our income receipts so far this year.

#### **Fiscal Officer's Report**

1. Heidi reported that she needs approval of 2022 revenue budget totaling \$742,163.73. Julie made motion to approve, Jon seconded, unanimous.
2. Heidi reported that she has received notice from the Harrison County BOE that our Park levy is due, and requested that a Resolution declaring a necessity, 1 mill levy be passed. Paula made motion to approve, Polly seconded, unanimous.
3. Heidi reported that she has signed the Village up to use Quill for office supplies, please let her know what is needed and she will order.

#### **Village Administrator's Report**

1. Bart noted that Justin will begin on the 23rd.
2. Bart requested that he would like to pay Allen \$17.00 per hour to train Justin, and keep him at full time, until September 1st. Paula made motion for Allan Marcus to work UP TO 40 hours per week, through September 1, at the rate of \$17.00 per hour, with this pay increase beginning on June 23<sup>rd</sup>, Melody seconded, unanimous.
3. Bart reported that we need a backup chlorine pump, about \$500, a thermometer, about \$20 and a safety harness, around \$200.00. Heidi advised that these items may be ordered.
4. Bart advised Council that he has spoken with Bob Allen and he suggested purchasing door hangers for boil alerts, utility disconnections, etc. Council agreed, Bart to order.
5. Bart said that he went to Tusky to speak with their VA and inquired about the trench box for waterline repairs, they do not do this work themselves, they contract it out. Bart has spoken with the contractor and they have agreed to work in Bowerston. Jenna inquired if a contract is requested? Eric Kinsey, Bart does not know the name of his company. Heidi suggested that there are several local firms that do the same. Bart will research the matter.
6. Bart reported that Allan Marcus and the County kids are doing a great job.

7. Bart explained that we are working on the 17 EPA violations received from the last audit. Paula reported that the EPA stuff is being wrapped up and that Bob Allen has been assisting.

8. Heidi advised Bart that Jim Albright is the signature of record for the EPA and she knows of 2 other people who could be back up for vacations. Jenna suggested offering them the rate that Jim is currently making.

9. Bart reported that he has spoken with Kelly Ricklic, of the Rocket Center, and is expecting guidance on getting our personnel certified for water/sewer.

10. Paula presented a list from Karen on delinquent bills.

11. Paula reported that Karen is in the process of doing the annual report, just waiting on information from Jim Albright to complete and will need postage stamps if the postage machine is not working. Heidi advised that Scio posts this annual report on their website, Jenna advised that posting on the website is sufficient, individual mailings are not necessary. Paula made a motion to approved this method, Julie seconded, unanimous.

### **Solicitor's Report**

1. Second reading of Ordinance for maintenance fees on vacant and abandoned taps. Paula advised that our customer base has shrunk but expenses have increased.

2. Jenna advised that Mr. Hein has been served paperwork and his 28 days will be up this week, he has so far not responded. Jenna will have a hearing date or will have filed for a default judgement at the July meeting. Bart inquired of Jenna as to what needs done at that property. A discussion took place regarding the matter.

### **Old Business**

Discussed previously

### **New Business:**

1. Paula reported that she has spoken with the property owner of the burned house at the park. The letter stated that this property owner was advised by former Village Administrator, Allen Case, that the Village had taken the property over in February. Paula noted that there is a delinquent utility account at the property.

2. Paula reported that both she and Bart have ran into multiple discrepancies with issues from the previous Village Administrator, Allen Case.

3. Paula advised that the property owner had gotten an estimate of \$10,000.00 to have the burned structure removed. Jacque inquired if any of Council is interested in taking over the burned property, there was no interest.

4. Jacque inquired as to what council needs to do to address the letter from the land owner, Jenna advised that a letter should be written to kindly decline the donation offer.

5. Heidi advised that she has spoken with Microsoft about the program that Allen Case had deleted from the laptop and as they worked, Case accessed and deleted documents further. Heidi has advise from Microsoft that the software is valued at \$250, Jon inquired about recovery for the labor. Jenna advised that we can charge the expense off of his last check, or speak with the County prosecutor to file theft in office, fraud or conversion charges. Jenna advised that the USA Bluebook items can be

returned, but the Microsoft and document deleting is a different matter. Heidi advised that Case has also interfered with correspondence with USA Bluebook when arranging returns of items that were purchases without authorization.

6. Jacquie noted that she had contacted Case to return the Village weed burner and tank but he has not responded.

7. Jenna stressed that the deleting of Village files, after his termination, can be legally pursued. Paula noted that Bart needs Office on his computer and that Case had purchased for Karen's compounder, also. Jenna said that each \$250 purchase is good for 10 computers and that there was no need for Case to have purchased two.

8. Jenna advised that council make an official motion to deduct the \$250 from Case's last paycheck, Paula made this motion, Karen seconded, unanimous.

9. Jenna inquired as to the cost of Village's property that Case has, we will have Allan Marcus come up with the cost.

10. Paula made a motion to have Jenna contact Case in writing regarding the return of Village property, Melody seconded, unanimous.

11. Paula reported that the old UAN printed is sitting at the office and inquired what Council wants to do with it. Paula noted that a new printed has been ordered for the office and the old one is being taken to the garage.

12. Paula noted that the old wooden cabinet is at the office, Jacquie said that Jon had appraised it at \$50. No action was taken.

#### **Adjournment**

Julie moved to adjourn, Jon seconded, unanimous.

Jaquie Huphey  
Mayor

Heidi R. Dier  
Fiscal Officer