

In attendance were President Richard Donley, Mayor Richard Zink, Safety-Service Director Ralph Holt, Auditor Gary Lewis, Law Director, Fred Beery and Clerk Beverly Brown

President Donley opened the meeting at 7:00 p.m.

ROLL CALL: Mr. Kevin Chambers, Mr. Lee Koogler, Mr. John Levo, Mrs. Bonnie Parr, Mr. David Shoemaker, Mr. Charles Walker and Mr. Tim Young

ABSENT: None

Mr. Lewis led the assembly in prayer followed by Mayor Zink leading in the "Pledge of Allegiance". The minutes of the February 5, 2007 special council meeting, February 12, 2007 council meeting and the February 28, 2007 special council meeting were approved as presented.

MONTHLY REPORTS: Reports had been received from: The Water Meter Department, Fire Department, Life Squad, Income Tax Bureau, Hillsboro Public Utilities, Street Department, Water/Sewer Maintenance, Wastewater Treatment Plant, Water Treatment Plant, Police Department and Auditor's Office.

PUBLIC REQUESTS: None

COMMUNICATIONS: A letter from Joshua Jackson, Environmental Specialist II, Division of Surface Water explaining that there are deficiencies with the Muntz Street South Lift Station causing overflows and letting the City know that by September 1, 2007 the City of Hillsboro must submit an evaluation of the South Lift Station overflow to the Ohio EPA Southwest District office.

CITIZEN COMMENTS: None

#### COMMUNICATIONS FROM THE MAYOR:

February 4 - Proclamation for Minnie Witt, 100 years old  
February 5 - Land & Buildings Committee meeting  
Special Council meeting  
Finance Committee meeting  
February 9 - Certificate of Recognition for Elsie Young  
Wedding  
February 12 - Council meeting  
February 16 - Wedding  
February 17 - Attended Black History Month at the Library  
February 19 - Property Maintenance Committee meeting  
Finance Committee meeting  
February 23 - Tax Incentive Review Council  
February 26 - Wedding  
February 28 - OVRDC meeting at the Commissioner's office  
Utilities Committee meeting  
Special Council meeting

February was a very busy month for the city maintenance crews. The snow and ice kept the Street Department busy along with picking up downed tree limbs. During the past several days they have been concentrating on patching potholes which is a never ending battle at this time of year. The Water Maintenance crew repaired ten water main breaks during the month of February.

The next section of my report is kind of shot down because of the letter that Beverly read, however; I think tomorrow on the 13<sup>th</sup>, Drier Maller Company will be in to establish a plan of attack to our problem areas. Drier Maller is suggesting the "dye" approach for starters. This would be less costly than renting the camera and vac truck from them. At

this time we do not have a cost for either approach, however; we do know that this is not a choice. Once we get our game plan together we will submit this to the EPA. If they agree with our plans to reduce I&I then we must meet the dates on the agreement. As stated in the letter from the EPA, Ohio EPA will most likely insert agreed upon schedules into enforceable administrative orders. I think the key word there is “enforceable”. I would think that could possibly mean fines. I just want everybody to know where we stand on that and we’ve already started taking steps to make some progress on what we’re going to do. As soon as we got the letter on March 6<sup>th</sup> we’ve had a couple of meetings and tomorrow we’ll find out which way to go. I do think that this has to move to the top of our priority list at the present time.

I would like Council’s permission to put out for bid the mowing of Liberty Park. Considering the need to replace mowing equipment, fuel costs and wages; I would like to see if we may be able to reduce maintenance costs at the park by bidding this out. I talked to the people at Hills and Dales and they are going to come back with a cost for cleaning the restrooms on a daily basis or Monday, Wednesday and Friday. We have to supply the toilet paper but they will take care of the cleaning so in a few days I should get a quote back from them.

The other thing I’ve got is on our report that we get and I know this came to pass before Gary’s time; the monies in the lock box. Right now we have \$718,000 in the lock box and city ordinance states that all user fees collected in accordance with this section shall be placed into the city’s General Fund. Well, I think that \$718,000 will go a long way either building of a Fire Department or a Police Department or street repair or something like that that we need. I know this is in ordinance form so I think it was passed on 10/4/04 so I think maybe the Finance Committee should probably talk with Gary on what they would like to do with this \$718,000.

