

## AGENDA

### Scio Village Council

January 24, 2018

Pledge of Allegiance

Roll Call

Approval of Minutes

1. Visitors-
2. Letters & Correspondence – attached in packet
3. Clerk/Treasurer - 2018 Temp Appropriations Res. 2018-001
4. Solicitor – does not attend second meeting of month

5. Mayor's Report -

Ord 18-001 Re: Water Rates

Office's phone line vandalized and repaired

Cars parked; on the sides of roads and alleys keep the snow plow from clearing snow for residents

Office hours

Website discussion

6. Village Administrator

#### WTP

-The current upgrades to the water plant are ongoing, the outer fence has been removed to allow for excavation for the new concrete pads.

A meeting was held at the WTP on 1/23/18 with the site foreman from AOP, the plans were reviewed and a flexible time line was established. Materials will be received starting February 2018

-Residential water leak was called in on 1/18/18. The affected line was the homeowner's responsibility, the Village turned off the water service to assist the resident with repairs.

#### WWTP

-Cross training has been ongoing for the WWTP

-The T-6 pump for College Street Lift Station, estimated cost \$14,000, request authorization to order and install Spring / Summer 2018

#### OEPA

Correspondence received via email from the OEPA SE District

1. January 31, 2017 - implement an adequate flushing program with valve replacement or repair, as needed.
2. Each month (After starting construction) submit a monthly status report describing the progress by the 10 of the following month. First report is due by Feb 10, 2018.
3. The improvements outlined in plan approval must be completed within 18 months – July 1, 2019.
4. 7 days after the completion of these improvements you must send in notification that the project is complete.

1/24/18 Agenda continued

All the above requirements have been addressed and/or completed

-Asset Management plan

Currently working with RCAP to complete this requirement with a reduced cost to the Village. The deadline is 8/30/18

RCAP

-GIS Co-op, a service provided to the Village from RCAP, (reference attachments in your packets )

Ohio Rural Water - Onyxpower

-Aggregate for Village power usage, a 36 month term with a fixed rate ( see attached documents in your packet)

General information

-Christmas tree pick up at the recycle location will end on 1/24/18

-Employee status / training

7. Old Business
8. New Business
9. Financial Report Approval
10. Pay bills
11. Adjourn

**January 10, 2018**

**Scio Village Council** met in regular session on January 10, 2018 at 6 pm with Mayor Michelle Carpenter presiding and leading the Pledge to the Flag.

Members present were Erin Thompson, Ron Wright, Heidi Trice, and Carol Davy. Others included Village Solicitor Jason Jackson, Village Administrator Jason Tubaugh, Water/WW Clerk & Income Tax Adm. Janeen Scott and Clerk-Treasurer Trish Copeland. J.D. Long was the representative from the News-Herald. Turner "serving on military orders".

Alex Roth from the Treasurer of State's Office and Joe, Diane and Sam Citro, as well as another person who did not sign the guest sheet, were also present.

Davy moved to approve minutes from the previous meeting and Wright seconded; all present voted yes. Motion carried.

Jason Jackson swore Erin Thompson and Heidi Trice into their four year council terms; the Mayor welcomed them.

Mr. Roth spoke about the ohiocheckbook.com initiative across the state and the transparency it brings to residents. He stated going "on-line" is optional to governments and is "completely cost-free" "Clerk simply e-mails him directly" "clerk very helpful" Roth recommends quarterly for the updating of info. Davy questioned him again as to cost to the village and Roth said no cost at all "It will always be free". Davy moved to make our info available to Ohio Checkbook and Thompson seconded. Roll call indicated that all present voted in the affirmative and the motion carried.

#### **Income Tax**

Janeen asked for the Records Committee to meet within a few weeks so she can proceed with the state to destroy old records.

#### **Solicitor**

Jackson stated he checked legal records and found no pending foreclosure on the Elm St. Ager property so it was legal to tear it down.

#### **Mayor**

Wanting to establish 2018 meeting dates, Mrs. Carpenter suggested the second and fourth Wednesdays be kept and the time at 6 pm; the exception would be August, due to the Street Fair and there will be one meeting that month on the 22<sup>nd</sup>. Trice made a motion mirroring the Mayor's wording and Wright seconded. Roll call: Trice, yea; Thompson, yea; Davy, yea and Wright, yea. Motion carried.

Thompson then nominated Heidi Trice for Council President – Ron Wright seconded and roll call: Thompson, yea; Davy, yea and Wright, yea. Motion carried.

The Mayor asked Mr. Long to be sure and include in his article that there is a vacant council seat and interested residents are urged to send a letter of interest to the village office.

#### **Village Administrator**

##### **WTP**

-The WTP upgrade project is in the stages of ordering materials and the subcontractors have been hired thus far. The excavation portion will start in the next several weeks.

-The Village license has been received from the OEPA to continue to operate the WTP for 2018.

-The well #1 raw water sample testing results have been received by the Village. They are on file for review if needed.

##### **WWTP**

-Inclement weather issues 1/5-1/8. The WWTP had freezing issues due to sub-zero weather conditions over this period. Mr. Jurosko and the Administrator worked Saturday and Sunday to mitigate the impact of the freezing conditions and maintain operations at the plant.

