

**Village of Ada Regular Council Meeting
November 16, 2021
6:30 PM
Village Hall Council Chambers**

Call to Order Mayor Dave Retterer

Pledge of Allegiance

Roll Call

Approval of Minutes - Regular Meeting on November 2, 2021

Transfer:

Transfer Request 2021-04 Water Deposit Fund, Water Fund & General Fund

Pay Ordinances:

2021-22A \$365,197.20

2021-22B \$ 46,182.60

Open Floor to Public:

Mayor's Comments:

- Resolutions:**
- 2021-22 November 16, 2021
A Resolution Amending Resolution 94-5, Authorizing the Contract Between the Village of Ada and the Hardin County Board of Commissioners for Emergency Management Services Pursuant to Section 5915.06 of the Ohio Revised Code and Declaring an Emergency.
- 2021-23 November 16, 2021
A Resolution Authorizing the Mayor to Enter into an Agreement for Employment of Legal Counsel for the Year 2022.
- 2021-24 November 16,2021
A Resolution Authorizing the Mayor to Enter into an Agreement with Michael Harnishfeger for supplemental employment as the Zoning Inspector.

2021-25

November 16, 2021

A Resolution Amending the Classification Specification Plan (Water Treatment Plant Superintendent and Wastewater Treatment Plant Superintendent)

Ordinances:

2021-04

November 16, 2021 (2nd Reading)

An Ordinance Authorizing the Mayor to Assess Street Lights within the Village of Ada for Year 2022 and Declaring an Emergency.

2021-05

November 16, 2021 (1st Reading)

An Ordinance Establishing the Annual Appropriations of the Village of Ada, Ohio for the Fiscal Year Ending December 31, 2022 and Declaring an Emergency.

Old Business

New Business:

Committee Reports:

Safety, Mr. Oestreich:

Personnel, Mr. Simmons: Executive Session

Streets, Ms. Coressel:

Finance, Mr. Ristau:

Buildings and Grounds, Mr. Keiser:

Utilities, Ms. Mason:

Fiscal Officer's Report: Patty Navin: Bank Report, Bank Reconciliation, Income Tax Report

Police Chief's Report: Michael Harnishfeger:

Zoning Inspector's Report: Michael Harnishfeger

Village Administrator's Report: Jamie Hall

Legal Counsel's Report: Jane Napier

Any Other Village Business:

Adjournment

1st: _____ 2nd: _____ Vote: Yes _____ No _____ Time: _____

2021 Meetings and Events:

Date	Event	Time	Location
Nov 19, 2021	Tree Commission Meeting	12:00 pm	Depot
Nov 25 & 26, 2021	THANKSGIVING HOLIDAY	Village Offices Closed	
Dec 7, 2021	Regular Council Meeting	6:30 pm	Village Hall
Dec 17, 2021	Tree Commission Meeting	12:00 pm	Depot
Dec 20, 2021	Ada-Liberty Jt Ambulance Dist.	5:30 pm	530 N. Gilbert St., Ada, OH
Dec 21, 2021	Regular Council Meeting	6:30 pm	Village Hall
Dec 24, 2021	CHRISTMAS HOLIDAY	Village Offices Closed	
Jan 3, 2022	NEW YEAR'S HOLIDAY	Village Offices Closed	
Jan 4, 2022	Regular Council Meeting	6:30 pm	Village Hall

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Village Hall, Council Chambers, 115 W. Buckeye Ave, Ada, OH

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CALL TO ORDER: Mayor Dave Retterer called the meeting to order at 6:30 pm. Pledge of Allegiance was recited by all.

ROLL CALL: Council Members Mr. Keiser, Mr. Oestreich, Mr. Simmons, and Mr. Ristau were present on roll call.

COUNCIL ABSENT: Ms. Mason and Ms. Coressel

Motion by Mr. Oestreich, seconded by Mr. Simmons to excuse Ms. Mason and Ms. Coressel's absence.

Roll Call: Four ayes with Mr. Keiser, Mr. Oestreich, Mr. Simmons, and Mr. Ristau voting aye
Motion Carried.

OTHER VILLAGE OFFICIALS PRESENT: Village Administrator Jamie Hall, Fiscal Officer Patty Navin, Village Solicitor Jane Napier and Administrative Assistant Michele Brunk.

OTHERS PRESENT: Jason Campbell and Paula Scott-Ada Icon. Joe Schriener-Ada Herald, Sean Beck and Tim Thomas-Kenton Times and were present via web.

APPROVAL OF MINUTES from Regular Council Meeting on October 19, 2021:

1st: Ms. Ristau 2nd: Mr. Keiser

Discussion: None

Roll call: Four ayes, with Mr. Keiser, Mr. Oestreich, Mr. Ristau and Mr. Simmons. Motion carried.

PAY ORDINANCES:

2021-21A, in the amount of \$108,347.60 was presented for discussion.

1st: Mr. Oestreich 2nd: Mr. Simmons

Discussion: Discussion was held on Items 11, 18 and 33.

Roll call: Four ayes, with Mr. Oestreich, Mr. Ristau, Mr. Simmons, and Mr. Keiser all voting aye. Motion Carried

2021-21 B in the amount of \$2,365.00 was presented for discussion.

1st: Mr. Oestreich 2nd: Mr. Ristau

Discussion: Mr. Hall noted the cost was to replace lights in the Municipal parking lot due to 6 of the 8 lights not working and were replaced with new ballasts and LED bulbs.

Roll call: Four ayes, with Mr. Oestreich, Mr. Ristau, Mr. Simmons, and Mr. Keiser voting aye. Motion carried.

2021-21 C in the amount of \$52,133.49 was presented for discussion.

1st: Mr. Keiser 2nd: Mr. Ristau

Discussion: None

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Roll call: Four ayes, with Mr. Ristau, Mr. Simmons, Mr. Keiser and Mr. Oestreich voting aye. Motion carried.

OPEN FLOOR TO PUBLIC: None

MAYOR'S COMMENTS: Mayor Retterer congratulated Chief Harnishfeger and the Police department for a job well done during Halloween trick or treating.

RESOLUTIONS:

2021-20 A Resolution Authorizing the Mayor to enter into an Agreement with Jones & Henry Engineering LTD. For Construction Administration and Inspection Services for the Water Treatment Plant Improvements-Scada and ATS Project.

1st: Mr. Simmons 2nd: Mr. Oestreich

Discussion: None

Roll Call: Four ayes, with Mr. Simmons, Mr. Keiser, Mr. Oestreich, and Mr. Ristau voting aye. Motion Carried

2021-21 A Resolution Authorizing the Mayor to enter into an Agreement with Dixon Engineering Inc. for Project Administration and Observation Services for the 300K Water Tower Rehabilitation Project.

