

**Riverlea Council Meeting
January 17, 2012**

Report of the Clerk Treasurer

Approval of the Minutes

Approval of the Financial Report

Report of the Mayor

Google Voice Account Established (614-547-3037)

Complaint Filed to EPA Regarding Sewers Being Noncompliant

Permission to Enter into Discussions with Worthington on Sound Barrier Installation Along 315N

Request Neighborhood Electrical Expertise to Repair Entrance Lights

Report of the Solicitor

Report of the Street Commissioner

Report of the Planning Commissioner

Report of the Marshal

Report of the Web Manager

Report of the Newsletter Editor

Comments from Residents on Agenda Items (sign in with clerk/ limit 3 minutes)

Old Business

New Business

Motion to Appoint President of Council

Presentations by Position Applicants

Adjourn for Executive Session

Motion Appoint Two Riverlea Council Members

Resolution 2012-01 for Council Rules & Meetings

Motion to Appoint Marshal

Resolution to Appoint Web Manager/Approve Pay Raise to \$1,800/year

Resolution to Appoint Newsletter/Phonebook Editor

Review Solicitation Law

Establish Committee on Infrastructure (3 Members Village Admin/2 Residents)

Identify Timing and 2-3 Financially Graded Plans

Establish Committee on Ordinances (3 Members Village Admin/2 Residents)

Modify Conflicting Ordinances

Determine Utility of Bond for Building Permits

Streets Cleaned

Expenses:

1. Ohio Bureau of Workers Compensation - \$406.79

2. MORPC Annual Dues - \$800.00

3. Ohio Utilities Protection Service (OUPS) - \$50.00

4. Secure Record Disposal – not more than \$125.00

5. Fireproof Records - \$180.00

Comments from Residents on Non-Agenda Items (sign in with clerk/ limit 3 minutes)

Announcement of Next Meeting – February 21 (Tuesday), 2012

Adjournment

The Council of the Village of Riverlea met on the above date at the Thomas Worthington High School, Worthington. The following Council members were present: Mayor Mary Jo Cusack, Jon L. Ankrom, Scott K. Gordon, Donald E. Griffith, Briggs W. Hamor, Eric A. MacGilvray and Kirk M. McHugh, President Pro-Tem. Also present were Pamela M. Colwell, Clerk-Treasurer, Steven W. Mershon, Solicitor, Lois Yoakam, Newsletter Editor, Karen McElmurray, Marshal, William P. Charles, Street Commissioner, Jody C. Jones, Web Manager, and Michael Jones, Planning Commissioner. Guests of Council were Jim Dippel (B&N) and Greg Bonk. At 7:08 p.m. the Mayor called the meeting to order.

Minutes

1. The minutes of the regular Council meeting of November 21, 2011 were not read since each member had received a copy. Griffith moved and McHugh seconded a motion that the minutes be approved as submitted by the Clerk-Treasurer. The motion was approved unanimously (6-0).

Report of the Clerk-Treasurer

1. Hamor moved and Ankrom seconded a motion to approve the payment of bills and to accept the financial report for November 2011, as submitted by the Clerk-Treasurer. The motion was approved unanimously (6-0).

Report of the Mayor

1. The Mayor reported the Village's police contract says we have the same service as Worthington for the removal of dead deer. The police maintain a list of people wanting the dead deer. Residents just need call the police and tell the dispatcher that they are aware of this list and would like someone to come out and collect the carcass. The Web Manager and Newsletter Editor will get this information posted for residents. The Clerk-Treasurer stated that Sharon Township will come out to dispose of the deer but will bill us for the tipping charge, which would be around \$50.
2. The Mayor sadly announced that Bettie Surface passed away recently and she expressed her condolences to the family.
3. The State of the Village report is completed and published in the Newsletter.
4. She has pictures of the runoff from the house construction on Crescent Court if anyone is interested.

Report of the Solicitor

1. The Solicitor reported that there will be two vacancies on Council at the next meeting and he has distributed a memo to Council explaining how the vacancies can get filled. If anyone has any questions, they can contact him.

Report of the Planning Commissioner

1. The Planning Commissioner reported they approved one certificate of appropriateness application at 5809 Olentangy Boulevard for an addition in the back and an open front porch.
2. He asked Council to consider changing the code so that a more substantial bond would be required for construction in order to obtain more compliance. Council expressed their frustration of not having an easier recourse against residents who ignored or violated building and zoning codes.

Report of the Marshal

1. The Marshal reported there were 312 checks with no warnings or citations issued. There were 4 reports but nothing serious.

Report of the Street Commissioner

1. Jim Dippel, Burgess & Nipel, discussed the Capacity, Management, Operation and Maintenance Program Report (CMOM) that is required by the Directors Findings and Orders Agreement with the Ohio EPA. This is the last major portion of the Findings and Orders Agreement and ties together the SSES, overflow plan and future planning. He prepared a letter to the EPA to request a two month extension for

this since it was delayed because of the annexation issue. MacGilvray asked about the cost of \$26,500 and Dippel said it was a do not exceed amount but should be less. A lot of information is collected and a self-assessment checklist needs to be done and is very voluminous. They plan on 196 engineer and technician hours. A CMOM update will need to be done every two years. The SSES report is due at the end of January. The overflow report is due annually.

