

NEW LONDON VILLAGE COUNCIL
Regular Meeting – Monday, March 23, 2020 @ 7 p.m.

Mayor Toby Thomas called the meeting to order. He then gave the invocation followed by the Pledge of Allegiance.

The Mayor then swore in Adam Gullett to his new seat on council.

Roll call was then taken with the following members present: Myers, Jennifer Ball, Cooke, Gullett and Steve Ball. Willis was absent.

Also present: Chief Marko, Steve Bond, Shawn Pickworth, Ellen Simmons, and Lynn Phillips.

Janice Myers made a motion to change the format of the meeting to be live streamed instead of open to the public due to the Coronavirus Pandemic. Steve Ball seconded the motion. Roll call – All ayes; No one opposed.

Toby Thomas then held a discussion on holding one council meeting per month until the village gets through the current emergency. He had spoken with Mr. Bond and as long as three council members signed off on a bill voucher, the bills could continue to be paid. If anything came up, a special meeting could be called. It was determined to schedule the next meeting for April 27, 2020.

Stuart Cooke made a motion to allow a once a month council meeting until further notice with the next meeting being scheduled for April 27th. This motion would allow three council members to approve check vouchers so bills can be paid in between meetings. Myers seconded the motion. Roll call – All ayes; No one opposed.

Toby Thomas then asked for approval of the agenda. Jennifer Ball made a motion to approve the agenda. Steve Ball seconded the motion. Roll call - All ayes; no one opposed.

Stuart Cooke asked if a change could be made to the agenda in the future so that questions can only be asked during the Public Questions and Statements section.

Toby Thomas felt that it would be good to be able to answer questions at any time during the meeting.

A short discussion ensued considering the pros and cons of allowing questions during the entire meeting. It was finally determined that questions would be allowed only during the Public Questions and Statements section of the agenda from now on.

The minutes from the March 9, 2020 regular meeting were then presented for approval. Myers made a motion to approve the minutes. Cooke seconded the motion. Roll call - All ayes; no one opposed.

Toby Thomas asked for any public questions or statements.

Ellen Simmons stated that as of 5 p.m. that day the New London Public Library would be closed until further notice.

Toby Thomas then called for a report from the Administrator.

Shawn then reported the following.

Water

- Park Avenue Water Main Replacement Project – the State of Ohio has denied the project for Critical Infrastructure funding. We are now in the process of researching other funding sources that will allow us to continue this project.
- GIS Project – project continues.
- Tower Improvement Project – Notice to proceed has been signed. Next step will be signing contracts and scheduling a preconstruction meeting. We expect this project to start late spring, early summer and to be completed around July 4th, 2020.
- Train 4 – On March 11th & 12th, Wes Tech, Kirk Bros. Construction and Poggemeyer Engineering were all in attendance at our Water Plant to install a different underdrain system and new inductor on Train #4. Although progress was made, the Train did not perform as required and everyone left scratching their heads to what was different that this train won't perform as our other 3 trains perform. This week our team started working the issues and was able to find yet another design flaw from the manufacture of the system. Crews were able to trouble shoot and change some parts and were able to make great progress. We believe there are other issues that need to be address by Wes Tech, Kirk Bros. & Poggemeyer Engineering. We asked from the beginning of this project to have Train 4 built identical to our other 3 Trains and we feel they have missed the mark. We did make a call to Poggemeyer Engineering today and communicated what we have found and what we are expecting to be done.
- Water Leak on Park Ave. & Clyde Ave. – leak has now been fixed.

Wastewater

- Wastewater Treatment Plant Project – engineering continues.

Storm Sewers

- Nothing Major.