1st: Mr. Keiser 2nd: Mr. Oestreich

Discussion: None

Roll Call: Four ayes, with Mr. Keiser, Mr. Oestreich, Mr. Ristau and Mr. Simmons voting aye. Motion Carried

2021-22 A Resolution Authorizing the Fiscal Officer to Issue Warrants for the Payment of Routine Utility and Payroll Expenses for the Year 2022.

1st: Mr. Simmons 2nd: Mr. Ristau

Discussion: None

Roll Call: Four ayes, with Mr. Keiser, Mr. Oestreich, Mr. Ristau and Mr. Simmons voting aye. Motion Carried

ORDINANCES:

2021-04 An Ordinance Authorizing the Mayor to Assess Street Lights within the Village of Ada for Year 2022. (First Reading)

1st: Mr. Oestreich 2nd: Mr. Ristau

Discussion: None

Roll Call: Four ayes, with Mr. Oestreich, Mr. Ristau, Mr. Simmons, and Mr. Keiser voting aye. Motion Carried

OLD BUSINESS:

None

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NEW BUSINESS:

Employment Agreement for Wastewater Treatment Operator

1st: Mr. Simmons 2nd: Mr. Oestreich

Discussion: None

Roll Call: Four ayes, with Mr. Oestreich, Mr. Ristau, Mr. Simmons, and Mr. Keiser voting aye. Motion Carried

COMMITTEE REPORTS:

SAFETY: Mr. Oestreich: No meeting, no report.

Motion: To enter into Executive Session pursuant to ORC 121.22(G)(1), terms of employment after any other Village Business on the Agenda

PERSONNEL: Mr. Simmons reported to Council that he, Mayor Retterer, Ms. Navin, Mr. Hall, and Ms. Brunk have interviewed three people for the Public Works Superintendent position with one more interview scheduled Friday morning. Mr. Simmons will be working on evaluations for the Chief of Police, Fiscal Officer, and Village Administration, with a new evaluation form.

STREETS: No meeting, no report

FINANCE: Mr. Ristau: No meeting, No report

BUILDINGS & GROUNDS: Mr. Keiser: no meeting, no report. Mr. Keiser did inform Council that Tree Commission will be trimming trees Friday, November 12th from 4pm to 6pm with assistance from ONU students.

UTILITIES: No meeting, no report.

FISCAL OFFICER'S REPORT: Ms. Navin notified council of November's first distribution of income tax with the second distribution coming on November 15, 2021. The letters that went out regarding income were sent out later than expected.

POLICE CHIEF'S REPORT: Chief Harnishfeger gave the following report:

1. Vandalism and theft at ONU by teenagers resulting in about \$7,000 worth of damage to a cello, computer, and a theft from a locker.
2. There was also a minor theft from a vehicle as well as a clothing theft from the laundromat.
3. Ongoing investigation in the gun theft case where seven guns were stolen, this has led the department to Toledo in attempts to recover the guns. Good process has been made in the case.
4. Chief will be speaking this Friday to new Police Chief graduates delivering the keynote address.

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5. Will be meeting with the lead assessor from the Chief's Association for testing of individuals for promotion to Sergeant.
6. Ohio Law Information Gateway audit went well.

ZONING INSPECTOR'S REPORT: No meeting, No report.

VILLAGE ADMINISTRATOR'S REPORT: Mr. Hall gave the following report:

1. Leaves have started falling and leaf pick up has began according to the leaf schedule that was previously distributed.
2. First round of grants was awarded the only municipality in Hardin County receiving a grant was the Village of Dunkirk. There were nine hundred and ninety-one applications for grants with ninety-three million being awarded.

LEGAL COUNSEL'S REPORT: Ms. Napier: No report

ANY OTHER VILLAGE BUSINESS: Mr. Ristau informed council that Saturday is Community Day at ONU to celebrate their sesquicentennial anniversary. Admission to the football game is free to all Ada residents. There will also be a documentary on the 150-year history of ONU at the Ada Theatre. Tickets for the screening are free and can be requested at nextfuturefilms.com

EXECUTIVE SESSION: Council entered Executive Session at 6:51pm and returned to open session at 7:06pm. No action was taken.

ADJOURNMENT:

1st: Mr. Simmons

2nd: Mr. Ristau

Roll call: Three ayes, with Mr. Keiser, Mr. Oestreich, and Mr. Simmons voting aye. Mr. Ristau voted no. Motion carried.

Time: 7:07 pm

Date Passed:

Attest: _____
Fiscal Officer

Mayor

VILLAGE OF ADA							
PAY ORDINANCE 2021-22A							
11/16/2021							
ITEM	CHECK #	PAY TO NAME	DESCRIPTION	DEPT	PO #	AMOUNT	
1	56058	ADA AUTOMOTIVE	Oil & Filter Change 4 Cruisers; Fixer Mower wheel	Police	20219004, 20219019	331.40	
2	56059	AIRGAS USA, LLC	CO2 Tank Rental	Water	20210020	700.00	
3	56060	AMERICAN ELECTRIC POWER	Electric	ALL	20210001	11,359.97	
4	56061	BROWN SUPPLY COMPANY	89460 Emmotion White Towels 6RL/CS	Sewer	20219011	147.26	
5	56062	COMMUNITY MARKET	Distilled Water	Water	20219024	7.14	
6	56063	GLOBAL ELECTRIC INC	Sludge Valve repair	Water	20219028	680.00	
7	56064	GRAINGER INC	Braided Tubing, 225 PSI at 70f, 100FT	Sewer	20219022	347.52	
8	56065	HACH COMPANY	Buffer Soln, blue ph 10.01, buffer soln, red ph 4.	Sewer	20219021A	376.26	
9	56066	JB NETWORKS INC	Replace & program new street barn camera; Install wall mounted rack and switch over internet; purchase & install new cameras at water plant	ALL	20210144, 20210050, 20210093	3,076.09	
10	56067	JBS HEATING & COOLING INC	Hot water heater repair	Muni Bldg	20210204	272.00	
11	56068	KENTON TIMES	Ad for PW Superintendent position	Street	20219008	152.90	
12	56069	LANDTECH COMPANY	New overhead door & spring assembly installation	Street	202002356	2,400.00	
13	56070	LAURIA, KENNETH P.	Emails, system updates, heat issue in server room,	ALL	20210070	1,125.00	
14	56071	Liberty Mutual Insurance Company	Employee Bond	ALL		470.00	
15	56072	LT DISTRIBUTING	Gas & Diesel	ALL	20219012	3,422.05	
16	56073	OHIO GFOA	Membership renewal	Finance	20219013	60.00	
17	56074	REPUBLIC SERVICES #388	Sludge Hauling	Sewer	20210015	2,412.56	
18	56075	UNITED STATES PLASTIC COR	24x30x48 hdpe fabricated tray, pvc needed valve 1/	Water	20219024	496.93	
19	56076	UNIVAR USA INC.	Almn Sulfate 485 Bulk Tech Liq	Water	20219024	5,000.34	
20	56077	VISA	Taser Batteries, Sturgill clothing allowance	Police	20219002, 20210223	669.84	
21	56078	VISA	Google GSuite	ALL		260.69	
22	EFT	WATCH COMMUNICATIONS	Telephone Service	ALL	20219015	534.25	
23	EFT	LIBERTY NATIONAL BANK	Bond Principal and Interest Payment	ALL	20210016	330,895.00	
Total Expenditures						365,197.20	
VILLAGE OF ADA							
PAY ORDINANCE 2021-22B							
11/16/2021							
Pay #23	11/12/2021						
Pay Period	10/24/21 - 11/06/21						
		Regular Salaries				37,981.71	
		Overtime				1,359.22	
		Total Salaries				39,340.93	
		Village Share:					
		Medicare				542.11	
		FICA				0	
		OPERS				3,492.17	
		OP&F				2,807.39	
		Total Payroll				46,182.60	

