The Council for the Village of Monroeville held a work session on Tuesday, June 21, 2022, at 6:00 PM in Council Chambers. The purpose of the work session was to discuss job descriptions, food trucks, and any other business that might come before them.

Present were: Mayor Fries-Seip, Council Members Bob Whitacre, Joe Galea, Chris Raftery, Sue Rogers and Sam Wiley; Fiscal Officer Bonnie Beck, Administrator Tom Gray, Chief Lyons and Lt. Kimball.

The Mayor asked which subject they should start with to give it the time needed for discussion. Bonnie stated that if Council wants to get the wage ordinance done, they should probably go over the job descriptions first. Chris commented that she thought what was there was done very, very well and she couldn’t think of anything to add to them. Bonnie said the only thing she would suggest is to make the statement regarding OSHA/OBEC/PERRP compliances uniform in all the job descriptions, because we all have the same requirements regarding random drug testing, OSHA/OBWC or EPA compliances. Chris asked if this should be in the job descriptions. Bonnie said this was discussed previously, and Tom concurred. Bonnie said it’s just a matter of how to word that for uniformity. Bob found the statement: “Maintain continuing education and compliancy in the OBWC/PERRP or OSHA safety programs, as well as being compliant with any OEPA mandates”, and Council agreed that it should be inclusive in all job descriptions. Bonnie also noted that under the selection guidelines, in addition to the obvious formal application, interview, etc., the office descriptions included the statement: “must be able to successfully pass a drug and alcohol test, and any other job-related tests that may be required.” Bonnie remarked that it should probably say “pre-employment” before the drug and alcohol tests. The Mayor asked if that was necessary due to the random tests. Bonnie replied that this was for the initial tests for employment. Bonnie asked Tom about the utility descriptions. Tom said the comment he has at this time is the program transition between one and four, and the fifth year for the Electric Department. The fifth year describes some of the additional requirements needed to go forward from the apprentice into a journeyman classification. Tom would like to have further opportunity to review the fifth-year description and potentially incorporate that into years one through four. Tom said there’s some ambiguity and some similarity there that should be removed from number four. Tom said this would mean just moving some sentences around and eliminating the fifth-year position. The Mayor asked Gary if there was anything else from him, and he said he didn’t have anything at this point. Sam said he had a question about the one for the Street Dept. laborer, in regards to eliminating the sentence about assisting other departments as required. Bonnie said that was in # 5 in more specific terms. Bonnie asked how detailed did Council want the physical requirements to be. Bonnie said she saw in the Chief’s description some of the details that would be applicable to other departments as well. She asked if Council wanted those descriptions to be uniform, too, or separated by how the departments function. The Mayor asked if this is something where it could say an employee has to be able to do their job efficiently, productively and safely without having it too inclusive. Bonnie stated that we have to be careful with that, too, because we can’t be biased. The Mayor asked what if it’s something that’s prohibiting them from doing the job that needs to be done. Bonnie said we have to be careful with ADA requirements and how these things are worded so we’re not being biased or judgmental. Joe said he would like to run this by Jim, as this could be a concern if it’s written wrong. Sam asked about the reasonable accommodations clause, and Bonnie said that was in the office job descriptions, and probably should be in all of them. The Mayor said this could be a safety issue with the MPD, if they couldn’t do specific things that were listed. Bonnie said the same thing would be true for utility workers. The Mayor said that if somebody couldn’t do their job and we would have them do a well check with a physician, we have the right to do that, who would make that call. Discussion. Joe pointed out that the Fiscal Officer’s section regarding accommodations seems to be a pretty good all-purpose statement. Bonnie said they will make sure they are all uniform in that statement. Tom said he doesn’t want to establish the position of Assistant Superintendent for the Electric Department. Tom said

