

SERVICE COMMITTEE

December 2, 2013

The December 2, 2013 Service Committee meeting was called to order at 5:30 p.m. in Council Chambers by Chad Smith, Chairman. Service Committee members present were Hank Latham, Dale Rowe, and Chad Smith.

Others present included: Scott Washburn, Mayor; Allen Boes, Street and Sanitation Supervisor; Dave Schneider, Collections System Supervisor; Dave Westbrook, Water Treatment Plant Supervisor; Scot Swinehart; Tom Shumaker; and Sarah Bennett, Clerk.

The following bills were presented:

	<u>STREET</u>	<u>WATER</u>	<u>WWTP</u>	<u>SANIT.</u>
ABC Auto Body West		99.85		
Air Technologies		1642.95		
Alloway		146.00		
Alloway			35.00	
Automated Petroleum	805.36	382.16		380.22
Automated Petroleum	65.00			
Automated Petroleum	1000.72	149.41		185.18
Boes-Gosche Inc.		234.00		
Bonded Chemicals, Inc.		1125.00		
Bugner's Sewer Septic		170.00		
Carl R Harris Electrical		1376.78		
Creative Microsystems, Inc.		2975.00		
Culligan of Tiffin		60.00		
Fastenal	32.01	83.51	4.00	
First Aid Now	57.65	27.35	20.05	
First Communications		9.83		
Hach		988.78		
Kinstle Sterling Western Star	33283.00	33283.00	33283.00	33283.00
Morton Salt	1793.79			
Ohio EPA			5380.00	
Ohio EPA			350.00	
Quill		104.36	10.49	
SAL Chemical		2114.70		
The Sign Guy	92.00			
Schmidt Machine Co.			1580.27	
Superior Business		131.73	131.72	
Upper Auto Parts	280.07	67.91	350.66	208.67
Verizon Wireless	40.44	100.28	88.69	40.44
Wilson Tire Company	39.50	45.00	19.00	113.00
Total	37489.54	45317.60	41252.43	34210.51
	<u>GENERAL</u>			
Automated Petroleum	482.10			
Automated Petroleum	433.08			
Bugner's Sewer Septic	85.00			
Creative Microsystems, Inc.	3313.00			
Daily Chief Union	31.80			
First Aid Now	55.90			
Greater OH Assn. of Tax Admin	25.00			
Simply Flooring by Houpt's	3266.69			
Kline Pest Control	59.00			
Kline Pest Control	48.00			
MT Business Technologies, Inc.	60.85			
Morton Salt	1793.79			
Quill	390.26			
Wyandot Memorial Hospital	909.60			

	<u>GENERAL</u>
Upper Auto Parts	186.75
Verizon Wireless	209.75
Wilson Tire Company	<u>148.25</u>
Total	11498.82

TOTAL BILLS: \$161,768.90

A motion was made by Mr. Smith, seconded by Mr. Rowe, for the approval and payment of bills totaling \$161,768.90. Upon Voice Vote, all members voted Yes. The Chairman declared the motion carried.

The minutes of the November 18, 2013 Service Committee meeting, having been mailed to each Service Committee member, were approved as received.

Mr. Scot Swinehart inquired as to if the potholes at the reservoir can be filled. Mr. Westbrook will address this issue as the weather permits.

Mr. Swinehart also reported a sump pump hose laying in the yard at the residence located at the northeast corner of West Bigelow Street and North Eighth Street and when it freezes the discharge from the hose causes icy conditions. Mr. Mark Ellis will be consulted as to if the City can address this matter.

Mayor Washburn reported that he received an envelope from Mr. Tom Shumaker containing information about flow meters. Mr. Schneider indicated that he reviewed the information provided and these meters are designed for short term and no software is provided with the purchase; but the proposed meters, from information provided by Mr. Aaron Putnam, that could be rented are designed for long term and will be serviced by the company providing the meters and they will provide the necessary software.

Mr. Westbrook reported that the Northeast Quadrant Waterline Improvements Project is progressing with 12,000 feet that has been filled, pressure tested, and bacterial tested that is now online.

Mr. Boes reported that the Street Department took delivery of the new dump truck last week.

Mr. Boes also reported that he was informed by Mrs. Deanna Piecha, Human Resources, that after newly hired employees complete three (3) months employment they receive a step raise of 25¢ and after completing six (6) months employment they receive an additional step raise of 25¢; however, Mr. Adam Evans, part-time Sanitation employee, did not receive these raises.

A motion was made by Mr. Latham, to give Mr. Adam Evans a 50¢ per hour pay increase, effective January 1, 2014. Upon Voice Vote, all members voted Yes. The Chairman declared the motion carried.

Service Committee members reviewed a letter from the Ohio Department of Transportation concerning Bridge Inspection Reports and Maintenance Responsibility Update for bridges located within the City. Mr. Boes will meet with an ODOT representative to determine if any maintenance is needed on the bridges that were inspected and if an inspection of the City's walking bridges is required.

Mr. Boes further reported that one more pass will be made through the City to pick up leaves.

Mr. Smith suggested an ordinance is needed to address penalties for residents raking leaves into the street, including civil penalties. Also discussed were penalties for residents who blow grass clippings into the street.

A motion was made by Mr. Smith, seconded by Mr. Rowe, to request the Law Director to draft legislation to address penalties for residents raking leaves into the street and blowing grass clippings into the street with a written warning to be issued for the first occurrence and penalties to be incurred for each instance thereafter. Upon Voice Vote, all members voted Yes. The Chairman declared the motion carried.

A motion was made by Mr. Smith, seconded by Mr. Rowe, to enter into an executive session to discuss a possible employee promotion. Upon Roll Call, all members voted Yes. The Chairman declared the motion carried. Upon completion of the executive session, the Service Committee reconvened into regular session.

The following motion was made by Mr. Smith, seconded by Mr. Rowe: Due to the announced retirement of Ken McMillan as the City's Zoning Inspector and Mayor Washburn's stated desire to appoint David Westbrook, Water Plant Supervisor, to fill the vacancy caused by his retirement, for the benefit of the City and to facilitate the smooth transition of Mr. Westbrook to the position of zoning inspector, I move that, in addition to performing the essential duties of Water Plant Supervisor, that David Westbrook be temporarily assigned to the additional duties of "shadowing" the zoning inspector as time permits to observe, learn, and become familiar with the duties and requirements of the position of zoning inspector, with no change in Mr. Westbrook's base pay for performing these additional duties. Upon Voice Vote, all members voted Yes. The Chairman declared the motion carried.

The following motion was made by Mr. Smith, seconded by Mr. Rowe: Due to the impending position move of David Westbrook from Water Plant Supervisor to Zoning Inspector, I move that Aaron Schoenberger be promoted to the position of Water Plant Supervisor, to be effective upon Mr. Westbrook being appointed to and accepting the position of Zoning Inspector. Mr. Schoenberger shall, upon the effective date of his promotion, receive the base pay afforded to the Water Plant Supervisor as set forth in the payroll ordinance. Upon Voice Vote, all members voted Yes. The Chairman declared the motion carried.

There being no further business, the Chairman declared the meeting adjourned.

Sarah J. Bennett, Clerk

Chad Smith, Chairman