2. The Street Commissioner reported there was an overflow problem two weeks ago. He was in Newark at the time but was able to respond and correct it under 1.5 hours. The second pump did not kick in and there was no alarm from the second pump. This happened when the highest peak was recorded for all year. Maybe the float got hung up but it is operating fine now. He estimated the overflow at approximately 3000 gallons, which he said was an insubstantial addition to the river at that time, as the river had overflowed its normal boundary. He prepared a report for submission to the Ohio EPA.

Report of the Newsletter Editor

1. The Editor would like copy for the Newsletter by January 5th. She asked for suggestions to put in the Newsletter.
2. Ankrom suggested asking residents to clean up the leaves from the curbs in front of their homes. McHugh suggested a children's corner for their contributions or have teens report on what is going on in their schools, etc.

Report of the Web Manager

1. The Web Manager reported there were lots of hits in November and that may have been due to the annexation issue. The meeting archives are most popular and she asked if more recent meeting information could go up on the web site. Currently the minutes are a month behind because they need approval before being posted. The Clerk-Treasurer said she could provide basic information from the meeting in a day or two.
2. The web site fits both mobile and ipad.

Report of Parks and Recreation

1. There was no report

Comments from Residents on Agenda Items

There were no comments on agenda items.

Old Business

1. **Ordinance No. 04-2011**
Ordinance No. 04-2011, Annual Appropriation Ordinance (Village) for the Fiscal Year Ending December 31, 2012. The Ordinance was read by title for the third reading. McHugh moved to amend **Ordinance 04-2011** by increasing Basic Utility Services 540-300 Sanitary Sewers and Sewage Contractual services from \$40,000 to \$75,000. The total for all appropriations is \$314,220. The Clerk-Treasurer explained that the sewer increase is needed for current contracts that will be invoiced in 2012. The motion was approved unanimously (6-0). Hamor moved and MacGilvray seconded the motion to adopt **Ordinance 04-2011**. The motion was approved unanimously (6-0).
2. **Resolution No. 2011-11**
Resolution No. 2011-11, A Resolution Authorizing the Mayor to Enter into a Contract with the City of Columbus for Legal Representation in Certain Criminal and Traffic Cases. The Resolution was read by title for the second reading. McHugh moved and Ankrom seconded the motion to suspend the three readings. The motion was approved unanimously (6-0). Ankrom moved and Griffith seconded the motion to adopt **Resolution No. 2011-11**. The motion was approved unanimously (6-0).

3. **Village Telephone**

The Clerk-Treasurer reported that Google Voice did not port land line phone numbers. Council decided to go with a new phone number with Google Voice since it was free and to cancel the AT&T phone service. If this does not work we can always go back to a land line.

New Business

1. **Expenses**

McHugh moved and Gordon seconded the motion to authorize the following expenditures:

W-2/1099 software	\$39.00
EPA discharge fee	\$20.00
Printer/copier toner	\$31.00
Village crime policy	\$378.00

The motion was approved unanimously (6-0).

2. **Ordinance 05-2011**

MacGilvray introduced **Ordinance 05-2011, An Ordinance to Approve a Modification and Realignment of Ordinance 03-2010, the Annual Appropriation Ordinance (Village)**. The Clerk-Treasurer reported that salaries were increased due to less Social Security being taken out and, therefore, the Council salaries are around \$16 over budget. This modification will correct that without adding to the General Fund. MacGilvray moved and Ankrom seconded the motion to suspend the three readings. The motion was approved unanimously (6-0). MacGilvray moved and Ankrom seconded the motion to adopt **Ordinance 05-2011**. The motion was approved unanimously (6-0).

4. **Web Manager pay**

The Mayor reported that the Budget Committee discussed a possible increase in the Web Manager's pay since the web site has grown in popularity and importance. McHugh said he thought the position should be paid the same as the Street Commissioner and Planning Commissioner (\$1800 per year). Council decided to wait until the next Council meeting to discuss this.

Council was given the Web Manager services agreement to review. They asked the Web Manager for her input also. The Village's record retention policy needs to be addressed in this also.

5. **Resolution No. 2011-16**

McHugh introduced **Resolution No. 2011-16, A Resolution to Confirm the Appointment of Mike Jones as a Member of the Planning Commission**. Gordon moved and McHugh seconded the motion to suspend the three readings of **Resolution No. 2011-16**. The motion was approved unanimously (6-0). McHugh said this position is needed January 1st and cannot wait until the next Council meeting. Gordon moved and McHugh seconded the motion to adopt **Resolution No. 2011-16**. The motion was approved unanimously (6-0).

6. **Updating the Code of Ordinances**

The Clerk-Treasurer reported that in the past the Village has updated the code annually; however, the Village does not have any ordinances that need codification now. The State and Village ordinances are updated at the same time. To reduce costs, the traffic code is no longer updated. The Solicitor said there is probably little risk in waiting another 12 months to update the State laws. By that time there should be some Village ordinances. Council decided it was fine to wait.

7. **Resolution No. 2011-15**

McHugh introduced **Resolution No. 2011-15, A Resolution to Provide for Engineering Services to Support a Capacity, Management, Operation and Maintenance Program**. The CMOM report must be completed by the end of February so three readings is not possible. McHugh moved and Ankrom seconded the motion to suspend the three readings of **Resolution No. 2011-15**. The motion was approved unanimously (6-0). Ankrom moved and McHugh moved to adopt **Resolution No. 2011-15**. The motion was approved unanimously (6-0).

8. **Trash Increase**

Local Waste Services is increasing their fees from \$13.04 to \$14.28 per home due to SWACO landfill fee increases, which affects all trash companies. Council was pleased with their service and would like to continue as is.

