

VILLAGE OF MAYVILLE  
ORGANIZATIONAL/REGULAR BOARD MEETING /BUDGET HEARING  
4/10/18

Board Present - Mayor Bova; Trustees: Syper, Jacobson, Shearer, Webb.

Board absent - None.

Others Present - John Crandall, Village Clerk; Jennifer Obert, Village Treasurer; John Buxton, Superintendent; Ed Cannon, Building Inspector; Mark Smith, Sharon Smead, Amy Smith, Sandra Wagner, Cindy Meehl Drake, Eagle Harrington, Elsa Nelson.

Mayor Bova Opened the Public Hearing for comments on the Proposed Budget FY 18/19 at 6:50pm.

Meeting called to order at 7:00 p.m.

Pledge to the flag.

Privilege of the floor was offered with no one speaking.

Department of Public Works Report presented and attached.

Electric Department Report presented and attached.

Water Department Report presented and attached.

Building Inspector's Report presented and attached.

Clerk's Office Report presented and attached.

Fire Chiefs Report presented and attached.

Amy Smith spoke to the board regarding the Farmers Market. Ms. Smith stated that the dates for the market would be starting June 8 and continuing through the end of September if vendors were still available. It was also stated that some demonstrations and different events would be planned for this year's market season as well as shifting the location of the vendors within the park.

Elsa N

elson spoke to the board regarding a wine tasting trail walk that would be taking place July 20<sup>th</sup> 2018 sponsored by Rails to Trails. It was determined that the portion of the trail that they would be using was not on the Village owned portion of the trail, so no approval from the village was needed.

Mayor Bova appoints Richard Syper as Deputy Mayor.

Trustee Syper made a motion to combine resolutions 1-25 and approve all resolutions.

Seconded by Trustee Shearer

Ayes - Trustees Syper, Shearer, Jacobson, Webb, Mayor Bova.

Nays - None.

**1 RESOLUTION:** Resolved that the Village Board of Trustees shall constitute the Board of Cemetery Commissioners.

Introduced by Trustee Syper.

Seconded by Trustee Shearer.

Ayes - Trustees Syper, Shearer, Jacobson, Webb, Mayor Bova.

Nays - None.

**2 RESOLUTION:** Resolved that the Post Journal shall be the official newspaper for the Village of Mayville.

Introduced by Trustee Syper.  
Seconded by Trustee Shearer.  
Ayes - Trustees Syper, Shearer, Jacobson, Webb, Mayor Bova.  
Nays - None.

**3 RESOLUTION:** Resolved that M&T Bank shall continue to be the official depository of funds for the Village of Mayville and that more detailed resolutions concerning the specifics of this designation are contained in the minutes of the meeting held on April 9, 2002.

Introduced by Trustee Syper.  
Seconded by Trustee Shearer.  
Ayes - Trustees Syper, Shearer, Jacobson, Webb, Mayor Bova.  
Nays - None.

**4 RESOLUTION:** Resolved that the regular board meetings of the Board of Trustees shall be held on the second Tuesday of each month at 7:00 PM all meeting shall be held in the Community Building, with a work session proceeding at 6:00 PM. Notice of meeting dates shall be given to the Official Newspaper.

Introduced by Trustee Syper.  
Seconded by Trustee Shearer.  
Ayes - Trustees Syper, Shearer, Jacobson, Webb, Mayor Bova.  
Nays - None.

**5 RESOLUTION:** Resolved that the Village Clerk's pay shall for fiscal year beginning June 1, 2018 be allocated to the funds as follows: General Fund 50%, Water Fund 20%, Electric Fund 30%.

Introduced by Trustee Syper.  
Seconded by Trustee Shearer.  
Ayes - Trustees Syper, Shearer, Jacobson, Webb, Mayor Bova.  
Nays - None.

**6 RESOLUTION:** Resolved that the Public Works Superintendent's pay for fiscal year beginning June 1, 2018 shall be allocated to the funds as follows: General Fund 40%, Water Fund 40%, Electric Fund 20%.

Introduced by Trustee Syper.  
Seconded by Trustee Shearer.  
Ayes - Trustees Syper, Shearer, Jacobson, Webb, Mayor Bova.  
Nays - None.

**7 RESOLUTION:** Resolved that the Village Treasurer's pay for fiscal year beginning June 1, 2018 shall be allocated to the funds as follows: General Fund 40%, Water Fund 20%, Electric Fund 40%.

Introduced by Trustee Syper.  
Seconded by Trustee Shearer.  
Ayes - Trustees Syper, Shearer, Jacobson, Webb, Mayor Bova.  
Nays - None.

