

The Village of Dunkirk council met in regular session on January 4, 2016. Mayor Cramer presiding. Gibson and Baum were sworn in prior to roll call. Hayes, Marshman, Baum, Prater, Cramer and Gibson present. Motion by Baum, second by Cramer, to approve minutes as presented. Motion passed 5-0-1 with Gibson abstaining.

Baum nominated Cramer for president. With no more nominations, motion by Baum, second by Marshman, to elect Cramer as council president. Motion passed 5-0-1, with Cramer abstaining.

Guests: none

Old Business: none

New Business: Hayes had a question about 479 W Patterson which started by saying it was being torn down. He was informed it was already torn down and discussion ended without any question presented.

Superintendent's Report: Submitted list of alleys to County Engineer for estimate. Once received he will give it to the street committee to review and decide which ones can be resurfaced this year. A village alley, currently a grassway alley, was discussed as a resident was parking in it and obstructing from any possible emergency passage. Solicitor Schwemer will send a letter to the resident. Stated that he and McCoy will remove what Christmas lighting they can reach and then Shook will come in for the higher stuff. Also reported that the plows are serviced and ready for snow, trees from grant are now planted, gift cards were presented to Shook for his help with the Christmas decorations, and that he reviewed the budget that the finance committee agreed upon and was happy to see most all projects included. Lastly he requested payment of his annual medical stipend which was approved.

Fiscal Officer's Report: Correspondence sent: ADP – HB5 survey Correspondence received: BWC-notice of 2015 billing and 2016 invoicing; AOS – 17th annual local government officials' conference dates of March 22-24; Ohioopenthebooks.com – public records request; AOS – printer selection for 2016 equipment rollout. Reports presented: December month end: bank reconciliation; payment and receipt listings; appropriation and revenue supplementals. Fiscal officer's annual hours report; 2015 council attendance record; 2015 year end schedule of outstanding debt; 2015 comparison of budget vs actual receipts; 2015 year end income tax monthly collection report. Income Taxes: ended 2015 at 92% of budgeted collected. Other Misc: Announced that 2015 is reconciled and closed, annual financial report is completed and already sent in to State Auditor, Certificate of Balances is ready for County Auditor and will be delivered once budget is passed. Stated she still needs to complete the Hinkle/AFDRS report to the state. Discussed the BPA policy changes taking place so that council is aware. Also agreed she should include a note on amnesty ending soon. Asked if she should purchase the two additional Christmas decorations while after season sale was on, all agreed to do so. FO Spencer reported that she has donated some candy canes for the townhall tree, and that her credit card was infiltrated this year but has already been closed and a new card on its way.

Legislation: ORDINANCE 2016-01 2016 ANNUAL BUDGET
WAIVE 3 READING RULE – 1ST Marshman, 2ND Hayes, ROLL 6-0
PASS ORDINANCE– 1ST Marshman, 2ND Baum, ROLL 6-0

Solicitor's Report: nothing new

Mayor's Report: Read a thank you card from Lisa Walden in regard to the downtown improvements – flowers, benches, Christmas lights. Discussed committee assignments and asked that all be active in serving. Discussed the council's goals and asked that they continue to work together to keep improving things. Lastly she requested that anyone who will be absent from a meeting please call and inform her, FO Spencer, or someone, that you will not be in attendance.

Motion by Hayes, second by Cramer, to accept the financial reports as presented. Motion passed 6-0.

Motion by Baum, second by Cramer, to accept the bills as presented:

PAID PER BPA APPROVAL-GIVEN 12-14-15

ACE HARDWARE	MISC CHARGES	\$ 144.97
ALLOWAY	TESTING	\$ 52.00
DON HULL TREE CARE	TREE REMOVAL @ LAGOON	\$ 1000.00
HACKWORTH CONST	EXCAV/PLANT 6 TREES	\$ 260.00
TIME WARNER CABLE	PHONE/DSL/LIFT STATIONS	\$ 579.22
J&N HALLERS	JAN-MAR 2016 SERVICES	\$ 152.00
ROBINSON SALT	WATER TREATMENT SALT	\$ 3684.40

PRESENTED FOR PASSAGE

AMERICAN ELECTRIC	ELECTRIC	\$ 2963.72
HARDIN CO REG PLANNING	2016 ASSESSMENT	\$ 612.50
VERIZON	CELLS	\$ 134.25

PAYROLL & LIABILITIES

Motion passed 6-0.

Motion to adjourn until the next regular meeting, **January 19, 2016**, was made by Marshman and seconded by Cramer. Motion passed 6-0.

