

Village of Thurston
Council Meeting Minutes
December 9, 2015

Meeting called to order at 7:00 pm by Mayor Mary Boring. Pledge of Allegiance was recited.

Roll call: Robert Ortman – present	JoAnn Hite – present	Jimmy Barber JR - absent
Garry Boring – present	Lowell Hite – present	Heather Baker - present
Mary Boring, Mayor – present	Aaron Reedy, Clerk – present	

There were no visitors who wished to speak. Chief Jim Hite announced he was recording the meeting.

Barb Anderson from GGC Engineers was present. She thanked the Council for all the work their company was allowed to do for us this year. She said two fire hydrants were going to be replaced tomorrow – the one in front of the Methodist church and the one at Broad/Wilson. There has also been work done on the meter that is not functioning in well #1 at the water plant.

Barb said that the alarm issue at the water plant was fixed on Monday. A power failure had reset the computer program to cause an alarm on a cycle. They had also found two other maintenance issues that are being addressed. There was also an issue with the hot water heater in the bathroom at the plant. This has been a problem before, and it's being fixed. She will give us updates as she gets them.

Barb said she'll have lots of drawings to review over the next few days for the water valve/hydrant replacement project. She also said the vendors will be coming back to inspect the clear well.

Nathan Davis from RCAP was present. He's been assisting Mary with the funding for the valve replacement project. Mary asked him to come to Council to discuss having them do a rate study for our water system. Nathan announced that after speaking with his management, they will be able to perform this study for us under their free services program. That was great news to Council as this usually costs around \$7,500. They will take into consideration several things, including customer usage history, current debt, operation expenses and future debt/maintenance. He will use all this information to come up with a base bill and usage bill that are appropriate for the Village. They will make the recommendations, up to Council as to adopting them or not. He's going to send the information request to Mary so we can start gathering data for him.

Garry made a motion to approve the November 11, 2015 meeting minutes. Robert seconded the motion. Roll call vote: all YES. Motion carried.

Robert made a motion to approve the November 2015 financial statement. Garry second. Roll call vote: all YES. Motion carried.

Garry made a motion to waive the 3-reading rule and declare an emergency for Ordinance 2015-25 – An Ordinance Accepting The Annexation Of ±83.688 Acres Of Land From Walnut Township To The Village Of Thurston And Declaring An Emergency. Robert second. Roll call vote: all YES. Motion carried.

Garry made a motion to adopt Ordinance 2015-25 – An Ordinance Accepting The Annexation Of ±83.688 Acres Of Land From Walnut Township To The Village Of Thurston And Declaring An Emergency. Robert second. Roll call vote: all YES. Motion carried.

Garry made a motion to waive the 3-reading rule and declare an emergency for Ordinance 2015-26 – An Ordinance To Amend The 2015 Appropriations Ordinance, Create An Accounting Code And The Declaration Of An Emergency. Robert second. Roll call vote: all YES. Motion carried.

Robert made a motion to adopt Ordinance 2015-26 – An Ordinance To Amend The 2015 Appropriations Ordinance, Create An Accounting Code And The Declaration Of An Emergency. Heather second. Roll call vote: all YES. Motion carried.

Business from Fire Chief - Chief Jim Hite was present and presented his report. In discussing the personnel files for the fire department, Jim said the “personnel files and computer at the fire house was going through. I call mayor to advise her and I was told to bring all personal files to city hall.” Mary said that was incorrect. Mary was unaware that the files were supposed to be at the village offices. Mary said she first contacted Jim and asked him to bring all the personnel files to the village office. Then Chief Hite called her right back and informed her that somebody had gone through his filing cabinet and his computer was hacked. Mary asked if the Chief wrote up a report regarding that. He said “Yes and no.” He said he wrote it up, but didn’t forward it to anybody. Aaron asked if there were any personnel records on his computer. Jim said there was. He said his computer was not encrypted. Jim said he talked to the computer people and after the first of the year, when we know the money situation, he’s going to have them come in and discuss things they can put on the computer to stop some of that stuff.