Jan. 10, 2018

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-The College Street lift station will be in need of a new T-6 pump this year , preferably Spring/ Summer 2018, estimated cost \$13,000 (+/- 10%). Jake requests that the committee meet "soon".

#### OEPA

-Cu/Pb testing will be required between January and June 2018 for 20 residents within the Village.

-Notification has been sent to the OEPA SED office IAW the bilateral agreement in regards to the WTP project, the letter was mailed on 1/5/17

-Additional testing requirements have been imposed throughout Ohio for water treatment facilities, this will incur additional costs to the Village. As this will increase our production costs Jake stated "something needs to happen" i.e. water rates.

-Asset Management plan is due NLT August 30, 2018; again this is a mandate by the Ohio EPA.

#### General Information

-Christmas tree pick up termination date is 1/24/18

The Personnel Committee needs to meet about the Compensation Ordinance draft to address the draft proposal for changes and updates

The Water/ Wastewater Committee also needs a meeting to address RCAP proposal on water and sewer rates.

The 108 E Elm St house demolition will be completed by Friday at the latest.

-A contract for generator maintenance and service is being reviewed to cover the two existing units and the future unit at the WTP.

Tubaugh has met with William Woods, a consultant for RCAP. He needs the village's permission to shop electric rates for the village. [Our aggregation covers only residential electric rates] Since it is not a binding agreement it was consensus of the council to have Jake proceed with looking for lower electric rates for the village.

Mayor Carpenter stated the former Cecil Voorhees property has been sold and wondered if a letter from our solicitor would get results in having the property cleaned up. Again, the Paul Mills property on Eastport St, was mentioned as a health and safety issue.

#### OLD BUSINESS

No old business was brought to the table.

#### NEW BUSINESS

Michelle made sure everyone saw the committee assignments in their packets and said they would be re-vamped when there is a full council and also that she would like to see the committees be much more active this year. She again asked the committees to meet prior to January 24<sup>th</sup>.

She wanted everyone to know that on the very cold weekend both Jake Tubaugh and Brian Jurosko were spending a lot of time keeping the water and wastewater systems functioning. Michelle thanked them both. Jake made sure everyone knew that Brian Jurosko has his Class 4 Wastewater License in West Virginia.

Until council has a full complement again, Attorney Jackson wanted everyone to know that meetings can still be held with as few as three members in attendance but that no ordinances or resolutions could be passed.

Jackson also let the group know this will probably be his last year as Scio's legal counsel.

Committee meetings to be held at 5 pm on Jan. 22<sup>nd</sup> are: Personnel; Finance and Water & Sewer.

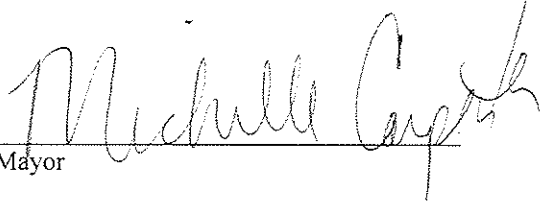
Carol asked everyone to be thinking towards spring and any possible improvements to the park and does the group want to rehire Roger Custer for the park?

**Jan. 10, 2018**  
**P. 3**

Wright moved to approve the Financial Report and Trice seconded. Roll call: Davy, yea; Wright, yea; Thompson, yea; Trice, yea. Motion carried.

Davy moved to pay the bills as presented and seconded by Ron Wright. Roll call as follows: Wright yea; Trice, yea; Thompson, yea; Davy, yea; motion carried.

As there was no further business Erin Thompson moved to adjourn the meeting.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Clerk-Treasurer

DATE	CHECK #	VEN #	VENDOR NAME RECEIVED FROM	CHECK AMOUNT	PAY IN AMOUNT	ENDING BALANCE	RECORD #
01/12/2018	1145	19029	STULL EXCAVATING LLC	12,000.00		1,281,520.32	15444
01/24/2018	1146	03005	CINTAS CORPORATION 013	279.04		1,288,981.42	15477
01/24/2018	1147	08028	HARR REGIONAL CHAMBER	75.00		1,288,906.42	15478
01/24/2018	1148	18999	SCIO NAPA AUTO PARTS	289.71		1,288,616.71	15479
01/24/2018	1149	21001	US POST OFFICE	116.00		1,288,500.71	15480
01/24/2018	11218	18012	SCIO PAYROLL	6,696.30		1,281,804.41	15481
01/24/2018	011218	18012	SCIO PAYROLL	949.73		1,280,854.68	15482
01/15/2018	011918	06016	FRONTIER	480.08		1,282,398.40	15454
01/18/2018	1182018	06000	FP MAILING SOLUTIONS	600.00		1,273,350.87	15446
01/23/2018	1242018	15002	AMERICAN ELECTRIC POWER	4,980.33		1,284,306.99	15468
01/25/2018	1252018	15001	OHIO JOB & FAMILY SERVICE	100.05		1,281,891.90	15459
01/12/2018	01122018	15002	AMERICAN ELECTRIC POWER	7,569.45		1,273,950.87	15445
01/12/2018	01122018A	16004	PNC	63.66		1,281,981.95	15456
01/15/2018	01122018B	16004	PNC	-63.66		1,282,045.61	15457
01/12/2018	01122018C	16004	PNC	53.66		1,281,991.95	15458