9. **Flag Pole**

The Clerk-Treasurer reported that the flag pole rope is frayed and a clip is broken. She removed the flags earlier this month. Griffith volunteered to look into replacing the rope.

10. **Entrance Light**

The light at the Southington entrance is no longer working and an electrician may need to be consulted. The Street Commissioner said he will look into it and see what needs to be done.

11. **Missing Street Sign**

The street sign at Southington and Crescent is gone. The Street Commissioner said he has a pole and the Southington sign but needs to order a Crescent sign along with the top finial.

12. **Resolution No. 2011-14**

McHugh introduced **Resolution No. 2011-14, A Resolution of Appreciation to Mary Jo Cusack for Her Service to the Residents of the Village of Riverlea, Ohio.** McHugh moved and Gordon seconded the motion to suspend the three readings. McHugh moved and Gordon seconded the motion to adopt **Resolution No. 2011-14.** The Solicitor read the resolution and the Mayor was presented with a copy. McHugh presented her with a framed plat map of the Village of Riverlea. She thanked everyone.

Comments from Residents on Non-Agenda Items

There were no comments on non-agenda items.

Next Meeting Announcement

The next regular meeting will be Tuesday, January 17, 2012 at 7:00 p.m. at the Thomas Worthington High School.

Adjournment

There being no further business, Ankrom moved and MacGilvray seconded a motion to adjourn. The motion was approved unanimously (6-0). The meeting was adjourned at 8:40 p.m.

Kirk M. McHugh, Mayor

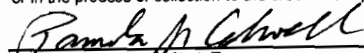
Pamela M. Colwell, Clerk of Council

**Village of Riverlea
Cash Journal
Ending 12/31/2011**

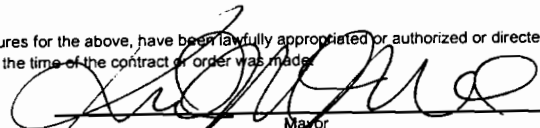
Receipts	Expenditures	Balances	Clr	Date	Particulars	Check #	Fund	General Fund		Ongoing Balance	Street Fund		Ongoing Balance	Permissive Tax Fund		Ongoing Balance
								Expenditures	Receipts		Expenditure:	Receipts		Expenditure:	Receipts	
		469,694.07		12/01/11	Opening Balances					439,849.68			27,928.59			2,115.80
200.00		469,894.07	x	12/01/11	COA - 5809 Olentangy Blvd.		R7		200.00	439,849.68			27,928.59			2,115.80
15,000.00	15,000.00	469,894.07	x	12/01/11	Memo Transfer from HNB Savings to HNB checking					439,849.68			27,928.59			2,115.80
15,000.00	15,000.00	469,894.07	x	12/06/11	Memo Transfer from CFB to HNB checking					439,849.68			27,928.59			2,115.80
	5,064.17	464,829.90	x	12/07/11	City of Worthington (Police contract)	4840	2	5,064.17		434,785.51			27,928.59			2,115.80
	49.39	464,780.51	x	12/07/11	AEP (street lights)	4841	4	49.39		434,736.12			27,928.59			2,115.80
	7,953.42	456,827.09	x	12/07/11	Burgess & Niple (SSES yr 3)	4842	12	7,953.42		426,782.70			27,928.59			2,115.80
	285.00	456,542.09	x	12/07/11	Ohio Municipal League (2012 dues)	4843	20	285.00		426,497.70			27,928.59			2,115.80
	3,038.32	453,503.77	x	12/07/11	Local Waste Services	4844	15	3,038.32		423,459.38			27,928.59			2,115.80
	83.50	453,420.27	x	12/07/11	FedEx Office (Newsletter)	4845	27	83.50		423,375.88			27,928.59			2,115.80
	31.00	453,389.27	x	12/07/11	Capitol Copy (copier/printer toner)	4846	25	31.00		423,344.88			27,928.59			2,115.80
71.25		453,460.52	x	12/09/11	Permissive Tax		R16			423,344.88			27,928.59	71.25		2,187.05
1,000.00	1,000.00	453,460.52	x	12/12/11	Memo Transfer from Guemsey to HNB Checking					423,344.88			27,928.59			2,187.05
1,552.94		455,013.46	x	12/15/11	Local Govt Fund Dec.		R3		1,552.94	424,897.82			27,928.59			2,187.05
460.89		455,474.35	x	12/15/11	State of OH Fund 7068 Gas		R10			424,897.82	460.89		28,389.48			2,187.05
	1,000.00	454,474.35	x	12/19/11	Jody C. Jones (Web Manager pay)	4847	26	1,000.00		423,897.82			28,389.48			2,187.05
	1,500.00	452,974.35	x	12/19/11	Mershon and Predieri (Solicitor Nov & Dec)	4848	35	1,500.00		422,397.82			28,389.48			2,187.05
	150.00	452,824.35		12/19/11	Lois Yoakam (Newsletter Editor pay Dec)	4849	26	150.00		422,247.82			28,389.48			2,187.05
	228.80	452,595.55		12/19/11	Lois Yoakam (newsletter Nov & Dec supplies)	4850	27	228.80		422,019.02			28,389.48			2,187.05
	1,698.30	450,897.25		12/19/11	William P. Charles (Street Commissioner pay)	4851	17	1,698.30		420,320.72			28,389.48			2,187.05
	818.50	450,078.75	x	12/19/11	Pamela M. Colwell (CT salary)	4852	24	818.50		419,502.22			28,389.48			2,187.05
	471.75	449,607.00	x	12/19/11	Mary Jo Cusack (Mayor salary)	4853	19	471.75		419,030.47			28,389.48			2,187.05
	424.57	449,182.43		12/19/11	Scott K. Gordon (Council salary)	4854	21	424.57		418,605.90			28,389.48			2,187.05
	424.57	448,757.86	x	12/19/11	Donald E. Griffith (Council salary)	4855	21	424.57		418,181.33			28,389.48			2,187.05
	424.57	448,333.29		12/19/11	Briggs W. Hamor	4856	21	424.57		417,756.76			28,389.48			2,187.05
	1,698.30	446,634.99	x	12/19/11	Michael Jones (Planning Commissioner pay)	4857	8	1,698.30		416,058.46			28,389.48			2,187.05
	424.57	446,210.42	x	12/19/11	Eric A. MacGilvrany (Council salary)	4858	21	424.57		415,633.89			28,389.48			2,187.05
	801.97	445,408.45	x	12/19/11	Karen L. McElmurray (Marshal salary)	4859	1	801.97		414,831.92			28,389.48			2,187.05
	731.21	444,677.24	x	12/19/11	Kirk M. McHugh (Council President salary)	4860	21	731.21		414,100.71			28,389.48			2,187.05
	424.57	444,252.67	x	12/19/11	Jon L. Ankrom (Council salary)	4861	21	424.57		413,676.14			28,389.48			2,187.05
2,000.00		446,252.67	x	12/24/11	Melchi - street bond				2,000.00	415,676.14			28,389.48			2,187.05
857.85		447,110.52	x	12/23/11	State of OH Fund 7060 Gas Excise tax		R10			415,676.14	857.85		29,247.33			2,187.05
169.34		447,279.86	x	12/28/11	Motor Vehicle License Tax		R9			415,676.14	169.34		29,416.67			2,187.05
	56.16	447,223.70		12/29/11	AEP (entrance lights)	4862	4	18.90		415,657.24			29,416.67			2,187.05
		447,223.70			(lift station)		13	37.26		415,619.98			29,416.67			2,187.05
	88.08	447,135.62		12/29/11	Pamela Colwell (postage and software)	4863	25	88.08		415,531.90			29,416.67			2,187.05
	20.00	447,115.62		12/29/11	OEPA (annual discharge fee)	4864	14	20.00		415,511.90			29,416.67			2,187.05
0.50		447,116.12	x	12/31/12	Huntington Bank checking interest				0.47	415,512.37	0.03		29,416.70			2,187.05
0.11		447,116.23	x	12/31/12	Huntington Bank savings interest				0.10	415,512.47	0.01		29,416.71			2,187.05
116.11		447,232.34	x	12/31/12	Guemsey Bank savings interest				108.68	415,621.15	6.91		29,423.62	0.52		2,187.57
59.95		447,292.29	x	12/31/12	Columbus First Bank savings interest				56.12	415,677.27	3.56		29,427.18	0.27		2,187.84
		447,292.29								415,677.27			29,427.18			2,187.84
5,488.94	27,890.72	447,292.29			Total of all accounts			27,890.72	3,918.31	415,677.27	0.00	1,498.59	29,427.18	0.00	72.04	2,187.84
																447,292.29