Date: November 16, 2021

To: Village Councilors
Village Mayor
Village Chief of Police
Village Administrator

From: Patty Navin, Fiscal Officer



Re: Transfer Request 2021-04

I would request approval of the following transfer:

From Utility Deposit Fund to Water Fund	\$1,100
From General Fund to Street Fund (budgeted)	\$250,000
From Water Fund to Water Cap. Imp (budgeted)	\$75,000

RESOLUTION 2021-22

A Resolution Amending Resolution 94-5, Authorizing the Contract Between the Village of Ada and the Hardin County Board of Commissioners for Emergency Management Services Pursuant to Section 5915.06 of the Ohio Revised Code and Declaring an Emergency.

WHEREAS, the Board of Hardin County Commissioners established the local Emergency Management Agency (EMA) September 28, 1993, Volume 50 page 183, under ORC Chapter 5919.071, with an assessment of \$0.25 cents per capita for each political subdivision that contracts with the EMA based on current census figures, and

WHEREAS, the rate of \$0.25 per capita has not changed since the EMA formation in 1993, therefore it is necessary to increase the per capita to the contracting political subdivision to \$0.30 per capita to the based on the 2020 census effective January 2022, and

BE IT THEREFORE RESOLVED, that each political subdivision that contracts with the Hardin County Emergency Management Agency be assessed \$0.30 per capita based on their 2020 census figures.

Passed: _____

Mayor

ATTEST:

Fiscal Officer

RESOLUTION 2021-23

A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT FOR EMPLOYMENT OF LEGAL COUNSEL FOR THE YEAR 2022.

WHEREAS, the Council of the Village of Ada desires to enter into an agreement with Jane Napier as legal counsel for the year 2022.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL TO THE VILLAGE OF ADA, OHIO:

SECTION 1. That the Mayor be and is hereby authorized to enter into an agreement with Jane Napier upon the terms agreed upon between the village and said contractor consistent with the form attached hereto, marked as Exhibit A, and by the reference incorporated herein.

SECTION 2. This Resolution shall go into force and effect from and after the earliest period allowable by law.

PASSED:

Mayor

ATTEST:

Fiscal Officer

VILLAGE LEGAL COUNSEL EMPLOYMENT CONTRACT

The Village of Ada, hereinafter referred to as the Employer, hereby agrees to hire Jane Napier, and said Jane Napier, hereinafter referred to as the Village Legal Counsel, agree to be employed, as Village Legal Counsel from January 1, 2022 through December 31, 2022, based upon the promises and covenants of the parties:

ITEM I

The Village Legal Counsel shall receive an annual salary of \$18,000.00 payable monthly during the period of her service.

ITEM II

There is a fiduciary relationship between the Village Legal Counsel and her Employer and said Employer is entitled to the faithful performance of all the duties contained in such a relationship as well as the faithful observance of the Code of Professional Responsibility and all canons of legal ethics concerning the attorney/client relationship.

ITEM III

It shall be the duty of the Village Legal Counsel to render legal opinions to the Council and to any department or officer of the Village, including but not limited to, the Planning Commission and Zoning Inspector. Unless an informal opinion is requested, all opinions shall be in writing and submitted to the requesting party, when feasible, within two weeks of the request. All written opinions shall follow the standard form for a legal memorandum and cover the following items:

1. Issue presented
2. Explanation - Applicable law with citations (i.e. statutes, cases, etc.)
3. Analysis - Application of applicable law to issue presented
4. The conclusion should contain not only an answer to the issue presented but possible consequences of following different courses of action.

ITEM IV

It shall be the duty of the Village Legal Counsel to attend all regular and special Council and Planning Commission meetings, as well as committee meetings when requested and to prepare all necessary Ordinances, Resolutions, and Legal Documents when requested. All such items requested, should be presented to the requesting party by the next regularly scheduled meeting of the body unless the request specifies otherwise.

ITEM V

It shall be the duty of the Village Legal Counsel to act as Attorney and Counsel for said Village and Officers thereof in their official capacity. This means the Village Legal Counsel shall file suits on behalf of the Village for:

1. Collection of funds
2. Eminent Domain Actions
3. Annexation Procedures
4. Injunctions
5. Mandamus Action
6. Quite Title Actions
7. Nuisance Actions
8. Prosecutions (i.e. Income Tax Evasion, Zoning Violations, etc.)

ITEM VI

It shall be the duty of the Village Legal Counsel to defend all Ordinances that are challenged and the Village itself or any department or officer thereof for any actions taken during the term of her employment.

ITEM VII

The Village Legal Counsel shall also be entitled to mileage of the standard rate allowed by federal law for the current year for the use of her automobile on all Village business outside the Village boundaries, as well as reimbursement for all court expenses incurred on behalf of the Village and other minor expenses incurred on Village business such as telephone tolls and paper expenses.

ITEM VIII

The Village Legal Counsel may request additional compensation of one hundred dollars (\$100.00) per hour for additional legal work such as title searches, real estate negotiations, union matters and lawsuits of an unusual nature and complexity. Said additional compensation may be paid upon approval of Council.

In the event the Village Legal Counsel's attendance at Court hearings, meetings, or other business functions on behalf of the Village results in a loss of work time from the Village Legal Counsel's primary employment, the Village shall reimburse the Village Legal Counsel at the rate of one hundred dollars (\$100.00) per hour.