34,189.35 0.00

1/19/2018  
 Fleet Services  
 \* \$34,542.14

*[Handwritten Signature]*  
 Ronald Wright  
 Fleet Services

REPORTING YEAR FUND DESCRIPTION	2018 FUND DESCRIPTION	BEGINNING BALANCE	REVENUE	EXPENSE	ENDING BALANCE	ENCUMBERED AMOUNTS	AVAILABLE BALANCE
A01	GENERAL FUND	694,893.60	6,952.36	20,569.07	681,176.89	25,806.71	655,370.18
		694,893.60	6,952.36	20,569.07	681,176.89	25,806.71	655,370.18
A02	GENERAL FUND CD#1	54,241.80	0.00	0.00	54,241.80	0.00	54,241.80
		54,241.80	0.00	0.00	54,241.80	0.00	54,241.80
A03	GENERAL FUND CD#2	12,869.90	0.00	0.00	12,869.90	0.00	12,869.90
		12,869.90	0.00	0.00	12,869.90	0.00	12,869.90
A04	GENERAL FUND CD#3	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00
		1,000.00	0.00	0.00	1,000.00	0.00	1,000.00
B01	STREET FUND	5,338.40	1,585.72	289.25	6,634.87	802.05	5,832.82
		5,338.40	1,585.72	289.25	6,634.87	802.05	5,832.82
B02	STATE HIGHWAY	4,265.87	128.57	186.32	4,208.12	788.68	3,419.44
		4,265.87	128.57	186.32	4,208.12	788.68	3,419.44
B04	PARK FUND	7,993.49	0.00	341.35	7,652.14	2,344.65	5,307.49
		7,993.49	0.00	341.35	7,652.14	2,344.65	5,307.49
B05	FEMA	0.00	0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00
B08	POLICE LEVY	7,786.73	0.00	562.82	7,223.91	0.00	7,223.91
		7,786.73	0.00	562.82	7,223.91	0.00	7,223.91
B09	BLOCK GRANT WATERLINE REPLACE	0.00	0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00
B10	PERMISSIVE MVL	1,750.37	245.37	0.00	1,995.74	0.00	1,995.74
		1,750.37	245.37	0.00	1,995.74	0.00	1,995.74
C01	TRUCK DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00
D01	OPWC GRANT	0.00	0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00
D03	INCOME TAX/PERM IMPROVE	131,585.74	1,646.18	807.10	132,424.82	87.00	132,337.82
		131,585.74	1,646.18	807.10	132,424.82	87.00	132,337.82
E01	WATER FUND	257,160.15	11,941.32	10,290.03	258,811.44	27,097.15	231,714.29
		257,160.15	11,941.32	10,290.03	258,811.44	27,097.15	231,714.29
E02	SEWER FUND	100,186.70	10,165.68	10,513.19	99,839.19	29,853.79	69,985.40
		100,186.70	10,165.68	10,513.19	99,839.19	29,853.79	69,985.40
E08	WATER DEPOSIT FUND	12,719.32	56.54	0.00	12,775.86	0.00	12,775.86
		12,719.32	56.54	0.00	12,775.86	0.00	12,775.86
GRAND TOTAL ALL FUNDS MONTH-TO-DATE		1,291,792.07	32,721.74	43,659.13	1,280,854.68	86,780.03	1,194,074.65
GRAND TOTAL ALL FUNDS YEAR-TO-DATE		1,291,792.07	32,721.74	43,659.13	1,280,854.68	86,780.03	1,194,074.65