(Memo entries not included in totals)

It is hereby certified that the amounts required to meet the contracts, agreements, obligations, payments, or expenditures for the above, have been lawfully appropriated or authorized or directed for such purpose and are in the Treasury or in the process of collection to the credit of the proper Fund free from any obligation or certification both now and at the time of the contract or order was made.


Clerk-Treasurer

Date: 01/11/2012


Mayor

**Village of Riverlea
Huntington National Bank Reconciliation
12/31/2011**

Beginning balance per books	11/30/2011	2,253.37
Total Receipts		5,488.94
Total Disbursements		(27,890.72)
Less Other Account Receipts (not in bank account)		
HNB savings account interest		(0.11)
Guernsey savings account interest		(116.11)
Columbus First savings account interest		(59.95)
Transfer from HNB savings to checking		15,000.00
Transfer from Columbus First to checking		15,000.00
Transfer from Guernsey Bank to checking		1,000.00
Ending balance per books	12/31/2011	10,675.42
Balance per bank	12/31/2011	13,915.90
Deposit in transit		
Outstanding checks	<u>Check #</u>	<u>Amount</u>
Nov	4836	150.00
Dec	4849	150.00
	4850	228.80
	4851	1,698.30
	4854	424.57
	4856	424.57
	4862	56.16
	4863	88.08
	4864	20.00
Adjusted balance per bank	12/31/2011	(3,240.48) 10,675.42
Difference		-

Fund Balance Reconciliation

	Beginning Balance	Receipts/ Deposits	Expenditures/ Withdrawals	Ending Balance
General Fund	439,649.68	3,918.31	27,890.72	415,677.27
Street Fund	27,928.59	1,498.59	-	29,427.18
Permissive Tax Fund	2,115.80	72.04	-	2,187.84
Total - all funds	469,694.07	5,488.94	27,890.72	447,292.29

**Village of Riverlea
Investments
12/31/2011**

Investment	Interest Rate	Purchased	Maturity	Balance
Columbus First CD	1.15% 12 Months	3/7/2011	3/7/2012	50,000.00
Total				<u>50,000.00</u>

