

**VILLAGE OF PEMBERVILLE
COUNCIL MEETING
December 1, 2015**

Mayor Bowman opened the December 1, 2015 council meeting at 7:00pm with a prayer and led those present in the Pledge of Allegiance.

Roll Call: Present as the regular meeting of council was Rothenbuhler, Campbell, Long, and Sautter. Others present Ed Wozniak, Susan Rahe, Nicole Long, Sarah Szymanski, Tom Mauk, Boy Scout Troop 344 and the Clerk.

Minutes: Sautter moved and Rothenbuhler seconded to approve the minutes. Motion passed unanimously.

Treasurer's Report: Long moved and Campbell seconded to approve the bills in the amount of \$11,790.45. Motion passed unanimously.

ORDINANCE 1541--2016 ORDINANCE ESTABLISHING MUNICIPAL EMPLOYMENT POSITIONS, DEFINING DUTIES AND PROVIDING FOR THE COMPENSATION THEREOF. 3rd READING

Rothenbuhler made a motion to pass Ordinance 1541 and Sautter seconded the motion. Motion passed unanimously.

ORDINANCE 1543—AN ORDINANCE TO AMEND ORDINANCE 630 OF THE CODIFIED ORDINANCES OF THE VILLAGE OF PEMBERVILLE REGARDING MUNICIPAL INCOME TAX. 2nd READING

Mayor:

Mayor congratulated and commended those who participated with the lighted Christmas parade and tree lighting ceremony.

Mayor stated that he has received notice of the proposed cellular tower and they hope to begin construction this fall. However, they just now started the zoning process so it could be late winter to early spring before construction will begin.

Rothenbuhler:

Rothenbuhler reported that the finance committee met and talked about temporary appropriations. Rothenbuhler stated that there will be some expenses that are front loaded for the update of utility and tax software and computer upgrade that is desperately needed for the office.

Campbell:

Campbell stated that the final day for leaf pick-up will be Friday, December 4th and there is a brush pick-up scheduled for Monday, December 7th.

Campbell stated that Ordinance 1396 needs to be amended to remove the section regarding mail boxes located on rural routes. Discussion continued about the rules of the postal service and placement of mail boxes.

Long:

Long stated that Planning Commission met and discussed the request to rezone 314 West College Ave from "R-1" Residential TO "C-1" Neighborhood Commercial. Long stated that the potential buyer had shared their tentative plan. Long stated that Planning Commission has made the recommendation for Council to vote to approve or decline the request. Long stated he would like council to consider hearing from Szymanski tonight and vote at the next council meeting when there is a full quorum.

Szymanski thanked council for the consideration and would actually like to remove her request for zoning change. Szymanski stated that she has another potential location in mind that is already zoned a C-3. Long asked Szymanski if she would like to keep the zoning request change open for a little while and Szymanski stated that would be okay.

Sautter:

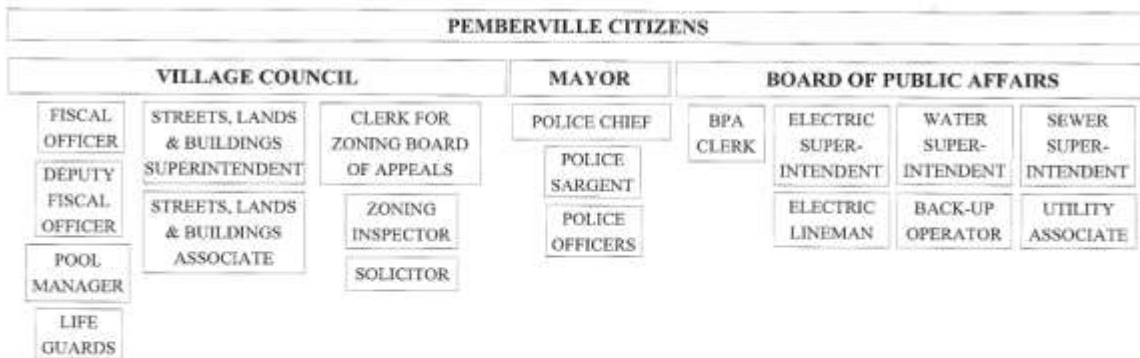
Sautter stated that the Board received letter of resignation from Sandy Miesmer, the BPA clerk who is retiring as of April 29, 2016. Sautter stated that the current Deputy Fiscal Officer, Gretchen Densic, has been cross training and would like the opportunity to move from Deputy Fiscal Officer to the BPA Utility Clerk. Sautter stated the information was shared with the board at last night's meeting.

Sautter reported that the South Water Plant upgrade is scheduled to be finalized in January and the bidding process will begin in February. Sautter stated that the construction will have black out days during business productions and during those times construction will be on hold.

Sautter reported that BPA went over the letter of response to NWWSD and focused on point one with regards to the location of the master meter. Sautter stated that NWWSD wants the master meter at Eastwood and will be set-up to read from here. However, it was discussed that the contract states the master meter should be located at Village limits. NWWSD would like to talk to Landry to see what his concerns are with having it metered at the school verses at village limits.

Sautter stated that Personnel have been talking about an Organizational Chart. Sautter stated that a copy was e-mailed earlier in the week and a copy is also in everyone's folder. Sautter stated to council that if there are any questions, concerns or suggestions to please let her know so that it can be discussed. Long asked if the chart was a chain of command. Sautter stated that it was not, it was more of a defined managed workflow chart. Sautter included there was a disclaimer to this affect at the bottom of the Organizational Chart.

VILLAGE OF PEMBERVILLE ORGANIZATION CHART



Disclaimer: This is not a chain of command but rather to define traditional managed workflow within the Village. This is subject to change at Councils discretion.

Guests:

Boy Scout Troup 344 was present and is working towards their citizenship badge. Discussion of the mail boxes was elaborated a little more for the boys so that they could discuss and write a paper with regards to the debate for their troop leader. Mayor gave a brief description of the government body and how the process flows.

Mayor Bowman adjourned the meeting at 7:48 pm.