*Spede & True*

*Ronald Wager*

*Carol Wang*

REPORTING YEAR EXPENSE #	EXPENSE DESCRIPTION	APPROPRIATION AMOUNT	CARRY OVER AMOUNT	M-T-D EXPENSE	Y-T-D EXPENSE	ENCUMBERED AMOUNT	UNENCUMBERED AMOUNT	PERCENTAGE
A01-1A-211-0	POLICE WAGES	9,762.00	0.00	0.00	0.00	0.00	9,762.00	100.00%
A01-1A-212-0	POLICE BENEFITS	2,100.00	0.00	0.00	0.00	0.00	2,100.00	100.00%
A01-1C-230-0	STREET LIGHTING	19,525.00	0.00	2,589.12	2,589.12	15,410.88	1,525.00	7.81%
A01-2B-230-0	COUNTY HEALTH DEPT.	500.00	0.00	0.00	0.00	0.00	500.00	100.00%
A01-7A-211-0	MAYOR & VA WAGES	15,600.00	0.00	1,538.46	1,538.46	0.00	14,061.54	90.14%
A01-7A-212-0	MAYOR & VA BENEFITS	2,500.00	0.00	237.69	237.69	0.00	2,262.31	90.49%
A01-7B-211-0	COUNCIL WAGES	7,320.00	0.00	0.00	0.00	0.00	7,320.00	100.00%
A01-7B-212-0	COUNCIL BENEFITS	800.00	0.00	0.00	0.00	0.00	800.00	100.00%
A01-7B-240-0	COUNCIL SUPPLIES & MATERIALS	100.00	0.00	0.00	0.00	35.00	65.00	65.00%
A01-7D-211-0	CLERK/TREASURER WAGES	15,000.00	0.00	1,142.70	1,142.70	0.00	13,857.30	92.38%
A01-7D-212-0	CLERK/TREASURER BENEFITS	2,700.00	0.00	176.54	176.54	0.00	2,523.46	93.46%
A01-7D-240-0	ADMIN SUPPLIES & MATERIALS	6,500.00	0.00	340.00	340.00	89.47	6,070.53	93.39%
A01-7E-231-0	UTILITIES	11,750.00	0.00	957.03	957.03	7,567.97	3,225.00	27.45%
A01-7E-240-0	LAND/BUILD SUPPLIES & MATERIAL	19,500.00	0.00	127.50	127.50	0.00	19,372.50	99.35%
A01-7F-230-0	ELECTION EXPENSE	20.00	0.00	0.00	0.00	0.00	20.00	100.00%
A01-7G-230-0	COUNTY AUDITOR FEE	1,500.00	0.00	0.00	0.00	0.00	1,500.00	100.00%
A01-7H-230-0	DELIQ LAND TAX ADVERT	50.00	0.00	0.00	0.00	0.00	50.00	100.00%
A01-7H-231-0	DEL REAL EST. TAX & COLL. FEES	200.00	0.00	0.00	0.00	0.00	200.00	100.00%
A01-7I-230-0	STATE AUDITOR FEE	2,500.00	0.00	0.00	0.00	0.00	2,500.00	100.00%
A01-7J-211-0	SOLICITOR WAGES	6,000.00	0.00	500.00	500.00	0.00	5,500.00	91.67%
A01-7J-212-0	SOLICITOR BENEFITS	1,200.00	0.00	77.25	77.25	0.00	1,122.75	93.56%
A01-7J-230-1	SOLICITOR CONTRACTUAL SERVICE	1,800.00	0.00	0.00	0.00	0.00	1,800.00	100.00%
A01-7K-211-0	IT-WAGES	2,000.00	0.00	150.00	150.00	0.00	1,850.00	92.50%
A01-7K-212-0	IT-BENEFITS	550.00	0.00	23.18	23.18	0.00	526.82	95.79%
A01-7K-230-0	IT-STATE AUDITOR FEE	500.00	0.00	0.00	0.00	0.00	500.00	100.00%
A01-7K-230-1	IT-SOLICITOR CONTRACT SERV	100.00	0.00	0.00	0.00	0.00	100.00	100.00%
A01-7K-240-0	IT-SUPPLIES/MATERIALS	650.00	0.00	61.12	61.12	29.00	559.88	86.14%
A01-7K-250-0	IT-CAPITAL OUTLAY	150.00	0.00	0.00	0.00	0.00	150.00	100.00%
A01-7K-272-0	INCOME TAX REFUNDS	150.00	0.00	0.00	0.00	0.00	150.00	100.00%
A01-7K-273-0	PRIOR YEAR REFUND	100.00	0.00	0.00	0.00	0.00	100.00	100.00%
A01-7X-211-0	JANITOR WAGES	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
A01-7X-211-1	PART TIME LABOR WAGES	11,000.00	0.00	0.00	0.00	0.00	11,000.00	100.00%
A01-7X-212-0	JANITOR BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
A01-7X-212-1	PART TIME LABOR BENEFITS	2,400.00	0.00	0.00	0.00	0.00	2,400.00	100.00%
A01-7X-230-0	CONTRACTUAL SERVICE	12,000.00	0.00	384.89	384.89	705.00	10,910.11	90.92%
A01-7X-230-2	ENGINEERING SERVICES	30,000.00	0.00	0.00	0.00	0.00	30,000.00	100.00%
A01-7X-240-0	OTHER SUPPLIES & MATERIALS	11,000.00	0.00	73.62	73.62	901.38	10,025.00	91.14%
A01-7X-250-0	LEASE CAPITAL OUTLAY	94,771.00	0.00	0.00	0.00	0.00	94,771.00	100.00%
A01-7X-251-0	SPECIAL PROJECTS	148,000.00	0.00	0.00	0.00	0.00	148,000.00	100.00%
A01-7X-271-0	TRANSFER OUT	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
A01-7X-272-0	ADVANCE TO BE REIMBURSED	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
A01-7X-273-0	BALANCE CORRECTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
A01-7X-999-0	OTHER FINANCIAL USES	45,000.00	0.00	12,289.97	12,289.97	1,068.01	31,642.02	70.32%
GENERAL FUND FUND SUB TOTAL		485,298.00	0.00	20,669.07	20,669.07	25,806.71	438,822.22	90.42%
A02-7X-250-0	CD#1	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
A03-7X-250-0	CD#2	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
A04-7X-250-0	CD#3	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
GENERAL FUND CD#3 FUND SUB TOT		0.00	0.00	0.00	0.00	0.00	0.00	.00%
B01-6B-211-0	WAGES	18,600.00	0.00	122.40	122.40	0.00	18,477.60	99.34%
B01-6B-212-0	BENEFITS	3,800.00	0.00	18.90	18.90	0.00	3,781.10	99.50%
B01-6X-230-0	STATE AUDITOR FEE	100.00	0.00	0.00	0.00	0.00	100.00	100.00%
B01-6X-230-1	STREET CONTRACTUAL SERVICES	400.00	0.00	0.00	0.00	0.00	400.00	100.00%