	Interest Rate	Interest Earned	Deposit	Withdrawal	Balance
HNB savings	0.01%	0.11		15,000.00	12,630.28
Guernsey savings	0.55%	116.11		1,000.00	248,261.21
Columbus First	0.55%	59.95		15,000.00	125,725.38
<i>Total Investments</i>					<u>436,616.87</u>
Huntington Bank checking					<u>10,675.42</u>
<i>Total of All Accounts</i>					<u>447,292.29</u>

	Funds			Total Interest
	General -R08-	Street M&R -R11-	Permissive -R17-	
HNB Savings	0.10	0.01	-	0.11
HNB Checking	0.47	0.03	-	0.50
Guernsey Savings	108.68	6.91	0.52	116.11
Columbus First Savings	56.12	3.56	0.27	59.95

	Interest Allocation Percentage				
	Prior month	General	Street	Permissive	Total
	11/30/2011	439,649.68	27,928.59	2,115.80	469,694.07
Percent		93.60	5.95	0.45	100.00

**Village of Riverlea List of Checks and EFT
December 2011**

Num	Date	Name	Memo	Account	Paid Amount
4840	12/07/2011	City of Worthington	Police contract Dec	110-300 Police Contractual	-5,064.17
4841	12/07/2011	American Electric Power	street lights	130-300 Street Lighting Contrac	-49.39
4842	12/07/2011	Burgess & Niple	SSes yr 3	540-300 Sanitary Contractual	-7,953.42
4843	12/07/2011	Ohio Municipal League	2012 dues	710-400 Mayor Supplies	-285.00
4844	12/07/2011	Local Waste Services	invoice 4173	560-300 Refuse Contractual	-3,038.32
4845	12/07/2011	FedEx Office	Newsletter	735-400 Boards Supplies	-83.50
4846	12/07/2011	Capitol Copy	toner	725-400 Clerk-Treas Supplies	-31.00
4847	12/19/2011	Jody C. Jones	Web Manager pay for 2011	735-400 Boards Supplies	-1,000.00
4848	12/19/2011	Steven Mershon	Nov	750-300 Solicitor Contractual	-750.00
			Dec	750-300 Solicitor Contractual	-750.00
					-1,500.00
4849	12/19/2011	Lois Yoakam	Newsletter Editor pay Dec.	735-100-150 Boards Compensation	-150.00
4850	12/19/2011	Lois Yoakam	Newsletter Nov.	735-400 Boards Supplies	-114.40
			Newsletter Dec.	735-400 Boards Supplies	-114.40
					-228.80
				Huntington Bank Checking	
4851	12/19/2011	Charles, William P	Street Commissioner salary	630-100 Street Cleaning Person	-1,698.30
4852	12/19/2011	Colwell, Pamela M		725-100-121 Clerk-Treas Salary	-818.50
4853	12/19/2011	Cusack, Mary Jo		710-100-160 Mayor Salary	-471.75
4854	12/19/2011	Gordon, Scott K		715-100-111 Legislative Salary	-424.57
4855	12/19/2011	Griffith, Donald E		715-100-111 Legislative Salary	-424.57
4856	12/19/2011	Hamor, Briggs W		715-100-111 Legislative Salary	-424.57
4857	12/19/2011	Jones, Michael	Planning Commissioner salary	410-100 Planning Personal Serv	-1,698.30
4858	12/19/2011	MacGilvray, Eric A		715-100-111 Legislative Salary	-424.57
4859	12/19/2011	McElmurray, Karen L	Marshal salary	110-100 Police Personal Serv	-801.97

**Village of Riverlea List of Checks and EFT
December 2011**

Num	Date	Name	Memo	Account	Paid Amount
4860	12/19/2011	McHugh, Kirk M	Council President salary	715-100-111 Legislative Salary	-731.21
4861	12/19/2011	Ankrom, Jon L		715-100-111 Legislative Salary	-424.57
4862	12/29/2011	American Electric Power	entrance lighting	130-300 Street Lighting Contrac	-9.45
			lift station	540-400 Sanitary Supplies	-37.26
			entrance lighting	130-300 Street Lighting Contrac	-9.45
					<u>-56.16</u>
4863	12/29/2011	Pamela Colwell	W-2/1099 software	725-400 Clerk-Treas Supplies	-39.00
			certified mail	725-400 Clerk-Treas Supplies	-5.08
			stamps	725-400 Clerk-Treas Supplies	-44.00
					<u>-88.08</u>
4864	12/29/2011	Ohio EPA	annual discharge fee	550-400 Storm Sewer Supplies	-20.00
				Total	-27,890.72

Village of Riverlea
Statement of Revenues, Expenditures and Changes in Fund Balance
December 2011

