

June 2,

2020

The regular meeting of the Municipality of New Lebanon, Ohio was called to order on Tuesday, June 2, 2020 at 7:30 p.m. with Mayor Arriola presiding. Connected were Municipal Manager Madden, Police Chief Rick Daulton, Fire Chief J.C. Keyser, Law Director Ronald Keener, and Clerk of Council Sandy Wright. Code Enforcement Administrator Melody Davis, Service Department Superintendent Scott Brock, and Chief Financial Officer Brenda Etter were absent.

Mayor Arriola read the *Meeting Disclaimer: During this pandemic, we need to maintain social distancing and comply with the Stay-at-Home order. We also must meet the requirements of an open meeting. As such, the Ohio Attorney General is allowing for open meeting to be done by video conferencing or teleconferencing, at this time. Therefore, we are working hard to comply the open meeting act by using Zoom Conference Meeting open for the public to join, hear, see and participate just as the public would be able to do when attending a meeting in person. Accordingly, the public will be called upon to speak during the public comment portion of the meeting.*

INVOCATION/PLEDGE OF ALLEGIANCE

The invocation and Pledge of Allegiance was given by Mayor Arriola.

ROLL CALL

Clerk of Council Wright did a verbal roll call of Council Members present on the conference meeting for the record. The following members connected at the Roll Call were Raymond Arriola, Gale Joy, Carol Macmann, Susan Nickerson, Christopher Sands and Douglas Thompson. Lyndon Perkins did not answer at roll call.

APPROVAL OF MINUTES

Mayor Arriola stated next is the approval of the May 19, 2020 Regular Meeting minutes.

Mayor Arriola asked are there any corrections or changes that need to be made to these minutes? None voiced.

Mayor Arriola stated all in favor of these minutes please signify by saying aye, all opposed same sign.

VOICE VOTE. ALL IN FAVOR. MOTION CARRIED.

OLD BUSINESS

Mayor Arriola stated next is old business. Does anyone have any old business?

Municipal Manager Madden stated the only old business I have is we are still under the 10 person, 6 ft distance directive from the governor so we will continue using Zoom until that is lifted. Baseball has started at the park. They are following special guidelines and Chris will give an update on that under park board. Garage sales are allowed but they will still need a permit and there is a list of things they will have to follow. All of that information is on the website. If someone needs to be in the office at this point it is by appointment only. The lobby is not open because we still don't have the Plexiglas but it should be coming this week. After the Plexiglas is installed the lobby will open with limited access using the 6 feet distancing. Any information about what is going on in the village can be found on our website.

Mayor Arriola asked does anyone else have anything? Nothing was heard.

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Mayor Arriola stated I have something I would like to bring up with our deadline approaching and with the budget constraints I think we should hold off on the work order system at this time.

Council Member Joy asked do we have a cost?

Municipal Manager Madden stated Gale with everything going on with Covid-19 I have not had a whole lot of time to shop around. Most programs cost around \$5,000. There is one we could possibly go into that works with what we already have with our GIS. I need some time to weed through it all.

Vice Mayor Macmann stated once again how many employees would we be tracking.

Municipal Manager Madden stated five (5) service department employees

Vice Mayor Macmann stated we have five (5) employees that we need to track. I do not think we need to track them.

Council Member Sands stated that is just for the service department.

Municipal Manager Madden stated we are looking just for the service department.

Vice Mayor Macmann stated we might not want to spend \$5,000 to track five (5) employees.

Council Member Sands stated I agree we do not need to spend \$5,000 to track five (5) employees. I thought this was going to go for the office staff also.

Municipal Manager Madden stated all we would be tracking is five (5) employees in the service department.

Council Member Joy asked do we have any kind of ticketing system at all?

Municipal Manager Madden stated not a ticketing system. Scott has a list of what they are going to get accomplished for the week and month. He has a system he is using to get the work done. The system I would really like to look at is more of a tracking system we could use to track water main breaks to see what is going on. It is more of a historical database of what is going on throughout town. It would definitely show us where they were on a water main break, how long they were there and what exactly happened. It would also show how many times they had been on that water main break. It is not going to tell you that they were in the park for four (4) hours mowing.

Mayor Arriola stated I do understand the historical part especially with water lines breaking.

Municipal Manager Madden stated that is why I really want to utilize the GIS we already have and start using it more. It is not a work order system that would at the beginning of the day they are told do everything and it is all written down. It is up to you. However you guys want to handle it. A work order system is a little different.

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Vice Mayor Macmann asked wouldn't it better if they just go to work? We are a very small village. I think if they are given jobs to do in the morning it would be very obvious if they did what they were supposed to do by the end of the day.

Municipal Manager Madden stated in my opinion, yes. It is not that they are not checked on. We are only talking about five (5) people. If they don't mow the park I am going to know it.