**8 RESOLUTION:** Resolved that the Account Clerk-Typist's pay for fiscal year beginning June 1, 2018 shall be allocated to the funds as follows: General Fund 15%, Water Fund 20%, Electric Fund 65% and that the Account Clerk's pay for fiscal year beginning June 1, 2018 shall be allocated as follows: General Fund 10%, Water Fund 10%, Electric Fund 80%.

Introduced by Trustee Syper.  
Seconded by Trustee Shearer.  
Ayes - Trustees Syper, Shearer, Jacobson, Webb, Mayor Bova.  
Nays - None.

**9 RESOLUTION** Resolved that the Electric Department shall pay the General Fund \$5,700.00 per year rent and the Water Department shall pay the General Fund \$3,000.00 per year

rent, said payments to be prorated and made monthly starting with fiscal year beginning June 1, 2018.

Introduced by Trustee Syper.

Seconded by Trustee Shearer.

Ayes - Trustees Syper, Shearer, Jacobson, Webb, Mayor Bova.

Nays - None.

**10 RESOLUTION:** Resolved that the Electric Department shall pay the General Fund \$91,935.00 per year for management of administrative service, said payment to be prorated and made monthly starting with fiscal year beginning June 1, 2018.

Introduced by Trustee Syper.

Seconded by Trustee Shearer.

Ayes - Trustees Syper, Shearer, Jacobson, Webb, Mayor Bova.

Nays - None.

**11 RESOLUTION:** Resolved that a Protective Bond be purchased for the Village Treasurer and the Deputy Treasurer in an amount sufficient to meet legal requirements, in effect for one year.

Introduced by Trustee Syper.

Seconded by Trustee Shearer.

Ayes - Trustees Syper, Shearer, Jacobson, Webb, Mayor Bova.

Nays - None.

**12 RESOLUTION:** Resolved that the mileage rate for Village officials be equal to the Federal IRS Standard mileage rate posted and updated throughout the year for the approved use of a personal vehicle.

Introduced by Trustee Syper.

Seconded by Trustee Shearer.

Ayes - Trustees Syper, Shearer, Jacobson, Webb, Mayor Bova.

Nays - None.

**13 RESOLUTION:** Resolved that the Village Registrar's salary for the ensuing fiscal year shall be \$100.00.

Introduced by Trustee Syper.

Seconded by Trustee Shearer.

Ayes - Trustees Syper, Shearer, Jacobson, Webb, Mayor Bova.

Nays - None.

**14 RESOLUTION:** Resolved that the salaries of the Village Board of Trustees for the ensuing year shall be: Mayor - \$4,250.00 and Trustees (4) \$2,750.00 each. 30% charged to General Fund, 20% to Water Fund and 50% to Electric Fund.

Introduced by Trustee Syper.

Seconded by Trustee Shearer.

Ayes - Trustees Syper, Shearer, Jacobson, Webb, Mayor Bova.

Nays - None.

Mayor Bova appoints Peter D. Clark as Village Attorney.

**15 RESOLUTION:** Resolved to confirm the appointment of Peter D. Clark as Village Attorney.

Introduced by Trustee Syper.

Seconded by Trustee Shearer.

Ayes - Trustees Syper, Shearer, Jacobson, Webb, Mayor Bova.

Nays - None.

**16 RESOLUTION:** Resolved to authorize the Mayor to sign routine annual contracts with the Mayville Library and Town of Chautauqua throughout the ensuing year.

Introduced by Trustee Syper.

Seconded by Trustee Shearer.

Ayes - Trustees Syper, Shearer, Jacobson, Webb, Mayor Bova.

Nays - None.

**17 RESOLUTION:** Resolved that all full-time (minimum 37.5 hours per week) employees shall have the following holidays off with pay:

Independence Day	July 4
Labor Day	September 4
Columbus Day	October 9
Veteran's Day	November 10
Thanksgiving	November 23 & 24
Christmas	December 25
New Year's	January 1
Martin L. King, Jr. Day	January 15
Presidents Day	February 19
Good Friday	March 30
Memorial Day	May 28

Introduced by Trustee Syper.

Seconded by Trustee Shearer.

Ayes - Trustees Syper, Shearer, Jacobson, Webb, Mayor Bova.

Nays - None.

**18 RESOLUTION:** Resolved that the Board of Trustees adopts the following Vacation Plan for all continuous, full-time (minimum 37.5 hours per week) employees, excluding temporary employees:

1. For the first year of service, salaried employees will receive ONE day of vacation for each month of service, and hourly employees will receive ONE-HALF day of vacation for each month of employment, but that no vacation may be taken during the first six months' probationary period.