President Donley asked for the ordinance number and Mayor Zink responded that it was Ordinance No. 2004-22. Mayor Zink said, “In Council minutes on June 7, 2004; the auditor at that time explained that the life squad billing money is General Fund money. I think that the time that we were talking about putting so much money aside each year for a squad. Charlie, I think you were in on that and if you remember correctly, I believe that’s what that money’s there for. Some of it goes for squad replacement but the rest of it is supposed to go in the General Fund. We probably can be using some of that. So with that, that concludes my report.”

#### SAFETY-SERVICE DIRECTOR’S REPORT:

We got several calls on farming the property out at Liberty Park. Last week we bid out the farming for that property at Liberty Park. We had interest from other individuals that were interested in farming the property so felt that we should bid it out as we do everything else as far as giving everyone the opportunity to bid on it.

The only other thing I have is that last week and this week we’re working with DEFA on the financing of the loan for the Sewer Plant upgrade. The only other thing I ask is for Council to go into executive session after the regular Council meeting.

Mr. Levo made a motion to allow the Mayor to bid out the mowing of Liberty Park and Mr. Young seconded the motion. All members voted yea.

#### AUDITOR’S REPORT:

You have in your packets this evening my fund report and bank report and you will see that they are in balance as they should be. I have no legislation this evening; that is a rarity. Based on projects that we are having in the very near future that probably won’t happen again for some time.

I would like to move on to the issue of direct deposit. On February 27 I made the announcement that we would be converting our payroll system to a direct deposit system. It’s has been no secret that I desire to convert our payroll system over to direct deposit. As long ago as last May I announced this in Council of my intent. After more research it is clear that it is the right decision for the City.

On February 27<sup>th</sup> I sent an email to the department heads announcing that we would be converting to direct deposit beginning the first week of April. The reasons for this conversion are many. Number one, it will facilitate account consolidation that has been requested by the state auditors. Number two, our successful upgrade to our software system makes it much more feasible than our old dos based system. Number three, it correlates and enhances our recently enacted policy doing away with manual checks. This too has been mandated by the state auditors. And to a lesser degree, those employees who visited my office and whom I asked about direct deposit; either wouldn't mind having it or had a favorable opinion of it. This is not a comprehensive poll of all employees, but it was a statistical sampling that indicated that conversion would be: one, accepted; any initial resistance to change excluded by the employees.

Finally direct deposit has benefits that often aren't seen by the public. Some of those benefits are as follows: The cost of issuing a paper payroll check is approximately \$1.90 per check. We process on average, ninety payroll checks per week excluding part-time summer checks. The annual savings of processing alone is approximately \$9000. Given the city's current trend of spending on various items; I know \$9000 doesn't seem to be like a whole lot of savings. However, to a person living in the real world, \$9000 represents a new roof on the house, new windows to replace the old leaky ones, a decent used vehicle to replace an old broken down one or it is a large chunk of a year's worth of college tuition for a student. I know these things because I've been going through all those things here recently. It also goes to offset a lot of the exorbitantly high heating, higher utility and gas bills that everyone is experiencing as well.

In addition to replacing a lost check or stolen check costs approximately \$60.00. On average, employees who get a paper payroll check use an accumulated three work days per year, going to the bank on company time to cash their checks. That equates to approximately 2100 hours of productivity lost annually. At a cost of \$20 per hour, that equates to well over \$40,000 a year. In actuality the cost is much higher because we have no employees that cost us \$20 per hour. We can however, pay for a new employee at that cost. Further, traveling or vacationing employees must make arrangements to have their paycheck picked up and deposited by someone else. There is not a week that goes by where someone asks for their check early because they'll be off on payday or drop off a deposit slip so we can deposit their paycheck for them.

There is nothing sadder than an employee having to leave the hospital where his newborn son was struggling to survive and making a hundred mile round trip to pick up his paycheck so he would have money in his pocket to pay for unexpected expenses. That again did happen in the city last year and you could ask the gentleman I'm sure he'll avow that that was not fun at all.

Also, all future retirees from public service will receive their payments by direct deposit. This also includes Social Security recipients. Finally, direct deposit is by far the most secure, fastest method of transferring payroll from city to an employee. These are the reasons for the conversion to direct deposit, however; you don't have to take my word for this, you can contact the mayor, the auditor or the treasurer of Wilmington, Ohio. They converted to 100% direct deposit last summer and they are reaping the benefits of making that conversion. All three of them will be happy to tell you that it works very well. We're seeking to go with 100%; that includes everybody including Council members and Service Administration and we are looking forward to having that implemented by the first of April.