Council Member Thompson stated with all due respect it would have been nice to have bulletins so I could have thought about it. My initial thought is our commitment to the community was to do an assessment of what we do have versus what we can buy or do for free of charge. This is not an issue of money right now. This is an accountability issue. We have accountability of our police and fire as it relates to where they have been. They are required to track things. This is not about trying to make someone feel bad if they fill out a work order. This is really about accountability to the taxpayers, especially with Covid-19, we need to be real careful where we are spending our money. As employees of the village I am sure they get this. Every dollar is very valuable. I don't think anyone is trying to spend \$5,000 right now trying to find a system that would be easy for the employee and for the administration to show the community what we have accomplished. I am not trying to create anything for our employees that is cumbersome. The people who voted for us just want accountability. We have it with our police, we have it with our fire. We have it with our administration offices, which was never part of this discussion. They process bills, process accounts payable and process payroll. We made a commitment to have something by July and if we need more time then we need more time.

Vice Mayor Macmann stated I am good with increasing the time.

Mayor Arriola stated we will take some more time then.

Municipal Manager Madden stated seriously with this Covid-19 stuff it is very time consuming.

Mayor Arriola stated anything else. Nothing was heard.

NEW BUSINESS

Mayor Arriola stated under new business we have **RESOLUTION 2020-07. A RESOLUTON DECLARING PROPERTY AS SURPLUS AND AUTHORIZING THE MUNICIPAL MANAGER TO DONATE IT TO SINCLAIR COMMUNITY COLLEGE FIRE SCIENCE DEPARTMENT.**

Mayor Arriola stated any questions for the Manager.

Council Member Joy stated this is more for Chief Keyser I guess. Are we able to utilize this in some way to possibly come to New Lebanon either as a part-time, full-time volunteers after they are through with school.

Fire Chief Keyser stated we already get graduates from there. It is their choice as to where they are employed. Probably almost everyone I have hired in the last two years has come from that program. There are not very many programs in the area. I think that Sinclair's program and maybe the one down at Butler Tech are the two that I am aware of because I have not had anyone to apply coming from anywhere else. Only one of my employees had gone to Butler Tech and he went there because they offered

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classes that Sinclair did not offer and he got the class for free. We can't make people come to work for us. We can't say this is part of the deal but the bulk of our employees that we do hire come from that program.

Council Member Thompson stated we just debated over \$5,000 that we don't have. I have got to ask a question. I love donating, I love helping other people out but this \$2,000 to \$4,000 and we heard earlier that we don't have \$5,000...

Municipal Manager Madden stated you have to remember Doug those are about two different funds. One is general fund and the other is fire.

Council Member Thompson stated I understand that. I am very aware of how the perception in our community we are looking at accountability and I know it is different funds.

Municipal Manager Madden stated I know you do but the general public does not always know that so we have to make sure we explain

Council Member Thompson stated I am glad you went there. I really just want it for the record that this is not impacting our ability with general revenue fund or for property taxes, and income taxes. I just want reassurance that as manager we are not taking anything from our general fund and we are not hurting any other services. If that is noted as such then I am okay to move forward.

Municipal Manager Madden asked JC if we listed it on GovDeals what are we talking about?

Fire Chief Keyser stated we would probably be lucky to get 2 grand out of it. That is what I am being told. This is not uncommon. They are working with a truck that is a year older than ours that Moraine donated to them and the motor is bad in it. Kettering has also donated to them in the past, Dayton has also donated in the past and especially since the truck is not running. With the truck not running people are not going to pay a whole lot of money for it and then working to get into the logistics with GovDeals as to how they are going truck that does not run out of here.

Mayor Arriola stated any other questions. Nothing was heard.

Mayor Arriola stated do I have a motion to adopt Resolution 2020-07.

Motion by Council Member Thompson, second by Council Member Sands to adopt Resolution 2020-06.

ROLL CALL ON ABOVE MOTION: Council Member Joy, yes; Council Member Macmann, yes; Council Member Nickerson, yes; Council Member Sands, yes; Council Member Thompson, yes; Council Member Arriola, yes; 6 yes 0 no

ALL IN FAVOR. MOTION CARRIED.

Mayor Arriola stated next we have Chris Sands to report on the Park Board

Council Member Sands stated I was not aware I was going to do this. I was just thrown under the bus.

Council Member Sands stated there was a review of what has been happening since the last meeting of Park Board in February 2020. Apparently the garden is going to take place because we received a \$50.00 grant to buy seeds and plants. The Manager

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has stated NLYA started on May 27th if I am not mistaken and they had all the rules set up and all of the park board members should receive a copy of it. They all made suggestions.

Council Member Sands then asked if the final version had been sent out yet.

