

VILLAGE OF SUGAR BUSH KNOLLS
DECEMBER 9, 2019
COUNCIL MEETING-7:00 P.M.

Vocation Conference Room-Roosevelt High School, Kent, Ohio

MAYOR: John Guidubaldi
SOLICITOR: Eric Fink
CLERK/TREASURER: William Elder
MEMBERS OF COUNCIL
Steve Blazer, Jeff Coffee, Elizabeth Hartley,
Dianne Kauffman, John Palik, and Carlton Sears

Excused Absence: John Guidubaldi

Elizabeth Hartley arrived late.

AGENDA

Call To Order: President of Council Carlton Sears called the meeting to order at 7:07 P.M. Roll call was taken and a quorum was present. President Sears led the Council in the Pledge of Allegiance.

Minutes: The minutes of the November 2019 meeting were presented. Council recognized that a word was wrong on page 3. The Clerk/Treasurer will fix the error. John Palik motioned to accept the meeting minutes with the correction. Jeff Coffee seconded the motion. The motion was carried unanimously 5-0.

Reports: **Financial**
The Clerk/Treasurer presented the financial data for the month of November. The monthly reports included the primary bank reconciliation, the fund status, the cash summary by fund, the revenue status, and the appropriation status. The Clerk/Treasurer advised the Council that the bank reconciliation was balanced for the month of November. Jeff Coffee motioned to approve the November financial statements as presented. John Palik seconded the motion. The motion was carried unanimously 6-0.

Bills Payable

The Clerk/Treasurer reviewed the bills payable for the month of December. The Clerk/Treasurer reminded the Council that some regular bills still have to come in. There will also be some year-end

bills that will be due by the end of the month. Dianne Kauffman motioned to approve the December bills as presented. Jeff Coffee seconded the motion. The motion was carried unanimously 6-0.

Comments from the floor:

There were none at this time.

Old and New Business:

1) Traffic Committee

Council President Carlton Sears advised the Council that the traffic committee did not meet this past month and he was not aware of any issues for this topic at this time.

2) Violation Issues in the Village

Council discussed the out of compliance property located on State Route 43. Property Maintenance Inspector, Jason Geary, has a relationship with the homeowner but Council was not aware if any contact has been made. Jason Geary will be asked to update this situation.

Council was informed that nothing has happened with the boat storage on Lake Martin Drive. The Clerk/Treasurer advised the Council that he just gave the Village letterhead to the Village Solicitor. Council will wait until the next meeting to determine if any progress has been made on this issue.

Council believes that the parking situation on Orin Drive seems to have improved lately. Council will keep monitoring this situation.

3) Easements

Jeff Coffee advised the Council that Mr. Welser, the property owner, has been talked to and he has no problems with the work that is to be done on and around the walking path. Because of this conversation with the property owner, Bower Lawncare is working on the walking path replacing fence post and placing rocks for drainage. Pictures were presented to the Council of the work being done. Mr. Bower advised Mr. Coffee that the cost of the work being done on the walking path is within the estimate given at the start of the project. Mr. Bower confirmed that it was.

4) **Lakes**

Council President Carlton Sears advised the Council that he had contacted Aqua Doc concerning the area not responding to the current treatment. Aqua Doc will be here soon to do the regular 18 month maintenance on the existing system. This will allow them to review the effectiveness of the entire system.

5) **Portage County Emergency Management**

This organization is currently working with first responders. Due to the holidays, the next meeting will not be until March.

6) **Approving the Then and Now 2019 Budget Items**

The Clerk/Treasurer advised the Council that he had to use a Then and Now Purchase Order for the Village Solicitor's expenses. This Then and Now Purchase Order was for \$3,000 for salary, expenses, with the remaining balance included, \$230.13, for a total of \$3,230.13. Part of this Then and Now, \$318.96, was used for the OPER required payments for the Village Solicitor. Jeff Coffee motioned to suspend the rule requiring three readings of this resolution. Elizabeth Hartley seconded the motion. The motion was carried unanimously 6-0. Elizabeth Hartley motioned to approve a \$3,000 increase to the Village Solicitor's expenses, line item 1000-750-141-0000. Jeff Coffee seconded the motion. The motion Resolution 2019-10, was carried unanimously 6-0.

7) **2019 Budget**

Jeff Coffee informed the Council that he wants to consider a salary increase for the Clerk/Treasurer before the 2020 Budget is discussed. There has not been a salary increase since December 2007. In 2007, there usually were only 11 meetings per year. Doing some calculations, Council decided the Clerk/Treasurer's salary for 2019 should be adjusted to \$14,519.08 for the year. Starting in 2020, there will be a 3% increase for an annual salary of \$14,954.65. Jeff Coffee motioned to suspend the rule requiring 3 readings of this resolution. Elizabeth Hartley seconded the motion. The motion, Resolution 2019-11, was carried unanimously 6-0. Council agreed that this line item now needs to be changed for 2020 Budget.

The Clerk/Treasurer presented to Council the 2020 Budget. The projected revenue for 2020 is set at \$128,840. The

projected expenditures for 2020 is set at \$172,200 with the adjustment for the Clerk/Treasurer's salary. Jeff Coffee motioned to suspend the rule requiring the three readings of this resolution. Elizabeth Hartley seconded the motion. The motion carried unanimously 6-0. Jeff Coffee motioned to approve the 2020 budget with the adjustment for the Clerk/Treasurer's salary. John Palik seconded the motion. The motion, Resolution 2019-12, was carried unanimously 6-0.

Other committee reports:

There were none at this time.

Village Correspondence:

The mail received during the month of November was available for review.

Mail concerning the process for digging and using phone number 811 was enclosed in the Village mail.

To be introduced

Jeff Coffee wanted to recognize the contributions of the 3 Council members leaving the Council at year end. Steve Blazer, one of the Council members leaving Council, presented his letter on resignation. Mr. Blazer is moving out of the Village. The other 2 Council member terms are expiring and they decided not to run for the position again.

Council discussed the next newsletter and what items should be included in it. A draft of the newsletter was presented to Council. Council also discussed if there should be 1 newsletter or 2 due to contents and timing.

The Clerk/Treasurer advised the Council that the Portage County Regional Planning Commission requested updated information on the representative and the alternate for this organization from the Village. The Clerk/Treasurer advised the Council that he had already talked to Mr. Beal and he is still willing to be the representative for the Village. Council agreed to keep the current representative and alternate for the Village, John Palik. The Clerk/Treasurer will complete the paperwork and send it to the Regional Planning Commission.

John Palik advised the Council that the vacant lot beside him is now up for sale. This was the location where the Planning Commission has already approved the home design for this property in September. It was suggested that Council have a Planning Commission member contact the property owner to determine what is going on with this property and the home design.

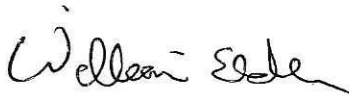
Council discussed the process of adding the 3 new Council members. They are Jason Noble, Nick Jordan, and Jon Stein. Council decided to bring the potential new Council members in to discuss their new roles and responsibilities a half hour before the regular Council meeting. The results can then be discussed during the regular Council meeting.

President of Council Carlton Sears informed the Council that the next Council meeting will be Monday, January 13h at 7:00 PM in the vocational conference room.

Adjournment:

John Palik moved to adjourn the meeting at 8:54 PM. The motion carried.

Respectfully submitted,



**William Elder
Clerk/Treasurer**