

RECORD OF PROCEEDINGS

Minutes of

Regular

Meeting

BARRETT BROTHERS - DAYTON, OHIO

Form 6101

Held

Tuesday, April 23, 2024

The Pandora Village Council met in Regular Session on Tuesday, April 23, 2024 at 7:00 PM at the Municipal Building with Mayor, Jeremy Liechty, presiding.

Members Present: Burkholder, Eisenbach, Dettrow, Fricke (7:10 PM), Braidic, Gray

Members Absent: None

Also in attendance: Village Administrator, Rick Morrison / Fiscal Officer, Kimberly Reese / Solicitor, Scott Basinger.

Guests Present: Nancy Hovest, Scott Gratz, Eric & Katie Deken, Jeff Kempf.

The meeting was opened with the Pledge of Allegiance.

Motion was made by Mr. Gray, seconded by Ms. Dettrow, to approve the April 9, 2024 Minutes. Voting: All Yea.

Motion was made by Mr. Burkholder, seconded by Mrs. Braidic, to approve the bills as presented; total non-payroll of \$5,055.54 and payroll of \$13,597.75 for a total of \$18,653.29. Voting: All Yea.

Ordinance No. 617-2024: AN ORDINANCE BANNING THE USE OF PORTABLE STORAGE/SHIPPING CONTAINERS FOR RESIDENTIAL HOUSING PURPOSES, AN ACCESSORY BUILDING AND OR STORAGE BUILDINGS ON ANY RESIDENTIAL PARCELS LOCATED WITHIN THE VILLAGE LIMITS OF PANDORA, OHIO. Motion was made by Mr. Burkholder, seconded by Mr. Eisenbach, to place Ordinance No. 617-2024 on its second reading. Voting: All Yea.

Resolution No. 2024-728: A RESOLUTION TO REVIEW AND APPROVE OR DISAPPROVE THE PUTNAM COUNTY 9-1-1 FINAL PLAN. Motion was made by Mr. Burkholder, seconded by Mr. Gray, to table Resolution No. 2024-728 until the next regular scheduled meeting to allow for additional time to review. Voting: All Yea.

Water Tower Replacement Project: Council reviewed the Contractor's Application for Payment No. 8, in the amount of \$18,446.46. Motion was made by Mr. Gray, seconded by Mrs. Braidic, to approve payment of said application. Voting: All Yea.

Council conducted the quarterly review of Procurement 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, Rick Fricke, signed off on the Procurement Card account and Mayor, Jeremy Liechty, signed off on the Credit Card account.

Eric & Katie Deken and Jeff Kempf, representing the Pandora-Gilboa Community Recreation Committee, were present to provide to Council an update on the new batting cage. The pad for the cage was poured by the Shartell Brothers at a cost of \$1,000. The poles are getting painted this week and then will mount the lights. Discussed with Council that this project was never fully funded, the email that was sent to Rick Morrison last year was misworded. The \$1,000 that was being donated by AEP had to be returned last year because the project was not completed. They will be holding a fundraiser on Memorial Day weekend. Motion was made by Mr. Fricke, seconded by Mr. Burkholder, to table the discussion of a village contribution towards the batting cage in the park, requested by the committee, until the next Council meeting. Voting: All Yea.

Scott Gratz was present to inquire from Council if a decision had been made regarding his request to connect his beach house to the village's water system. Per the village's water ordinance, a property has to be within the village limits to connect. After review of this property, Village Administrator, Rick Morrison, stated that this property is not within the corporation limits, therefore Scott would be required to annex in said property. Scott would also be required to have both water and sewer if

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annexed in and would have to install and maintain a lift station for the sewer service due to elevation issues at said property. He would also be required to have a separate meter and not feed into his existing meter at his main property. Scott thanked Council for looking into this for him.

Evan Schroeder and Zachary Buckland, owners of Hilty Faithful Foundation Preschool and Childcare, LLC (formerly Hilty Preschool and Childcare Center) were present to provide information to Council. (1) Received notification that HUD has accepted the village's offer to purchase the Hilty Home building and grounds. (2) Working with attorneys now to determine the steps that everyone involved needs to take. (3) The land has been walked to help determine the property lines for the sale from the village to Hilty Faithful Foundation. A survey will need to be done prior to closing. (4) Discussed who is responsible for pressurizing the water lines. It was determined that this would be the responsibility of HUD/MHCO prior to the closing date. (5) Also discussed past grease trap issues with the property. (6) The existing shelter house on the property, the village does not want. (7) Council gave approval for them to begin construction, prior to closing, to expand the preschool/childcare area as long as they list the village as additional insured on their insurance policy. (8) No closing date has been set yet.