Signed in the presence of:

Witness

Mayor

Fiscal Officer

Janie Napier

RESOLUTION #2021-24

A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH MICHAEL HARNISHFEGER FOR HIS SUPPLEMENTAL EMPLOYMENT AS THE ZONING INSPECTOR.

WHEREAS, the Council of the Village of Ada desires to enter into an agreement with Michael Harnishfeger for supplemental employment as the Zoning Inspector for 2022.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL TO THE VILLAGE OF ADA, OHIO:

SECTION 1. That the Mayor be and is hereby authorized to enter into a supplemental employment agreement with Michael Harnishfeger upon the terms agreed upon between the village and said employee consistent with the form attached hereto, marked as Exhibit A, and by this reference incorporated herein.

SECTION 2. This Resolution shall go into force and effect from and after the earliest period allowable by law.

PASSED:

Mayor

ATTEST:

Fiscal Officer

SUPPLEMENTAL EMPLOYMENT CONTRACT

THIS AGREEMENT entered into by and between the Village of Ada, Ohio, a municipal corporation having a principal place of business at 115 West Buckeye Avenue, Ada, Ohio, (hereinafter referred to as "Employer") and **Michael Harnishfeger**, an individual resident of Ada, Ohio (hereinafter referred to as "Employee"),

WHEREAS, Employee is a current salaried employee of Employer, and

WHEREAS, both parties wish for Employee to undertake additional duties necessary at the present time and for the benefit of the Employer, and further

WHEREAS, in fairness to both parties, they desire to enter into a supplemental employment agreement setting forth the terms of such agreement, separate and in addition to the terms of Employee's current position with Employer,

NOW, THEREFORE, in consideration of the mutual covenants and agreements set forth below, the parties agree as follows:

TERMS AND DUTIES: The employee is additionally employed in the positions of "Zoning Inspector" and "Code Official" (herein identified as "Zoning Inspector)," and shall work at a place directed by Employer, for the term commencing on January 1, 2022, and terminating December 31, 2022. Employee shall:

- A. Keep a written log of the amount time spent performing their duties, showing a breakdown according to time during the day.
- B. Submit to the Mayor and Village Council a written quarterly report summarizing the time spent performing his duties based on numbers and types of zoning activities for the quarter. This report is due at the second Village Council meeting in January, April, July, and October.
- C. Enforce all provisions of the Village Zoning Ordinance, Existing Structures Code, and Industrial Restrictions and keep the necessary officials advised of current actions.
- D. Develop and make available to permit applicants an information sheet specifying procedures for inspections and outlining the steps to be followed by the applicant and the time frame for the inspections as described in Article 25 of the Zoning Ordinance.
- E. Handle all paperwork, notices, correspondence, keep official records and reports and handle all other actions necessary for the enforcement of the Village Zoning Ordinance.

- F. The Zoning Inspector shall work only with the Village Administrator for guidance, training, and assistance with the codes.
- G. Keep the Water Office informed as to contact number, vacation, and availability, the prompt review can be provided to the residents of Ada.
- H. Zoning inspector shall work adequate hours to provide residents prompt service.
- I. Complete permit information is required. All Contractor, Sub-contractors, and Federal ID numbers are required for local tax collection.

COMPENSATION

As compensation for services rendered under this contract, the employee shall be entitled to receive from the employer a salary of \$9,168.82 per year payable bi-weekly in accordance with the schedule for payment of Village employees.

TIME

Time spent preparing for or giving testimony at the Board of Zoning Appeals or in a court of law, except as provided herein, are considered part of the employee's duties, and covered by the compensation herein described. Time spent operating the Ada Police Department and all other activities within the scope of Employee's employment prior to this contract shall not be considered as part of this contract.

LIABILITY INSURANCE

The Employee will be additionally covered in his supplemental employment on the Village Liability Insurance. The Village shall withhold all applicable federal, state, and local taxes and pay the Employer's portion of Employee's applicable retirement.

TERMINATION

Either party without cause may terminate this agreement by giving 30 days advance written notice of termination to the other party. If this agreement is terminated prior to the completion of the term of employment specified in this agreement, the Employee shall be entitled to the compensation earned prior to the date of termination as provided for in this agreement computed pro-rate up to and including that date; the Employee shall be entitled to no further compensation hereunder as of the date of termination. Termination of this agreement shall not be deemed termination from the Employee's duties as Chief of Police unless specifically set forth by Employer.

MILEAGE AND REIMBURSEMENT OF EXPENSES

The Zoning Inspector shall be entitled to use a village vehicle for travel in accordance with the performance of the position and reimbursement for all court expenses incurred on behalf of the Village and other minor expenses incurred on Village business such as telephone tolls and paper expenses.

ADDITIONAL COMPENSATION

In the event the Zoning Inspector's attendance at Court hearings on behalf of the Village results in a loss of work time from the Zoning Inspector's primary employment, the Village shall reimburse the Zoning Inspector at the rate of Twenty-Five dollars (\$25.00) per hour.

ENTIRE AGREEMENT

This agreement supersedes all other oral and written agreements between the parties with respect to the Employer's supplemental employment of the Employee, and this agreement contains all the covenants and agreements between the parties with respect to the supplemental employment.

DATED: _____

The Village of Ada, Employer

Mayor

Attest:

Fiscal Officer

Michael Harnishfeger, Employee

RESOLUTION #2021-25

A RESOLUTION AMENDING THE CLASSIFICATION SPECIFICATION PLAN (Water Treatment Plant Superintendent and Wastewater Treatment Plant Superintendent)

WHEREAS, the Council of the Village of Ada has previously adopted a classification plan for the employees, and

WHEREAS, it now wishes to amend the classification specification plan for its employees by amending position requirements,

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE VILLAGE OF ADA, OHIO:

SECTION 1: That the amendments to the Classification Specification Plan, attached hereto marked as Exhibit A and Exhibit B, and by this reference incorporated herein, be and are hereby adopted as amended.

SECTION 2. This Resolution shall go into effect from and after the earliest period allowed by law.