Municipal Manager Madden stated it has been posted. I will send a copy of the second one in an email. That way everyone will have the same information.

Council Member Sands stated I will have to look for it because I did not see it.

Council Member Sands stated the Sunflower Festival has been cancelled for this year. We are going to wait until later in the year for the Halloween and the other activities that may take place later in the year.

Municipal Manager Madden stated with the no mass gatherings being in place through July 1st there is no way to plan a Sunflower Festival with no knowledge of what is going to happen.

Council Member Sands stated that is all I have. I will turn it back over to you Mayor.

Mayor Arriola stated next is Public Comments.

PUBLIC COMMENTS OR QUESTIONS

Municipal Manager Madden we do not have any.

ADMINISTRATIVE STAFF COMMENTS

Mayor Arriola stated Police Chief Daulton.

Police Chief Daulton stated they have finally got all of the equipment in for all of the new cruisers. One new cruiser has already been taken. They have already decommissioned the old two that were broke down. Hopefully this week or next week at the latest we will have all the new cruisers on the road.

Mayor Arriola stated great. I am assuming we will be putting the old vehicles on GovDeals.

Police Chief Daulton stated we will have to do a resolution to declare them surplus then put them on GovDeals. We are putting 2 on GovDeals right now. The 2 that Fire Chief Keyser has is getting to be put on now.

Mayor Arriola stated any questions for Chief Daulton.

Council Member Joy asked is there anything going on either around here or surrounding communities having protest that you know of.

Police Chief Daulton stated we have heard nothing so far about us. The other communities protests are Troy and Kettering. We have not heard of anything close by.

Council Member Thompson stated we had a regional approach the city about Dayton over the weekend. Did any of our crews go down there?

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Police Chief Daulton stated we did not send anyone down. With our manpower the way it is plus the fact that we have zero equipment for riots. In the past if you don't have all of the equipment they can't do anything with you.

Mayor Arriola stated anybody else. Nothing was heard.

Mayor Arriola stated Fire Chief Keyser.

Fire Chief Keyser stated I have nothing new.

Mayor Arriola stated anything for the Fire Chief.

Council Member Sands stated the Police Chief alluded you were putting a couple of things out on GovDeals. Is that the medic unit.

Fire Chief Keyser stated that is the medic and the old brush truck we declared surplus last year.

Council Member Sands asked are you going to put them on the GovDeals at the same time the police cars are put on GovDeals?

Fire Chief Keyser stated yes. The police department does all of the Gov Deals stuff. They have the account now so they list everything.

Council Member Sands stated thanks, I did not know that.

Police Chief Daulton stated in the past Dave Lunsford had done everything. We had to get everything switched over and it was a long process. Now we have it set up so that we take no money at the office. The money goes to GovDeals and they send us one check for everything.

Mayor Arriola stated Code Enforcement Administrator Melody is not with us.

Mayor Arriola stated does she have anything for us.

Municipal Manager Madden stated she does. Since April 1st she has sent out 66 notices. Forty eight (48) of those were for grass. There has been 102 violations written to date and 10 lots have been hired to be cut. She is working with people to make sure they get permits when they are doing pools, decks, and sheds. I did put that online and we did put it on the water bill for July just to remind people.

Mayor Arriola stated anything for Melody.

Council Member Thompson asked is there a way we could find out if we see a new deck or pool to find out if they did get a permit?

Municipal Manager Madden stated you would have to call in and ask if they had a permit. I don't think they have to display them. I don't know if we can come up with a list and send it to you as they get permits. Do you want me to look into that?

Council Member Thompson stated that would be helpful to know about garages and pools.

Council Member Sands stated I guess I assume the contractor should know whether they need a permit or not.

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Municipal Manager Madden stated sometimes it is just a homeowner putting in a new shed or deck. Or the homeowner puts up a pool themselves and don't realize they need a permit.

Council Member Sands asked do I need a permit for my little 8 ft kiddie pool?

Municipal Manager Madden stated I believe if the pool holds more than 2 feet or water then yes.

Council Member Sands stated I would drown in 2 inches of water.

Vice Mayor Macmann stated Lowes put up my fence and they did not get a permit. I did not find out I needed a permit until after the fence was up.

Municipal Manager Madden stated she is reviewing the fence permits because other jurisdictions don't have a permit for fences. So we are going to look into that so we may be bringing an ordinance back to you in order to get rid of the fence permit. If you are replacing an existing fence you may not need a permit but if you are putting in a new fence you may. She is reviewing that now.

Mayor Arriola stated it was my understanding that if you were putting in a new fence you would need a permit but if you were replacing a fence you did not have to get a permit.

Municipal Manager Madden stated that is not how it reads and a lot of the fences are not where they should be. The fence is supposed to start at the back of the house and a lot of them start at the front edge of the house. They are not compliant to begin with so she is looking at all fences in general. Part of the reason to get a permit is to make sure there is no dispute with the neighbor if you put your fence on their property.