	<u>General Fund</u>	<u>Special Street Fund</u>	<u>Permissive Tax Fund</u>
Balance as of Dec. 31, 2009	439649.68	27928.59	2115.80
Revenues:			
General Property Tax - Real Estate	0.00	0.00	
Tangible Personal Property Tax	0.00	0.00	
Local Govt - Sales Tax	1552.94	0.00	
Estate Tax	0.00	0.00	
Fines, Licenses, Permits & Fees	2200.00	0.00	
Property Tax Allocation (rollback, homestead...)	0.00	0.00	
Motor Vehicle License Tax	0.00	169.34	
State Gasoline Tax	0.00	1318.74	0.00
Auto Registration Personal	0.00	0.00	71.25
Interest	165.37	10.51	0.79
<i>Total Revenues</i>	<u>3918.31</u>	<u>1498.59</u>	<u>72.04</u>
Expenditures:			
Program 1 - Security of Persons and Property	5934.43		
Program 2 - Public Health and Human Services	0.00		
Program 3 - Parks/Leisure Time Activities	0.00		
Program 4 - Community Environment	1698.30		
Program 5 - Basic Utility Services	11049.00		
Program 6 - Transportation	1698.30	0.00	0.00
Program 7 - General Government	7510.69		
<i>Total Expenditures</i>	<u>27890.72</u>	<u>0.00</u>	<u>0.00</u>
<i>Balance as of Dec. 31, 2011</i>	<u>415677.27</u>	<u>29427.18</u>	<u>2187.84</u>
<i>Net Change in Fund Balance</i>	<u>(23972.41)</u>	<u>1498.59</u>	<u>72.04</u>

Village of Riverlea
Statement of Revenues, Expenditures and Changes in Fund Balance
For the Year Ended December 31, 2011

	<u>General Fund</u>	<u>Special Street Fund</u>	<u>Permissive Tax Fund</u>	<u>Total ALL Funds</u>
Balance as of December 31, 2010	437,881.36	20,334.80	2,006.29	460,222.45
Revenues:				
General Property Tax - Real Estate	139,722.57	0.00	0.00	139,722.57
Tangible Personal Property Tax	135.81	0.00	0.00	135.81
Local Govt - Sales Tax	24,323.00	0.00	0.00	24,323.00
Estate Tax	0.00	0.00	0.00	-
Fines, Licenses, Permits & Fees, Misc	9,532.51	0.00	0.00	9,532.51
Property Tax Allocation (rollback, homestead...)	22,616.59	0.00	0.00	22,616.59
Motor Vehicle License Tax	0.00	2,936.39	0.00	2,936.39
State Gasoline Tax	0.00	15,505.32	0.00	15,505.32
Auto Registration Personal	0.00	0.00	1,155.20	1,155.20
Interest	3,101.59	256.12	26.35	3,384.06
Total Revenues	<u>199,432.07</u>	<u>18,697.83</u>	<u>1,181.55</u>	<u>219,311.45</u>
Expenditures:				
Program 1 - Security of Persons and Property	63,154.71	0.00	0.00	63,154.71
Program 2 - Public Health and Human Services	4,646.62	0.00	0.00	4,646.62
Program 3 - Parks/Leisure Time Activities	7,730.50	0.00	0.00	7,730.50
Program 4 - Community Environment	7,997.46	0.00	0.00	7,997.46
Program 5 - Basic Utility Services	66,177.12	0.00	0.00	66,177.12
Program 6 - Transportation	14,687.05	9,605.45	1,000.00	25,292.50
Program 7 - General Government	57,242.70	0.00	0.00	57,242.70
Total Expenditures	<u>221,636.16</u>	<u>9,605.45</u>	<u>1,000.00</u>	<u>232,241.61</u>
Balance as of December 31, 2011	<u>415,677.27</u>	<u>29,427.18</u>	<u>2,187.84</u>	<u>447,292.29</u>
Net Change in Fund Balance	<u>(22,204.09)</u>	<u>9,092.38</u>	<u>181.55</u>	<u>(12,930.16)</u>

RESOLUTION NO. 2012-01

A RESOLUTION TO ADOPT RULES OF COUNCIL FOR 2012 AND TO PROVIDE FOR CERTAIN OTHER ORGANIZATIONAL MATTERS

Introduced by _____.

WHEREAS, Council desires to establish the location of its Regular Meetings for 2012 and for January of 2013, to provide a method for members of the press and public to obtain notices of its meetings and of the matters to be considered thereat, and to establish Rules for the conduct of its meetings;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE VILLAGE OF RIVERLEA, OHIO, A MAJORITY OF ALL MEMBERS THEREOF CONCURRING, THAT:

Section 1. Location of Meetings. (a) The Regular Meetings of the Council of the Village of Riverlea during 2012 and January 2013 shall be held at the following locations on the following dates, provided that the date and location of any meeting may be changed as provided in the Rules of Council attached hereto:

<u>Date</u>	<u>Location</u>
January 17, 2012	
February 21, 2012	Thomas Worthington High School
March 19, 2012	300 West Granville Road
April 16, 2012	
May 21, 2012	
June 18, 2012	
July 16, 2012	
August 20, 2012	
September 17, 2012	
October 15, 2012	
November 19, 2012	
December 17, 2012	
January 22, 2013	

(b) The date, time or place of a Regular Meeting may be re-scheduled as provided in the Rules of Council. The Clerk-Treasurer shall post upon the bulletin boards maintained by the Village for that purpose, in the five most public places in the Village as determined in this Resolution, written notice that shows the date, time and location of every Regular meeting of Village Council and the date, time, location and purpose of every Special Meeting of Council.

(c) Regular Meetings, Special Meetings or Emergency Meetings of the Village Council shall be conducted within the territorial limits of the Village of Riverlea, within the territorial limits of the City of Worthington or within the territorial limits of Sharon Township, whether or not located within another municipality. Council of the Village of Riverlea specifically finds that the conduct of meetings of Village Council outside the territorial limits of the Village of Riverlea, but within the areas identified above, will promote the public welfare by permitting better public access to and participation in the meetings of Council.