PASSED:

MAYOR

ATTEST:

FISCAL OFFICER

VILLAGE OF ADA
An Equal Opportunity Employer
CLASSIFICATION SPECIFICATION
WATER TREATMENT PLANT SUPERINTENDENT

GENERAL DESCRIPTION:

Under general direction of the Village Administrator, the Water Treatment Plant Superintendent is responsible for the continuous operation and maintenance of the Ada Water Treatment Plant and Distribution System; works closely with the Public Works Department on water distribution management; communicates and exchanges information with other Village departments, state regulatory agencies, vendors, consulting engineers, news media, civic organizations, and village residents; maintains accurate records for a comprehensive plant preventative maintenance program; may be assigned to maintain the Village GIS database; maintains Plant standard operating procedures and develops new ones as needed, investigates customer complaints, assists in determining annual costs, budgetary projections, capital improvement projects; analyzes equipment and assesses efficiency from a performance and financial standpoint maintains an asset management program. Provides assignments and direction to the Water Treatment OIT, Associate Operator, and Lead Operator with daily and special tasks as needed, inspects their work ensuring quality, safety, and standard operating procedures are being met; fills in for the Water Treatment Plant employees in their absence; The Superintendent may also be listed as Operator of Record for the plant and or distribution as required by Ohio EPA.

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education (high school diploma or GED equivalent); Class II Water Supply license with 5 years of increasing responsibility, an applicable Associates Degree in Science or Engineering may reduce time; ability to learn various computer programs to utilize the Village Asset Management System, GIS System, adapt to forthcoming technology and assist other employees in the use of it; skilled maintenance experience, demonstrable ability to understand a system of mechanical and technical procedures, maintain accurate records, and perform manual labor; or equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities to perform essential functions of this position; possess or has the ability to obtain appropriate laboratory testing certification from the Ohio EPA within 6 months of hire.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess and maintain an Ohio EPA Professional Class II Water Supply License; must obtain and maintain appropriate laboratory certification; must be and remain insurable under the Villages vehicle insurance policy.

EQUIPMENT OPERATED: The Following are examples only and are not intended to be all-inclusive:

Laboratory equipment, GPS equipment, computer, copier, fax, telephone, scanner, and other standard modern/business office equipment, cell phone, pumps, generators, pickup truck, front-end loader, backhoe, tractor, dump truck, snowplow, mower, skid loader, weed trimmer, cutoff saw, chain pipe snapper, and other hand and power tools.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

Employee works in the vicinity of floor or wall openings, elevated platforms, and/or runways; ascends and/or descends ladders, stairs, or scaffolds; works in a confined space (e.g., manhole); works in an area in which the means of egress is or can be obstructed; works on and around powered platforms and/or vehicle mounted platforms; is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; is exposed to possible injury from extremely noisy conditions above 85db caused by blowers, backwashing filters, engines, etc.; is exposed to possible injury from hazardous gases,

VILLAGE OF ADA
An Equal Opportunity Employer
CLASSIFICATION SPECIFICATION
WATER TREATMENT PLANT SUPERINTENDENT

chemicals, flammables, or air contaminants; is exposed to possible injury from hazardous waste; is exposed to possible injury due to unclean or unsanitary conditions; is exposed to possible injury as a result of electrical shock; has exposure to possible injury as a result of working with moving mechanical parts such as motor shafts, belts, chain on clarifier drive, bar screw, etc.; is exposed to possible injury from explosions; is exposed to possible injury as a result of falling from high places; works around chemicals in containers or in the form of dust, mist, fumes, or vapors; may be exposed to bloodborne pathogens; has occupation exposure to hazardous chemicals in laboratories; has exposure to hot, cold, wet, humid, or windy weather conditions; has exposure to hazardous driving conditions; may be required to work evenings, nights, and/or weekends; lifts and carries objects weighing up to 75 pounds; may be required to move objects weighing several hundred pounds.

ILLUSTRATIVE DUTIES: For purposes of 42 USC 12101:

1. Manages the Water Department consistent with Village and Department policies, objectives and priorities; participates in the department's management planning process; coordinates the development and implementation of detailed department objectives and work plans; oversees, operates and maintains the water plant and assists in maintenance/management of the distribution system assists in the preparation of short and long range capital improvement programs and reviews operation construction plans; ensures the effective and efficient operation of job tasks; inspects and evaluates daily logs, data reports, and equipment inspections; submits reports to the Ohio and Federal EPA; conducts investigations of water leaks and customer water quality issues, prepares an annual budget to cover operating expenses for the water treatment plant; ensures all requirements are being met by the Ohio EPA.
2. Inspects facility on scheduled basis to ensure proper operation of plant and to ensure desired water quality is maintained or achieved; inspects equipment to ensure proper operating condition; approves work schedules and preventive maintenance programs; inspect plant equipment for satisfactory performance conducts route tests; ensures maintenance of water systems and distribution system equipment; troubleshoots, analyzes, recommends, schedules, and performs repairs to all plant equipment (e.g. relaces worn parts, calibrate equipment, performs electrical repairs, etc.); oversees, supervises, and performs laboratory testing (e.g., alkalinity, chlorine, fluoride, etc.); conducts distribution sampling; ensure safety policies are being met within the facility.
3. Prepares confidential reports and documents for Village Management and Village Council regarding operations of Village utilities: Maintains records reflecting tests performed, adjustments made, readings, problems encountered, and other related data; maintains the Contingency Plan; maintains various standard operating procedures, develops new procedures as necessary to create consistency; maintains appropriate SDA requirements; maintains laboratory Quality Assurance plan; operates computer to assemble and analyze data; prepares plant evaluations and other reports as required.
4. Works with Operator of Record for Distribution and Public Works Superintendent in inspection, repair and maintenance including issuance of boil alert for; (waterlines, meters, hydrant valves & etc.) Establishes plans and programs for the maintenance of the distribution system responds to customer complaints both during and after regular working hours.

VILLAGE OF ADA
An Equal Opportunity Employer
CLASSIFICATION SPECIFICATION
WATER TREATMENT PLANT SUPERINTENDENT

5. Participates in the management of department personnel matters; evaluates employee performance; approves and/or denies request for leave; recommends disciplinary action to the Village Administrator; arranges vacation schedules and authorizes overtime as necessary; coordinates the preparation and submission of the month and annual reports for regulatory agencies and Village administration; invoices and submits bills to fiscal officer for payment oversees and assigns duties to personnel in the operation of the water plant and distribution system.
6. Participates in confidential meetings with or on behalf of Village Administrator with other public or external entities such as Ohio EP; prepares confidential documents related to Water Department Compliance and operations matters (e.g. prepares reports for EPA; Asset Management; prepares documentation regarding utilities rate costs and proposed increases, etc.); serves as a representative for Water department on behalf of Village related to meetings with outside entities; etc.
7. Handles purchasing and purchase orders for all items within the water treatment plant; develops budgetary recommendations for the short and long term; analyze trends in equipment to assist in long term budgetary planning and asset management.
8. May be assigned to or delegate to work with designated person to create, maintain and modify geographical information systems (GIS) databases (e.g., enters data; researches, interprets, and evaluates information prior to modifying and updating maps; provides quality control for entry of information by comparing against maps and documents obtained from various sources; creates and maintains graphic and attribute layers and other pertinent information; installs, configures, upgrades, and maintains GIS management software as needed; maintains computer hardware; provides system troubleshooting; etc.)
9. Performs other general duties as assigned, special projects, maintenance, or clean-up tasks as assigned; performs daily housekeeping tasks throughout plant.
10. Maintains all required licensures and certifications.
11. Meets all job safety requirements and all applicable OSHA safety standards to pertain to essential functions.
12. Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