Mayor Arriola stated anyone else.

Council Member Nickerson stated I seen on Facebook there is a new restaurant in town.

Municipal Manager Madden stated there is. It is actually a bar/restaurant located in Eikenberry's Plaza. Honestly the name of it eludes me.

Council Member Nickerson stated Summertime Spirits.

Municipal Manager Madden stated I know she is doing carry out. I don't know if she is doing delivery. Then she is doing eat in restaurant also. I don't know if she is open for the restaurant inside. She just opened a week or so ago and the pizza is good.

Mayor Arriola stated Chief Financial Officer is not here tonight. Does she have anything for us?

Municipal Manager Madden stated she has nothing this evening.

Mayor Arriola stated any questions for her.

Council Member Thompson stated as it relates to projected cash flows from property taxes and other sources from the government fund and all of that, are you thinking of having a mid-year projection? We have capital expenditures we want to get done and I don't know if these are going to be put on hold. I didn't know if you were planning to update the Council on this.

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Municipal Manager Madden stated right now as far as capital is concerned we have kind of said to put it off at this point. We are crunching some numbers but honestly I don't think we are going to know anything until August because tax collection is July 15th. So we are kind of waiting. I don't know if this year is going to be as bad. I think next year we will be harder hit because of unemployment. From what I am hearing local government is going to be cut about 40% and that is huge. We don't get a ton of local government to begin with, but it is still a big chunk. I am not really sure what they are speculating on revenue from property taxes. I know they are expecting them to be down. They always estimate them down anyway. They estimate them about 90% so they may be around 80%. I have not heard that yet. So at this point it is more of speculation and just a wait and see. I have started crunching some numbers 10% across the board and 40% on local government. That is all Brenda had.

Mayor Arriola stated Service Department Superintendent Scott Brock is not with us. Does he have anything for us?

Municipal Manager Madden stated the only thing I have from Scott is that the New Lebanon Consumer Confidence report for 2019/2020 drinking water is out. It was listed on the water bill and it is listed on our website. EPA requires us to put it on the website and to let people know. If someone wants a copy of it just call us and we will mail it to them. Normally we would put it in the newsletter but we don't have a newsletter right now ready to go out.

Mayor Arriola stated any questions for the service department. Nothing was heard.

Mayor Arriola stated Parks & Rec Department.

Municipal Manager Madden stated Chris has already addressed this. We are working on the getting the garden going. A local family donated a large amount of hosta's to the village. Thank you Gale. Those will be planted out in the front of the building as we tore the other stuff out. We are using the beautification grant for \$650.00 which allows us to buy most everything we need for the garden so that is moving forward again. They are working with Rotary for the garden as a community service project so anybody who wants to dig and plant is welcome to come out and join Rotary.

Vice Mayor Macmann stated thank you Glenna.

Mayor Arriola stated any questions. Nothing was heard.

Mayor Arriola stated by the way I still have a ton of hosta's so you are welcome to dig them up if want them.

Municipal Manager Madden stated we will take those also.

Mayor Arriola stated Municipal Managers comments.

MANAGER'S COMMENTS

Municipal Manager Madden stated I have no more comments.

Mayor Arriola stated any questions for the manager. Nothing was heard.

COUNCIL MEMBER COMMENTS

Mayor Arriola stated Chris.

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Council Member Sands stated I have nothing else this evening.

Mayor Arriola stated Gale.

Council Member Joy stated I have nothing this evening.

Mayor Arriola stated Doug.

Council Member Thompson stated I am all talked out. I have nothing else. Thank you.

Mayor Arriola stated Susan.

Council Member Nickerson stated I have nothing this evening.

VICE MAYOR'S COMMENTS

Mayor Arriola stated Vice Mayor Macmann.

Vice Mayor Macmann stated I have nothing.

MAYOR'S COMMENTS

Mayor Arriola stated I have nothing further.

ADJOURNMENT

Mayor Arriola stated do I a motion to adjourn the meeting.

Council Member Perkins stated Mr. Mayor.

Council Member Perkins stated I apologize. The wife hollered at me and I had to go see what she wanted. I got on at about 7:45p.m. I listened to part of it.

Motion by Council Member Sands, second by Council Member Nickerson to adjourn the meeting.

ROLL CALL ON ABOVE MOTION: Council Member Macmann, yes; Council Member Nickerson, yes; Council Member Perkins, yes; Council Member Sands, yes; Council Member Thompson, yes; Council member Joy, yes; Council Member Arriola, yes; 7 yes 0 no

ALL IN FAVOR. MOTION CARRIED.

Meeting was adjourned at 8:08 p.m.

Approved:



Mayor Date



Clerk of Council Date