Sanitation

- Spring Cleanup – Dumpsters will be out at the Village Garage starting March 30th thru May 1st at 3:00 pm. Curb side Spring Cleanup will be the week of April 26th. Please see the Village website www.newlondonohio.com or our Facebook page for details. If you have any questions or concerns, please feel free to contact the office 419-929-4091.
- I want to recommend to Council to allow us to cancel curbside spring cleanup. We will still have the dumpsters at the Village Garage during the month of April that residents can use as much as they want. We are recommending this for the safety of our workers.

Street

- Potholes – with the crazy up and down temps. and the amount of moisture that is under the road we are going to have a lot of potholes. Please feel free to contact our office if you see one that is not getting addressed. 419-929-4091.
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- Crews have been out patching potholes.
- North Railroad – the Huron County Engineers office has reached out to us to see if we would be interested in having this street chipped and sealed? Cost expected to be between \$10,000 - \$11,000 for the project.
- Road Salt – we took delivery and have stored 150 tons of road salt.

Steve Ball asked what was the average amount of salt the village usually purchases.

Shawn Pickworth answered that it was 100 to 125 tons per year on average.

- Catch Basin – Catch Basin on West Main Street has failed, crews making plans to replace.

Other

- Mowing – I am asking Council permission to enter into contract with Pott’s Mowing for the 2020 mowing season for \$15,000.00. This is the lowest and best bid received.
- Utilities Payments/Shutoffs – Do we suspend shutoffs? Do we charge the late fee’s?

Members of council and the Village Administrator discussed the different options for water payments and what they felt was best for the safety of village workers and the residents of the village. It was decided it would be best to suspend water shutoffs beginning in March and suspend late penalties beginning in April. A concern of high bills was discussed because bills will continue to accumulate during this time. A possible payment plan option will be considered.

Janice Myers made a motion to suspend water shutoffs beginning in March and late penalties beginning in April until further notice. Jennifer Ball seconded the motion. Roll call – All ayes; No one opposed.

- We have been working as a team here in the Village to address the coronavirus and keep our employees as well as the public that we encounter as safe as possible. We are separating employees as much as possible. We have ordered thermometers that will allow us to take temps of each employee daily. We have been working/planning on how we will address worst case scenarios to provide safe drinking water/sewer treatment/sanitation services to all our customers during these trying times. We have dedicated employees and staff that will do whatever it takes during these times. We wish everyone to be safe and stay healthy.

Stuart Cooke asked Shawn Pickworth if Poggemeyer had a representative to oversee the installation of Train #4.

Shawn Pickworth replied that yes they did. What is frustrating is every one they have designed and installed is the same as the village’s. There are other customers out there operating failing water systems. They aren’t operating the way they are supposed to be operating.

Stuart Cooke stated he had met with John Chapin and they had discussed the problem.

Shawn Pickworth predicted they would need to get Mr. Bond to get involved in order to resolve the problem. The more research they do, the more things they find that are wrong. They recently found a problem with the air release on Train #4. The bed wouldn't rise like it should. They are now looking at every little thing that they have done to make sure it is correct.

Janice Myers asked if the village could subtract the village's hours off the bill.

Stuart Cooke stated that John Chapin had told him he is keeping track of the village's hours.

Adam Gullett asked if the engineering firm was asking for more money.

Shawn Pickworth answered that no they had not. Maybe they could hold money from the engineers in the future.

Janice Myers made a motion to allow the Village Administrator to enter into a contract with Pott's Mowing for the 2020 mowing season at a cost of \$15,000.00. Cooke seconded the motion. Roll call – All ayes; No one opposed.

Mayor Toby Thomas shared that the village is doing the best they can do during this time. They may switch some scheduling around to allow less people working at one time. He encouraged residents to use the phone and internet to contact the office with any needs.

Toby Thomas then asked for a report from the Police Chief. Chief Marko stated he didn't have anything unless someone had something for him.

Toby Thomas stated that he didn't have anything but he wanted to let everyone know that they have suspended the search for a new police chief for the time being.

Toby Thomas asked Shawn Pickworth if he had any reports to share for Fire, Ambulance, Zoning or Recreation.

