

**Minutes
Regular Council Meeting
1 South Main Street
Thornville, OH
March 25, 2024**

Council Members:

Lynne Snider
Tasia Savage
Sterling Krout
Kim Billman
Dale Brussee

Other Village Officials:

Amanda Lackey- Mayor
Kelly Beem- Fiscal Officer
Dan Williams- Chief of Police

Guests Present: Terry Lynn, Terry Anderson, Abby Tolliver

Call to Order/ Pledge of Allegiance:

Mayor Lackey called the Village of Thornville Regular Council Meeting to order March 25, 2024, at 7:10 p.m. by saying the Pledge of Allegiance.

Roll Call:

Roll Call was taken with Council President Sterling Krout, Council member Tasia Savage, Council member Lynne Snider, Kim Billman and Council member Dale Brussee all present.

Mayor Lackey asked for a **motion** to excuse Council member Ashley Moore due to being on vacation. **Motion** made by Council member Kim Billman and was seconded by Council President Sterling Krout. A roll call vote was taken with all council members voting aye.

Roll Call

Tasia Savage- aye
Kim Billman- aye
Sterling Krout- aye
Lynne Snider- aye
Dale Brussee- aye

Motion passed 5-0

Motion to approve the Business agenda for the Regular Council Meeting on March 25, 2024:

Mayor Lackey requested a **motion** to approve the business agenda for the Regular Council meeting on March 25, 2024. A **motion** was made by council member Kim Billman and seconded by Council President Sterling Krout. A roll call vote was taken with all council members voting aye.

Roll Call:

Lynne- aye
Dale-aye
Tasia- aye
Sterling- aye
Kim-aye

Motion passed 5-0

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Motion to approve the minutes from the Regular Council Meeting on February 26, 2024: Mayor Lackey requested a **motion** to approve the minutes from the Regular Council Meeting on March 13, 2024. **Motion** made by Council President Sterling Krout and seconded by Council Member Lynne Snider. A roll call vote was taken with all council members voting aye.

Roll Call:

Tasia- aye

Dale- aye

Lynne-aye

Kim- aye

Sterling- aye

Motion passed 5-0

Motion to approve the minutes from the Special Council Meeting on March 13, 2024: Mayor Lackey requested a **motion** to approve the minutes from the Regular Council Meeting on March 13, 2024. **Motion** made by Council President Sterling Krout and seconded by Council Member Lynne Tasia Savage. A roll call vote was taken with all council members voting aye.

Roll Call:

Dale- aye

Lynne-aye

Sterling- aye

Tasia- aye

Kim- aye

Motion passed 5-0

Motion to approve the minutes from the Special Council Meeting on March 18, 2024: Mayor Lackey asked for a **motion** to approve the minutes from the Regular Council Meeting on March 18, 2024. **Motion** made by Council President Sterling Krout and seconded by Council Member Kim Billman. A roll call vote was taken with all council members voting aye.

Roll Call:

Tasia- aye

Kim- aye

Dale- aye

Lynne-aye

Sterling- aye

Motion passed 5-0

Police Report for March 2024: Chief Williams advised his report has been distributed in the folders for all to review. He also advised auxiliary Officer Blake has had a change in his work schedule and will be more available to our Village once he completes the requirements. Chief Williams advises if anyone has questions regarding the report please feel free to ask.

Mayor's Report:

Mayor Lackey reports that it's been a busy 3 months, and we are working on some minor changes in the office to make the fiscal officer's job a little easier, such as purchase order slips being attached with clear indications of which department they go with. Time sheets will have time off requests stapled to time sheets, so it is easy to distinguish whether employees are wanting to use vacation time or sick time when off. Mayor Lackey advises