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it creates a top-heavy department. Typically, the department would consist of three or four employees, and three seems to fit nicely. Bonnie and Tom noted that Don didn’t feel his department descriptions needed to be tweaked, and Tom stated he was good with that, other than the items that have been discussed that need to be uniform or consistent with the other descriptions. Bonnie commented that most of the utility descriptions refer to a Class B CDL. She asked if that was going to remain in the descriptions since we’re not really sure how the new laws regarding CDL’s will affect us. Tom said we need to address the training. As it is now, Jim originally stated that if we had all of the permits for those who need the CDL prior to the formal adoption of the State’s new laws, the employees wouldn’t have to undergo the classroom and drivers training. Subsequent to that, research has determined that this isn’t the case. We are going to have to have our employees do the classroom and driving hours. This will be very expensive, in the $2-$6 thousand range. Bonnie commented that she just looked this up, and the classroom training in Perrysburg was $3995, and that didn’t include the $300-$400 cost for licenses, etc. Tom said there are a number of locations, but the classes are full. Our thought process was that we incorporate this training as a Village expense, then we allow the employee to pay this out over five years, and just like any other training, their obligation is reduced each year. They won’t get charged for the training, but they have to be here five years, or they will owe the Village whatever percentage of the portion remaining. The Mayor asked if the CDL requirements were federally regulated, and Tom replied that the state adopted the federal regulations. The trainers must be certified to conduct the training. The Mayor said this needs to be incorporated into our policies, and Tom concurred. Sam questioned if the reimbursement practice was for all departments. The Mayor said this was true even down to the equipment. If an employee takes a safety vest with them, they would owe the Village a certain amount to make it right. Bob asked about the timing for CDL’s, and Tom said that currently the policy states one has to obtain it within six months of employment, but that’s not going to work at this point. The Mayor said that going along with the job descriptions, as she was going over the questions submitted for stay interviews, her only question is that it mentioned that they were most effective when the immediate supervisor is offering them. So, what would be the course to take if there were issues with the immediate supervisor. Bonnie said that if the stay interviews were accepted, this matter should be addressed in the policy. Bob suggested maybe having another superintendent step in to do the interview, or maybe Tom could. The Mayor said they could put in a caveat that the employee could invite a Council member or another superintendent if they want. Discussion. The Mayor asked if Council wants to move forward with the stay interviews, noting that there doesn’t have to be a lot of questions. Sam said he thinks they should move forward with this. He said when this is approached properly and the employee knows that it’s a short, open discussion and not something negative, it could be a good thing. Bob asked if something happened to bring this up. Bonnie said it was part of a recent training webinar, and she had heard of it before. Potential scenarios were discussed. Bonnie pointed out that an employee evaluation is different, as they only have the opportunity to respond at the end of the evaluation. She added that this isn’t something where you wait until there’s an issue, it’s to be done periodically to learn how the employees are feeling about their jobs. Sam commented that even though we’re a small village and we’re doing what we can with our finances, we have to make sure that our employees are happy here despite that, and this helps us ensure that. The Mayor suggested maybe putting out 4-5 questions and have an employee respond anonymously. The Chief was asked for his opinion, and he said his philosophy has always been that he tries to be open with the guys and talk things out. He commented that his work force has been pretty stable for the past few years. He thinks part of that is because there is a very good camaraderie among them, with it being ok to disagree without being disagreeable. He added that some of the positive things that can be done is to make the job interesting for them, or give them some extra training sometimes, or have a training day for firearms with different scenarios. Citing other examples, he noted that little things like this can help retain

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people. More discussion, which turned to Council members doing the interviews. The Mayor asked Council to review the list that was provided to them and narrow it down to three or four questions that might give them the good, the bad, and the ugly, and then end it with “What else do you want me to know?” or “How can we help you?” This will be brought up again at the next meeting, so she encouraged Council to have their ideas ready. The Mayor asked what the next step is for the wage ordinance, if the job descriptions are ok with the few tweaks that were discussed. Bonnie asked what Council wanted to work on next – the structuring? How to get from where we are today to the next step? Bonnie asked what process does Council want to do next. The Mayor suggested looking at the big picture to get started, then Council can fine tune it. Chris said she feels they’re going to be working with Bonnie to establish the dollars for hourly rates and ranges, and determine the length of time for the ordinance, whether it be a three-year plan or a five-year plan, or whatever. Bonnie said they had a three-year plan before, which worked out well for the first couple of years, but then the tweaking started and it ended up where we are today with the inconsistencies. Bonnie said that sometimes tweaking has to happen, but there were too many done without going back to the baseline. Chris said the ranges were too small as well. Bonnie said Council will need to determine how wide they want the ranges to be. Joe asked if it would be easier to take some of the most logical information from some of the other ordinances provided. Discussion. The Mayor asked if we wanted to have a specific meeting to discuss this, whether it be Finance Committee or a work session, keeping in mind that work sessions cover so many topics and she’s concerned that the wage ordinance won’t get its fair due. It was determined to discuss the initial structure of a wage ordinance at a Finance Committee meeting, and a July 19th meeting was then scheduled for 6:00 PM. It was determined that if it’s not necessary to have a work session in July then Council won’t have one.

