

SERVICE COMMITTEE

September 18, 2017

The September 18, 2017 Service Committee meeting was called to order at 5:30 p.m. in Council Chambers by Dale Rowe, Chairman. Service Committee members present were Dale Rowe, Don Spiegel, and Andy Voorheis.

Others present included: Scott Washburn, Mayor; Aaron Putnam, Wastewater Treatment Plant Supervisor; Dave Schneider, Collections System Supervisor; Aaron Schoenberger, Water Treatment Plant Supervisor; Brad Taylor, Street and Sanitation Supervisor; Don Thornton, Water Distribution Supervisor; Mark Droll, City Auditor; Tim Clark; Kevin Burlew; Derek Clark; Brian Hemminger, Daily Chief Union; and Sarah Bennett, Clerk.

The following bills were presented:

	<u>STREET</u>	<u>WATER</u>	<u>WWTP</u>	<u>SANIT.</u>
A-1 Printing		66.00	66.00	67.00
Alloway		335.00		
Alloway		25.00		
Alloway		105.00		
Alloway		98.00		
Alloway			231.80	
Alloway			226.60	
Alloway			27.80	
Alloway			12.80	
American Electric Power		33.88		
Automated Petroleum	207.80	91.58	230.01	228.64
Bell Equipment Company				1125.00
Bonded Chemicals, Inc.		8807.19		
Bluffton Aeration Service			686.06	
Boes Gosche Life Systems		282.00		
Brandstetter Carroll, Inc.		1050.00		
Brown Supply Company		10.00		
Buckeye Ready-Mix			248.25	
Buckeye Ready-Mix			306.00	
Byrd Vault Company			66.00	
Core & Main		70.14		
County Environmental			1920.01	9115.65
Culligan of Tiffin		63.00		
Darr's Cleaning, Inc.			880.00	
L & T Danner Enterprises			1100.00	
David Schneider			150.00	
Diversified Air Systems, Inc.		757.48		
Diversified Air Systems, Inc.		544.00		
EnviroScience, Inc.			1550.00	
Fastenal	1.15			
Fastenal			11.03	
Fastenal			96.77	
First Aid Now	34.40			34.40
First Aid Now		71.25		
Frey Hardware		179.37		
Hach Company			4410.00	
Momar			194.95	
Neenah Foundry			1043.96	
Patrick's Automotive	150.97			
Peterman Associates			21999.89	
Peterman Associates			294.00	
New Haven Supply			29.39	
New Haven Supply			1679.30	
Smart Bill		944.50	944.50	944.50
Tri-State Valve			739.64	
Thomas Scientific		1475.75		

	<u>STREET</u>	<u>WATER</u>	<u>WWTP</u>	<u>SANIT.</u>
Underground Utilities, Inc.			14919.04	
We Are Laser Engraving				200.00
Total	394.32	15009.14	54063.80	11715.19

	<u>GENERAL</u>
Payroll	123738.56
A-1 Printing	125.10
American Electric Power	24076.51
Angeline Industries	32.64
Angeline Industries	402.52
Automated Petroleum	763.02
Breathing Air Systems	882.00
Brown Supply Company	111.00
C & C Electric Motor	75.00
Cory Boes Construction	8115.00
Dean's Trophy House	10.00
Finley Fire Equipment	480.64
First Aid Now	64.50
First Aid Now	137.30
First Aid Now	83.00
Karen Kline	254.00
Kline Pest Control	49.50
Luis Gil	40.00
Marion General Hospital	542.50
North Branch Nursery	802.00
OH Dept of Job & Family	1772.00
Ohio Regional Development	641.00
Ohio Regional Development	8066.00
Ohio Regional Development	1719.00
Ohio Regional Development	12243.00
Poggemeyer Design Group	113.75
Rae Wessler	57.78
Rebecca Ward	167.60
New Haven Supply Co.	3.99
Staples	72.86
The Ame Group	3025.00
The Ame Group	810.00
The Ame Group	35.00
The Ame Group	289.00
The Ame Group	132.99
Total	189933.76

TOTAL BILLS: \$271,116.21

A motion was made by Mr. Spiegel, seconded by Mr. Voorheis, for the approval and payment of bills totaling \$271,116.21. Upon Voice Vote, all members voted Yes. The Chairman declared the motion carried.

The minutes of the September 5, 2017 Service Committee meeting, having been mailed to each Service Committee member, were approved as received.

Mr. Droll addressed the Service Committee indicating that the City currently has two credit cards that are issued to the Mayor and the Police Department and issues have been encountered recently where the credit card is needed for multiple uses and employees are having to pay for expenses themselves and request reimbursement from the City. Mr. Droll presented an internal control policy which would allow for credit cards to be issued to each department with daily credit limits placed on these cards. Mr. Droll requested the Service Committee review the policy along with the specified credit limits and list of employees eligible to use the credit cards.

A motion was made by Mr. Rowe, seconded by Mr. Spiegel, to accept the City of Upper Sandusky Departmental Credit Card Internal Control Policy as presented. Upon Voice Vote, all members voted Yes. The Chairman declared the motion carried.

Mr. Schoenberger presented a letter of resignation from Mr. Ryan Spiegel, Water Treatment Plant employee, to take effect on September 22, 2017.

A motion was made by Mr. Rowe, seconded by Mr. Spiegel, to accept the resignation of Mr. Ryan Spiegel, effective September 22, 2017. Upon Voice Vote, all members voted Yes. The Chairman declared the motion carried.

Mr. Schoenberger requested the Service Committee advertise for this position as soon as possible. Service Committee members voiced no objections to this request.

Mr. Taylor reported that a complaint was received recently from a resident because the sanitation employees did not pick up a dead cat that had been hit on South Warpole Street. Mr. Taylor requested the Service Committee members input on how to deal with similar situations. Mayor Washburn indicated that he has told the employees to get the animal off of the roadway and give the owner the opportunity to take care of disposing of the animal, and if the animal is still there the next day then the sanitation department should pick it up. Service Committee members agreed with Mayor Washburn that this is the proper way to handle these situations.

Mr. Thornton reported that a preconstruction meeting was held recently with representatives from R.A. Bores Excavating, Inc. regarding the West Water System Improvement Project. The project is expected to begin on West Bigelow Street the second week of October.

Mr. Thornton reported that a water leak found on Front Street will be repaired tomorrow.

A motion was made by Mr. Rowe, seconded by Mr. Spiegel, to enter into an executive session to discuss a personnel matter. 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.

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

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Sarah J. Bennett, Clerk

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Dale Rowe, Chairman