

Service Committee  
October 15, 2012

The October 15<sup>th</sup>, 2012 Service Committee meeting was called to order in Council Chambers at 5:30 p.m. by Mr. Chad Smith, Chairman. Members present were Mr. Smith and Mr. Dale Rowe. Mr. Hank Latham was absent.

Others present included: Scott D. Washburn, Mayor; Aaron Putnam, Wastewater Treatment Plant Supervisor; David Westbrook, Water Plant Supervisor; Allen Boes, Street Supervisor; David Schneider, Collections System Supervisor; Judge Thomas Osborn; Jane Frey, Clerk of Courts; Don Spiegel; Bob Steiert; Nancy Lehnart, Water Office Manager; and Linda K. Stansbery, Administrative Assistant.

The following bills were presented:

A-1 Printing		\$126.00		
Apple Scientific		\$43.09		
AT&T	\$80.26			
Alloway		\$84.00	\$103.00	
Armbrusters		\$60.00		
Automated Petroleum	\$661.16	\$175.64	\$52.65	\$373.21
Automated Petroleum	\$894.36	\$223.85		
Backflow Solutions		\$495.00		
Best Equipment	\$54,950.00			
Bender				\$202.50
Bonded chemicals		\$1,560.00	\$4,417.30	
Brown Supply		\$54.38		
Buckeye Pump			\$6,745.00	
Bugners Sewer		\$170.00		
Bucyrus Road Material	\$1,117.20			
Carl Harris		\$315.00		
Con-way		\$277.32		
County Environmental			\$2,575.01	\$8,382.94
Custom Agri	\$140.15			
Danners			\$1,100.00	
Eds 24 Hr Service				\$72.84
Enviroscience			\$1,390.00	
Garvin Madison		\$758.00		
HD Supply		\$571.26		
KMI	\$819.90			
Heritage Cooperative		\$95.00	\$95.00	
Kleem	\$144.85			
Neptune Equipment		\$83.01		
Ohio Municipal Joint Insurance				\$188.00
Poggemeyer		\$27,527.91		
Rall's Automotive	\$328.85			
Rall's Supply			\$519.47	
Smart Bill		\$504.49	\$504.49	\$504.49
Superior		\$188.97		
Thorworks	\$3,560.00			
Underground Utilities		\$4,920.00		
UPS		\$9.85		
Wyandot Tractor	\$183.40			
<b>TOTALS</b>	<b>\$62,880.13</b>	<b>\$38,242.77</b>	<b>\$17,501.92</b>	<b>\$9,723.98</b>

	<u>GENERAL</u>	<u>POLICE/FIRE</u>	<u>CAPT IMP.</u>	<u>PARK/POOL</u>
A&A	\$33.87	\$33.87		
AEP	\$3,154.17			
Accessline	\$445.26			
AT&T		\$46.99		\$9.57
Automated Petr.		\$267.27		\$318.07
Automated Petr.		\$249.44		\$281.01
Bringmans	\$2,000.00			
Brown Supply	\$68.89	\$100.77		
Clemans Nelson	\$1,918.00			
Data Talk	\$262.31			
Daily Chief Union	\$28.35			
Henschen & Assoc.	\$16,895.00			
Hull & Assoc.			\$3,918.75	
Jeffrey Jewelry	\$36.00			

McClain Construction	\$189.50			
Heritage Cooperative			\$31.61	
Luis Gil	\$40.00			
Lucius Door		\$200.00		
Makeover & Assoc.	\$215.34			
Mike Shutt	\$66.00			
Perry Corp	\$965.00			
Pilot		\$1,766.58		
Poggemeyer	\$2,628.29			
Quill	\$485.89			
Reineke		\$222.63		
Richardson Flowers	\$171.00			
Staples		\$89.88		
Superior	\$219.35			
Time Warner	\$2,414.11	\$1,949.88		
UPS		\$34.28		
Totals	\$95,116.46	\$43,204.36	\$21,420.67	\$10,364.24

GRAND TOTAL \$170,105.73

A motion was made by Mr. Chad Smith, seconded by Mr. Dale Rowe, for the approval and payment of bills totaling \$170,105.73. Upon Voice Vote, all members voted Yes. The Chairman declared the motion carried.

The minutes of the October 1<sup>st</sup>, 2012 Service Committee meeting, having been mailed to each member, were approved as received.

Mrs. Jane Frey, Clerk of Municipal Court, addressed the Service Committee regarding the possibility of starting a donated sick leave program. Mrs. Frey noted that this would be a program where employees could donate their sick time to other employees who do not have sick time. Mrs. Frey noted that this would be on a volunteer basis and restrictions would need to be established for this program.

Considerable discussion was held with Mrs. Frey and Judge Thomas Osborn regarding the details of this program. It was noted that the City of Findlay and Upper Sandusky Schools have a program in place. The Service will review those policies at the next service meeting.

Discussion was held concerning a request for financial assistance by Ms. Tammy Aurand for the installation of a waterline at 329 West Wyandot Avenue. It was noted that the city had recently discontinued the water at this address and found a water leak on this property. The Service Committee established that all city procedures were followed and the water leak is on private property, therefore, it is the property owner's responsibility.

At this time, the Service Committee reviewed a letter from Ms. Bev Giacolone regarding the drainage on her property at 301 Front Street. This matter was referred to Mark Ellis, Law Director.

Discussion was held concerning a request from Mr. Bill Sandridge for the repaving of Glen Haven for the 2013 Street Program. The Service Committee had no objections to this request.

Mr. Allen Boes, Street Supervisor, reported that the Service Department will begin leaf collection on Monday, October 22<sup>nd</sup>. It was noted that residents should not rake leaves into the street as this will cause drainage problems. It was also noted that the city will be reimbursed for 80% of the costs for storm damages through the FEMA program.

Mr. Aaron Putnam, Wastewater Treatment Supervisor, reported on the grinder pump repair and replacement for the Brookview area. It was noted that a service charge is being charged as this is a courtesy to the subdivision owner.

Discussion was held concerning job descriptions for city employees which are currently being prepared by Clemons Nelson, Columbus, Ohio. It was noted that either a member of the committee (i.e. chairman) be authorized to sign off on the job descriptions, or the entity can designate the Mayor to sign off on those descriptions on behalf of the appointing authority. A motion was made by Mr. Chad Smith, seconded by Mr. Dale Rowe, authorizing the Mayor to sign all Service Department job descriptions. Upon Voice Vote, all members voted Yes. The Chairman declared the motion carried.

Mayor Scott D. Washburn reported on a meeting with representatives regarding a program called Bridges to Employment. This program would employ individuals from Angeline School at minimum wage with no liability to the city. It was noted that these individuals could be utilized on the recycling and sanitation departments. The Service Committee had no objections to this program.

Mayor Scott D. Washburn requested that the Service Committee review the policy for break times for Service Department employees.

There being no further business, the meeting was adjourned.

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Linda K. Stansbery, Administrative Assistant

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Chad Smith, Chairman