Joe said he thought the proposal for food trucks looked good. The only question he had was about the insurance requirement. Bob said it was a million dollars, with the Village listed as second insured. Bonnie said that was the standard. Joe asked if we were putting in a requirement that would be prohibitive. Bonnie said she will check with Mike Moore to get his opinion. Joe stated that he witnessed from his office a food trailer that caught on fire, so there is the potential of things happening. Bonnie noted that she copied for Council the latest fire code for food trucks. She has not yet met with Curt Stang, but at least Council can see the fire code’s restrictions. Sam referred to the part of the proposed rules and regulations where it states that the unit has to be 20 ft. from a building. Bonnie said the fire code says 10 ft. from any exit or entrance. Joe also asked about the language that states the vendor should only sell food, but food isn’t defined. He suggested defining that as food and beverages and the Mayor suggested food and non-alcoholic beverages. Discussion regarding the vendor being able to operate per a permit from the health department. Bob asked how the connection is done for the utilities. The Mayor advised that some of the trucks run on a generator and in other instances, they would be required to contact the Village. Tom verified a fee structure would have to be established for connection and disconnection on the permit form with the Village. Bonnie advised the Village can ask the vendor to clarify their connection needs when they apply for the permit with the Village. Joe asked if the Village is going to charge for every “come and go” that the food truck has, in regards to connection and disconnection. Bonnie advised Council would need to determine that, whether they determine the fee be charged per year or per every time that the truck is coming and going. Tom advised there are behind the scene logistics that would not lend itself to a here today, gone tomorrow, back the next day, it becomes convoluted. Tom said as Bonnie stated, we need to see what’s before us in order to make a determination. There is one spot in the Village that has water and electric service that could be companion. The Mayor said she thinks a six-month permit is better than a one-year permit, especially since the trucks are “weather dependent” for their business. Tom said if a food truck plugs into an existing location, such as 2 S Main Street, there would be no expense,

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it’s a transient operation and the Village is one chair removed. It doesn’t mitigate the inspection for electric, water, and the health department. Bonnie added a fire inspection to that as well, as the fire dept. checklist is two pages long. Chris suggested a questionnaire for the food truck owner. Bob asked what happens in the vendor doesn’t follow the agreement, who enforces that. Bonnie advised it would be Administrative. The Mayor reported seeing food trucks here recently at a business. Joe asked if anything can be done since there is nothing currently prohibiting food trucks. Discussion. Joe said he would hate to have to task the MPD with policing the food trucks. Bonnie said it doesn’t have to be police enforced, as it’s written to be addressed administratively. Tom is always out and about in the Village and he can keep an eye out to address any issues. Joe said the last question he had was one of the ordinances actually specified that the food truck operators are subject to the income tax. Bonnie advised that is in the Village ordinance as well. Discussion regarding litter and making sure the sites are left clean. Discussion regarding the fee schedule and how the permit will also need to list a spot for not applicable if the fee doesn’t need to be charged. Tom said this will have to be quantified and qualified as to where Council is going to allow the food trucks to be positioned. Tom said once that is designated, facilities could be put in place to allow for repetitive connections without a problem. Bob verified with Tom there isn’t a spot currently where a food truck could pull in and hook into the Village utility connection. Tom said if the food truck pulls in and uses an existing location for utility hookup, only the permit fee can be charged. The Mayor asked how much the hookup fee should be, unless the Village doesn’t advertise the ability for hookup. Tom said there are no designated spots at this time. Discussion regarding certain locations that have had hookups in the past. The Mayor verified if food trucks can sustain their own utilities, they would still need to pay the permit fee. Discussion on charging a $100.00 fee and what language the permit application should contain. Joe asked if the fees can be at the discretion of the Village Administrator. The Mayor likes the language in regards to the vendor being required to keep the area clean. Sam asked if language should be added to address a truck being able to park within so many feet of an existing location, example, another business that sells food, like Twist-n-Shout. Council agreed that they want to take care of the year-round businesses while addressing the food truck policy. Sue asked if the application has to show the proposed location and Bonnie verified. The Mayor asked if the permit should contain language that if the truck parks next to a business, that they have permission from the property owner to park there. Bonnie advised there isn’t enough room on the application, so the food truck policy can address that instead. Bonnie verified with Council that they want to change the rules and regulations based on what was discussed tonight. Discussion regarding insurance and Bonnie will check into that. Bonnie advised once the Ordinance is passed, advertisement should be done to ensure vendors are aware they can bring their food trucks to the Village. Sam thanked Bonnie for all of her help in pulling this together. Bonnie suggested to Joe that he write up something for the newspaper since he is so well spoken. The Mayor agreed this can all be done once the Ordinance is passed in July.

