

Sherrard Village Board Meeting Minutes

July 6, 2010

1. Call to Order

- a. Mayor Delbert Henry called the meeting to order on Tuesday, July 6 2010 at 7:07 pm.

2. Roll Call of Trustees

- a. Members Present: Delbert Henry, Bonnie Schwab, Gerri Bristow, Floyd Creger, Sue Mesa, Paula Rath, Shawn Wyant, Avery Kool
- b. Members Absent: Betty Davis

3. Call for the Agenda

- a. Mesa requests that Hazard Mitigation Resolution be added under 'New Business'
- b. Bristow requests that the board go into closed session to discuss the last closed session
- c. Creger requests that Item F. under 'New Business' be tabled for a couple months
- d. Creger requests that 'Lift Station – Rhodenbaugh' be added to the agenda for the July 19, 2010 meeting

4. Approval of the Agenda

- a. Mesa motions the agenda is approved as amended
- b. Rath seconds the motion
 - Ayes: Bristow, Creger, Mesa, Rath, Wyant
 - Opposed: None
 - Abstain: None
 - Motion Carried: 5-0-0

5. Minutes of the Previous Meeting(s)

- a. Previous minutes were not completed
- b. Tabled until July 19, 2010 meeting

6. Treasurer's Report

- a. Schwab e-mailed the Treasurer's Report to the trustees
- b. Creger asks about EPA account
 - i. Village does not have checks for EPA account
 - ii. \$4808.98 in account, which is enough to pay for the permit but not for the penalties
- c. Mesa addresses the large number of penalties and stresses that bills need to be paid on time in order to reduce costs
- d. Creger and Schwab discuss hiring a new auditor
- e. Creger motions the Treasurer Report is approved
- f. Rath seconds the motion
 - Ayes: Bristow, Creger, Mesa, Rath, Wyant
 - Opposed: None
 - Abstain: None
 - Motion Carried: 5-0-0

7. Month Expenditure Report

- a. Henry has been using own personal credit card to purchase items for the village such as office supplies and gas for patrol car
- b. Village Credit Card
 - i. Bank did not approve credit card for village because the liability was too large, suggested applying online for municipality credit card
 - ii. Credit card will have three names: Delbert Henry, Jerald Parker, and Dan Smith
 - iii. Corner Mart will not open charge account for the Village

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- iv. Creger suggests the Village look into a pre-paid Visa card instead of a credit card
 - 1. Board delegates Kool to look into a card for the Village

8. Committee Reports

- a. Water Review Board/Update on Outstanding Debts
 - i. Creger presents Board with 'Water/Sewerage Funds' sheet, which shows the increase in funds since Susanne Pasdach has been added on as Billing Clerk
 - ii. Letters were sent to 18-20 households with outstanding waters bills notifying them that they had 120 days to pay their bills before they would be disconnected
 - 1. Of these households, 13 received disconnect notices
 - a. 7 responded immediately
 - b. 4 made partial payments
 - c. 2 were disconnected
 - i. Upon being disconnected, the residents paid their bills in full including a \$25 disconnection fee and a \$25 reconnection fee
 - iii. Henry asked for public feedback on whether people were now paying water bills at the bank (1st Community Bank of Sherrard)
 - 1. Pasdach stated that very few, 20-25 households, were dropping of payments at the bank
 - 2. Majority of town still mails bills or drops them in the mail slot at Village Hall
- b. Update of Resident Information – Floyd
 - i. 15 people needed new meters
 - 1. Of those, only 3 have not yet installed them
 - ii. Creger requests to include an application with the next water bill that will ask community members to fill out basic information (phone numbers, etc.) in order to update records
 - 1. Creger makes motion to send out application with next water bill
 - 2. Bristow seconds the motion
 - Ayes: Bristow, Creger, Mesa, Rath, Wyant
 - Opposed: None
 - Abstain: None
 - Motion Carried: 5-0-0
- c. Rath stated that only one vehicle was left to be moved from street
 - i. Bristow asked whether the Board had found a tow company and how much they charged
 - ii. Henry stated that he and Rath had looked into tow companies and found 2 that they would use (Brad's and Jeff's), based upon which service could arrive first
 - 1. Neither company would charge the Village for the tow, but both requested that a Village Police Officer be present at the time of the tow

9. Old Business

- a. New Auditor Approval – Floyd
 - i. Floyd makes a motion to retain Gabelman and Associates as the Village auditor
 - ii. Bristow seconds motion
 - Ayes: Bristow, Creger, Mesa, Rath
 - Opposed: None
 - Abstain: Wyant
 - Motion Carried: 5-0-1
 - iii. Creger requests that the Trustees sign a contract from Gabelman and Associates and mail back in the enclosed envelopes
- b. Water Application Mail-out to Update City Files – Floyd
 - i. Discussed in 'Committee Reports'

