



COVINGTON VILLAGE COUNCIL

MEETING MINUTES

November 8, 2021

Covington Village Council had a meeting on November 8, 2021. Mayor Ed McCord called the meeting to order at 7:00 p.m. The following roll call was taken for council:

Council Members Present:

- Keith Warner
- Dawn Duff
- Lois Newman
- Bud Weer
- Scott Tobias
- Jesse Reynolds

Non-member Staff participating:

- Frank Patrizio – Village Attorney
- Lee Harmon – Police Chief
- Tim Cline – Police Sargent
- Rhonda Gill - Fiscal Officer
- Kyle Hinkelman - Village Administrator

Consent Agenda:

The consent agenda included:

- Minutes from October 18, 2021
- Check Report – October
- Income Tax Report – October
- Fund Balance Report - September

A motion was made to approve the consent agenda as it stands with no modifications by Ms. Lois Newman and seconded by Mr. Jesse Reynolds. All ayes. Motion carried.

Visitors

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Ms. Julie Blumenstock, 216 S. High St., opened with concerns regarding the property located at 212 S. High St. and status of property owners compliance with the maintenance ordinance. Ms. Blumenstock questioned the next steps to be taken by the Village, as resident has not met code requirements.

Mr. Kyle Hinkelman explained the Village is obligated to allow a timeline for due process. He further explained the property owner has been making visible efforts to complete various items. Mr. Hinkelman reiterated the goal is to have property owners become compliant and avoid fines. Ultimately, any resident not meeting the obligations set forth to become compliant has the legal right to take matters to court. It is important for the Village to have good documentation; in the event the resident would take it to court.

Mr. Jonathan Dillon, 210 S. High St., stated he had a difficult time purchasing his home as the bank was doing a home inspection when the house was condemned. He wanted to be certain the Village was planning on following thru with the building maintenance requests.

Ms. Blumenstock stated the owner of 212 S. High St. continues to park in front of her home and was wondering if it could become mandatory to require the owner to park in front of his own home or behind his home.

Chief Lee Harmon responded parking on streets is allowable with restrictions on length of times and a few other variables. Officers can only ticket a vehicle if it is out of compliance with Village ordinances.

Amy Welborn, 303 N. Main St., questioned if the Village had any regulations on manner a house is painted. Mr. Hinkelman replied there is not.

Mayor's Report

Mayor Ed McCord thanked the Police Chief Lee Harmon and the other Village Officer's for their help with the costume contest. He felt there was a nice crowd, with approximately 60 kids participating, plenty of hot chocolate and donut holes.

The Mayor also noted that during Trick-or-Treat, Police Officers gave out candy with the Police Chief passing out candy and the mayor "testing" the candy. He also thanked the Optimist Club and the Chamber, as they provided prizes for the costume contest. He noted his thanks as well for all who worked during Trick-or-Treat

Mayor McCord also congratulated the new Council members and to Ms. Dawn Duff, for being reinstated to Council.

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Administrator's Report

Mr. Kyle Hinkelman noted the next Village Council meeting will be held on Monday, November 15, 2021.

He noted that December 3-4 will be Covington Hometown Christmas.

Mr. Hinkelman stated that the Village is trying to get more organized with events going on in the Village and that any business and/or group that has an event that is open to the public may forward the information to administrator@covington-oh.gov for consideration on the Village website to be shared.

He discussed that High Street Project and that residents may have noticed an electric pole located in the parking lot, as well as removal of trees at the front of the Government Center. He stated that there will be a lot of poles moved with wires crossing the roadways being removed prior to the High Street project starting next year.

Finally, he noted that the Village offices will be closed on November 11, 2021, for observance of Veteran's Day. He encouraged everyone to attend a Veteran's Day event, with many being held around the area to choose from.

Discussion Items

In previous years, the Village has presented each employee with a ham. Mr. Hinkelman asked if there were any objections. No objections were noted.

Mr. Hinkelman expressed congratulations to all the new Council members. A formal on-board meeting of new members will be conducted with Frank Patrizio to assure members are aware of all legal requirements, and to answer any questions.