The Mayor asked Tom if there is any EMS update and he advised no, not at this time.

The Mayor said she wanted to make Council aware of some things. She said questions have been brought forth from some employees about the required random drug testing for OBWC. The Mayor verified with Bonnie a certain percentage of employees have to be tested each quarter. Some employees have reached out to the Mayor as they feel it’s too often and based on the small pool of employees, they have to be tested more than once a year. The Mayor did some research, and she came into the Administrative Office to speak with the ladies. Five employees per quarter are tested. The Mayor advised she understands that the employees can be frustrated when they are pulled more than once and she wanted to bring that to Council’s attention. However, mandatory requirements are being followed to sustain the drug free

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workplace. Bonnie verified we have had employees who are called up every single time. Chris said that would happen with a small group. The Mayor said she knows there are frustrations with the employees that are getting called every time and she knows that are frustrations with the ladies in the office as they are feeling the tension of everyone else and that’s not fair either. The Mayor said once the ladies get the call that an employee has been pulled, they check the schedule to see when that person is coming in for work and once the employee is notified, they have to go for testing within a certain amount of time and employees aren’t called in when they aren’t working. Gary disagreed and said part-time officer, Curtis Silvers, was called in while he was off duty. Bonnie advised Gary that Curtis was called in because Heather Alicea was following the MPD schedule that Gary had given her at the time. Bonnie advised Gary that Heather requests copies of the MPD schedule from him ahead of time, in order to know who is working. Gary said originally, the department head was given a few minutes heads up when an employee is scheduled for a drug test. Gary said when an officer is sent for testing while he is working, that officer needs to be covered and the Mayor agreed with that. Gary said he either has to call another officer in to cover or he has had to stay over himself to cover. Bonnie advised Gary that the situation of Gary having to stay over has happened one time, as Heather is very careful about the MPD schedule. For example, there are times when Jordan Hanuscin and Jordan Eggleston are scheduled to work the afternoon shift together on a Wednesday. Heather is very careful that when she calls one of them, the other one is there to cover. Heather happened to call on a day that both gentlemen were scheduled and one of them had taken a vacation day, which wasn’t reflected on the MPD schedule that Gary had previously provided to Heather, so she wasn’t aware he wasn’t going to be there that day. Gary said that one time, Heather called asking for Jordan on a Friday, then he said no, it was a Wednesday and Jordan wasn’t there. Gary told Heather that Jordan had taken earned time off and no, it wasn’t on the schedule since it was a last-minute thing. The following Tuesday, Jordan was called to go for the drug test and there was only one person scheduled to work. Again, Gary would like to get a heads up, as it was originally like that. Gary said he doesn’t want to come across as anti-random drug testing, as it’s not like that. Gary said wherever he’s worked at in the past, he hasn’t had an issue with testing. Gary said he would just like some defined roles and for him as an Administrator, he would like to be able to plan ahead. Bonnie advised she can’t always give Gary a heads up, as it’s random testing and when employees are called, that’s when they go. Gary asked for a little bit of a heads up. Bonnie said she doesn’t get flak from anybody else, but she understands what Gary is saying and will do her best. Gary said one of the other things is, in the other departments, you can get the drug test and then go ahead and leave, there is nothing where you have to be there to do your job, you get there when you get there. Gary said with the Police Department, they need coverage when they are called for testing. Bonnie said again, that is why Heather asks Gary for the MPD schedule, so that she is aware of who is working and who isn’t. Gary asked if the OBWC requirements are standard or tiered. Bonnie advised the random is based on the number of employees. Bonnie said the Village is 4.3%, so it was bumped up to five people. Bonnie said it’s mandatory as the Village is part of the drug-free workplace program. Gary said he is surprised by the Village numbers compared to other places he has worked. Bonnie advised a list of names has to be turned in every quarter, as CDL drivers have different testing than the non-CDL drivers. If Colton or Kadon get their CDL’s, they would be added to the CDL list. Bonnie said the CDL drivers aren’t called more frequently, they just have a different testing than the non-CDL drivers. Gary said given the fact that the Village has twenty employees, it’s five that have to be tested. Gary asked if the percentage would change if there were more employees. Bonnie verified. The Mayor said that is one of the things she was wondering, too, if Council could make the decision not to spend the money that often for testing, but if it’s out of their hands, it’s out of their hands. Bonnie advised that it’s a computerized random draw, the Village Administrative Office has nothing to do with whose names are selected. The Mayor said she understands, but maybe the Village shouldn’t test as many employees every