Shawn Pickworth shared the following report from Megan Sherlund.

1. Upgrades and opening procedures for the park and reservoir are ongoing. Crews have been working on the roads, so far, we have bought and used over 150 ton of stone trying to improve some of the roads. Many trees have been cut down and trimmed.
2. We are working with the Boy Scouts, the Recreation Committee, and some individuals with community service hours to finish cleaning up of trees that came down over the winter.
3. All the letters went out to Labor Day campers informing them of the changes. Payments are still due August 1st and they will have to inform us of name changes on sites prior to the event. We will have campground employees manning the campers gate for check ins and ID checks.
4. The Breakfast with the Easter Bunny event is cancelled.
5. We do intend on opening the Reservoir Park and Campground on April 10, 2020 as of right now. We have been given no indication that we will not be allowed to open at this time. If the State of Ohio does add this to the closed list, we will follow the directions of the State and Huron County Health Department.
6. Campers have brought up the deck roofs at the Reservoir Campgrounds and would like Council to reconsider to allow them to construct a roof over their decks? Please see attached letter and sample print/draft.

7. Camping payments – we have received several requests from campers wanting to know if the Village would consider accepting payments for this year’s camping due to the health crisis hardships? Please see attached letter.
8. Should we be allowing people into the Reservoir Campgrounds with the States Stay at Home mandate in effect?
9. We would like to recommend to Council that we keep the restrooms closed at the Rec. park until further notice this spring.

Steve Ball stated that the former person running the concession stand/Dairy Bar at the park was no longer going to be running it. They had only received one bid from someone else interested in taking over the job. With the Stay at Home Mandate, he isn’t sure when the Dairy Bar would even be able to open. He just wanted to update council on that situation.

Stuart Cooke replied that the gentleman who formerly ran the Dairy Bar had come to him and said the wording in his contract had been changed and that was why he didn’t want to run it any more.

Shawn Pickworth stated that they had asked Mr. Bond to add wording to the contract to stipulate the Dairy Bar would have certain hours. The village had received numerous complaints over the years that the Dairy Bar was not open when it said it would be open. That is why they had specific hours added to the wording of the contract.

Stuart Cooke wondered if that wasn’t something that should have gone before council.

Shawn Pickworth agreed that yes it probably should have.

Stuart Cooke added that he didn’t know how the village could tell the person running the Dairy Bar how they had to run their personal business and how they could all of a sudden just change the contract.

Shawn Pickworth stated that the contract was only good for a year at a time.

Steve Ball added that the previous summer they had been closed frequently and he thought if the village was going to have a lease with someone to run the concession stand for them he thought they should be able to tell them that they wanted them to be open certain hours. It is the village’s Dairy Bar and village’s park. He didn’t think they should be able to just be open an hour or two here and there.

Toby Thomas stated he thought that was the question. If the village leases the Dairy Bar, then it really isn’t the village’s concession at the village’s park. He wanted to see if that was what Stuart Cooke was trying to say.

Stuart Cooke replied that yes that was correct. The money received by the Village from the person running the Dairy Bar was not to run the concession stand but to lease the building.

Jennifer Ball stated she agreed with some of what he was saying but she also thought that by renewing the contract yearly, the village had the right to have someone running the Dairy Bar that will be open.

Stuart Cooke wondered how they had advertised for bids to run the Dairy Bar.

Shawn Pickworth answered that he thought it had gone through the recreation committee. They had asked for proposals.

Stuart Cooke continued by saying he heard that it is a relative of a park board member or an actual member of the park board that would be running the Dairy Bar over the summer. He feels this makes the village look bad. The gentleman who formerly ran the Dairy Bar feels he is being run out.

Steve Ball agreed that it could look that way but he has heard that the former person had the attitude that it would be run his way or he wouldn't run it at all. The concession stand is there for the park and he doesn't feel they should have someone running it that feels they can do whatever they want. He would like to have someone in there that will be open more often.

