

## **COVINGTON VILLAGE COUNCIL**

Covington Village Council met in a regular meeting on January 22, 2019 at the Village office at 1 S. High St. Covington. Mayor Ed McCord called the meeting to order at 7:00 p.m. The following roll call was taken for council:

|         |              |
|---------|--------------|
| Present | Keith Warner |
|         | Dawn Duff    |
|         | Judy Smith   |
|         | Bud Weer     |
|         | Lois Newman  |
|         | Scott Tobias |

The council packet included minutes from the 1/7/19 regular meeting, Village Administrator report, and bill packets including checks #11951-12042.

Nonmembers present included Mike Busse-Village Administrator, Frank Patrizio-Village Attorney, Brenda Carroll-Fiscal Officer, Steve Blei-Police Officer, and Sam Wildow-Piqua Daily Call Reporter.

### **Agenda:**

Motion to approve the agenda was made by Newman and seconded by Smith. All ayes. Motion carried.

### **Visitors:**

Kathy Miller  
Nick Church

### **Minutes**

Minutes from the 1/7/19 Council meeting will stand approved as presented.

### **Mayor's Report:**

Mayor McCord updated Council on his weekly meetings and activities and reminded Council of the following:

Government Center closed February 18th for President's Day. Council meeting rescheduled to Tuesday February 19<sup>th</sup>.

Public hearing is scheduled for Tuesday, February 19<sup>th</sup> @ 7:00 PM to review Planning and Zoning's recommendations for amendments to the official zoning map.

**Village Administrator Report**-the following topics were addressed:

**Zoning**

Council has scheduled a public hearing on Tuesday February 19<sup>th</sup> @ 7:00 PM to review Planning and Zoning's recommendations to amend the official Covington zoning map.

Requesting Council have second reading on Ordinance 1-19, an ordinance vacating one foot of the Street Right of Way adjacent to inlot 617 and the vacated Hazel Street to the north of said inlot located in the Village of Covington.

Planning and Zoning is recommending that Council approve Ordinance 3-19 declaring the storage of tires outside of buildings as a nuisance. Requesting Council have first reading on this proposed ordinance.

Requesting Council vote to reappoint Roger Finrock and appoint Kathy Miller to the Tax Incentive Review Board for terms ending December 31, 2021.

**High Street Project**

Requesting Council waive the three-reading rule and vote on Resolution R4-19 authorizing the Village Administrator to enter into an agreement with O.R. Colan to provide real estate appraisal and acquisition services at a cost of \$23,350.00. This is a continuation of the work they were completing in 2018.

**Emergency Services Reports**

Covington Fire Department and the Covington Police Department will present their 2018 annual reports at the February 4, 2019 Council meeting.

**2019 Budget**

Brenda and Mr. Busse have closed all encumbered funds for 2018, and have provided Council with a revised year-end fund balance report. We are still waiting on a couple of quotes to be returned, and will have a draft 2019 budget for Council's review at the February 4<sup>th</sup> meeting.

**Online Utility Payments**

Mr. Busse is continuing to work on the next revision of the online utility payment system (Invoice Cloud). This new revision allows for payments to be made directly from tablets and cell phones with or without logging into the account. The vendor also allows our customers to schedule payments and sign up for automatic payments. The fees for payments are the same as the current system, but all payments fees will be paid by the utility customer. The vendor has indicated that we can expect usage of the service to greatly increase due to the ease of use. Requesting Council have second reading on Resolution R2-19 authorizing the Village Administrator to enter into an agreement with Invoice Cloud for online billing and payment services.

**Maple Street Basketball Court Renovation Design Services**

Requesting Council have second reading on Resolution R3-19 authorizing the Village Administrator to enter into a contract with Poggemeyer Design Group for basketball court renovation design and engineering services at a cost of \$17,850.00

### **Covington Employee Manual**

Requesting Council have first reading on Ordinance 2-19 adopting the revised employee manual.

Requesting Council authorize the Village Administrator to contract with Clemans Nelson to develop employee job descriptions. These job descriptions are necessary and will complement the recently completed employee manual. The estimated cost is \$3,600.