Now, on another subject; I must advise you of a particular item that exists in the new fire contract that was approved a couple of weeks ago. I bring this up because I don't think that you members of Council were fully aware of this item that was in there. My office received a copy of the contract the day before it was approved. While comparing it to the old contract, the definition included that has become particularly onerous. Article 21, second paragraph includes the following: "Call-ins shall be defined as the call to report to duty by the employer necessitating additional travel to and from work. Employees called in shall receive a minimum of two hours pay at the applicable hour. Because of this definition, fire personnel are now allowed to "pyramid" overtime and as a result; a review of the fire call-in sheets has revealed over thirty instances of "pyramiding" in this

past pay period. I've not calculated an exact amount, but I can assure you that "pyramiding" at this level adds substantially to the overtime. That's all I have.

Mr. Shoemaker asked Mr. Lewis to explain the negative balance of over \$21,000 in the Water Revenue Fund. Mr. Lewis said this was due to encumbrances which are not monies that have been spent yet. He said this had to do with the actual financing of the payments. Money will come in, disappear and later it will come back up again.

Mayor Zink asked Mr. Lewis if he would have to print out dummy checks on paper to give each employee. Mr. Lewis said it would be on plain paper and tell what the net deposit was and also what all of the withholdings were.

#### **PLANNING COMMISSION REPORT- Mr. Young**

On February 20<sup>th</sup> of 2007 the Hillsboro Planning Commission held a meeting at the Public Access Building. First on the agenda was Jeremy Smith of Sunrush Construction who came before the Commission to get approval for a plat and a driveway cut for Peace Lutheran Church on Harry Sauner Road. He said that he was aware that they need a deceleration lane also. After a brief discussion the plat was approved.

The second item was the eight acres behind Sherwood Drive that is owned by Hauke/Dragoo. Mr. Greg Vanzant representing the owner requested that the property be rezoned from Residential A to B. Mr. Vanzant pointed out that the property south of the eight acres had been rezoned as Business C and that property zoned Industrial E abuts the property. Mr. Leatherwood of LW and Associates talked about the type of development on the property if it was rezoned. He said it would be condominiums. After some discussion, motion was made and seconded that the property be rezoned as Residential B but for condominiums only. All members present agreed. With no other business, the meeting was adjourned.

Mayor Zink said that there would be a public hearing on the rezoning before the April Council meeting to hear comment on the proposed rezoning.

#### **REPORT OF THE STANDING COMMITTEES-**

##### **FINANCE COMMITTEE – Mr. Koogler, Chairman**

The Finance Committee did meet several times this past month. We did go into executive session each time in regard to employee issues. Furthermore we did discuss at our last public meeting regarding the procurement of police cruisers as well as a front-end loader for the Street and Sewer Departments. It was voted unanimously by the committee to go ahead and procure the front-end loader. In regards to the police cruisers, the committee unanimously approved the procurement of two squad cars at this time as opposed to three. That is the position of that committee.

Furthermore, there is the issue....we did have a special Council meeting in February and a pay ordinance that was drafted by myself as committee chairman that I worked on with the committee and Council as a whole; was presented to Council. Due to some issues in regards to that and some questions by various parties in terms of facts and figures; I would ask that that legislation which was tabled at the last meeting; that it would go ahead and be placed back into committee at this point for further investigation for one last meeting at which time I hope we will be in position to then reintroduce that to council. That's it for the committee.

##### **PROPERTY MAINTENANCE & RESTORATION-Mr. Chambers, Chairman**

Property Maintenance & Restoration Committee did meet two times last month. Both of those meetings were reported on at one of the special council meetings so at this time I have nothing else to report.

##### **CIVIL SERVICE AND EMPLOYEE RELATIONS- Mr. Levo, Chairman**

Although I do not believe that it was officially meant to be placed into my committee; I was asked to investigate a group to take over the overseeing of the summer cruise-ins during the summer. This past Thursday I did talk to John Hern of the newly formed Uptown Merchants and Business Association and explained what we would like to see

them to do. He's going to take it to his membership at their meeting in April and will report to us as to whether they do have an interest in proceeding taking on the cruise-ins or not.