Council members discussed the situation and it was noted that the former person had not tried to talk about the contract at all and had just emailed Megan Sherlund to say he did not want to run the Dairy Bar any more. Stuart Cooke felt that the contract should have gone before council before it had been sent out to make sure that members of council approved. Steve Ball had added that the recreation committee was planning on bringing the new person before council for their approval once they had a recommendation.

Toby Thomas stated that with the pandemic emergency, everything was on hold anyway so the Dairy Bar wouldn't be opening for a while. He wondered if they could put something on Facebook and request proposals.

Stuart Cooke felt that it should definitely be advertised. He added that the concession stand used to be run by the recreation employees but then they started losing money. The Park's Director at the time had recommended the concession stand be closed down and it remained that way for a few years. Then the former person offered to open it up and the building was in great disrepair. The gentleman spent his own money to fix the building so it could be used.

Janice Myers and Stuart Cooke both added that they had never put stipulations on the hours they were to be open because they were just happy to have someone willing to run it.

More discussion on the Dairy Bar was had and then Toby Thomas asked Shawn Pickworth to ask Megan Sherlund to readvertise for proposals and to give them two or three weeks' notice to get the proposals in.

Toby Thomas asked what council wanted to do with the request the campers had about the deck roofs.

Shawn Pickworth explained why the original decision about deck roofs had been made and after some discussion, council decided to wait until the pandemic was over and things started going back to normal. They will discuss the subject again at a later date.

Toby Thomas then asked what council wanted to do about camping payments.

Council discussed several different ideas about the situation. They discussed extending the due date but not allowing anyone to camp until their fees were paid in full. Another option was allowing them to camp for just the amount of time they had paid for. They also discussed prorating charges. The final decision was to have the final payment due June 10, 2020 but campers would need to have 1/3 as a down payment. Campers would be allowed to divide their payments into three installments.

Stuart Cooke made a motion to allow campers to pay camping fees in three installments. One third of the fee would be paid up front and the final payment is due by June 10, 2020. Steve Ball seconded the motion. Roll call – All ayes; No one opposed.

Council then discussed chipping and sealing North Railroad Street and different options for funding this project. More on this subject will come.

Toby Thomas then presented Ordinance 2020-04 An Ordinance to Approve Current Replacement Pages to the New London Codified Ordinances and Declaring an Emergency. Third Reading. Myers made a motion to approve the third reading. Jennifer Ball seconded the motion. Roll call – All ayes; No one opposed.

Toby Thomas then presented Ordinance 2020-05 An Ordinance Authorizing the Village Administrator to Enter into a Contract with the Lowest and Best Bidder for Phase II-250,000 Gallon Elevated Water Storage Tank Rehabilitation Project, and Declaring an Emergency. Third Reading. Jennifer Ball made a motion to approve the third reading. Gullett seconded the motion. Roll call – All ayes; No one opposed.

Toby Thomas then presented Ordinance 2020-07 An Ordinance Authorizing the Village Administrator to Proceed with the Lease of Two New Kubota ZD1211-72 Inch Mowers and Authorizing the Village Manager to Auction Two Mowers Which Are No Longer Needed for Public Purposes, and Providing for an Immediate Effective Date. Third Reading. Steve Ball made a motion to approve the third reading. Myers seconded the motion. Roll call – All ayes; No one opposed.

Toby Thomas then presented Ordinance 2020-08 An Ordinance Authorizing the Village Administrator to Enter into a Contract for the Trade-In and Lease-Purchase of a Backhoe, A Mini-Excavator, and a Skid Loader, and Declaring an Emergency. Third Reading. Cooke made a motion to approve the third reading. Jennifer Ball seconded the motion. Roll call – All ayes; No one opposed.