### **Government Center**

Requesting Council vote to authorize the Village Administrator to contract Automated Solutions to make repairs to the Government Center HVAC control systems at an estimated cost of \$5,385. This is a continuation of work that began in 2018 to repair the control system that has been malfunctioning for many years.

Requesting Council vote to authorize the Village Administrator to enter into an agreement with Heapy Engineering to design the emergency generator power circuits to enable the Government Center to be fully functional during power outages. This work will generate plans and bid documents to allow the project to be bid out.

### **Snow Removal/Road Salt**

Four semi-truck loads of road salt have been delivered. The last three snow/ice events required us to use about ½ of that salt due to the amount of snow, ice accumulation and low temperatures. Our road crews have been doing a great job keeping our streets safe for travel. At this time, we are still good on road salt.

### **WWTP Phase 2 Blower Replacement Project**

Requesting Council authorize the Village Administrator to advertise for bids for the WWTP Phase 2 blower replacement project. The engineers estimate for the project is \$315,974. We have secured a grant from OPWC in the amount of \$125,000 for this project.

### **Probationary Police Officer**

Requesting Council vote to authorize the Village Administrator to make a conditional offer to Russell McNeal as a full-time probationary police officer. The starting pay will be level 2 - \$16.45/hour, and the anticipated start date will be 2/1/19. Russell has previously worked for the Village as a part-time police officer.

### **Financial Reports**

Motion to approve the financial reports was made by Smith and seconded by Newman. All ayes. Motion carried.

## **Old Business**

Motion to approve the 2019 Goals was made by Smith and seconded by Duff. All ayes. Motion carried.

Second reading held on Resolution R2-19 authorizing the Village Administrator to enter into a contract with Invoice Cloud for online billing and payment services.

Second reading held on Resolution R3-19 authorizing the Village Administrator to enter into a contract with Poggemeyer Design Group for basketball reconstruction design, bidding and construction administration services at a cost of \$17,850.00.

Second reading held on Ordinance 1-19, an ordinance vacating one foot of the Street Right of Way adjacent to inlot 617 and the vacated Hazel Street to the north of said inlot located in the Village of Covington

## **New Business**

First reading held on Ordinance 2-19 approving the revised Covington Employee Manual.

First reading held on Ordinance 3-19 an ordinance declaring the storage of tires outside of buildings as a nuisance.

Motion to appoint Roger Finrock and Kathy Miller to the Tax Incentive Review Board for the term ending December 31, 2021 was made by Newman and seconded by Duff. All ayes. Motion carried.

Motion to waive the three-reading rule and vote on Resolution R4-19 authorizing the Village Administrator to enter into an agreement with O.R. Colan for right-of-way acquisition cost services which is a continuation of 2018's work at a cost of \$23,350.00 was made by Warner and seconded by Weer. All ayes. Motion carried.

Motion to approve Resolution R4-19 was made by Duff and seconded by Smith. All ayes. Motion carried.

Motion to approve the Village Administrator to contract with Clemans Nelson for employee job descriptions at a cost of \$3,600.00 was made by Weer and seconded by Warner. All ayes. Motion carried.

Motion to approve the Village Administrator to contract with Automated Solutions Group to provide and install remote valves and sensors to work with the previously purchased Government Center HVAC control systems at a cost of \$5,385.00 was made by Warner and seconded by Weer. All ayes. Motion carried.

Motion to approve the Village Administrator to contract with Heapy Engineering to design the emergency generator power circuits to allow the Government Center to be fully functional during a power outage at a cost of \$2,950.00 was made by Weer and seconded by Smith. All ayes. Motion carried.

Motion to authorize the Village Administrator to make a conditional offer to Russell McNeal as a full-time probationary police officer, level 2, at a starting pay of \$16.45 per hour with an expected start date of 2/1/19 was made by Newman and seconded by Duff. All ayes. Motion carried.

Motion to authorize the Village Administrator to advertise for bids for the WWTP Phase 2 blower replacement project, engineers estimated cost of \$315,974, was made by Weer and seconded by Warner. All ayes. Motion carried.

Motion to adjourn made by Weer and seconded by Newman. All ayes.  
Meeting adjourned 7:27 PM.

---

Fiscal Officer

---

Mayor