*Glenn S. Tico*

*Ronald A. Wright*

*Cliff May*





REPORTING YEAR EXPENSE #	2018 EXPENSE DESCRIPTION	APPROPRIATION AMOUNT	CARRY OVER AMOUNT	M-T-D EXPENSE	Y-T-D EXPENSE	ENCUMBERED AMOUNT	UNENCUMBERED AMOUNT	PERCENTAGE
D01-5D-250-0	OPWC GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
	OPWC GRANT FUND SUB TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
D03-7I-271-0	TRANSFER TO TRUCK DEBT	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
D03-7I-271-1	TRANSFER TO WATER LOAN 5022	6,202.00	0.00	0.00	0.00	0.00	6,202.00	100.00%
D03-7K-211-0	WAGES	7,500.00	0.00	450.16	450.16	0.00	7,049.84	94.00%
D03-7K-212-0	BENEFITS	2,000.00	0.00	69.56	69.56	0.00	1,930.44	96.52%
D03-7K-230-0	STATE AUDIT FEE	3,000.00	0.00	0.00	0.00	0.00	3,000.00	100.00%
D03-7K-230-1	SOLICITOR CONTRACT SERVICES	1,500.00	0.00	0.00	0.00	0.00	1,500.00	100.00%
D03-7K-240-0	IT SUPPLIES & MATERIALS	8,500.00	0.00	287.38	287.38	87.00	8,125.62	95.60%
D03-7K-250-0	CAPITAL OUTLAY	141,950.00	0.00	0.00	0.00	0.00	141,950.00	100.00%
D03-7K-272-0	INCOME TAX REFUNDS	700.00	0.00	0.00	0.00	0.00	700.00	100.00%
D03-7K-273-0	PRIOR YEAR REFUND	1,000.00	0.00	0.00	0.00	0.00	1,000.00	100.00%
	INCOME TAX/PERM IMPROVE FUND S	172,352.00	0.00	807.10	807.10	87.00	171,457.90	99.48%
E01-5A-211-1	SUPERINTENDENT WAGES	10,200.00	0.00	784.62	784.62	0.00	9,415.38	92.31%
E01-5A-211-2	CLERK WAGES	3,500.00	0.00	242.30	242.30	0.00	3,257.70	93.08%
E01-5A-211-3	METER READER WAGES	1,400.00	0.00	92.30	92.30	0.00	1,307.70	93.41%
E01-5A-211-4	TEMP LABOR WAGES	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
E01-5A-211-6	CLERK HELPER WAGES	700.00	0.00	146.60	146.60	0.00	553.40	79.06%
E01-5A-211-7	LABORER WAGES	30,000.00	0.00	2,797.24	2,797.24	0.00	27,202.76	90.68%
E01-5A-212-1	SUPERINTENDENT BENEFITS	1,600.00	0.00	121.22	121.22	0.00	1,478.78	92.42%
E01-5A-212-2	CLERK BENEFITS	625.00	0.00	37.44	37.44	0.00	587.56	94.01%
E01-5A-212-3	METER READER BENEFITS	300.00	0.00	14.26	14.26	0.00	285.74	95.25%
E01-5A-212-4	TEMP LABOR BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
E01-5A-212-6	CLERK HELPER BENEFITS	125.00	0.00	22.65	22.65	0.00	102.35	81.88%
E01-5A-212-7	LABORER BENEFITS	4,900.00	0.00	476.18	476.18	484.00	3,939.82	80.40%
E01-5B-240-0	BILLING SUPPLIES & MATERIALS	1,800.00	0.00	225.00	225.00	258.10	1,316.90	73.16%
E01-5D-250-0	OWDA-CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
E01-5D-250-1	HARR CITY GRANT CAP OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
E01-5D-250-2	ARC OMEGA GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
E01-5H-243-0	AUTO REPAIR & MAINT	1,100.00	0.00	0.00	0.00	200.00	900.00	81.82%
E01-5I-230-0	LANDS & BUILDINGS	30,000.00	0.00	0.00	0.00	0.00	30,000.00	100.00%
E01-5I-231-0	UTILITIES	23,000.00	0.00	3,873.14	3,873.14	17,306.86	1,820.00	7.91%
E01-5X-230-0	STATE AUDITOR FEE	6,000.00	0.00	0.00	0.00	0.00	6,000.00	100.00%
E01-5X-230-1	SOLICITOR CONTRACTUAL SERVICE	500.00	0.00	0.00	0.00	0.00	500.00	100.00%
E01-5X-230-2	ENGINEERING SERVICE	4,000.00	0.00	0.00	0.00	0.00	4,000.00	100.00%
E01-5X-230-4	CONTRACTUAL SERVICES	15,000.00	0.00	0.00	0.00	0.00	15,000.00	100.00%
E01-5X-240-0	SUPPLIES & MATERIALS	47,000.00	0.00	1,457.08	1,457.08	8,848.19	36,694.73	78.07%
E01-5X-260-0	LOAN PRINCIPLE	26,000.00	0.00	0.00	0.00	0.00	26,000.00	100.00%
E01-5X-261-0	LOAN INTEREST	3,770.00	0.00	0.00	0.00	0.00	3,770.00	100.00%
E01-5X-273-0	MISC REFUNDS	200.00	0.00	0.00	0.00	0.00	200.00	100.00%
	WATER FUND FUND SUB TOTAL	211,720.00	0.00	10,290.03	10,290.03	27,097.15	174,332.82	82.34%
E02-5A-211-1	SUPERINTENDENT WAGES	12,000.00	0.00	600.00	600.00	0.00	11,400.00	95.00%
E02-5A-211-2	LABORER WAGES	12,000.00	0.00	2,785.02	2,785.02	0.00	9,214.98	76.79%
E02-5A-211-3	METER READER WAGES	25,000.00	0.00	92.30	92.30	0.00	24,907.70	99.63%
E02-5A-211-4	TEMP LABOR WAGES	2,000.00	0.00	0.00	0.00	0.00	2,000.00	100.00%
E02-5A-211-5	CLERK WAGES	3,650.00	0.00	242.30	242.30	0.00	3,407.70	93.36%
E02-5A-211-6	CLERK HELPER WAGES	650.00	0.00	46.60	46.60	0.00	603.40	92.83%
E02-5A-212-1	SUPERINTENDENT BENEFITS	3,000.00	0.00	92.70	92.70	0.00	2,907.30	96.91%
E02-5A-212-2	LABORER BENEFITS	5,000.00	0.00	474.29	474.29	484.00	4,041.71	80.83%
E02-5A-212-3	METER READER BENEFITS	400.00	0.00	14.26	14.26	0.00	385.74	96.44%

