



**Minutes of the Village Council Meeting
January 5, 2004**

On Monday, January 5, 2003, the Village of Galena Organizational Council meeting was called to order at 7:09 p.m. in Council Chambers of the Municipal Building, 9 W. Columbus St., by Mayor Tom Hopper.

Swearing In Ceremonies

Betsy Hildebrand swore in Mayor Tom Hopper. Mayor Hopper swore in Roberta Miller and Tony Hamilton to new Council terms. All will serve terms from 2004 to 2008.

Council President Election

Betsy Hildebrand nominated David Simmons in absentia as Council President. Jim Slifko seconded the motion and it the motion passed unanimously 5-0 in a roll call vote:

Miller-Yes Hildebrand-Yes Slifko-Yes Underwood- Yes Hamilton-Yes

Roll Call

Present

Ed Collinsworth, Village Clerk
Tony Hamilton, Council Member
Betsy Hildebrand, Council Member
Tom Hopper, Mayor

Roberta Miller, Council Member
Jim Slifko, Council Member
Chris Underwood, Council Member
David Simmons, Council Member (7:17 p.m.)

Also Present

David LaValle, Public Service Director

Ordinance 2004-01 (1st reading, Declaring an Emergency)

An Ordinance Establishing the Appropriations for the Village of Galena for the Year 2004.

Clerk Ed Collinsworth introduced the ordinance and explained the appropriations budget. The total revenue he expects is \$943,760. He reviewed the General Fund - \$481,310; Street Fund - \$165,000; State Highway Fund - \$48,000; Park Fund - \$36,450; and the Sewer Fund - \$213,000; all equaling \$943,760.

Ed explained that last year the Village had \$684,397 in revenue and this year he expects \$943,760 with new revenues in the Sewer Operating and Street funds. Last year, the Village had \$450,596 budgeted in the General Fund and \$214,000 left over. There was \$175,963 in the Sewer, Street, Park and State Highway funds with \$164,900 left over. Ed said the Village could expend the new truck costs out of the Street Funds.

Jim Slifko made a motion to suspend the rules. David Simmons seconded the motion. The motion passed unanimously 6-0 in a roll call vote:

Miller-Yes Hildebrand-Yes Slifko-Yes Simmons- Yes Underwood- Yes Hamilton-Yes.

Betsy Hildebrand made a motion to adopt Ordinance 2004-01 and declare an emergency. Roberta Miller seconded and the motion passed unanimously 6-0 in a roll call vote:

Miller-Yes Hildebrand-Yes Slifko-Yes Simmons- Yes Underwood- Yes Hamilton-Yes

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Committee Appointments

Council reviewed the 2003 Committee List and discussed removing Ed Karn, Teresa Karn, John Harpst, and Ann Brown since they no longer live in the Village. Jim Slifko will replace Ed Karn on his respective committees. Roberta Miller will replace John Harpst as secretary of the Historical Records Committee. Splitting the Parks and Recreation Committee into two committees was discussed. A recommendation would be needed from the committee since Council does not know which members would prefer to serve on which committee. David Simmons made a motion to adopt the list as corrected. Jim Slifko seconded the motion and it passed unanimously in a voice vote.

Betsy Hildebrand made a motion to accept the Mayor's appointment of Stan Swisher to the Zoning and Planning Commission. David Simmons seconded the motion and it passed unanimously in a voice vote.

RESOLUTION 2003-13 (3rd Reading)

A Resolution Appointing Sally Hopper as Clerk of the Zoning and Planning Commission and Setting Salary and Compensation.

Mayor Hopper introduced all the personnel resolutions and informed Council they had the right to discuss them in executive session or public session. Council chose to discuss them publicly.

RESOLUTION 2003-14 (3rd Reading)

A Resolution To Increase Mike Hamilton's Compensation for Services Performed as Village Maintenance Supervisor.

RESOLUTION 2003-15 (3rd Reading)

A Resolution Appointing David C. LaValle as Village of Galena Public Service Director, Zoning and Property Maintenance Official, and Setting Salary and Compensation.

RESOLUTION 2003-16 (3rd Reading)

A Resolution Appointing Jeanna Burrell as Village of Galena Administrative Assistant, and Setting Salary and Compensation.

RESOLUTION 2003-17 (3rd Reading)

A Resolution Appointing Pam Hamilton as Village of Galena Maintenance Employee, and Setting Salary and Compensation.

Betsy Hildebrand explained that the Personnel Committee (Betsy, Roberta Miller, and Jim Slifko) reviewed the resolutions and had several recommendations.

On the part-time resolutions, the holiday section should read "holiday" not "paid holiday". Working on a holiday for any employee should be approved by the Mayor or Public Service Director, or a Council Member in their absence.

The Committee did not feel personal leave is necessary for part-time employees. They defined full-time employment as 30 or more hours per week in order to qualify for personal leave. They would like to see how many hours each person puts in during a year and how much sick leave is accumulated.

The maximum of 16 hours allotted for the Administrative Assistant could be constraining during peak times so they recommended changing it to an average of 16 hours per week at the discretion of the Public Service Director.

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The Maintenance Employee's hours were discussed. She works approximately 8 hours per week in the winter and 25-30 hours per week in the summer when grounds maintenance needs increase. She works more around the holidays and worked 54 hours in December while covering for Mike during his illness.