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- c. Village Credit Card
 - i. Discussed in 'Month Expenditure Report'
- d. Village Clerk Position/Compensation for Sue's time – Delbert
 - i. Mesa requests that she be paid \$954 (at \$9/hour) for her time in June (106 hours worked)
 - ii. Wyant motions that Mesa be paid \$954 for her 106 hours in June
 - iii. Rath seconds the motion
 - Ayes: Bristow, Rath, Wyant
 - Opposed: Creger
 - Abstain: Mesa
 - Motion Carried: 3-1-1
 - iv. Rath motions to give Mesa 10 hours/week at \$9/hour to do payroll, bills, and any other financial things that need to be done
 - 1. The Board will revisit with Mesa in one month to see if the tasks could be completed successfully within the hours given
 - v. Creger seconds motion
 - Ayes: Bristow, Creger, Rath, Wyant
 - Opposed: None
 - Abstain: Mesa
 - Motion Carried: 4-0-1
 - vi. Creger suggests that Kool be appointed as a 'Summer Hire/Office Help' instead of being appointed 'Village Clerk'
 - 1. Kool's duties will include taking notes, writing minutes, answering the telephone, doing light office work, and getting caught up on previous minutes
 - 2. Creger motions to give Kool up to 20 hours/week at \$9/hour
 - 3. Bristow seconds the motion
 - a. Ayes: Bristow, Creger, Mesa, Rath, Wyant
 - b. Opposed: None
 - c. Abstain: None
 - d. Motion Carried: 5-0-0
- e. Pre-printed Envelopes – Paula
 - i. A box of 500 Forever envelopes (personalized, including return address and postage) costs \$262 (\$0.54/envelope)
 - ii. Creger makes a motion to order 1000 envelopes
 - iii. Bristow seconds the motion
 - Ayes: Bristow, Creger
 - Opposed: Mesa, Wyant, Henry (to break tie)
 - Abstain: Rath
 - Motion Failed: 2-3-1
 - iv. Kool is appointed to research price of new 'return address' rubber stamp
- f. Microsoft Office for New Computer
 - i. Pasdach requests that Microsoft Office – Municipal be purchased for the new computer, at \$279
 - ii. Wyant motions to purchase Microsoft Office – Municipal for the new computer
 - iii. Rath seconds the motion
 - Ayes: Bristow, Creger, Mesa, Rath, Wyant
 - Opposed: None
 - Abstain: None
 - Motion Carried: 5-0-0
 - iv. Creger will purchase Microsoft Office – Municipality on his credit card

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10. New Business

- a. Swearing in of New Temporary Village Clerk
 - i. Item bypassed (discussed in 'Old Business')
- b. Ordinance Declaring Surplus Revenue from FLW TIF District Special Tax Alloc. Fund/Authorizing Payment to Mercer Co. Treasurer for Distr.
 - i. Steve Kline with Economic Development Group informed the Board that taxes need to be paid to Mercer County
 - 1. Total Tax Year 2008 Real Estate Tax Increment Received = \$48,195.14
 - a. Check to be deposited to the TIF fund
 - 2. 20% of that (\$9,639.03) must be send to Mercer County treasurer in order to be redistributed to taxing bodies
 - a. To be withdrawn from the TIF fund
 - 3. \$18,867.11 is reimbursed to Fyre Lake Ventures
 - 4. The Village will retain \$20,316.56 in the TIF fund
 - ii. Village has up to 180 days after closing of fiscal year (April 30, 2010) to send the check to the Mercer County treasurer
 - 1. Check is due by end of August
 - iii. TIF funds can only be used in TIF district
 - 1. Projects must be approved before TIF funds are spent
 - iv. Kline recommends bringing in affordable outside help to restructure, organize, and provide direction for the Village
 - v. Wyant makes motion to pass Ordinance and send check to Mercer County
 - vi. Rath seconds motion
 - 1. Ayes: Bristow, Creger, Rath, Wyant
 - 2. Opposed: None
 - 3. Abstain: Mesa
 - 4. Motion Carried: 4-0-1
 - vii. Rath makes motion to transfer funds (\$9,639.03) from the general fund to the TIF fund to pay Mercer County
 - viii. Bristow seconds motion
 - 1. Ayes: Bristow, Creger, Rath, Wyant
 - 2. Opposed: None
 - 3. Abstain: Mesa
 - 4. Motion Carried: 4-0-1
- c. Conservation Easement and Declaration of Restrictions & Covenants
 - i. Tabled until July 19, 2010 meeting
- d. Franchising Garbage Collection – Floyd
 - i. Tabled until July 19, 2010 meeting
- e. Add Susanne to Water Review Board Committee – Floyd
 - Ayes: Bristow, Creger, Mesa, Rath, Wyant
 - Opposed: None
 - Abstain: None
 - Motion Carried: 5-0-0
- f. Water/Sewer/Maintenance Candidate – Floyd
 - i. Tabled until a later date
- g. Hazard Mitigation Resolution
 - i. Resolution allows for relief to be given to Village by FEMA in event of a natural disaster
 - ii. Mesa makes motion to pass resolution for the Hazard Mitigation Plan as submitted by Jenny Gardner from Bi-State

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- iii. Rath seconds motion
 - 1. Ayes: Bristow, Creger, Mesa, Rath, Wyant
 - 2. Opposed: None
 - 3. Abstain: None
 - 4. Motion Carried: 5-0-0

11. Correspondence

- a. Police Report from Dan Smith
 - i. Traffic Stops – 6 (5 warnings and 1 citation)
 - ii. Complaints – 4 (2 dogs, 1 stalking, 1 control burn)
 - iii. Assisted County police on underage drinking in school parking lot

12. Calls from the Floor

- a. None

13. President's Report

- a. None

14. Adjournment

- a. Bristow makes motion to adjourn and go into 'Closed Session' to discuss previous 'Closed Session'
- b. Mesa seconds motion
- c. Meeting adjourned