13. Performs other duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

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CLASSIFICATION SPECIFICATION
WATER TREATMENT PLANT SUPERINTENDENT

Knowledge of: local geographical area; *department goals and objectives; *department policies and procedures; records management; Ohio EPA rules and regulations; plant inspection techniques; *safety practices and procedures; water treatment plant operating procedures; mechanical maintenance; water distribution systems construction, maintenance, and repair; water distribution systems and components; chemistry; lab procedures; English grammar and components; water distribution principles and practices; proper lifting techniques; spelling; mathematics; records management; public relations.

Skill in: Operation of water testing instruments and/or materials; data entry; short and long term planning; use of modern office equipment; motor vehicle operation; use of mechanic's tools and equipment; use of bench and/or hand tools.

Ability to: Carry out instructions in written, oral, or picture form; deal with problems involving several variables within familiar context; define problems, collect data, establish facts and draw valid conclusions; exercise independent judgment and discretion; maintain records according to established procedures; maintain confidential information in accordance with City policies; communicated effectively; answer routine telephone inquiries; resolve complaints deal with problems involving several variables within a familiar context; understand system of mechanical procedures; recognize unusual or threatening conditions and take appropriate action; read, copy and record figures accurately add, subtract, multiple and divide whole numbers; maintain accurate records; word independently; demonstrate physical fitness define problems, collect data, establish facts, and draw valid conclusions; determine material and equipment needs; read, copy, and record figures accurately; complete routine forms; prepare accurate documentation; compile and prepare reports; communicated effectively maintain records according to established procedures; develop and maintain effective working relationships; perform heavy manual labor; travel to and gain access to work sites with associates, supervisors, and general public; understand a variety of written and/or verbal communications; work flexible hours that may include evenings, nights and/or weekends.

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CLASSIFICATION SPECIFICATION
WASTEWATER TREATMENT PLANT SUPERINTENDENT

GENERAL DESCRIPTION:

Under general direction of the Village Administrator, the Wastewater Treatment Plant Superintendent is responsible for the continuous operation and maintenance of the Ada Wastewater Treatment Plant and Collection System; works closely with the Public Works Department on waste water collection management; communicates and exchanges information with other Village departments, state regulatory agencies, vendors, consulting engineers, news media, civic organizations, and village residents; maintains accurate records for a comprehensive plant preventative maintenance program; may be assigned to maintain the Village GIS database for wastewater collection; maintains Plant standard operating procedures and develops new ones as needed, investigates customer complaints, assists in determining annual costs, budgetary projections, capital improvement projects; analyzes equipment and assesses efficiency from a performance and financial standpoint, maintains an asset management program. Provides assignments and direction to the Wastewater Treatment OIT, Associate Operator, Lead Operator and Operator III with daily and special tasks as needed, inspects their work ensuring quality, safety, and standard operating procedures are being met; fills in for the Wastewater Treatment Plant employees in their absence; The Superintendent may also be listed as Operator of Record for the plant and or collection system as required by Ohio EPA.

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education (high school diploma or GED equivalent); Class III Wastewater license with 5 years of increasing responsibility, an applicable Associates Degree in Science or Engineering may reduce time; ability to learn various computer programs to utilize the Village Asset Management System, GIS System, adapt to forthcoming technology and assist other employees in the use of it; skilled maintenance experience, demonstrable ability to understand a system of mechanical and technical procedures, maintain accurate records, and perform manual labor; or equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities to perform essential functions of this position; possess or has the ability to obtain appropriate laboratory testing certification from the Ohio EPA within 6 months of hire.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess and maintain an Ohio EPA Professional Class III Wastewater License; must obtain and maintain appropriate laboratory certification; must be and remain insurable under the Villages vehicle insurance policy.

EQUIPMENT OPERATED: The Following are examples only and are not intended to be all-inclusive:

Laboratory equipment, GPS equipment, computer, copier, fax, telephone, scanner, and other standard modern/business office equipment, cell phone, pumps, generators, pickup truck, front-end loader, backhoe, tractor, dump truck, snowplow, mower, skid loader, weed trimmer, cutoff saw, chain pipe snapper, and other hand and power tools.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

Employee works in the vicinity of floor or wall openings, elevated platforms, and/or runways; ascends and/or descends ladders, stairs, or scaffolds; works in a confined space (e.g., manhole); works in an area in which the means of egress is or can be obstructed; works on and around powered platforms and/or vehicle mounted platforms; is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; is exposed to possible injury from extremely noisy conditions above 85db caused by blowers, backwashing filters, engines, etc.; is exposed to possible injury from hazardous gases,

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chemicals, flammables, or air contaminants; is exposed to possible injury from hazardous waste; is exposed to possible injury due to unclean or unsanitary conditions; is exposed to possible injury as a result of electrical shock; has exposure to possible injury as a result of working with moving mechanical parts such as motor shafts, belts, chain on clarifier drive, bar screw, etc.; is exposed to possible injury from explosions; is exposed to possible injury as a result of falling from high places; works around chemicals in containers or in the form of dust, mist, fumes, or vapors; may be exposed to bloodborne pathogens; has occupation exposure to hazardous chemicals in laboratories; has exposure to hot, cold, wet, humid, or windy weather conditions; has exposure to hazardous driving conditions; may be required to work evenings, nights, and/or weekends; lifts and carries objects weighing up to 75 pounds; may be required to move objects weighing several hundred pounds.