Fiscal Officer, Kimberly Reese, presented to Council the following items; (1) Reviewed an invoice recently received by Clemans-Nelson, who is the village's human resource consulting firm. Mrs. Reese was contacted by the village's account manager and informed that there had been some federal law changes and that the village's Personnel Policy & Procedures manual should be updated. The invoice that the village received is higher than the two hours that was quoted. When Mrs. Reese contacted the account manager, she was told that he quoted an estimated six hours to perform this update. This resulted in the invoice being \$765 higher than expected. Motion was made by Mr. Fricke, seconded by Ms. Dettrow, to not pay submitted invoice 28885 from Clemans-Nelson in the amount of \$1,845 due to billing discrepancies. Voting: All Yea. Council also instructed Mrs. Reese to contact Clemans-Nelson to inform them that Council did not authorize payment of this invoice, to work with them to resolve this issue, and to request a different account manager to work with now and in the future. (2) Mrs. Reese was contacted by the State Auditor's Office that the village's audit will begin on Monday, April 29th. The village will once again be eligible for an AUP audit, for the third year in a row, at an estimated cost of \$4,100. The village will be required to have a Federal Audit next year due to receiving over \$750,000 in federal grants in 2024. (3) Discussed with Council two employee's spouses, one who currently has Medicare coverage as their primary medical insurance, and one who will be eligible this August for Medicare coverage. Per the village's personnel policy, "when an employee becomes eligible for Medicare, Medicare shall be the employee's primary insurance and the village's insurance secondary". Due to the significant savings in insurance premiums for the village, Mrs. Reese asked if Council would consider reimbursing these employees for their spouses Medicare premiums that now have to be paid by the employees, versus no premium payments paid by employees when on the village's insurance only.

Mr. Burkholder presented to Council various goals and topics regarding a potential village resident survey. Council discussed the presented material and will continue to work on finalizing a survey to be included in the village newsletter.

Village Administrator, Rick Morrison, presented the following report; (1) Catch Basins - The cleaning of the village catch basins throughout the village are completed. (2) Lagoons - Started discharging from the lagoons on April 1st and will be discharging until April 28th. (3) Water Plant - New garage door has been installed at the water plant. The overhead opener was too long for the room so a side mount style opener will need to be used. (4) Tailgate Spreader - Joseph found a used, under tailgate spreader and did some fabrication to fit and work

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on our new F-550 dump truck. This spreader has an auger system and chute for applying stone berm along streets. He is still making some final adjustments. (5) Global Electric - Have the third VFD drive installed and running. Installed new voltage regulator on generator but still having some voltage issues that they are working on. (6) Water Tower - Talked with adjoining neighbor concerning tower leak and explained the current water plant equipment situation and that we are diligently working towards taking the tower out of service. The next construction meeting is scheduled for April 30th. (7) Flushing Hydrants - Joseph has started flushing fire hydrants throughout the village. He is working towards getting them all flushed prior to taking the tower out of service. (8) New Hires - James (Trey) Hovest started employment with the village on April 17th and is doing a great job. Brandon Cox will be starting employment with the village on April 29th.

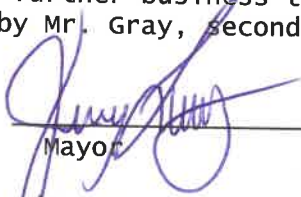
Mr. Gray informed Council that the Pandora Garage Sale dates have been posted on the Pandora Ohio Community Network facebook page as being on June 6th, 7th, and 8th. The Friends of the Library are not hosting them this year. Council will set a date for Town-Wide Trash Day once availability of staff and dumpsters are known. This date will then be posted on the village's facebook page and the outside board at the Village Administrators office.

Ms.Dettrow wanted to discuss again, the request for a donation by the Pandora-Gilboa Community Recreation Committee for the batting cage, as the committee has addressed Council now several times. Motion was made by Mr. Fricke, seconded by Mr. Burkholder, to approve a donation of \$500 to the PGCRC upon completion and presentation of paid invoices for construction of a new batting cage. Voting: Burkholder-Yea; Eisenbach-Yea; Dettrow-Nay; Fricke-Yea; Braidic-Nay; Gray-Nay. Due to a tie vote of Council, Mayor Liechty voted-Nay. Motion was made by Ms.Dettrow, seconded by Mrs. Braidic, to approve a donation of \$1,000 to the PGCRC upon completion and presentation of paid invoices for construction of a new batting cage. Voting: Burkholder-Nay; Eisenbach-Yea; Dettrow-Yea; Fricke-Nay; Braidic-Yea; Gray-Yea.

Motion was made by Mr. Fricke, seconded by Mr. Burkholder, to move into Executive Session to discuss employee compensation. Voting: All Yea. (9:25 PM). Motion was made by Mr. Fricke, seconded by Mr. Burkholder, to move from Executive Session to Regular Session. Voting: All Yea (9:35 PM).

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

SIGNED:



Mayor

SIGNED:



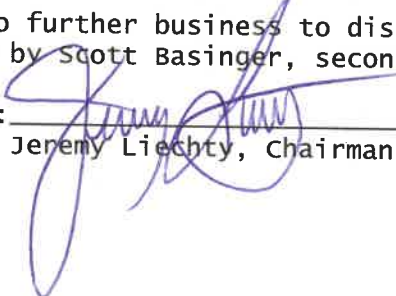
Fiscal Officer

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

Committee discussed records retention and disposal schedules, also discussed regulations regarding Executive Sessions of Council and Public Records requests.

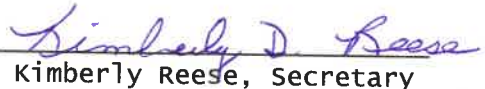
With no further business to discuss, the meeting was adjourned upon a motion by Scott Basinger, seconded by Rick Morrison.

SIGNED:



Jeremy Liechty, Chairman

SIGNED:



Kimberly Reese, Secretary