2. Employees with ONE to TEN years (inclusive) of service shall receive TWELVE days' vacation per year.

3. Employees with ELEVEN to NINETEEN years (inclusive) of service shall receive EIGHTEEN days' vacation per year.

4. Employees having completed TWENTY years or more service shall receive TWENTY-FOUR days' vacation per year.

5. Employees may carry over FIVE days of vacation into the next fiscal year.

6. The Village Clerk, Village Treasurer and Public Works Superintendent will govern their vacation days with discretionary approval of the Mayor. All other employees shall make written application to these department heads so that vacation schedules may be planned in advance. In the event of conflicts in requests for vacation days, department heads will make their decisions on the basis of seniority.

7. Upon formal resignation, retirement or death of an employee, any unused vacation accumulations and salary due shall be paid at the then current rate to the employee or beneficiary.

Introduced by Trustee Syper.

Seconded by Trustee Shearer.

Ayes - Trustees Syper, Shearer, Jacobson, Webb, Mayor Bova.

Nays - None.

**19 RESOLUTION:** Resolved that a Sick Leave Plan be continued for all continuous, full-time (minimum 37.5 hours per week) employees, excluding temporary employees of the Village of Mayville, allowing each employee ONE day per month and that Sick Leave may be accumulated up to a total of 200 days. No days shall accrue in excess of two-hundred (200) days. If an employee is absent more than three (3) successive days, a doctor's certificate must be submitted to the Village Board by that employee in order to be paid for sick days.

Introduced by Trustee Syper.

Seconded by Trustee Shearer.

Ayes - Trustees Syper, Shearer, Jacobson, Webb, Mayor Bova.

Nays - None.

**20 RESOLUTION:** Resolved that health insurance benefits shall be provided for all continuous, full-time (minimum 37.5 hours per week) employees, excluding temporary employees. Health insurance shall also be provided for individuals receiving worker's compensation, who at the time of their injury were receiving health insurance from the Village of Mayville, and shall be available for a maximum period of one (1) year from the date of injury. Other provisions regarding health insurance coverage are contained in a policy established March 8, 2005, as subsequently amended and Be it further resolved that any permanent part time employees may be allowed at their expense to enroll in the current health insurance plan that the Village is currently enrolled in.

Introduced by Trustee Syper.

Seconded by Trustee Shearer.

Ayes - Trustees Syper, Shearer, Jacobson, Webb, Mayor Bova.

Nays - None.

**21 RESOLUTION:** Resolved that the Procurement Policy for goods and services, which was adopted on December 10, 1991, and amended on December 9, 2008, has been reviewed.

Introduced by Trustee Syper.

Seconded by Trustee Shearer.

Ayes - Trustees Syper, Shearer, Jacobson, Webb, Mayor Bova.

Nays - None.

**22 RESOLUTION:** Resolved that the Fund Balance Policy, which was adopted on October 14, 2014 has been reviewed.

Introduced by Trustee Syper.

Seconded by Trustee Shearer.

Ayes - Trustees Syper, Shearer, Jacobson, Webb, Mayor Bova.

Nays - None.

**23 RESOLUTION:** Resolved that the Investment Policy, which was adopted on November 18, 1997, and amended on 4/11/00 and 11/13/12 has been reviewed.

Introduced by Trustee Syper.

Seconded by Trustee Shearer.

Ayes - Trustees Syper, Shearer, Jacobson, Webb, Mayor Bova.

Nays - None.

**24 RESOLUTION:** Resolved that the Mayor is hereby authorized to hire the Day Camp Director and Aquatics Director and that the Day Camp Director and the Aquatics Director are hereby authorized to hire the staff as listed in the 2018-2019 wage schedule.

Introduced by Trustee Syper.

Seconded by Trustee Shearer.

Ayes - Trustees Syper, Shearer, Jacobson, Webb, Mayor Bova.

Nays - None.

**25 RESOLUTION:** Resolved that the Mayor makes the following committee appointments for fiscal year 2018-2019;

Fire Department	Trustee Jacobson, Mayor Bova
Cemetery	Trustees Shearer, Webb
Water	Trustees Webb, Jacobson
Electric	Trustees Shearer, Jacobson, Syper
Highways	Trustees Jacobson, Mayor Bova
Personnel	Trustees Jacobson, Webb
Payroll	Trustees Webb, Mayor Bova
Insurance	Trustees Shearer, Webb, Syper
Parks	Trustees Shearer, Syper
Youth Recreation	Trustees Shearer, Syper
Special Events	Trustees Jacobson, Webb

Introduced by Trustee Syper.