**STREET & SAFETY COMMITTEE-** Mr. Walker, Chairman

I thought this was taken care of, but I guess it wasn't. Right turn into CVS, the committee recommended that "no right turn" coming out of CVS and "no right turn" coming off of Fenner Lane. Supposed to be signs placed at that time and I guess we need an approval on that.

Compensation on right-of-way ordinance; haven't done anything on. Skate Park been tabled. Joni Pulse, I haven't talked to Joni yet but I've looked at that area two or three times and have nothing on the bike race.

**UTILITIES COMMITTEE-** Mr. Shoemaker, Chairman

I have two reports to give to you tonight, so bear with me. Utilities Committee met on February 28, 2007 at the Hillsboro Municipal Court room. Those in attendance were committee members Kevin Chambers, Tim Young and myself. Also attending were Mayor Zink, Bonnie Parr, John Levo, Lee Koogler, SSD Holt, Dick Donley and Auditor Gary Lewis.

Agenda was as follows: A motion was made by Mr. Chambers to seek qualifications for hiring consultants to review the necessary provisions that must be met to possibly start a storm water infrastructure improvement project. Committee all voted yea.

The second item, Ordinance 2006-16 being the increase of sewer rates was based on the wrong rate schedule. A motion was made to table 2006-16 and replace it with a corrected legislation at the March regular meeting. All the committee voted yea on that.

Third item was additional labor force for Water/Sewer Department. I ask Mr. Holt to fill the committee in on what the EPA and Alan Smith of CH2MHill was advising the City concerning additional labor force. Mr. Holt said that the additional labor force was critical to begin cameraing of mains and laterals to the EPA mandated I&I program. I sought advice of the City Auditor Gary Lewis. Mr. Lewis supplied the committee with the financial information of wages and benefits if one full-time, one full-time and one part-time or two full-time people were hired. The motion was made to table this matter so the committee could review this information. The committee all voted yea.

The next committee meeting for Utilities will be at 6:00 p.m. on March 12, 2007. With no further business, the meeting was adjourned. Respectfully submitted, Dave Shoemaker.

Tonight's meeting; we did have a meeting tonight here at the chambers here tonight on March the 12<sup>th</sup>. In attendance was myself, Tim Young and Kevin Chambers of the committee. Mayor Zink also was here, SSD Holt and Mr. Donley was also here. The first item on the agenda tonight was additional labor force. Randy Barr was here from the Water Department as a supervisor and it was recommended to the Council tonight that we hire two additional people that would work with the Water and Sewer Department and be under his direction.

The second item was the water tap fee. Randy also supplied us information on that. In city Ordinance 53.010 of Ordinance 2002-18; we have an access fee that we would like to meet with Mr. Beery on as far as Randy is concerned we would like to have Mr. Beery and Randy Barr and Ralph Holt involved in rewording that ordinance and amending that in some way to take care of the situation we got with additional multi-family sewer taps. At a later date whenever those people can actually meet together, I would like see that done and get legislation before the next meeting.

Item number three, replacement of Ordinance 2006-16; we did meet tonight on that. We have legislation in front of us tonight to be acted on that at a later time. It was to replace 2006-16 with the amended figures that we have come up with and raise an additional sewer charge from seven dollars to eight dollars. All of the committee voted and

recommends to Council that we do go ahead and approve this. I will ask for that to be brought up as an emergency measure tonight.

Item four, qualifications for hiring consultants; I was going to talk to Mr. Beery about this. We have decided that Tim Young has been gathering a great deal information on this and we are probably going to have another consultant come in and talk to us about that to get a better handle, an educational handle; on what we need to think about as a committee and as Council to go forward on this hiring consultants. That will be done; I will hold a Utilities Committee meeting sometime in April to discuss this further and try to get this ironed out so we can get another consultant to come in and talk to us and give us direction on what direction we need to go in.

Being no further business, that's all I have tonight.

**ZONING AND ANNEXATION COMMITTEE-** Mr. Young, Chairman  
The Zoning and Annexation Committee did not have a meeting in February.

**COMMUNITY ENHANCEMENT COMMITTEE-** Mrs. Parr, Chairman  
On February 19, 2007 at 5:15 p.m. we met at the Hillsboro City Building. The called was called to order with Tim Young, Lee Koogler and Bonnie Parr present. Others attending were David Shoemaker, Mayor Dick Zink and Safety-Service Director Ralph Holt.