REPORTING YEAR EXPENSE #	EXPENSE DESCRIPTION	APPROPRIATION AMOUNT	CARRY OVER AMOUNT	M-T-D EXPENSE	Y-T-D EXPENSE	ENCUMBERED AMOUNT	UNENCUMBERED AMOUNT	PERCENTAGE
E02-5A-212-4	TEMP LABOR BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
E02-5A-212-5	CLERK BENEFITS	800.00	0.00	37.42	37.42	0.00	762.58	95.32%
E02-5A-212-6	CLERK HELPER BENEFITS	130.00	0.00	7.20	7.20	0.00	122.80	94.46%
E02-5B-240-0	BILLING SUPPLIES & MATERIALS	1,500.00	0.00	225.00	225.00	238.10	1,016.90	67.79%
E02-5D-240-0	AUTO SUPPLIES & MATERIALS	3,000.00	0.00	0.00	0.00	200.00	2,800.00	93.33%
E02-5E-230-0	LAND & BUILDINGS	44,000.00	0.00	0.00	0.00	500.00	43,500.00	98.86%
E02-5E-231-0	UTILITIES	30,350.00	0.00	5,173.80	5,173.80	24,806.20	370.00	1.22%
E02-5X-230-0	STATE AUDITOR FEE	4,500.00	0.00	0.00	0.00	0.00	4,500.00	100.00%
E02-5X-230-1	SOLICITOR CONTRACTUAL SERVICE	3,000.00	0.00	0.00	0.00	0.00	3,000.00	100.00%
E02-5X-230-2	ENGINEERING SERVICES	3,000.00	0.00	0.00	0.00	0.00	3,000.00	100.00%
E02-5X-230-4	CONTRACTUAL SERVICES	11,000.00	0.00	0.00	0.00	0.00	11,000.00	100.00%
E02-5X-243-0	SUPPLIES & MATERIALS	42,000.00	0.00	722.30	722.30	3,605.49	37,672.21	89.70%
E02-5X-260-0	LOAN PRINCIPLE	6,236.22	0.00	0.00	0.00	0.00	6,236.22	100.00%
E02-5X-261-0	LOAN INTEREST	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
E02-5X-273-0	MISC REFUNDS	350.00	0.00	0.00	0.00	0.00	350.00	100.00%
	SEWER FUND FUND SUB TOTAL	213,566.22	0.00	10,513.19	10,513.19	29,853.79	173,199.24	81.10%
E08-5A-000-0	DEPOSITS REFUNDED	9,000.00	0.00	0.00	0.00	0.00	9,000.00	100.00%
E08-5B-000-0	DEPOSITS APPLIED	3,300.00	0.00	0.00	0.00	0.00	3,300.00	100.00%
	WATER DEPOSIT FUND FUND SUB TO	12,300.00	0.00	0.00	0.00	0.00	12,300.00	100.00%
	GRAND TOTAL	1,143,746.22	0.00	43,659.13	43,659.13	86,780.03	1,013,307.06	88.60%

**Subject:** Fw: Creating an Asset Management Program  
**From:** Trish Copeland (scio1@frontier.com)  
**To:** jaketubaugh@gmail.com; sciomayor@frontier.com; trice33hlt@gmail.com; csdavy@outlook.com; wrightbernice161@yahoo.com; andrew.turnerusaf@gmail.com; scio330@yahoo.com;  
**Date:** Wednesday, January 24, 2018 2:17 PM

*Trish Copeland*, Clerk/Treasurer

Village of Scio  
PO Box 307  
Scio, OH 43988-0351  
phone 740-945-5571  
fax 740-945-5855

On Wednesday, January 24, 2018 2:00 PM, Ohio EPA - DDAGW <mail@notify.onecallnow.com> wrote:

Notification from: **Ohio EPA - Division of Drinking and Ground Waters**

Senate Bill 2, which requires a system to develop and maintain an asset management program, was passed and signed in July 2017 and became effective October 6, 2017. Specific requirements for asset management programs are provided in the proposed draft rules in 3745-87 of the OAC asset management program requirements, which can be found on the Ohio EPA website.