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time, but she knows that is up to OBWC. Bonnie advised all of the employees have gone for testing, there have been prior employees who have been called more than once. Gary said one of his officers has been called every quarter and he has seen it before and thinks it's kind of funny. Gary asked if any money is being saved on insurance with this testing versus how much we are paying for the testing. Bonnie said she isn’t sure if anything is being saved on the insurance as she doesn’t think the liability insurance addresses the random testing, she would have to check the qualifications. Bonnie said this is more about being standard across the board, if you say this is a drug-free workplace, then your employees are drug and alcohol free, (as the CDL drivers are alcohol tested as well.) Joe said he thinks Gary’s question is the Village getting some kind of savings from the OBWC premium based on the testing. Bonnie advised yes, but she would have to check the amount, as we get four to five rebates based on how we report, if the reporting is timely, etc. Joe said it seems to him that this is something that would come up in the “stay interviews”, where an employee would complain about being drug tested once a quarter. The Mayor said if we want to know what’s bugging employees, the random testing is what’s bugging them. The Mayor asked Bonnie if she could find out how much the drug tests costs and how much it’s saving on the OBWC premium. Bonnie verified.

The Mayor said that Jim reminded Council that when they were changing Gary’s contract and doing the $3.00 an hour increase, that was also an opportunity to change any other terms in the contract if Council was interested. The Mayor apologized to Gary for leaving the pay increase off of the agenda for the last Council meeting and that since it was missed, it can be made retroactive to the date of last Tuesday’s meeting, 6/14/22. Gary’s contract expires July 2023, (FO NOTE: Expiration is actually June 8, 2023) and the Mayor asked if Council is interested in changing any of the terms or did Council just want to address the $3.00 pay increase. Council agreed to address only the pay increase for now.

The Mayor said when Elisa Brown came in the last time, she talked about Mini Main Street. For those who are unaware, that is the building that Elisa’s father purchased. The plans are to create a mental health environment that offers teachable skills that aren’t being offered in the home or at school. It’s educational based with community support and they are raising money for scholarships. It’s opening in spring of 2023. Elisa had said Betsy’s Boutique is also opening a spot inside within the next couple of months.

The Mayor talked about the track that is being built at the school and asked Council to keep that in mind. She knows there will be fees assessed and the school will have requirements that need to be met. The Mayor would like to give the school as much support as we can and would like to possibly waive the fees to offer our assistance. Tom said no plans or specifications have been discussed yet. The Mayor said the track will be open to the school and the community and she thinks it’s a wonderful thing.

The Mayor asked if the Village should be preparing for electric charging stations or if this is something that needs added to the radar. Tom said the initial grant funding round went to charging stations that are in proximity to the turnpike, Route 2 and Route 30, the Village was excluded on this part of the Route 20 corridor. The cost to put in a station range from $5,000.00 to $15,000.00, whether it’s an AC charging station or a strictly a DC charging station. They run the gambit from paying .10 cents a kilowatt hour to charge a vehicle to free electricity provided by a municipal utility. The most recent survey shows three electric vehicles in the Village currently, which doesn’t include the transients. The Mayor asked how to advertise to transients. Tom advised the Village would subscribe to an app service that connects the location on a national database and puts a pin on the map for our location. AMP will be bringing a program in the next three to four months that may offer funding and different locations would be looked at.

The Mayor asked Tom, Gary and Bonnie if they had any other information to discuss and they advised no.

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Sam asked about peak electric hours last week and Tom gave him the numbers. Discussion on solar and current energy rates.

Gary said Safety Town notices have been sent out. It’s scheduled August 1st through August 5th, from 5:00 to 7:00 at the MAC, with the banquet being in the cafeteria. All kindergarten children being enrolled in Monroeville will receive information upon registration. Registration for Safety Town will be online only this year.

There being no other business to discuss, the meeting adjourned at 7:54 PM.