Mayor

Fiscal Officer

The Village of Dunkirk BPA met in regular session on January 11, 2016. All members present. Minutes were approved as presented.

Meeting began with the nomination and election of Delong for board president. Motioned by Hipsher, 2nd by Driskill, with a roll call of 2-0-1, with Delong abstaining.

Guests: none

Fiscal Officer's Report: Correspondence Sent: County Auditor – assessment reversal due to receipt of payment in full to the village. **Correspondence Received:** none **Utility account updates:** Removed late fee from P Caudill as he did end up paying as per prior agreement; Adjusted water billing for a prior cycle on H Reffitt Jr account due to water being shut off; Adjusted water from C Dysert account due to her leaving for the winter as of the last billing; Received pledge of payment from CAC for T Wilson and H Cook; Provided copies of all bills sent with notes to those unable to make payment arrangements in the current cycle. **Reports presented:** December month end: payment and receipt listings; appropriation, revenue and fund status **Other Misc:** Presented the final draft of the letter going out regarding the new policies adopted by the board. She noted that council had been informed and that a note regarding the amnesty period was added per their request.

Delong mentioned the 2015 appropriation status report and commended FO Spencer for keeping them on track.

Superintendent's Report: Salt quote had an increase which was passed on from the actual provider of the product, not our provider of service. They did manage to cut delivery some to help a little. FO Spencer voiced concern with the pricing of the new salt and suggested the board keep an eye on things once all equipment is working properly and a true standard is met. Next Supt Cramer presented the Aqualine leak detection quote of \$925. Motion by Hipsher, second by Driskill to accept. Motion passed 3-0. Cramer reported that the control board to the furnace in one of the out buildings at the plant needed replaced. It is ordered and should arrive soon.

FO Spencer asked Supt Cramer if the pump parts from Crane had yet arrived. Because they haven't, she will be contacting them once again as the issue is with the method of payment Crane's rep wishes to use. Cramer feels that the representative doesn't want to mess with the paperwork to set up as a customer and that is why she insists on credit card payment. FO Spencer has attempted to contact and offered to provide whatever documentation is needed, explaining that the village doesn't allow this size of charge on the employee credit cards.

Motion by Driskill, second by Hipsher, to pay the bills as presented:

ALLOWAY	TESTING	\$ 448.20
AMERICAN ELECTRIC	ELECTRIC	\$ 856.62
ARTESIAN OF PIONEER	SOFTENER PARTS	\$ 425.85
HARDIN CO EMA	ANNUAL ASSESSMENT	\$ 218.75
OHIO DAS	ANNUAL RENEWAL	\$ 100.00
ROBINSON SALT	NOV SALT NO BILLED	\$3740.27
VISA FIRST CITIZENS	MISC CHARGES	\$ 393.90
WEX BANK	FUEL	\$ 168.74
XEROX	MAINT AGREEMENT	\$ 69.23

PAYROLL AND LIABILITIES

Motion passed 3-0.

Motion to adjourn until the next regular meeting, **January 25, 2016**, was made by Delong, second by Hipsher.

Motion passed 3-0.

BPA President

Fiscal Officer

The Village of Dunkirk council met in regular session on January 19, 2016. Mayor Cramer presiding. Hayes, Marshman(tardy), Baum, Cramer and Gibson present. Prater absent. Motion by Baum, second by Cramer, to approve minutes as presented. Motion passed 4-0.

Guests: none

Old Business: Hayes questioned FO Spencer as to where the other 8% of the income taxes for 2015 were. She explained that last meeting's report stating that 92% of the budgeted income taxes were collected meant that they were 8% short of what they budgeted to receive.

New Business: Baum asked that there be some sort of notice to downtown businesses to be sure to clear their section of sidewalk at times of inclement weather. No action was taken. Next she asked that she would like to have a park committee meeting in February.

Superintendent's Report: A recall came in on the mower and it has been picked up to be addressed. Quality Mechanical will be replacing the control board on the furnace in the rear outbuilding at the plant. Due to lighting issues with the dump truck, he and McCoy fixed what they could and then took it to Snappy's to repair the issues they weren't able to do. He noted that they are having a strobe light installed for safety during plowing. Council all agreed this was a needed addition.

Fiscal Officer's Report: Correspondence sent: BWC 2015 accident report; OML 2016 roster; certified copy of officials sent to Hardin Co Board of Elections. Correspondence received: Hardin Co Regional Planning request for names of Village representatives. Will complete and return. Reports presented: none Income Taxes: nothing to report Other Misc: Reserved hotel for Annual Local Gov't Officials conference to avoid being stuck with higher cost rooms at last minute. Conference is in April. Passed out information for OML newly elected official training to all. Working on mailings for HB5 and BPA policy changes. Two needed pole decorations were ordered as requested. Stated W2s and 1099s would be prepared the following week.