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she does have an interim Mayor's Court Clerk lined up and her name is Vicki Coe. She is experienced and currently working in Kirkersville Mayor's Court. Vicki is familiar with the programs we use, and she does agree to the current pay scale for this position. I also have an interim Clerk of Council lined up. Her name is Abby Tolliver and she is a Village Resident and attends Whittenburg University and is currently home attending on line this semester. Mayor Lackey states she does look forward to working with both individuals. Mayor Lackey advises we need to discuss Kelly Beem, fiscal officer, taking over the entire role as fiscal officer and adjusting her pay to reflect this. She is willing to stay and take over the entire role for the pay of \$20,000 per year. Mayor Lackey advised her plans to get the positions posted this week with council approval. Mayor Lackey states she has spoken with the solicitor regarding a council member signing time sheets in the interim for the maintenance, water/sewer and administrative assistant positions. The solicitor has advised a council member may do this if it is fine with council. Council Member Dale Brussee had previously stated he would be willing to sign the time sheets every other Thursday morning for payroll. Mayor Lackey advises this would take something off of my list of things needing done temporarily. Council President mentions it just needs to be a member of the Village signing the timesheets. Mayor Lackey advises she arrived at appointing Dale as he is over Public Facilities, and he is usually home and available in the mornings to do this. Mayor Lackey asked if any others would be available to undertake this role and Council President Sterling Krout states that could be difficult. Fiscal Officer Kelly Beem advises the sheets don't have to be signed early in the morning due to her arriving later in the day to complete payroll on Thursdays. Council Member Kim Billman asked if we have considered getting a time clock for the Village. Mayor Lackey advised when she had mentioned it in the office that some employees may leave if a time clock was put in. Mayor Lackey also questioned how many time clocks we would need to put in- one in the main office, at the water plant and one at the maintenance garage. Council Member Kim Billman states she was thinking of one more centrally located. Council Member Dale Brussee mentions them needing to get inside the building to clock in if they are called in. Council members Lynne Snider and Kim Billman both mention that they should have passcodes to get inside the door so that shouldn't be an issue and that they would like to see an itemized sheet of what they do from 9-2 while working. Council Member Tasia Savage states she does not have a door code and Mayor Lackey advises she will have her write down a code to get entered into the system the door for Tasia. Council Member Dale Brussee states he would like to hold off on a timeclock just yet to see how changes occurring create a better cohesiveness of everybody working. Resident Terry Lynn mentions he would question the employee being covered by insurance if not working during stated hours and logged hours on timecards. He states if an accident would occur and you're not clocked in there is no way to verify the time to know if someone is here. Council Member Lynne Snider states most places have them. Mayor Lackey advises we can look into prices. Council Member Dale Brussee states he would like to have the Fiscal Officer Kelly Beem approve the dollar amount of \$20,000 for her to take over the entire Fiscal Officer role. Kelly Beem states she accepts that offer.

Dale to sign time sheets:

Mayor Lackey advises she needs a **motion** to have Council Member Dale Brussee sign timesheets for payroll on Thursdays. **Motion** made by Council President Sterling Krout and seconded by Council Member Tasia Savage. A roll call vote was taken with 4 members voting aye and Council Member Dale Brussee abstaining.

Roll Call:

Kim- aye
Lynne-aye
Tasia- aye
Sterling- aye

Motion passed 4-0

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Monthly Water Report to Perry County Commissioners for February 2024: Mayor Lackey advised she needs a **motion** to receive the monthly water report to the Perry County Commissioners for February 2024. **Motion** made by council member Lynne Snider and seconded by council member Kim Billman. A roll call vote was taken with all council members voting aye.

Roll Call:

Tasia- aye
Kim-aye
Lynne- aye
Sterling- aye
Dale-aye

Motion passed 5-0

Monthly Water Report to Council for February 2024: Mayor Lackey advised she needs a **motion** to receive the monthly water reports to council for February 2024. **Motion** made by council member Dale Brussee and seconded by Council President Sterling Krout. A roll call vote was taken with all council members voting aye.

Roll Call:

Tasia- aye
Lynne- aye
Dale-aye
Kim-aye
Sterling- aye

Motion passed 5-0

Monthly Mayor's court reports for February 2024: Mayor Lackey advised at this time we do not have a Mayor's Court report due to no Mayor's Court Clerk.

Administrator's Report:

Mayor Lackey advised there is no Administrator's report for this month due to no administrator currently.

Fiscal Officer's Report:

Fiscal Officer Kelly Beem reports she has placed the bank reconciliation, and the fund status reports in folders for all to review and she has also included a cash summary fund which sums everything up. This report shows you the yearly beginning balance, revenue, expenditures and shows the balance for each month.

Bank Reconciliation:

Mayor Lackey asked for a **motion** to receive the bank reconciliation for February 2024. **Motion** made by Council Member Lynne Snider and seconded by Council Member Kim Billman. A roll call vote was taken with all council members voting aye.

Roll Call:

Dale-aye
Tasia- aye
Lynne- aye
Sterling- aye
Kim-aye

Motion passed 5-0

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Payment of Bills:

Mayor Lackey stated if after a review she will need a **motion** to pay the bills for March 2024. **Motion** made by Council Member Kim Billman to pay the bills and receive an itemized review at the meeting next month and was seconded by Council President Sterling Krout. A roll call vote was taken with all council members voting aye.

Roll Call:

Tasia- aye
Kim-aye
Dale-aye
Sterling- aye
Lynne- aye

Motion passed 5-0

Committee Reports:

➤ **Parks & Recreation Committee:** Chair Lynne Snider advises we discussed a fundraiser for the pool- concert at the park. At one of the previous meetings the former administrator stated she had secured a grant for the pool and a splashpad, but she had not received word back on one of them yet. Council President Sterling Krout asked how we would hear back regarding these grants. Fiscal Officer Kelly Beem and Mayor Lackey both agreed to follow up regarding these grants and will have a report at the next meeting.