Mr. Hinkelman provided a list of multiple boards and commissions which require annual reappointments. Mr. Hinkelman noted that he is working to get these boards filled and have them meet all requirement from the ORC. He also noted that some of these boards have specific membership requirements, per Ohio Revised Code that will need to be met.

Ms. Duff wished to express her appreciation to the Police Department for doing a nice job patrolling and being present for Trick-or-Treat.

ORDINANCES AND RESOLUTIONS

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Third Reading Considerations

None

Second Reading Considerations

None

First Reading Considerations

Ordinance 26-21 – Modification to the Employee Manual.

Mr. Hinkelman noted the three sections being contemplated for changes: Employee Manual Policy Changes - Section 4.07 Compensatory Time; 5.01 – Sick Leave; and 5.07 – Call-In Pay. He stated that the purpose of the modifications is to provide a clearer understanding of how and when our employees are paid for work completed.

He noted that this ordinance clarifies emergency pay when overtime hours are necessitated and considered call-in pay. It also eliminates incentivizing employees who avoid taking sick time when needed. He stated that there are policies in place to protect the Village from any employee who would choose to misuse this benefit.

Mr. Hinkelman stated the second consideration under Sick Leave is for clarification that use of sick time within a week there is overtime worked, the employee would not lose the qualification of overtime pay.

He noted that a second reading will be held November 15, 2021 and a third reading will be December 6, 2021. No formal action was taken.

Ordinance 27-21 – Modification to the Position Description Plan, Creation of New Positions, and Employee Title Changes.

Mr. Hinkelman explained the recommendation of changes to the Village Services Department and creating a utility and public works department separately. The ordinance would allow specific functions to be handled by each department. The Director would manage the specific tasks and budgets associated with each more comprehensively, and not expect a single person to be able to do so without support.

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The ordinance lays out new position descriptions as well as new title changes.

He noted that a second reading will be held November 15, 2021 and a third reading will be December 6, 2021. No formal action was taken.

Ordinance 28-21 – 2022 Salary Ordinance.

Mr. Hinkelman discussed Ordinance 28-21, which is the annual salary ordinance. He noted that previously, pay increases have been yearly and automatic, with no requirements to receive the raise. The proposed ordinance is based on the step increases and title changes noted in Ordinance 27-21. There is no guarantee an employee will move step-to-step as it will be based on performance, and the pay rates are intended to be more competitive with surround communities.

He noted that a second reading will be held November 15, 2021 and a third reading will be December 6, 2021. No formal action was taken.

Ordinance 29-21 – Replat of Inlots 1075 & 1076.

Mr. Hinkelman explained the request and the location of the replat. Mr. Hinkelman noted that the current owner has plans to sell the property quickly and that the Planning Commission has recommended approval of the replat.

Due to the owner wishing to sell, Mr. Hinkelman asked that Council considers waiving the three-reading rule and pass Ordinance 29-21.

A motion to waive the three-reading rule for Ordinance 29-21 was made by Mr. Bud Weer, seconded by Ms. Duff. All ayes. Motion passed.

A motion to approve Ordinance 29-21 was made by Mr. Scott Tobias, seconded by Mr. Weer. All ayes. Motion passed.

Resolution R41-21 – Modification to the Village Administrator Contract.

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Mayor McCord shared there has been a quarterly assessment of Mr. Hinkelman and he will be conducting an annual evaluation in late November. Mayor McCord noted that there would be changes in his contract related to salary, vacation hours, and overall term.

He noted that a second reading will be held November 15, 2021 and a third reading will be December 6, 2021. No formal action was taken.

Police Chief and Elected Officials' Comments

Chief Lee Harmon shared things have been relatively quiet.

Executive Session

A motion was made to adjourn for Executive Session by Ms. Lois Newman, seconded by Mr. Tobias.

At 7:34 PM, Council adjourned Into Executive Session under Section 121.22(G)(8) to consider confidential information related to the marketing plans, specific business strategy, production techniques, trade secrets, or personal financial statements of an applicant for economic development assistance, or to negotiations with other political subdivisions respecting requests for economic development assistance.

Council came out of Executive Session at 8:10 PM with no action taken.

Adjournment

A motion was made by Mr. Weer, seconded by Ms. Newman. Meeting adjourned at 8:15 PM.

Fiscal Officer

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Edward P. McCard

Mayor

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