Senate Bill 2 requires a public water system to include the following in an asset management program:

- **Inventory and evaluation of all public water system assets;**
- Operation and maintenance programs;
- Emergency preparedness and contingency planning program;
- Criteria and timelines for infrastructure rehabilitation and replacement;
- Approved capacity projections and capital improvement planning;
- A long-term funding strategy to support the implementation of the asset management program.

Developing an asset management program takes time, but the first step is to inventory and evaluate all of a public water system's assets. The inventory and condition assessment will take some time to complete and can be done concurrently with other portions of the asset management program.

If a system decides to have professional help developing an asset management program, the system will still need to collect system information. Being involved in the development of your system's asset management program is critical so that you understand the program and how it can work for your system.

**Asset Inventory and Condition Assessment**

One of the first places to start is with an asset inventory. When creating the inventory, the following information should be recorded about each asset:

**Subject:** RE: committee meetoing notes  
**From:** Jason Tubaugh (jaketubaugh@gmail.com)  
**To:** scio1@frontier.com;  
**Cc:** sciomayor@frontier.com;  
**Date:** Monday, January 22, 2018 10:25 PM

Trish  
these are my notes from the committee meetings  
If you have any questions, please let me know.

Thanks  
Jake

Personnel committee:

Attendees:

Mayor  
Carol Davey  
Ron Wright  
Heidi Trice  
Village Administrator

Committee convened at 1700

Topic 1

Steve has given his two week notice to the Village, his last day is Jan 26, 2018.

Brian Majewski has been offered a position as a full time employee. This will be addressed at the next regular council meeting.

The committee will recommend his starting pay at the same rate as the outgoing employee. Brian Majewski will be afforded a one hour lunch as per the personnel manual. It was recommended that John, with more experience, will continue at the WWTP for the interim and be paid an additional \$130 per month at a flat rate the same as the previous employee for WWTP testing and duties. Compensation for employees will be addressed with the committee for all employees for weekend and additional hours on a Holiday or weekend outside of the normal scope of work that is paid at a flat rate or for salary employees.

Job descriptions and possible benefits was briefly discussed, and will need to be addressed again for current and new employees. Job descriptions will be addressed for all current employees.

Pay for all employees was addressed in a general discussion, it was the consensus of the committee that job duties and levels of responsibility as well as consistent performance should be the basis for all proposed pay raises.

The VA had informed the committee that the clerk / treasurer position had not been reviewed for a pay raise, and due to the regulations, a pay raise would be effective for the next election cycle. The VA recommended that the elected position be reviewed and considered for additional compensation due to the increase in the work required.

The income tax department and water/sewer department were also recommended for a review.

Topic 2

Part time position will be open for mowing and summer maintenance . The committee recommended that a add be ran in the local paper for a part time employee prior to Spring 2018.

Topic 3

Meter reader, a new meter reader will be needed. The committee recommended that a add be ran in the local paper for the position. Brian Majewski will continue to read meters until the position is filled.

Topic 3

On call status will be addressed at the next council meeting. PTO is currently offered for on call status.

Heidi Trice spoke about a monetary compensation as well or in some combination with PTO for all employees

Currently employees are on call from Nov 1 - March 31 and are given 56 hours of PTO time, that only applies to full time employees, all employees will be considered when addressed to council.

Meeting adjourned at 1745

#### Finance committee meeting

Meeting convened at 1745

#### Attendees:

Mayor

Carol Davey

Heidi Trice

Ron Wright

Village Administrator

Topic 1

Pay and compensation for employees

The committee discussed ways to compensate employees who work weekends and holidays and handle emergencies during those times. A fair and equitable way to compensate each employee that is hourly or salary. The Mayor will discuss with the committee members about each employee and the committee will decide a way to proceed and present a proposal to council. Performance reviews as well as the cost of living adjustment for employees was discussed. The draft that was proposed to council will need additional work, as it does not meet all the requirements that were asked for.

Topic 2

A new draft was received by the VA from the attorney for the UEO agreement.

It will be addressed at the next council meeting.

Topic 3

The committee will recommend to the council that a new T-6 pump be purchased in the Spring of 2018 for the College street lift station.

Topic 4

The projected schedule for capital improvements that was submitted in May of 2017 will be discussed at the next council meeting, and all new elected official will be brought up to speed on the Villages proposed agenda for capital improvements, this will ensure the Village remains proactive in water line replacements and infrastructure maintenance and improvements.

Topic 5

New equipment options were discussed for the Village. The majority of the equipment in use at the Village is over 10 years old. A plan to rotate equipment on a 5 to 6 year basis was discussed. It will be addressed with the council.

The meeting adjourned at 1830

Water / Waste water committee

Attendees:

Mayor

Carol Davey

Heidi Trice

Erin Thompson

Village Administrator

Meeting convened at 1830

Topic 1

Water and Sewer rates for 2018 and beyond

A review of RCAPS recommendations was done by the committee

The determination is that the current rate structure does not meet the requirements, the new proposed rate structure will be submitted to the council for discussion and disposition. The set annual increase, per the ordinance, will remain in effect at a rate of 2.5% annually.

The minimum usage will be based on 3k gallons.