Seconded by Trustee Shearer.

Ayes - Trustees Syper, Shearer, Jacobson, Webb, Mayor Bova.

Nays - None.

Mayor Bova reappoints Kenneth Spielman to the Zoning Board of Appeals with term ending 5/31/2023.

**26 RESOLUTION:** Resolved to confirm the appointment of Kenneth Spielman Chairperson to the Zoning Board of Appeals with a term ending 5/31/2023 and that the other members are shown below for informational purposes only.

Frank Huyck	expires 5/31/2019
Rick Seaman	expires 5/31/2020
Mike Lobaugh	expires 5/31/2021
Mary Schiller Chairperson	expires 5/31/2022

Introduced by Trustee Syper.

Seconded by Trustee Jacobson.

Ayes - Trustees Syper, Jacobson, Shearer, Webb, Mayor Bova.

Nays - None.

Mayor Bova appoints James Webb to the Planning Board with term ending 5/31/2023.

**27 RESOLUTION:** Resolved to confirm the appointment of James Webb to the Planning Board with a term ending 5/31/2023 and that the other members are shown below for informational purposes only.

Rebecca Davison-March	Expires 5/31/2019
D. Mark Smith	Expires 5/31/2020
John D. Buxton Chairman	Expires 5/31/2021
Sharon Smead	Expires 5/31/2022

Introduced by Trustee Syper.

Seconded by Trustee Shearer.

Ayes - Trustees Syper, Shearer, Jacobson, Webb, Mayor Bova.

Nays - None.

**28 RESOLUTION:** Resolved to set the Mayville Lakeside Park regulations, dates and associated fees as shown below, effective immediately:

RULES

Bathing allowed only when lifeguards are on duty.  
Beach open 10:00 AM - 7:00 PM June 21<sup>st</sup> thru August 5<sup>th</sup>, 2018  
No beer or liquor allowed in Park.  
All refuse shall be placed in trashcans.  
No one allowed in Park after 11:00 PM.

RATES

There shall be no charge for entrance to the park or use of the pavilion, however reservations for the pavilion, will continue to be taken at the Clerk's Office. Details for use and reservations of the Carlson Community Center are available at the Village Clerks Office.

Introduced by Trustee Jacobson.  
Seconded by Trustee Shearer.  
Ayes - Trustees Jacobson, Shearer, Syper, Webb, Mayor Bova.  
Nays - None.

**29 RESOLUTION:** Resolved that the Village Treasurer is hereby authorized to make payment in advance of audit of claims for the following: utilities, health insurance, postage and shipping charges, bond or BAN payments, payroll, deposits or fees to attend conferences or seminars approved by the Mayor, payments already established by contract.

Introduced by Trustee Webb.  
Seconded by Trustee Shearer.  
Ayes - Trustees Webb, Shearer, Syper, Jacobson, Mayor Bova.  
Nays - None.

**30 RESOLUTION:** Resolved to provide an allowance toward the purchase of OSHA safety approved line workers boots of up to \$150.00 per pair, per year for the following positions: Electrical Line Worker, Electrical Line Worker Trainee, Electrical Line Helper and

be it further resolved that all permanent DPW workers shall be provided a \$100.00 allowance per year toward the purchase of OSHA safety approved boots.

Introduced by Trustee Shearer.  
Seconded by Trustee Syper.  
Ayes - Trustees Shearer, Syper, Jacobson, Webb, Mayor Bova.  
Nays - None.

Mayor Bova closed the Public Hearing at 7:25pm.

**31 RESOLUTION:** Resolved to adopt the budget, salary & civil service position schedule for the 2018-2019 fiscal year and

be it finally resolved that the all regular, seasonal and temporary employees are paid bi-weekly, Mayor and Trustees are paid monthly and Village Historian and Registrar are paid yearly copy attached.

Introduced by Trustee Syper.  
Seconded by Trustee Shearer.  
Ayes - Trustees Syper, Shearer, Jacobson, Webb, Mayor Bova.  
Nays - None.

**32 RESOLUTION:** Resolved to approve the following officers of the Mayville Fire Department:

Fire Chief                      John G. Crandall  
1<sup>st</sup> Asst. Chief                 Ryan Hardenburg  
2<sup>nd</sup> Asst. Chief                 Arthur Glenn Giles  
3<sup>rd</sup> Asst. Chief                 Robert Parment

Rescue Squad Captain Joyce A. Mathews

Introduced by Trustee Webb.