Legislation: none

Solicitor's Report: n/a

Mayor's Report: Shared invitation for a Human Trafficking session on January 28th. Discussed actions taken by sheriff's dispatcher when the Dunkirk pagers failed to function during the time of a recent accident at 68/81. Reported that the solicitor did sent notice to resident about parking in a village alley.

Supt Cramer reported that Blanchard Township Trustee, Steve Wykes, learned that the recycling truck didn't come this month due to weather conditions. Cramer asked that word be passed along that if there is any level road emergency the truck will not run. FO Spencer will add to website and council agreed that Supt Cramer order a sign to be hung at the location for these occasions.

Motion by Marshman, second by Cramer, to accept the bills as presented:

ADVANCE AUTO	MISC CHARGES	\$122.24
HARDIN CO TREAS	PROPERTY TAXES 2016	\$115.72
SHELDON GAS	NATURAL GAS SERVICE	\$ 98.54

PAYROLL & LIABILITIES

Motion passed 5-0.

Motion to adjourn until the next regular meeting, **February 1, 2016**, was made by Hayes and seconded by Marshman. Motion passed 5-0.

Mayor

Fiscal Officer

The Village of Dunkirk BPA met in regular session on January 25, 2016. All members present. Minutes were approved as presented.

Guests: none

Fiscal Officer's Report: **Correspondence Sent:** none **Correspondence Received:** none **Utility account updates:** J McQuiston just received her water bill the week of the 18th, damaged by the post office. Request waive of late fees providing they present the card for verification upon paying on February 3. All approved. **Reports presented:** none **Other Misc:** Turned in a complaint with Crane on their website on 20th and received the application forms via email this morning. Finally resolved so parts can be ordered by Supt Cramer. Currently gathering information for the USDA annual reporting.

Delong asked about the furnace parts. Supt Cramer stated they weren't installed yet.

Superintendent's Report: Presented a quote from Brian Shook Electric to replace the remaining 30+ y.o. wooden posts at the lagoon with steel bollards at a total cost of \$2200. There are 6 old posts remaining that haven't been replaced due to rotting. The bollards are used to run the cables at the lagoon. Motion by Hipsher, 2nd by Driskill, to accept the quote and replace the last of the wooden bollards. Motion passed 3-0. Discussed the search for a large leak on the 21st. Found at T Crowe residence and shut off. They notified owner Rodney Crowe as Tony was out of town.

FO Spencer and Supt Cramer discussed a situation with a resident owning an empty home looking for a way out of a utility bill for the empty home. They have sent a request for legal advice to the solicitor.

Supt Cramer discussed the recent discoveries of entities with high lead levels in the drinking water. He explained the procedure for lead testing and assured the board that Dunkirk lead levels are very safe. He added that in testing, while getting samples from different areas of the village, he also tries to get the known lead-lined homes for assurance. Upon testing, the EPA and each resident from which a sample was taken gets a certified stamped printout of the results.

Motion by Delong, second by Driskill, to pay the bills as presented:

ALLOWAY	TESTING	\$ 65.50
AMERICAN ELECTRIC	ELECTRIC	\$ 64.57
FIRST CITIZENS	SAFE DEPOSIT BOX	\$ 60.00 (AUTO W/D)
ML TECH	CHLORINE	\$ 130.00
SNAPPY'S OUTDOOR EQUIP	DUMP TRUCK WIRING WORK	\$ 521.59
VERIZON	CELLS	\$ 134.45

PAYROLL AND LIABILITIES

Motion passed 3-0.

Motion to adjourn until the next regular meeting, **February 8, 2016**, was made by Hipsher, second by Delong. Motion passed 3-0.

BPA President

Fiscal Officer

The Village of Dunkirk council met in regular session on February 1, 2016. Mayor Cramer presiding. Hayes, Marshman, Baum, Prater, Cramer (tardy) and Gibson present. Motion by Baum, second by Gibson, to approve minutes as presented. Motion passed 5-0.

Guests: none

Old Business: none

New Business: Hayes requested that a street committee meeting be held to review the County Engineer's quote on alley resurfacing and prepare their recommendation for the next council meeting. Members chose February 3rd at 1:30pm to meet. Next he mentioned that he is working with a few businesses to try and get them to locate in Dunkirk, and that he is waiting for a return call about the FFA making the directional signage for the Village.