Meeting was called to order to decide on senior housing projects submitted by WODA Housing of Hillsboro LLC and Hillsboro Senior Housing Partners Ltd. Both groups were present with Rusty Fite and Mrs. Cameron from Chambers Realty and Julie from Community Action Organization. I, Bonnie Parr asked that both parties give us a five-minute talk and answer questions on projects and project sites.

There were discussions from the committee members. Tim Young said that he couldn't see why we should pick just one. Lee Koogler said that he would like to see both projects submitted for a better chance at receiving a senior housing project in Hillsboro. I, Bonnie Parr asked if there would like to be put into motion. Lee Koogler made a motion to accept both groups, WODA Housing of Hillsboro LLC and Hillsboro Senior Housing Partners Ltd. Tim seconded the motion and all committee were in agreement.

I, Bonnie Parr will recommend to full Council from this committee to accept. Resolutions have been submitted to Council. Meeting was then adjourned. Submitted by Bonnie Parr

Those were submitted to the special Council meeting and were passed.

**UNFINISHED BUSINESS-**

**PASSAGE OF ORDINANCES AND RESOLUTIONS- None**

**SECOND READING OF ORDINANCES AND RESOLUTIONS-**

1. RES. 07-7 – A RESOLUTION TO AUTHORIZE THE PURCHASE OF A FRONT END LOADER TO BE USED BY CITY DEPARTMENTS AND TO DECLARE AN EMERGENCY- The clerk read the resolution by title only for a second reading. Mr. Chambers asked about the condition of the current front end loader. Mr. Holt explained that the issue is that the longer they keep the old one and the more hours that are on it, the less they are going to get as a trade-in. Mr. Koogler made a motion to suspend the three-reading rule and Mr. Chambers seconded the motion with all members voting yea. Mr. Koogler made a motion to adopt the resolution and Mr. Chambers seconded the motion. All members voted yea. Resolution adopted.

2. RES. 07-9 – A RESOLUTION TO AUTHORIZE LEASE/PURCHASE OF POLICE CRUISERS- The clerk read this resolution by title only for a second reading. Mr. Koogler made a motion to amend the resolution to limit the lease/purchase to two cruisers. Mr. Walker seconded the motion and all members voted yea. Mr. Koogler made a motion to suspend the three-reading rule and Mr. Levo seconded the motion with

all members voting yea. Mr. Koogler made a motion to adopt the resolution and Mr. Chambers seconded the motion. All members voted yea. Resolution adopted.

3. ORD. 2007-6 – AN ORDINANCE TO AMEND THE CITY ZONING MAP- The clerk read the ordinance by title only for a second reading.

**FIRST READING OF ORDINANCES AND RESOLUTIONS-**

1. ORD. 2007-8 – AN ORDINANCE TO AMEND THE SCHEDULE OF SEWER CHARGES- The clerk read the ordinance in full for a first reading. Mr. Shoemaker made a motion to suspend the three-reading rule and Mr. Chambers seconded the motion with all members voting yea. Mr. Shoemaker made a motion to pass the ordinance and Mr. Chambers seconded the motion. All members voted yea; ordinance adopted.

2. ORD. 2007-9 – AN ORDINANCE TO REQUIRE STREET LIGHTING PLANS AND INSTALLATION IN NEW SUBDIVISIONS- The clerk read this ordinance in full for a first reading.

3. ORD. 2007-10 – AN ORDINANCE TO APPROVE ANNEXATION OF DUNLAP ROAD PROPERTY- The clerk read the ordinance in full for a first reading. Mr. Chambers made a motion to suspend the three-reading rule and Mr. Koogler seconded the motion with all members voting yea. Mr. Chambers made a motion to adopt the ordinance and Mrs. Parr seconded the motion with all members voting yea. Ordinance adopted.

Mr. Holt requested the Council go into executive session for employee requests and payroll for additional employee. Mr. Shoemaker made the motion to go into executive session and Mr. Chambers seconded the motion with all members voting yea. Executive session entered into at 8:00 p.m.

Council came out of executive session at 8:25 p.m. A motion to adjourn was made by Mr. Shoemaker and seconded by Mr. Young. Meeting adjourned.

NEW BUSINESS: None

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Richard Donley, Council President

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Beverly Brown, Clerk of Council