ILLUSTRATIVE DUTIES: For purposes of 42 USC 12101:

1. Manages the Wastewater Department consistent with Village and Department policies, objectives and priorities; participates in the department's management planning process; coordinates the development and implementation of detailed department objectives and work plans; oversees, operates and maintains the wastewater plant and assists in maintenance/management of the collection system, assists in the preparation of short and long range capital improvement programs and reviews operation construction plans; ensures the effective and efficient operation of job tasks; inspects and evaluates daily logs, data reports, and equipment inspections; submits reports to the Ohio and Federal EPA; prepares an annual budget to cover operating expenses for the wastewater treatment plant.
2. Inspects facility on scheduled basis to ensure proper operation of plant and to ensure all EPA permit requirements are maintained or achieved; inspects equipment to ensure proper operating condition; approves work schedules and preventive maintenance programs; inspect plant equipment for satisfactory performance conducts route tests; ensures maintenance of wastewater systems and collection system equipment; troubleshoots, analyzes, recommends, schedules, and performs repairs to all plant equipment (e.g. relaces worn parts, calibrate equipment, performs electrical repairs, etc.); oversees, supervises, and performs laboratory testing; conducts collection system sampling; ensure safety policies are being met within the facility.
3. Prepares confidential reports and documents for Village Management and Village Council regarding operations of Village utilities: Maintains records reflecting tests performed, adjustments made, readings, problems encountered, and other related data; maintains the Contingency Plan; maintains various standard operating procedures, develops new procedures as necessary to create consistency; maintains appropriate SDA requirements; maintains laboratory Quality Assurance plan; operates computer to assemble and analyze data; prepares plant evaluations and other reports as required. Maintains asset management and GIS Data.
4. Works with Operator of Record for Collection and Public Works Superintendent in inspection, repair, and maintenance of collection system. Establishes plans and programs for the maintenance of the wastewater collection system, responds to customer complaints both during and after regular working hours.

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5. Participates in the management of department personnel matters; evaluates employee performance; approves and/or denies request for leave; recommends disciplinary action to the Village Administrator; arranges vacation schedules and authorizes overtime as necessary; coordinates the preparation and submission of the month and annual reports for regulatory agencies and Village administration; invoices and submits bills to fiscal officer for payment supervises and assigns duties to personnel in the operation of the water plant and wastewater collection system.
6. Participates in confidential meetings with or on behalf of Village Administrator with other public or external entities such as Ohio EP; prepares confidential documents related to Wastewater Department Compliance and operations matters (e.g. prepares reports for EPA; Asset Management; prepares documentation regarding utilities rate costs and proposed increases, etc.); serves as a representative for Water department on behalf of Village related to meetings with outside entities; etc.
7. Handles purchasing and purchase orders for all items within the wastewater treatment plant; develops budgetary recommendations for the short and long term; analyze trends in equipment to assist in long term budgetary planning and asset management.
8. May be assigned to or delegate to work with designated person to create, maintain and modify geographical information systems (GIS) databases (e.g., enters data; researches, interprets, and evaluates information prior to modifying and updating maps; provides quality control for entry of information by comparing against maps and documents obtained from various sources; creates and maintains graphic and attribute layers and other pertinent information; installs, configures, upgrades, and maintains GIS management software as needed; maintains computer hardware; provides system troubleshooting; etc.)
9. Performs other general duties as assigned, special projects, maintenance, or clean-up tasks as assigned; performs daily housekeeping tasks throughout plant.
10. Maintains all required licensures and certifications.
11. Meets all job safety requirements and all applicable OSHA safety standards to pertain to essential functions.
12. Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

13. Performs other duties as assigned.

CLASSIFICATION SPECIFICATION WASTEWATER TREATMENT PLANT SUPERINTENDENT

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: local geographical area; *department goals and objectives; *department policies and procedures; records management; Ohio EPA rules and regulations; plant inspection techniques; *safety practices and procedures; wastewater treatment plant operating procedures; mechanical maintenance; water distribution systems construction, maintenance, and repair; wastewater collection systems and components; chemistry; lab procedures; English grammar and components; wastewater collection principles and practices; proper lifting techniques; spelling; mathematics; records management; public relations.

Skill in: Operation of water testing instruments and/or materials; data entry; short and long term planning; use of modern office equipment; motor vehicle operation; use of mechanic's tools and equipment; use of bench and/or hand tools.

Ability to: Carry out instructions in written, oral, or picture form; deal with problems involving several variables within familiar context; define problems, collect data, establish facts and draw valid conclusions; exercise independent judgment and discretion; maintain records according to established procedures; maintain confidential information in accordance with City policies; communicated effectively; answer routine telephone inquiries; resolve complaints deal with problems involving several variables within a familiar context; understand system of mechanical procedures; recognize unusual or threatening conditions and take appropriate action; read, copy and record figures accurately add, subtract, multiple and divide whole numbers; maintain accurate records; word independently; demonstrate physical fitness define problems, collect data, establish facts, and draw valid conclusions; determine material and equipment needs; read, copy, and record figures accurately; complete routine forms; prepare accurate documentation; compile and prepare reports; communicated effectively maintain records according to established procedures; develop and maintain effective working relationships; perform heavy manual labor; travel to and gain access to work sites with associates, supervisors, and general public; understand a variety of written and/or verbal communications; work flexible hours that may include evenings, nights and/or weekends.

ORDINANCE #2021-04

AN ORDINANCE AUTHORIZING THE MAYOR TO ASSESS STREET LIGHTS
WITHIN THE VILLAGE OF ADA FOR YEAR 2022 AND DECLARING AN
EMERGENCY.

WHEREAS, the Village of Ada, County of Hardin, and State of Ohio, believes that it is in the best interest of the Village to assess the costs of lighting the public streets, public roads, or public places of the Village of Ada, as provided by the existing contract now in force and which will be in force and operation for 2022, and

WHEREAS, it is deemed necessary for the safety and comfort of the citizens of this community to continue said street lighting system, and

WHEREAS, Section 727.01, et seq., of the Ohio Revised Code provides a method of special assessment by which such may be assessed against the specially benefitted property, and it is now determined that each and every lot or parcel of land within the corporation limits of the Village of Ada is specially benefitted, by reason of a depreciated value, in event of failure of the street lighting system.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL TO THE VILLAGE OF ADA,
OHIO:

SECTION 1. That the assessment of the cost and expenses of the year 2022, except 1/50th part thereof, of the lighting of streets, alleys and public places of the Village of Ada and now installed be and hereby is levied upon all the lands and lots within said Village of Ada and which said assessments shall be at the rate of seven and one half tenths (.75) mil of the taxation value of the property assessed appearing on the Tax Duplicate in the County Auditor's office and not in excess of the special benefit to said property and are not in excess to any statutory limitations. Village owned real property shall be exempted from this special light assessment.

SECTION 2. That the 1/50th part of the cost of lighting the streets, alleys and public places of the Village of Ada shall be paid by said Village of Ada, from the general tax to be collected for the year 2022 as other taxes.

SECTION 3. That the total assessment against each lot or parcel of land shall be payable in cash within thirty (30) days from and after the passage of this Ordinance. All cash payments shall be made to the Fiscal Officer of said Village. All assessments remaining unpaid at the expiration of thirty (30) days shall be certified by the County Auditor, together with a certified copy of this Ordinance, as provided by law, to be placed on the tax duplicate and collected as other taxes.