Mary asked about the keys to getting into the Chief’s office. Chief said that Mary and he has keys, but there are also all of the officers that have the keycode to get in. Jamie said he has a code, but has not been able to get in because it’s locked. Jim said it’s not locked. Mary said since she and the Chief were the only two that have keys, that only leaves officers that could have gotten in his filing cabinet or on his computer. Chief said “or whoever knew the code to the door.” He said there are some people who are no longer officers who know the code. Aaron asked if they change the code when there’s a change of officers. Jim said they are going to change the code.

Chief Hite began to go over the details of bills and purchase orders for the fire department, which is not the normal process for the Chief’s report for council. Aaron asked why he was listing all the items, which had never been done before. He said he was told to list it. Aaron asked what he was told to list and by whom. Chief Hite wouldn’t answer – only to say he was told to, so that’s what he’s doing. Aaron asked if that was something Council wanted, or if anyone requested this change in process. Council didn’t know. Jim said there were some issues on some bills and now he’s bringing the bills to Council. Chief said he’s going to come to Council to get bills okayed and then put in Aaron’s box for payment. Aaron explained that there was 1 bill that was in question that Aaron e-mailed Jim about. It had to do with there not being a PO for a certain bill that Aaron informed the Chief he needed to put in a PO request for. It was not a big deal, and Aaron said he understands why there may have been confusion about it. Aaron explained the details of the event. He said that was not a reason to go to such extreme measures of changing the entire process. Council expressed that they did not want to change the process. Mary said if we did it the way Jim is presenting, all the bills would be paid late, and we might get late fees assessed. Aaron said he didn’t want to have that one situation that came up and blow it into something it’s not. That was not Aaron’s intention. Jim continued on, seemingly ignoring the entire conversation that just occurred.

Chief Hite brought up the BWC grant again that they didn’t get, seemingly blaming Aaron for not working with them to make it happen. Aaron said that when it was brought up earlier in the year, he talked about putting it through the township. There would be no contracts or anything needed to be signed by the Village. When the rep came in to work with Jim on it, it was found out that the Township had let their coverage lapse for 51 days, so they weren’t eligible for the grant. At the last minute, Jim contacted Aaron and asked for the BWC website password, which he wouldn’t share due to security concerns, AND the fact that Aaron was at work, and on the

road between work sites. Aaron did not even have access to get the sign-on information if he wanted to. Also, Council did not agree that the Mayor and/or Clerk-Treasurer could enter into any agreement or contract with BWC, so that would be beyond Aaron's authority. Jim said "OK" and quickly continued on.

Jim said they were having phone issues at the station lately and he has not been able to call in and take care of any issues because he was not the authorized person on the account because it's a government account, so whoever the authorized person is can let him know. He said he's the one that switched from GTE to Time Warner. He said they had the same problem with Verizon for the Jet systems. He also had an access issue with the State EMS systems. Jim said he doesn't know who is changing the authority with these people, but please let him know so we can get it stopped. It's creating issues.

Jim asked who is authorized to write grants for the fire departments. He said he and John Layton work on them. He was told he was allowed to do that, but if there's a situation where we have to enter into an agreement with an entity, for matching funds, etc., Council has to grant the Mayor and/or Clerk-Treasurer authority to enter into that contract agreement. Jim and John discussed the specific situation of a specific grant. Aaron said bring any required contract agreements to Council so it can be approved and processed properly.

Jim said they needed to upgrade their internet to 10MBps download, but can't since he's not authorized. Aaron said he didn't change anything. Jim said he was the one who set it up. Aaron said then he should be the one authorized to change it. Aaron warned Jim to be careful on anything he's signing, because it might cause an extension of the contract.

Mary asked about the requirement for fire personnel that when schooling was paid for by the department, they would have to promise us so many years of service. Is that still in place? Jim said that yes, they owe us for 3 years. He said the contracts should be in the personnel files.