Section 2. Notice of Meetings or of the Subject of Meetings. The Clerk-Treasurer shall give by mail or facsimile transmission or by other reasonable means notice that shows the date, time and location of every Regular meeting of Village Council and the date, time, location and purpose of every Special Meeting of Council to any person who requests the same.

Section 3. Adoption of Rules. Council hereby adopts for the conduct of its meetings the Rules of Council attached hereto as Exhibit A. Such Rules shall continue in force until amended or rescinded by further action of Council.

Section 4. That pursuant to Sections 731.25, Ohio Revised Code, the Council of the Village of Riverlea hereby determines that publication of this Resolution in a newspaper is unnecessary and does hereby determine that this Resolution shall be published by posting copies hereof in the five following places which are determined to be the five most public places in the Village of Riverlea, Ohio:

1. The Circle on West Riverglen Drive.
2. The Ravine Park on West Riverglen Drive.
3. The Northeast corner of Beverly Place and Dover Court.
4. Lot 75 on West Riverglen Drive.
5. Lot 7 on West Southington Avenue.

Copies of this Resolution shall be posted continuously in the above-mentioned places for a period of fifteen (15) days and at the expiration thereof this Resolution shall become effective.

WHEREUPON, this Resolution was adopted this 17th day of January, 2012.

Kirk M. McHugh, Mayor

ATTEST:

Pamela M. Colwell, Clerk-Treasurer

I hereby certify that on the ____ day of January, 2012, I posted a copy of the above Resolution in each of the five places heretofore designated by Council as the most public places in the Village of Riverlea and that the same remained there posted continuously for fifteen (15) days.

Pamela M. Colwell, Clerk-Treasurer

Village of Riverlea Rules of the Village Council

A. REGULAR AND SPECIAL MEETINGS

1. REGULAR MEETINGS:

Regular meetings of the Council are held on the third Monday of each calendar month, except during January and February, in which months the Regular Meeting shall be held the Tuesday that follows the third Monday. The Mayor by proclamation and the Council by Motion may re-schedule the time, date or location of a Regular Meeting, provided that notice of the re-scheduled meeting shall be provided at least three (3) days preceding of originally-scheduled date of the meeting pursuant to Section 4 below. By Motion or Resolution at its Regular Meeting scheduled in January, Council shall establish the location of the Regular Meetings for the year, and for the first meeting of the next succeeding year.

2. SPECIAL MEETINGS:

Special meetings of the Council may be called by the Mayor or by three members of Council with twenty-four hours public notice and notification of any media who have requested such notice.

3. EMERGENCY MEETINGS:

Emergency Meetings may be called by the Mayor or by three members of Council. Immediately upon calling an emergency meeting, the Clerk-Treasurer or, if he or she is not available, the person(s) calling the meeting shall notify any media and any other person who has requested such notice.

4. NOTICE OF MEETINGS:

Except as provided in Section A(1) above, notice of all regular and special meetings will be posted at least twenty-four hours preceding the meeting at the five bulletin boards located within the Village and theretofore determined by Council to be the most public places in the Village. All notices for regular meetings shall include the time and place of the regular meeting. All notices for special meetings shall include the time, place, and purpose of the special meeting. The Clerk-Treasurer shall be responsible to provide notice of any Meeting of Council in accordance with the provisions of Ohio law, including Ohio's Open-Meetings Law.

5. MINUTES OF MEETINGS:

A written record journal of the proceedings of the meetings will be kept by the Clerk-Treasurer of the Village or his or her designee, or by the person appointed by Council to record such minutes during the absence of the Clerk-Treasurer. The minutes need not be verbatim, but must be adequate to enable the public to understand and appreciate the rationale for the decisions and actions described therein. The minutes shall be signed by the person taking the same and shall be open to public inspection. Proposed minutes of a regular or special meeting will be available for public inspection not later than the third day preceding the next Regular meeting of Council. A copy of these minutes shall be distributed to each member of Council and the Mayor for their review prior to the next meeting. Approved minutes will be available for inspection no

later than three business days after the meeting at which the minutes were approved. The minutes need only reflect the general subject matter of discussion in executive session outlined in Section E of these rules.

B. CONDUCT OF MEETINGS

1. MEETINGS TO BE PUBLIC:

All meetings of the Council shall be open to the public subject to the rights of Council to meet, but not take action, in a non-public executive session as outlined in Section E of these rules. At regular and special meetings, citizens shall have a reasonable opportunity to be heard under such rules and regulations as the Council may prescribe.

2. QUORUM:

Four Council members shall constitute a quorum for the transaction of business; except that if a vacancy or vacancies exist in the position of member of Council, a quorum shall be comprised of a majority of the total number of Council members then qualified and serving. If during the course of a meeting, the departure of a Council member results in less than a quorum, the meeting will be adjourned.

3. PRESIDING OFFICER:

The Mayor shall preside at all meetings of the Council. In the absence of the Mayor, the President of Council shall preside. In the absence or disability of both, members shall elect a temporary presiding officer from among their own number to serve during the meeting.

4. PARTICIPATION:

Participation in Council discussions during meetings shall be limited to the Mayor, Clerk-Treasurer and Council members unless specific participation is directly requested by Council members. This does not limit public participation as called for in Section F of these rules.

C. LEGISLATION

1. ORDINANCES AND RESOLUTIONS:

Prior to introduction, each proposed Ordinance and Resolution shall be submitted to the Mayor or the Clerk-Treasurer in writing, which may consist of an electronic version thereof, and shall then be introduced by a member of Council. No second shall be required upon introduction. The Council may discuss a proposed Ordinance or Resolution at the time it is introduced and make changes to the proposed Ordinance or Resolution without invalidating the introduction of the Ordinance at that time.