➤ **Finance Committee:**

Committee Co-Chair Dale Brussee states we discussed the AT&T cell tower lease and that they decided to keep it on the month-to-month lease and not take the jump sum. The monthly amount was increasing from \$2000 to \$3000 a month that the Village would be receiving. Mayor Lackey advised this agreement was being reviewed by the Village Solicitor and would then go back to council.

Unfinished Business: RESOLUTION #24-02

Mayor Lackey advised this was the 3rd reading for RESOLUTION #24-02 A RESOLUTION AUTHORIZING THE SALE, BY INTERNET AUCTION DURING CALENDAR YEAR 2024, OF MUNICIPALLY OWNED PERSONAL PROPERTY WHICH IS NOT NEEDED FOR THE PUBLIC USE OR WHICH IS OBSOLETE FOR THE USE FOR WHICH IT WAS ACQUIRED.

Mayor Lackey advised she would need a **motion** to adopt RESOLUTION #24-02. **Motion** was made by Council Member Kim Billman and seconded by Council Member Lynne Snider. A roll call vote was taken with all members voting aye.

Roll Call:

Tasia- aye
Dale-aye
Lynne- aye
Sterling- aye
Kim-aye

Motion passed 5-0

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New Business:
Interim positions-

Mayor Lackey advised she needs a **motion** to approve hiring Abby Tolliver as Interim part-time Clerk of Council at the rate of pay or \$15.52 per hour, paid monthly. **Motion** was made by Council President Sterling Kroust and seconded by Council Member Lynne Snider. A roll call vote was taken with all members voting aye.

Roll Call:

Dale-aye
Tasia-aye
Kim-aye
Sterling-aye
Lynne-aye

Motion passed 5-0

Mayor Lackey advised she needs a **motion** to approve hiring Vicki Coe as Interim part-time Mayor's Court Clerk with the yearly salary being \$2,838.45, paid in equal monthly installments. The total hours worked shall not exceed 20 hours per month. **Motion** was made by Council President Sterling Kroust and seconded by Council Member Lynne Snider. A roll call vote was taken with all members voting aye.

Roll Call:

Dale-aye
Kim-aye
Sterling-aye
Lynne-aye
Tasia-aye

Motion passed 5-0

Comments and Announcements:
Council member Kim Billman thanks Fiscal Officer Kelly Beem for staying with the Village and agreeing to undertake the entire Fiscal role. Kim also states Kelly has been awesome to work with. Council Member Dale Brussee advises he has spoken with Tim Voorhies- he is the gentleman we are purchasing the piece of property from along the cemetery and will allow access to the plant. Tim is still on board with everything, and we had some questions to get answered from our Solicitor in regard to deeds and contracts and easements amongst other things. Dale advises he will speak with the Village solicitor at the office in April to get some of these answers. Council member Dale Brussee asks about getting positions posted and Fiscal Officer Kelly Beem advises Ohio Municipal League would be a great place to post them positions. Council Member Dale Brussee also inquired about posting the other positions also. Mayor Lackey advised that she would have discussions with the interims and go from there as neither of them had indicated how long they could undertake the interim roles. Council Member Kim Billman states we still should post the positions and if interim people would like to apply, they are able to. Council Member Brussee also advised he had been approached by members of Thornville Activity Committee inquiring about the use of the water spigot that is outside the fence of the pool for the 4th of July. He states it is currently turned off and we need to know if it works. Mayor Lackey advises she will get with Jason/Kelly Green to make sure it does in fact work. Council Member states we would also have to approve the use of water for the 4th of July- we had already approved electric. Kim states to please add it to the next meeting to approve and vote for water use at park. Chief Williams mentions sending Mayor's Court to county and will be handled by the municipal court instead of having Mayor's court here. Council member Dale Brussee states his understanding is the county keeps the money when we do this. Chief