The proposed rates were recommended:

**Water and waste water proposed rates for 2018**

Inside residential \$30, increase from \$28.98

inside non residential \$38, increase from \$36.21

Inside multi use \$38, increase from \$36.21

Outside residential \$40, increase from \$36.21

Outside Non residential \$50, increase from \$46.73

Outside Multi use \$38, increase from \$36.21

**Overage charges for usage over 3k gallons for water and sewer**

Inside residential \$5, increase from \$3.41

inside non residential \$5, increase from \$3.41

Inside multi use \$5, increase from \$3.41

Outside residential \$7, increase from \$3.41

Outside Non residential \$10.50, increase from \$7

Outside Multi use \$5, increase from \$3.41

A service administration fee of \$1 was recommended to be added to each water/ sewer bill to cover administrative expenses. Hilltop apartments will be billed per unit at the inside multi use rate. The proposed rates will be applied to the fixed and variable costs associated with providing water and sewer services, and offset the increased cost of chemicals that have risen by 27% the past 18 months.

The meeting adjourned at 1930



## **2018 Newly Elected Council Members Training Program**

**8:30 am** Registration

**9:00 am** Home Rule and Local Control

**10:00 am** Open Meetings/Public Records

**11:15 am** City and Village Financing Procedures

**12:00 pm** Lunch

**1:00 pm – 4:00 pm** **City Officials Session**

1:00 – 2:30 pm Council Powers and Procedures

2:30 – 3:15 pm Bidding, Purchasing & Contracting

3:15 – 4:00 pm Liability of Municipalities and Municipal Officials

**1:00 pm – 4:00 pm** **Village Officials Session**

1:00 – 2:30 pm Council Powers and Procedures

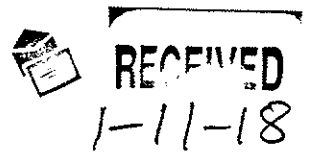
2:30 – 3:15 pm Bidding, Purchasing & Contracting

3:15 – 4:00 pm Economic Development

**4:00 pm** Adjourn

***\*Same Program for Each Location\****





## MEMORANDUM

**Date:** December 2017  
**To:** City and Village Clerks of Council, Village Clerks, Clerk-Treasurers & Fiscal Officers  
**Subject:** Newly Elected Council Training Programs

OML is once again asking for your assistance. As in the past during even numbered years the OML conducts seminars for newly elected council members after the municipal election year. These seminars are held regionally and on Saturdays for convenience. The program will be the same for each location. We would be so grateful if you could circulate the information on these programs to the newly elected council members in your municipality. We are enclosing for your use a registration form with dates, locations and a program outline. Registration forms are also available on our website [www.omlOhio.org](http://www.omlOhio.org). (About Us/ Training Programs)

Faculty will vary from location to location and will consist primarily of those most familiar in the various phases of municipal law. Of course if "veteran" members of council wish to attend, we welcome them.

If you have any questions please feel free to contact Cyndie Grant or Zoë Wade at the OML office 614-221-4349.

**Registration Begins at 8:30 am at all locations**

### Locations

**Saturday, February 24**

Marriott Columbus University Area,  
3110 Olentangy River Road  
Columbus, 43202  
(614) 447-9777

**Saturday, March 3**

Cincinnati Marriott Northeast,  
9664 Mason Montgomery Road,  
Mason, 45040  
(513) 459-9800

**Saturday, March 24**

Embassy Suites Cleveland/Rockside,  
5800 Rockside Woods Blvd,  
Independence, 44131  
(216) 986-9900



## 2018 Newly Elected Council Training Series Registration Form

Registration Begins: 8:30 a.m.

*\*Same Program for Each Location\**

Municipality: \_\_\_\_\_

<u>Name</u>	<u>Title</u>

Please Choose One

Saturday, February 24, 2018 <input type="checkbox"/> Marriott Columbus University Area Columbus, Ohio		Saturday, March 3, 2018 <input type="checkbox"/> Marriott Northeast Mason, Ohio		Saturday, March 24, 2018 <input type="checkbox"/> Embassy Suites Independence, Ohio	
OML Members	Non- Members	OML Members	Non- Members	OML Members	Non- Members
<input type="checkbox"/> \$65 (Fee includes written materials and lunch) 9:00 a.m. - 4:00 p.m.	<input type="checkbox"/> \$125 (Fee includes written material and lunch) 9:00 a.m. - 4:00 p.m.	<input type="checkbox"/> \$65 (Fee includes written materials and lunch) 9:00 a.m. - 4:00 p.m.	<input type="checkbox"/> \$125 (Fee includes written material and lunch) 9:00 a.m. - 4:00 p.m.	<input type="checkbox"/> \$65 (Fee includes written materials and lunch) 9:00 a.m. - 4:00 p.m.	<input type="checkbox"/> \$125 (Fee includes written material and lunch) 9:00 a.m. - 4:00 p.m.

*If you are unsure if your municipality is an OML Member feel free to contact Zoë at the OML offices.*

No. of attendees \_\_\_\_\_ X (Fee) \$ \_\_\_\_\_ = Total Enclosed \$ \_\_\_\_\_

**Refund Policy:** Cancellation must be received 5 days prior to meeting in order to be eligible for a refund.  
No refunds for "No Shows", Mail check with Registration Form or Register & Pay online.

*Please Make Check Payable & Return To:  
Ohio Municipal League, 175 S. Third Street, Suite 510, Columbus, Ohio 43215; Phone 614-221-4349*