

RECORD OF PROCEEDINGS

Minutes of

Regular

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held Tuesday, April 9, 20 19

The Pandora Village Council met in Regular Session on Tuesday, April 9, 2019 at 7:00 PM at the Municipal Building with Mayor, Jeremy Liechty, presiding.

Members Present: Burkholder, Eisenbach, Gray, Fricke, Braidic, Tadena
Members Absent: None

The meeting was opened with the Pledge of Allegiance.

A Public Hearing was held on the "Application for Placement of Farmland in an Agricultural District" submitted by Mark and Keith Hempfling.

This application was for the placement of parcel numbers 49-064151.0000 and 49-064159.0000, which consists of 239.141 acres and lies within the Village of Pandora Corporation, into an Agricultural District. Motion was made by Mr. Burkholder, seconded by Mrs. Braidic, to approve said application with no modifications. Voting: All Yea.

This application will be forwarded to the Putnam County Auditor for further approval.

Motion was made by Mr. Tadena, seconded by Mr. Fricke, to approve the March 26, 2019 minutes. Voting: All Yea.

Motion was made by Mr. Burkholder, seconded by Mr. Eisenbach, to approve the bills as presented: Total non-payroll of \$55,380.61 and payroll of \$18,664.38 for a total of \$74,044.99. Voting: All Yea.

Motion was made by Mr. Tadena, seconded by Mr. Gray, to approve the Fund Summary, Bank Reconciliation and Bank Balance Reports for March, 2019. Voting: All Yea.

Motion was made by Mr. Burkholder, seconded by Mr. Fricke, to approve the Revenue and Appropriation Summary Reports for March, 2019. Voting: All Yea.

Fiscal Officer, Kimberly Reese, presented to Council revisions to the current Credit Card Policy and Procurement Card Policy. Mrs. Reese worked with Clemans-Nelson to prepare the revisions. The Credit Card Policy was revised to comply with the new regulations from House Bill 312. The Procurement Card Policy was updated to follow the guidelines issued by the Auditor of State. Motion was made by Mr. Tadena, seconded by Mr. Eisenbach, to approve the new Credit and Procurement Card Policies as presented. Voting: All Yea.

Council reviewed Procurement Card and Credit Card accounts currently held by the village as well as the listing of employees that have issued cards on these accounts. Council President, Mr. Fricke, signed off on the Procurement Card account and Mayor Liechty signed off on the Credit Card account.

ORDINANCE NO. 590-2019: ORDINANCE REVOKING ORDINANCE NO. 511-2008 ESTABLISHING A POLICY FOR USE OF VILLAGE CREDIT CARDS BY VILLAGE EMPLOYEES. Motion was made by Mr. Burkholder, seconded by Mr. Eisenbach, to place Ordinance No. 590-2019 on its first reading. Voting: All Yea.

ORDINANCE NO. 591-2019: ORDINANCE REVOKING ORDINANCE NO. 563-2016 AND 510-2008, ESTABLISHING A POLICY FOR USE OF VILLAGE PROCUREMENT CARDS BY VILLAGE EMPLOYEES. Motion was made by Mr. Fricke, seconded by Mrs. Braidic, to place Ordinance No. 591-2019 on its first reading. Voting: All Yea.

ORDINANCE NO. 592-2019: ORDINANCE ADOPTING THE CLEMANS-NELSON 2019 REVISED CREDIT CARD USE AND PROCUREMENT CARD POLICIES AND FOR THEIR ADDITION IN THE VILLAGE OF PANDORA PERSONNEL POLICY AND PROCEDURE MANUAL. Motion was made by Mr. Tadena, seconded by Mr. Eisenbach, to place Ordinance No. 592-2019 on its first reading. Voting: All Yea.

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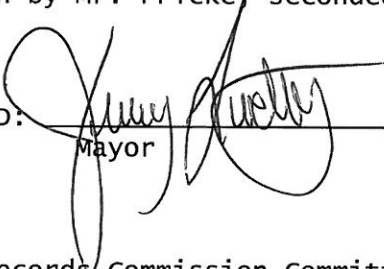
Meeting

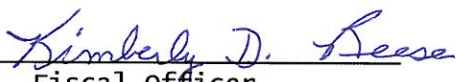
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Village Administrator, Rick Morrison, reported on the following: 1) Contacted the State regarding the S.R. 12 paving project and was told that no work will begin until 2021. 2) ward Construction will be coming soon to review and quote the street repair list for 2019. 3) Previously approved sidewalk repairs have been completed by Precision Concrete Cutting, Inc. 4) Kohli Masonry has been contacted again regarding a quote for additional sidewalk paver repair on Main Street. 5) Mr. Rob Amstutz with the P-G Recreation Committee, contacted Mr. Morrison regarding bringing in dirt and leveling off an area around the first baseball diamond. It was the consensus of Council for Mr. Amstutz to coordinate any proposed work in this area with the P-G School Board as the school's football team also uses this area. Once an agreed upon plan is put into place between these two organizations then that plan can be presented to Council for approval. 6) There is going to be a new house built on Hawthorne Drive soon. 7) Discussed that the tree on Basinger Road that was approved to be taken down last year by Tawa Tree Services, has yet to be taken down. The property owner has been asked several times to remove the fence that is close to this area so that there will be no risk of the tree falling onto his fence. It was the consensus of Council to have Village Solicitor, Scott Basinger, send the property owner a letter regarding this matter.

With no further business to discuss, the meeting was adjourned upon a motion by Mr. Fricke seconded by Mr. Burkholder. Voting: All Yea.

SIGNED:  Mayor

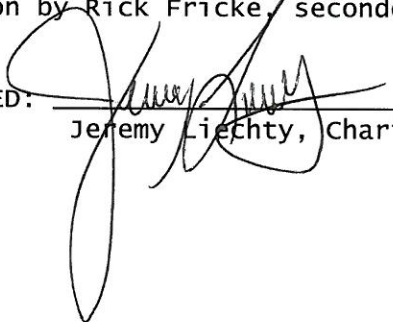
SIGNED:  Fiscal Officer

The Records Commission Committee met following the Council meeting. Present: Jeremy Liechty-Chairman, Kimberly Reese-Secretary, Rick Fricke, Rick Morrison, Scott Basinger.

Reviewed and approved the Certificate of Records Disposal (RC-3) for those records with a proposed destruction date of 5/20/19. Mrs. Reese will submit this certificate to the Ohio History Connection for review per ORC requirements. Once approved by the Ohio History Connection, Mrs. Reese will contact Marimor Industries Secure Shred Service for destruction of said records.

The Committee reviewed the requirements for Public Records Training and will provide to Council information on upcoming training locations and online training.

With no other business to discuss, the meeting was adjourned upon a motion by Rick Fricke, seconded by Rick Morrison.

SIGNED:  Jeremy Liechty, Chariman

SIGNED:  Kimberly D. Reese, Secretary