Seconded by Trustee Shearer.

Ayes - Trustees Webb, Shearer, Syper, Jacobson, Mayor Bova.

Nays - None.

**33 RESOLUTION:** Resolved that the Department of Public Works Superintendent is authorized to hire temporary employees as they are needed as listed on the 2018-2019 Wage and Salary Schedule.

Introduced by Trustee Syper.

Seconded by Trustee Shearer.

Ayes - Trustees Syper, Shearer, Jacobson, Webb, Mayor Bova.

Nays - None.

**34 RESOLUTION:** Resolved to approve the minutes of the Regular meeting of the Board of Trustees of the Village of Mayville held on March 13, 2018 and public hearing held on March 27, 2018 with no additions or corrections.

Introduced by Trustee Syper.

Seconded by Trustee Shearer.

Ayes - Trustees Syper, Shearer, Jacobson, Webb, Mayor Bova.

Nays - None.

**35 RESOLUTION:** Resolved to authorize the Village Clerk to advertise for sealed bids for fuel delivered to Department of Public Works FY 18/19.

Introduced by Trustee Webb.

Seconded by Trustee Syper.

Ayes - Trustees Webb, Syper, Shearer, Jacobson, Mayor Bova.

Nays - None.

**36 RESOLUTION:** Resolved to award the Patterson Street Substation Steel and Equipment bid to Wesco Hamby Young 1245 Danner Drive, Aurora, OH 44202 at a cost of one hundred nineteen thousand one hundred and twenty-three dollars and sixty-three cents (\$119,123.63) the lowest qualified bidder bid tabulation is attached.

Introduced by Trustee Shearer.

Seconded by Trustee Jacobson.

Ayes - Trustees Shearer, Jacobson, Syper, Webb, Mayor Bova.

Nays - None.

**37 RESOLUTION:** Resolved to surplus the Avaya Partner R7 Phone System and dispose of in the best interest of the Village property record is attached.

Introduced by Trustee Syper.

Seconded by Trustee Shearer.

Ayes - Trustees Syper, Shearer, Jacobson, Webb, Mayor Bova.

Nays - None.

**38 RESOLUTION:** Resolved to transfer \$74,529.00 from the Electric Depreciation Account to the Electric Checking account to pay for the 25% ON DWG SUBMITTAL to Virginia Transformer batch 447 voucher 419.

Introduced by Trustee Syper.

Seconded by Trustee Jacobson.

Ayes - Trustees Syper, Jacobson, Shearer, Webb, Mayor Bova.

Nays - None.

**39 RESOLUTION:** Resolved to pay Brady Raynor at the rate of double time (same amount that Westfield workers were paid) for hours worked with Westfield Electric Department as a result of a MEUA Mutual Aid Request on April 6, 7, 8, 2018 the difference in the amount paid is \$699.13.

Introduced by Trustee Syper.

Seconded by Trustee Jacobson.

Ayes - Trustees Syper, Jacobson, Shearer, Webb, Mayor Bova.

Nays - None.

**40 RESOLUTION:** Resolved to approve payment of bills for Abstract #11 as follows:

General Fund	\$94,417.87
Water Fund	\$108,012.43
Electric Fund	\$249,396.94
Capital Fund	\$27,384.15

Be it further resolved that the following transfers to savings and checking are included in these totals

	Savings	Checking
General	\$50,000.00	
Water		\$65,000.00
Electric		\$20,000.00

Introduced by Trustee Syper.

Seconded by Trustee Jacobson.

Ayes - Trustees Syper, Jacobson, Shearer, Webb, Mayor Bova.

Nays - None.

Privilege of the floor was offered.

Cindy Meehl Drake spoke to the board regarding the condition of properties located on Maple Drive East and asked if the board could do anything to get the residents to clean up their yards. It was stated that the current zoning does not address many of the items within the yard but the code enforcement officer would send a letter asking the resident to please clean up his yard.

Sharon Smead handed out copies of an article that described a possible vacancy tax for greedy landlords. Mayor Bova stated he would look into it.

**41 RESOLUTION:** Resolved to adjourn the Organizational and Regular Meeting of the Board of Trustees of the Village of Mayville on Tuesday, April 10, 2018 at 7:49 p.m.

Introduced by Trustee Shearer.

Seconded by Trustee Webb.

Ayes - Trustees Shearer, Webb, Syper, Jacobson, Mayor Bova.

Nays - None.