SECTION 4. That the assessments so collected shall be placed in a separate and distinct fund and used for no other purpose whatsoever.

SECTION 5. That this Ordinance shall be in effect from and after the earliest period allowed by law.

1st reading:

2nd reading:

3rd reading:

Passed:

Attest:

Clerk of Council

Mayor

ORDINANCE 2021 - 5

AN ORDINANCE ESTABLISHING THE ANNUAL APPROPRIATIONS OF THE VILLAGE OF ADA, OHIO FOR THE FISCAL YEAR ENDING DECEMBER 31, 2022 AND DECLARING AN EMERGENCY.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF ADA, OHIO:

Section 1. That there be appropriated from the GENERAL FUND for:

Elected Officials	\$ 29,900.00
Administration	250,800.00
Finance	190,800.00
Income Tax Administration	59,335.00
Municipal Facilities	98,200.00
Police	815,000.00
Hardin Drug	1,000.00
Hardin DUI	500.00
Safer Program	600.00
Furtherance of Justice	1,000.00
Public Works	25,000.00
Health & Welfare	20,300.00
Zoning & Planning	23,785.00
Tree Commission	25,030.00
Transfers Out	250,000.00

Section 2. That there be appropriated from the GENERAL FUND for contingencies for purposes not otherwise provided for, to be expended in accordance with the provisions of Section 575.40, R.C. the sum of

\$ 159,911.00

Grand Total GENERAL FUND Appropriation \$ 1,951,161.00

Section 3. That there be appropriated from the following SPECIAL REVENUE FUNDS:

Street Fund	\$ 655,000.00
Highway Fund	7,500.00
Permissive Motor Vehicle	20,000.00
Streetlights	60,000.00
Pool Fund	253,400.00

Grand Total SPECIAL REVENUE FUNDS \$ 995,900.00

Section 4. That there be appropriated from the following CAPITAL PROJECTS FUNDS:

Street: Grandview Blvd \$ 140,000.00

Grand Total CAPITAL PROJECTS FUNDS \$ 140,000.00

Section 5. That there be appropriated from the following DEBT SERVICE FUNDS:

General Obligation Debt	\$ 179,925.00
Special Assessment Debt (Pool)	57,650.00

Grand Total DEBT SERVICE FUNDS \$ 237,575.00

Section 6. That there be appropriated from the following ENTERPRISE FUNDS:

Water Fund	\$	738,800.00
Utility Deposit Fund		65,000.00
Water Capital Improvement Fund		256,000.00
Water Debt Service Fund		64,000.00
Sewer Fund		940,100.00
Sewer Debt Service Fund		858,450.00
Storm Sewer Fund		185,000.00
Storm Sewer Debt Fund		132,100.00
Refuse Fund		260,550.00

Grand Total ENTERPRISE FUNDS: \$ 3,500,000.00

Section 7. That there be appropriated from the following CUSTODIAL FUNDS:

Probationary Police Clothing	\$	1,040.00
Unclaimed Property Fund		1,000.00

Grand Total INTERNAL SERVICE FUND \$ 2,040.00

Section 8. The Village Fiscal Officer is hereby authorized to draw warrants on the Village Treasury for payments from any of the foregoing appropriations upon receiving proper certificates and vouchers therefore, approved by council or officers authorized by law to approve the same, or an ordinance or resolution of Council to make the expenditures; provided that no warrants shall be drawn or paid for salaries or wages except to persons employed by authority of an in accordance with law or ordinance. Provided further that the appropriations for contingencies can only be expended upon two-thirds vote of Council for items of expense constituting a legal obligation against the Village, and for purposes other than those covered by the other specific appropriations herein made.

Section 9. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public health, safety and welfare, the particular necessity being the need to expend funds in January 2022. Therefore, this Ordinance shall go into effect and be in force immediately upon passage.

PASSED: _____

David A. Retterer, Mayor

Attest:

Fiscal Officer

Date of 1st reading: _____
Date of 2nd reading: _____
Date of 3rd reading: _____

COMMITTEE MEMO

To: Personnel Committee

From: Jamie Hall, Village Administrator

Date: November 16, 2021

Re: Class Specifications for Water and Wastewater Plant Employees

On March 23rd, 2021, Council gave direction to amend class specifications to include the additional class specifications listed below.

- Water and Wastewater OIT – no license
- Water and Wastewater Associate Operator – class I license
- Water and wastewater Lead Operator – class II license
- Wastewater Operator III – class III license
- Water Superintendent – class II license
- Wastewater Superintendent – class III license

I have attached legislation and the class specifications for Water Superintendent and Wastewater Superintendent. We currently have employees in both positions working under a single class plan (Wastewater Treatment Plant and Water Plant Operator) that does not accurately define their position, duties and required licensure.

The purpose of revising and updating class specifications is to more accurately point factor the position, define expectations for the employee and define a path for advancement for the plant employees.

As a reminder I have also attached a brief description of proposed class specifications.

Thank-you for your consideration,
Jamie Hall

Water Superintendent – class II license

Wastewater Superintendent – class III license

Brief description of proposed class specifications

OIT (OPERATOR IN TRAINING) – WTP & WWTP

Entry level position. Will work directly with water treatment plant and distribution system staff to develop the necessary skills and experience to become a licensed water or wastewater treatment operator. Works under direct supervision. Able to obtain OIT status with EPA by successfully passing test and with 12 months operating experience will be able to test for class I license.

ASSOCIATE PLANT OPERATOR – WTP & WWTP

Has a minimum of a class I license. Works directly with water and wastewater treatment and distribution/collection staff to ensure proper operation and maintenance both systems. Responsible to operate and maintain plant more independently with general supervision. With 36 months operating experience will be able to test for class II license.

LEAD OPERATOR – WTP & WWTP

Has a minimum of a class II license. Professional water and wastewater treatment operator with responsibility to ensure proper operation and safety of systems. Handles operational decisions along with or in the absence of the plant superintendent. Operates with minimal supervision. May be assigned as Operator of record for water plant. With 60 months operating experience as a class II will be able to test for a class III license.

OPERATOR III – WASTEWATER ONLY

Has a minimum of a class III license. Responsible to maintain and operate wastewater treatment plant with minimal supervision. Could receive training to become plant superintendent. May be assigned as operator of record.

WATER AND WASTEWATER SUPERINTENDENT

Has a minimum of class II for water superintendent and minimum of class III for wastewater superintendent. Directly responsible for maintaining all aspects of the treatment plant. Supervises employee following Village policy and procedures. Works with administration on budgeting, purchasing, and projections. Works with officials, contractors, and public to ensure safe and sustainability of treatment facilities. May be assigned as operator of record for plants.