



COVINGTON VILLAGE COUNCIL

MEETING MINUTES

November 15, 2021

Covington Village Council had a meeting on November 15, 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 Counsel
- Steve Blei – Police Officer
- Rhonda Gill - Fiscal Officer
- Kyle Hinkelman - Village Administrator

Consent Agenda:

The consent agenda included:

- Minutes from the November 8, 2021, meeting

A motion was made to approve the consent agenda as it stands with no modifications by Mr. Bud Weer and seconded by Ms. Dawn Duff. All ayes. Motion carried.

Visitors

Ms. Kay McKinney, 306 Sharon St., updated Council with names of new Board Members and information pertaining to Covington Newberry Historical Society and

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discussed the condition of the Fort Rowdy Museum and the needs of the society in relation to funding and improvements.

Mr. Derrick Canan, 133 N. Pearl St., had some general questions regarding the Village Personnel Policy Manual changes being proposed.

Mayor's Report

Mayor Ed McCord has been approached by an individual working to obtain his Eagle Scout. Mayor McCord meet with the young man. The project under discussion is to replace the fence around the Community Park and likely will begin next Spring. In the past, the Village has purchased supplies for these types of projects and intends to do so for this project.

Administrator's Report

Mr. Kyle Hinkelman reminded residents that December 3-4 will be Covington Hometown Christmas. There will be a Home Decorating contest, with rules and an entry form located on our website and Facebook. He described the event and encouraged everyone to take part in the event if they are able.

Mr. Hinkelman noted that he has been attending economic development meetings around the county over the last two months. He has been gathering information and will begin to draft policies, procedures, and future potential legislation to help grow existing business in the Village and to potentially incentivize new business.

Mr. Hinkelman asked if there was any conflict with moving the December 13th Council meeting to December 20th. There were none. Mr. Hinkelman noted that he would plan on the 13th for the second meeting in December and advertise it.

There will be no Board of Zoning Appeals or Planning Commission meetings in December.

Mr. Hinkelman noted that the Presbyterian Church provided a nice breakfast for all Village staff members recently. He wanted to say thank you to the church and all the volunteers for their efforts, our staff greatly appreciated it.

He explained that the Land and Water Conservation Fund Grant was applied for and hope to have good news to report in the coming months related to Schoolhouse Park and its funding.

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Discussion Items

None

ORDINANCES AND RESOLUTIONS

Third Reading Considerations

None

Second Reading Considerations

Ordinance 26-21 – Modification to the Employee Manual.

Mr. Hinkelman noted the proposed changes to Section 4.07 Compensatory Time; 5.01 – Sick Leave; and 5.07 – Call-In Pay and noted that there were not any changes from the First Reading. The purpose of the modifications is to provide a clearer understanding of how and when our employees are paid for work completed. He described the changes proposed and asked if the Village Council had any questions on any of the proposed changes. There were none.

Mr. Hinkelman stated that the third and final reading will be December 6, 2021.

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

Mr. Hinkelman again discussed the ordinance and what will be occurring. He noted the Village Services Department will be re-structured to create a utility and public works department separately. The ordinance will also allow specific functions to be handled by each department. The Director will 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.

He noted that the ordinance also lays out new position descriptions as well as new title changes for employees.

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Mr. Hinkelman asked if Council had any questions and there were no questions by Council.

Mr. Hinkelman stated that the third and final reading will be December 6, 2021.

Ordinance 28-21 – 2022 Salary Ordinance.

Mr. Hinkelman discussed the ordinance and stated that previously, pay increases have been annual and automatic, with no requirements to receive that raise. The proposed ordinance is based on the levels proposed in Ordinance 27-21. There is no guarantee an employee will move step-to-step as it will be based on performance.

The ordinance will also require an annual review with established standards to be met by each employee.

Mr. Canan questioned who would handle the evaluations. Mr. Hinkelman noted that the Police Chief handles all of the police evaluations and Mr. Hinkelman handles all others.

Ms. Joyce Robertson, 201 Lindsey St., questioned why Mr. Mike Weber would not handle the service departments if he was hired to be a supervisor. Mr. Hinkelman explained that Mr. Weber did do the initial reviews and worked with him to complete the formal evaluation.

Mr. Hinkelman asked if there were any additional questions on the ordinance and there were none.

Mr. Hinkelman stated that the third and final reading will be December 6, 2021.

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

Mayor McCord noted the highlights of Mr. Hinkelman's contract and that one item he didn't note previously was that he was recommending that his contract be extended an additional year through 2024.

Mayor McCord noted that the third reading will be December 6, 2021.

First Reading Considerations

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Ordinance 30-21 – Adoption of 2022 Budget.

Mr. Hinkelman discussed the 2022 budget and specific items listed within the budget. He noted that this was a budget that was discussed in previous public meetings and that the budget includes large expenses in 2022 that were previously planned for like the Wastewater Treatment Plant replacement and the High Street Project. The budget for 2021 through three quarters looks strong and this budget will continue to be fiscally conservative with revenues being estimated low, and expenses being estimated high.

Mr. Hinkelman also noted that until the 2021 year is closed out in early January, the Village won't know the exact numbers that 2022 will start with, but the projections are noted in the 2022 budget. The Village will update the budget in the first quarter of 2022 to reflect the exact 2021 year end numbers.

Ms. Robertson asked if the Village could adjust the budget to assist the Museum financially. There were no comments from the Council.

Ms. Kathy Adams Miller, 302 Debra St., questioned if Council had any suggestions for the Covington Newberry Historical Society to assist in meeting their financial needs.

Mr. Hinkelman noted that the current budget does not include funding for the Historical Society, but he would be happy to sit down later to discuss museum finance issues and how the Village can help them get funding.

No action was taken. The second reading will be heard on December 6.

Ordinance 31-21 – Reappropriation of Funds in 2021 Budget.

Mr. Hinkelman noted the end of year adjustments in the budget. Due to the need for funds, it is his recommendation to waive the three-reading rule to allow for continuation of accounts payable.

A motion to waive the three-reading rule for Ordinance 31-21 was made by Ms. Newman, seconded by Mr. Jesse Reynolds. All ayes. Motion passed.

A motion to approve Ordinance 31-21 was made by Ms. Newman, seconded by Ms. Dawn Duff. All ayes. Motion passed.

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Police Chief and Elected Officials' Comments

Officer Steve Blei noted there was nothing to share at this time.

Executive Session

None

Adjournment

A motion was made by Mr. Weer, seconded by Ms. Newman. Meeting adjourned at 7:45 PM.

Fiscal Officer

Mayor

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