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Williams states when he sends things to the county we do receive funds still. Council Member Kim Billman states maybe we can look into this if it is available. Chief Williams states it can be fairly costly to have mayor's court here when we have one unpaid ticket that doesn't show up to court and our magistrate is here, we have to pay her for attending for 15 minutes. He also states if we had 10 officers writing tickets versus one primary officer writing tickets. Chief Williams also states he had spoken with the Sheriff's office regarding special events pricing for the 4th of July and it is \$45 per hour and we would need special duty officers and if they proceed without special duty officers I am not able to work a 14 hour day in uniform outside. Council Member Tasia states we approved their form but we never saw it. Mayor Lackey advised that their original approved special events application involved parade, use of park and clean up and it did not have any mention of a beer garden on it. Council Member Brussee asked if they know they have to come back with all of this information and an updated application. Mayor Lackey advises yes- they have been told they will need to provide an updated agenda with events. Council member states when they come back, and Chief Williams will have his say on what he feels is necessary to protect the Village. Council Member Tasia Savage asks if council will vote on the beer garden at all. Chief Williams states yes, you would have to approve their special events application which would include the beer garden. Mayor Lackey advises they would have to come back in with an addended application for this as they do not have all the details for it. Chief Williams reports they are selling sponsorship spots to raise money for this event. Council Member Tasia inquired about the fireworks and if we would have a say in that. Mayor Lackey advised no, as that is currently set to be out of the Village. Council Member Savage states they will still need permits and things for fireworks. Mayor Lackey advised they would have to go to the Fire Chief for this permit. Resident Terry Lynn states as a past fire chief, he knows they must go through the fire department. The fire chief will have to sign off on it. Resident Terry Lynn reports there is a culvert on N. Main Street collapsing- it is close to the corporation limit, and I believe it is the villages. It is on the west side of the roadway. Resident Terry Lynn asks Chief Williams to have his part-time officers sit differently in the lot of the old Point Station as when they sit a certain way, drivers are unable to see around them, and it is a concern. Terry Lynn also asks chief Williams about getting a stop sign put up in the school parking lot on the Church Street exit from the school. He reports that people do not stop when exiting. Chief Williams advises that is private property and he cannot enforce that on private property. Resident Lynn asks if he can ask the school to put up a stop sign and Chief Williams advises it is not up to the school it would be up to the school board. Resident Terry Lynn reports he just doesn't want to see anyone get hurt. Resident Lynn asked if anything has been discussed regarding paving of streets. Council Member Tasia Savage reports she thought we were waiting to hear back regarding a grant for that also. Resident Terry Anderson states it may be beneficial to reach out to other municipalities and see what they are doing in terms of a time clock. Resident Anderson inquired about a grant that came from Covid money. Council Member Dale Brussee states that was leftover money that was applied for. Resident Terry Anderson mentions concerns regarding the storm drains around town being full and spring rains coming soon. Resident Anderson reports he walks around town and takes photos of the condition of these drains and we are going to be hurting if we don't take some action. Citizen Terry Lynn reports yes, this issue is everywhere around town and there is one on Church Street Council member Lynne Snider reports that there is a basin she would like addressed at 71 Maple- she has asked to be cleaned out multiple times as she will address it occasionally herself. The grate is also half falling in. Resident Terry Anderson asks is that the responsibility of any employees here- Council member Dale Brussee advises yes- that responsibility falls under the maintenance and is also part of the Village Administrator's responsibility to monitor them. Council Member Dale Brussee states we are coming up on grass mowing season and he is willing to take care of the moving to allow our maintenance staff to be doing other things that need to be done. Council Member asks if we can get updated job descriptions to maybe prioritize things in terms of his job duties. Council Member Lynne Snider states

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these basins are a big complaint she receives. Council Member Kim Billman states yes, that is why I would like to review the job description because we do discuss this issue quite often. Council Member Savage states maybe we can take Dale up on this offer until it can get contracted out and perhaps we can get a list of all the places the maintenance staff does mow. Council Member states I think we need more information than that and I don't think we can do this motion tonight.

Posting Open Positions:

Council member Dale Brussee made a **motion** to post the Village Administrator position. **Motion** was seconded by Council President Sterling Krout. A roll call vote was taken with all members voting aye.

Roll Call:

Tasia- aye
Kim-aye
Dale-aye
Lynne- aye
Sterling- aye

Motion passed 5-0

Council member Dale Brussee made a **motion** to post the Mayor's Court Clerk and the Clerk of Council positions. **Motion** was seconded by Council Member Kim Billman. A roll call vote was taken with all members voting aye.

Roll Call:

Lynne- aye
Sterling- aye
Kim-aye
Tasia- aye
Dale-aye

Motion passed 5-0

Adjournment:

Mayor Lackey asked for a **motion** to adjourn the meeting. **Motion** was made by Council President Sterling Krout at 8:15 and seconded by Council Member Kim Billman. A roll call vote was taken with all members voting aye.

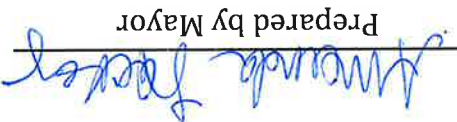
Roll Call:

Tasia- aye
Kim-aye
Dale-aye
Sterling- aye
Lynne- aye

Motion passed 5-0



Mayor, Amanda Lackey



Prepared by Mayor