Village of Custar, Ohio

Minutes from **June 9, 2021**

Regular Council Meeting

Mayor Robert Cavin called the meeting to order at 7:30pm.

Council members Renee Hartman, Dee Bates, Cheryl Vanscoder, Chad Dauster, Dawn Berry and Jeffrey Dauster were all present.

The minutes from the previous meeting (5/12/21) were reviewed by council. Ms. Berry made a motion for approval, which was seconded by Ms. Hartman; all were in favor.

All members of the BPA were present until 7:34pm.

* Sam Wolfe from AMP Ohio will be at our July meeting.
* The BPA members up for election this year plan to run for another term.

It was noted that 4 council members (Cheryl, Chad, Dee, and Jeff) are up for re-election this year as well. Jeff will not likely re-run, and Chad is unsure at this time.

Visitors:

* **Mark Ohashi**, the Executive Director of Wood County Habitat for Humanity, was in attendance to share information about the programs they offer (home ownership, home repair, etc). They have never built a Habitat home in Custar but would definitely be interested in doing so. Their site selection committee is still reviewing our High Street lot.
* Employee **Shawn Allport** was briefly in attendance (8:10-8:13pm). Council confirmed that it is no longer necessary for her to sanitize the playground equipment every week. She also asked about holding the annual Harvest Party this year (which was cancelled last year due to COVID), and council gave the go ahead on this.

Fiscal Items:

* Council reviewed the payment register for 5/13/21-6/9/21, which included:

 Regular check #’s 13931-13940, totaling $24,170.82 (includes Precision Paving payment)

 Payroll check #’s 13914-13930, totaling $2,895.08

 7 EFT payments, totaling $20,751.36

Ms. Bates made a motion for approval, seconded by Mrs. Vanscoder; all were in favor.

* Council then reviewed the May 2021 financial reports. Ms. Berry made a motion for approval, seconded by Mr. C Dauster; all were in favor.
* Audit Update- The auditors are finished with their work and will bringing back our boxes of documents tomorrow. A draft of the audit report was emailed to council for their review. We did not receive any citations, but several recommendations were made…
1. The maximum amount of blanket purchase orders should be set by council.
2. We have a records retention policy, but don’t yet have a records retention schedule. This is something that we need to establish. Further, our records policy should be included as a part of (within) the Employee Handbook.
3. An official Disaster Recovery Plan needs to be established (in writing). If a disaster were to take place that destroyed the computer/software and all hard copies of our files, we need to have procedures in place to restore all of our information and documents.
4. A few items were missing from the Notes to the Financial Statements. It was recommended that we use the AOS’s shell/template to compile these each year.
5. A report of any adjustments made to utility accounts should be approved by the BPA on a monthly basis.
* We haven’t received any new information on the ARPA/Fiscal Recovery Act money, but council will be updated as soon as we are made aware of anything.

Committee Business

* **Parks & Rec**-
	+ Between the recycling area and the Water Shed, there is s spot where the concrete meets up with the pavement that cars will drive over; this has caused an unsightly hole in the grass area. Instead of asking Milton Twp for recycling monies to fix this, it was suggested that we put a large rock or some reflector flags there to keep people out of this spot.
	+ Jim has been unable to find any large rocks for the border of the garden spots on each side of the pavilion ramp. It was suggested that we purchase some of these from Palmers Excavating (cost is $150/ton). Ms. Hartman is going to go see what they look like before we buy any.
	+ The Mayor hasn’t made it over to North Branch Nursery yet to check out the types of trees that were discussed at the previous meeting. When we do get the new tree, it should be planted a few feet over from the old stump.
	+ The Mayor plans to move the limestone pile this coming Friday.
	+ The first tree to the south in the tree line at Community Park is leaning again, so Mr. Vanscoder will be asked to stake this.
* **Streets/Sidewalks**-
	+ Jim was able to restore some of the alleys, but the post office right-of-way and the stone alleys are still in need of attention.
	+ Ms. Bates asked about the alley near the Legion that gathers standing water and draws mosquitos. The Mayor will contact the Health Dept to see if we can get some mosquito dunks.
* **Safety**- Ms. Bates reported an uptick of copperheads in the area and advised we be on the lookout.
* **Zoning**- The committee met on June 2nd to discuss regulations for large storage containers. After the BPA purchased the CONEX box (for additional storage next to the existing building), concerns arose as to whether residents could put these on their property. The committee felt it fair to allow such units for a temporary amount of time going forward (60-90 days), as they would be an eyesore in open spaces throughout the town if set permanently. The Mayor will work with the Fiscal Officer to start compiling a draft ordinance.

Other Business

On June 18th, there will be a vaccination clinic here in Custar at the Legion Hall. Sarah will post reminder info to the Village Facebook page.

The Mayor was recently asked whether or not residents were allowed to move their mailboxes so they have more room to park. This is something that will need to be looked into further. Ms. Hartman has a book of USPS regulations that she will try to find.

No further business was brought before council.

At 8:21pm, Ms. Bates made a motion to adjourn. Ms. Berry seconded the motion, and all were in favor.

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Fiscal Officer Mayor