On the Maintenance Supervisor's resolution, the Committee would like to add that hours beyond the specified work day must be approved by the Public Service Director.

The Committee would like to receive at least an annual report of hours and leave accumulation and use. Public Service Director Dave LaValle explained that the hours are turned in directly to the clerk. He also added that he is working on a Personnel Policies and Procedures Manual. Council agreed that as the Village grows, employee hours will need to increase and record keeping will need to be formalized. Council would like Dave to track hours for everyone and give approval for hours beyond the specified work day, holidays, and emergencies. This will help build a history of hours and busy seasons. Dave also reiterated the need for Mike and Pam to always wear their safety gear.

David Simmons made a motion to approve Resolution 2003-13 as revised. Tony Hamilton seconded the motion and it passed unanimously 6-0 in a roll call vote:

Miller-Yes Hildebrand-Yes Slifko-Yes Simmons- Yes Underwood- Yes Hamilton-Yes

David Simmons made a motion to approve Resolution 2003-14 as revised. Jim Slifko seconded the motion and it passed unanimously 6-0 in a roll call vote:

Miller-Yes Hildebrand-Yes Slifko-Yes Simmons- Yes Underwood- Yes Hamilton-Yes

Tony Hamilton made a motion to approve Resolution 2003-15 as revised. Jim Slifko seconded the motion and it passed unanimously 6-0 in a roll call vote:

Miller-Yes Hildebrand-Yes Slifko-Yes Simmons- Yes Underwood- Yes Hamilton-Yes

Jim Slifko made a motion to approve Resolution 2003-16 as revised. Betsy Hildebrand seconded the motion and it passed unanimously 6-0 in a roll call vote:

Miller-Yes Hildebrand-Yes Slifko-Yes Simmons- Yes Underwood- Yes Hamilton-Yes

Roberta Miller made a motion to approve Resolution 2003-17 as revised. Betsy Hildebrand seconded the motion and it passed unanimously 6-0 in a roll call vote:

Miller-Yes Hildebrand-Yes Slifko-Yes Simmons- Yes Underwood- Yes Hamilton-Yes

Clerk/Treasurer's Report

Clerk Ed Collinsworth said he had already reported everything under the appropriations discussion.

Calendar of Events 2004

A draft calendar of events was reviewed. Dates to add include: Easter Egg Hunt – April 10, Memorial Day Program – May 31, Beggar's Night – Oct. 28, Santa – Dec. 18, and the Christmas Tree Lighting - Dec. 5.

Public Service Director's Report

Public Service Director Dave LaValle reviewed his report (attached).

Dave explained that Mayor Hopper sent a letter to the Berkshire Township Trustees requesting them to lower the Joe Walker Road speed limit to 25 mph.

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Dave is working with Maronda Homes regarding architectural design criteria for Heathermere. A model home will be built soon and details for a temporary sales trailer are being discussed.

Dave and Tom met with Homewood Corporation regarding potential annexation of the Miller property of nearly 200 acres on VansValley Road.

Dave said that since the truck will most be over \$25,000, it will have to be bid. The 2003 Jack Maxton Chevy truck will cost \$44,593 and add-options of the central hydraulics and plow are \$8,500 = \$53,000. Alternatives are to find a used vehicle for under \$25,000. Dave recommends bidding out a new truck that would last 15 years. A new truck would still take 30-90 days to get a plow put on and that will mean the Village is without a truck during the bad weather season.

David Simmons made a motion to authorize Dave to put together a bid package and solicit bids for the truck and snowplow Council has discussed. Betsy Hildebrand seconded the motion and it passed unanimously in a voice vote. Dave explained that after putting together the bid request, he must advertise once a week for two consecutive weeks in the *Delaware Gazette* and he will send bid requests to specific dealerships. Bids would be due a week later and probably would not be back before the Jan. 26 meeting.

In the meantime, Dave has requested help from Sunbury and will contact Delaware County and Genoa Township as well. The County said they would salt or plow Harrison Street. He will check into private drivers also. It was discussed that the Village will have twice the number of streets by next winter.

Putting a salt spreader on Mike Hamilton's truck was discussed. Betsy wondered whether Mike gets reimbursed for the use of his truck. Dave said Mike uses his truck to carry trash, decorations and to drive around town and occasionally uses the Village credit card to get gas. Dave suggested the Village also needs to purchase its own pickup truck. Mike may be able to use the new, smaller truck for more of the basic Village work, also.

Safety concerns were discussed with the chipper. It was suggested that using a service be investigated. Repairing it before spring or buying a new one was discussed. Dave will look into options.

Adjournment

David Simmons made a motion to adjourn. Tony Hamilton seconded the motion and it passed unanimously in a voice vote. The meeting was adjourned at 8:31 p.m.

Next Meeting

The next Council meeting is scheduled for January 26, 7 p.m., in Council Chambers at the Village Municipal Building.

Respectfully submitted, Jeanna Burrell, Administrative Assistant

Clerk

Mayor

I, Edward Collinsworth, Clerk of the Village of Galena, Ohio do hereby certify that publication of the above minutes was duly made by posting true copies thereof at five of the most public places in the Village of Galena as provided for in Ordinance #99-15 enacted by the Council of the Village of Galena on December 21, 1999.