Toby Thomas then presented Ordinance 2020-09 An Ordinance Amending Section 131.11 of the Codified Ordinances, Relative to Fees for False Alarms. Third Reading. Jennifer Ball made a motion to approve the third reading. Gullett seconded the motion. Roll call – All ayes; No one opposed.

Toby Thomas then presented Ordinance 2020-10 An Ordinance Authorizing the Village Administrator to Auction Miscellaneous Equipment Which is No Longer Needed for Public Purposes. Second Reading. Steve Ball made a motion to approve the second reading. Myers seconded the motion.

Stuart Cooke asked Shawn Pickworth when he was planning on having the auction.

Shawn Pickworth stated he was supposed to be having Andy Suvar do the auction but now with everything going on he didn't know. It would be delayed until further notice.

Stuart Cooke questioned moving forward with the auction due to concerns about the economy.

Toby Thomas stated he thought they could still approve the ordinance with the understanding that they would not move forward with the auction until the appropriate time. He asked council if they were okay with that. Council agreed

Roll call – all ayes; No one opposed.

Toby Thomas then presented Ordinance 2020-11 An Ordinance Amending the 2020 Annual Appropriations Ordinance by Authorizing the Transfer of Certain Funds and Appropriations as Needed for Operations, and Declaring an Emergency. Emergency Reading. Myers made a motion to suspend the rules to allow Ordinance 2020-11 to be passed on an emergency measure. Jennifer Ball seconded the motion. Roll call: Jennifer Ball, Yes; Cooke, Yes; Myers, Yes; Willis, Absent; Steve Ball, Yes; Gullett, Yes. Myers made a motion to approve the emergency reading. Jennifer Ball seconded the motion. Roll call – All ayes; No one opposed.

Toby Thomas then presented Resolution 2020-02 A Resolution Authorizing Participation in the ODOT Road Salt Contracts Awarded in 2020. Emergency Reading. Cooke made a motion to suspend the rules to allow Resolution 2020-02 to be passed on an emergency measure. Myers seconded the motion. Roll call: Jennifer Ball, Yes; Cooke, Yes; Myers, Yes; Willis, Absent; Steve Ball, Yes; Gullett, Yes. Jennifer Ball made a

motion to approve the emergency reading. Steve Ball seconded the motion. Roll call – All ayes; No one opposed.

Toby Thomas then called for Old Business. There was none.

Toby Thomas then called for New Business.

Steve Ball stated that the Governor of Ohio had reached out to all cabinet members to reduce spending and he thinks it will trickle down and affect counties and towns.

Stuart Cooke thought that as members of council they needed to ask the Village Administrator to reduce the budget in all departments. One suggestion was to allow no overtime.

Council discussed different ways to reduce spending.

Toby Thomas then presented the monthly bills for approval under Schedule A. Myers made a motion to approve the bills as presented. Steve Ball seconded the motion. Roll call - All ayes; No one opposed.

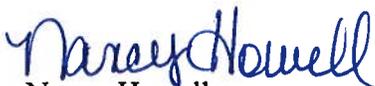
Toby Thomas then presented the Then and Now bills for approval under Schedule B. Jennifer Ball made a motion to approve Schedule B. Steve Ball seconded the motion. Roll call – All ayes; No one opposed.

Toby Thomas asked for a motion to enter into executive session to consider the Compensation of a Village Employee.

Steve Ball made a motion to enter into executive session. Cooke seconded the motion. Roll call: Jennifer Ball, Yes; Steve Ball, Yes; Cooke, Yes; Myers, Yes; Willis, Absent; Gullett, Yes.

Myers made a motion to return to regular session. Cooke seconded the motion. Roll call: Jennifer Ball, Yes; Steve Ball, Yes; Cooke, Yes; Myers, Yes; Willis, Absent; Gullett, Yes.

Steve Ball made a motion to adjourn. Jennifer Ball seconded the motion. Roll call - All ayes; No one opposed.



Nancy Howell
Fiscal Officer



Toby Thomas
Mayor