2. COPIES OF ORDINANCES AND RESOLUTIONS:

The Clerk shall make available for public inspection copies of Ordinances or Resolutions under consideration by the Council.

3. READING OF LEGISLATION:

Immediately upon introduction, the Clerk-Treasurer shall read the title of the Ordinance or Resolution as introduced. The reading of the title of an Ordinance or Resolution shall constitute a reading of the legislation. Ordinances and Resolutions will not be read in their entirety unless

requested by a Council member present. Unless the three readings are waived by Council action, at the next two succeeding Regular Meetings, or at an earlier special meeting if such matter is noticed as a matter to be considered for such meeting, the Clerk-Treasurer shall read the title of the Ordinance or Resolution. No action of Council shall be required to cause the subsequent reading of such Ordinance or Resolution, but the Clerk-Treasurer shall not read such Ordinance or Resolution if the same has been tabled by Council to a date after the date of such meeting.

Upon the completion of three readings, or a lesser number if such readings are waived, no Ordinance or Resolution shall be considered unless a Council Member first moves the adoption of the matter, and a second Council Member seconds such Motion. If no such Motion is introduced, or not seconded if so introduced, such action shall fail.

4. PROCLAMATIONS:

Proclamations may be issued by the Mayor or Council to celebrate outstanding contributions and worthwhile events.

D. VOTING

1. ROLL CALL VOTE:

Any member may call for a roll call vote and the roll shall be called upon such request. The names shall be called in alphabetical order. During the vote, Council members shall respond with “Yes” or “No” or “Abstain”. It shall not be in order for any member to explain their vote.

2. VOTING RESULTS:

In all cases where a vote is taken, the presiding officer shall announce the results.

3. VOTES NECESSARY TO TAKE ACTION.

No Ordinance or Resolution shall be passed without the concurrence of four members of Council. Any other Motion may be adopted by a majority of Council members present at a meeting, provided a quorum is present thereat. In determining whether the Mayor may vote to break a tie in matters pending before Council, a member who abstains shall not be counted as a “yea” or a “nay” vote, but shall be counted to determine the presence of a quorum.

E. EXECUTIVE SESSIONS

1. PURPOSE:

Executive Sessions shall be conducted only for one or more of the purposes described in Ohio Revised Code Section 121.22(G).

F. CITIZEN PARTICIPATION

1. PERSONS ADDRESSING COUNCIL:

Persons wishing to address the Council during any citizen participation period of a meeting shall sign in before or during the meeting indicating name, home address, and affiliation (if any), and when recognized to speak, shall provide the same information orally.

2. CITIZEN PARTICIPATION IN REGULAR MEETINGS:

The Council shall schedule a separate period for citizen comments on any issue. Each citizen may speak for up to three minutes unless this maximum time is increased for all citizens by the presiding officer or a majority of Council members present.

3. CITIZEN PARTICIPATION AT SPECIAL MEETINGS:

A citizen participation period shall be scheduled immediately following the roll call. Persons shall be permitted to address the Council only concerning the purpose for which the special meeting was called. The basic rules for conducting this period shall be the same as for the participation period at a regular meeting.

G. AGENDA

1. PREPARATION:

The Mayor and the Clerk-Treasurer shall prepare an agenda for each regular or special meeting of the Council. However, Council shall have the right to alter such agenda by Motion at its meeting. Council packets, including an agenda, shall be ready for distribution at least forty-eight hours preceding the time of a meeting.

2. DISTRIBUTION:

The meeting agenda and related background material will be submitted to Council members and available for public review by request to the Clerk-Treasurer by 5:00 p.m. on the day before the regularly scheduled meeting and at least twenty-four hours before the beginning of a special meeting, except in the event of any emergency meeting.

H. MISCELLANEOUS

1. RULES OF PARLIMENTARY PROCEDURE:

The presiding officer shall provide for the orderly transaction of business at meetings. The current edition of *Robert's Rules of Order* will be used as a guide provided it is not in conflict with these Rules of the Village Council, applicable Ohio law or the Code of Ordinances of the Village of Riverlea. The person conducting the meeting shall initially be responsible for interpretation of the Rules thereof, but any such interpretation may be altered by Motion of a majority of Council members present at the meeting.

Tabling of Ordinances and Resolutions: After any reading of any Ordinance or Resolution, upon a majority vote, the Council may table a measure to a date certain. At that meeting, a vote shall be had on the measure and, if not taken from the table at the meeting, the measure shall be terminated or tabled again to a date certain. Any measure that is terminated by not being taken from the table and not subsequently tabled, can be reintroduced at the same or a later meeting as a new measure. To the extent the foregoing provisions are inconsistent with *Robert's Rules of Order*, the foregoing provisions shall apply.

2. AMENDMENTS TO RULES:

The rules may be altered or amended by the vote of four members of Council.

3. SUSPENSION OF THESE RULES:

These rules may be suspended for a specific portion of a meeting by a majority of the members present at the meeting where it does not conflict with applicable Ohio law or the Municipal Code of the Village of Riverlea.

4. MEMORIALIZATION OF RULES OF COUNCIL:

The Rules of Council shall be memorialized by a Resolution of Council, and shall continue in effect until amended or rescinded by action of Council.

Adopted January 17, 2012