Aaron gave Chief Hite the new gas credit card. He said it's kept at the gas station. Mary asked Jim to have his personnel remove the flag pole holders off the old poles and put them on the new poles before they take them out of the Village. Jim said he'd ask them about it.

John Layton shared his concern with the personnel files being kept at the Village office. He said there's PHI in them that shouldn't be seen by anyone. He said that needs to be at the fire house. Mary said according to our solicitor, all files should be kept here, and if someone needs it, they can get a copy from here. Mary said it's safer here because the firehouse has already been hacked. Mary said she'll ask the solicitor about it. John said the Infection Control officer needs access to the information. Mary asked how many people were going through the files to get that information. He said himself and Chief Hite. Aaron asked John what his title was. He said "Infectious Control Officer." He said he'll have immunization records, medical records and stuff like that locked up separately, by law, from personnel records. Mary asked John if he was still the Fire Inspector, too. He said he was, and a lieutenant. John said they are going to buy a new filing cabinet that locks and only 2 people will have access. He said he'd take whatever precautions necessary to make sure the records are sealed. He said if someone gets hurt at 2 o'clock in the morning, he needs access to those records because he's going to be getting a phone call about it. Aaron asked who his backup was. John said there is no backup. Chief Hite said if John isn't available, then Chief Hite is his backup.

Aaron asked if all these titles and responsibilities were defined somewhere. John said yes, it's by the State of Ohio. Also rules from the MECC (Metropolitan Emergency Communications Center) agency – its part of their policy. Jim said they joined the MECC agency. Jim explained that since we lost our EMS Medical Director through Fairfield Medical Center, we are now using Dr. Paul Zeeb who is the EMS Medical Director for the MECC. Now that they are under him, they are making them follow certain guidelines and policies. Mary said she's going to get with the Solicitor before she makes any changes on the files.

Mary asked about the color of “decorative” hydrants. John said it’s more about where the hydrant is, than what color it is. She asked John to stop by a specific address and check one out. John asked if a water flow test was done during the water plant install. Mary said she’s sure it’s been done. Stortz fittings were discussed for the replacement fire hydrants being installed.

Business from the Safety Committee – Didn’t meet.

Business from the Service Committee – No business to bring forward.

Business from the Finance Committee – Didn’t meet.

Business from the Regional Planning Representative – Nothing that concerned the Village.

Old Business – None

New Business – Aaron said he received a Public Fund Agreement from Fairfield National Bank. Current agreement ends 12/31/2015. Aaron was aware we were thinking of changing banks sometime next year. Council said we should ask for an agreement period for 1 year. Aaron will contact the bank.

Aaron explained to Council that there are a couple of properties that have been assessed delinquent water/sewer for quite a while that are now being purchased by others. It doesn’t seem fair to make them wait to have their water turned on until the County reimburses the Village for the past-due assessments. County only pays out twice a year.

Garry made a motion that it is acceptable to move the assessed dollar amounts to a separate “999 book” in the water utility billing system for the property so that it still shows due, however, the more current amounts due can be paid by the current owner so the services can be restored to the property. This is to be done only after the Village has confirmation from the Fairfield County Auditor that the taxes and any “current assessments” have all been received by the Fairfield County Auditor and will be disbursed to the Village at the next disbursement period. Robert seconded the motion. Roll call vote: all YES. Motion carried.

The Fire Chief was asked if Santa was coming to the Fire house this year. He’s not sure because they can’t find a Santa. If they do, it will be December 20th from 1-3pm. He will let us know. He said they are still doing the toy drive. Jim asked if we could send a letter to 8268 High St. and ask them to keep the basketball hoop off the street. It has become a safety issue for the fire department.

As there was no further business to discuss, JoAnn made a motion to adjourn. Lowell second. Roll call vote: all YES. Motion carried. Time is 8:07 p.m.

Respectfully prepared by,

Aaron Reedy