Gibson discussed the Human Trafficking session that she and Baum attended. Stated it was very informative. Mentioned the "Daughter's Project" which is a safe house for victims. Baum noted that it isn't just about prostitution but laborers as well. And, she added, it is a lot closer than we would like to think.

Prater had a request from residents to plant trees at the end of the benches around the playground area so parents could have some shade when watching their children. Supt Cramer stated that there are already trees planted at every bench but they will take time to grow.

Baum mentioned a property that has been the subject of a couple drug busts and asked the solicitor if anything could be done about it. Solicitor Schwemer assured them that the owner was being proactive on the situation and to give it time. He went on to say that if an owner isn't of the community they may not know what is going on and advised that someone should let them know somehow. Next she brought up the clearing of sidewalks and asked that some sort of action be taken. FO Spencer will prepare letters to advise the businesses/organizations of their need to clear sidewalks at their location during inclement weather. Baum asked to set up a park committee meeting. Members scheduled it for February 16th at 6:00pm.

Superintendent's Report: Mentioned the quote from the County Engineer for resurfacing the alleys. He provided a copy to each committee member for review. He spoke with John Ramsey of Hardin County Monuments and he is going to provide a quote for burning in the lettering on the memorial benches. They are going to wait until the weather clears and they are out of storage.

Fiscal Officer's Report: Correspondence sent: Mailed W2s/1099s and BPA policy letters. USDA annual reporting is completed. Correspondence received: none Reports presented: January month end: bank reconciliation; payment and receipt listings; appropriation, revenue and fund summaries; appropriation supplemental. Income Taxes: TY15 individual tax returns coming in already. All annual reconciliations are matching, but one, to date. Other Misc: Thanked Gibson, Supt Cramer and Assistant McCoy for assisting with the bulk mailing. Noted the next meeting will be on Tuesday the 16th due to the holiday. Announced the dates she will be out of state for business. Discussed ohiocheckbook.com and stated that in learning more about it and seeing the tools it provides, she was in favor of going online and reporting with them. Some members had concerns with the ramifications of putting the financials out in the public and asked for more information and a demonstration before they made a decision. Their main concern was that their choices in spending would be held against them. Brought up the Hardin County Community Foundation grant application period and asked for any additional input. It was mentioned she was to get permission for her projects. She listed those projects which passed in the 2016 budget and no one was in opposition to anything mentioned. Lastly she noted that the Local Gov't Officials' Conference registration and itinerary wasn't available yet. She assured them she would share the info once it was received so that anyone else wishing to attend would have the opportunity voice their interest and plans could be made accordingly.

Legislation: none

Solicitor's Report: Nothing new but asked if the vehicle in the alley was dealt with. He was informed that the owner complied.

Mayor's Report: Brought up an idea she and Baum had to record the meetings and asked the solicitor his opinion. Baum felt it would cover misunderstandings. FO Spencer noted it would become a public record and have to be stored as such. Solicitor Schwemer advised against it considering council tends to go off topic often. Mayor Cramer reported on the County Mayor's meeting. Swartz Contracting & Emergency Services was in attendance trying to get them to sign that their respective villages would use them in the event of a disaster of village/city property. All mayors chose to take it back to their legal advisors. Solicitor Schwemer reviewed the document in question and felt it did indeed commit the entity to using them. It was stated that they could still be called for a quote but didn't need to be committing. All agreed. Lastly she noted that Hayes would be attending the Chamber of Commerce meeting on February 16th in her place. The meeting is on land banks. Prater showed interest in attending as well. Hayes will call and make the reservation for himself and Prater.

Motion by Hayes, second by Prater, to accept the financial reports as presented. Motion passed 6-0.

Motion by Gibson, second by Cramer, to accept the bills as presented:

AMERICAN ELECTRIC	ELECTRIC	\$ 3,245.09
GOV'T ACC'TING SOL.	1099G FORMS/ENVELOPES	\$ 38.00
IDNS	WEB DOMAIN RENEWAL (5 YRS)	\$ 180.00
SCIOTO SIGNS	RECYCLE CLOSED SIGN	\$ 40.00
TIME WARNER	PHONES/DSL/LIFT STATIONS	\$ 580.68
USDA	ANNUAL LOAN PAYMENT-APRIL 1	\$108,292.50

PAYROLL & LIABILITIES

Motion passed 6-0.

Motion to adjourn until the next regular meeting, **February 16, 2016**, was made by Marshman and seconded by Gibson. Motion passed 6-0.

Mayor

Fiscal Officer

The Village of Dunkirk BPA met in regular session on February 8, 2016. All members present. Minutes were approved as presented.

Guests: none

Fiscal Officer's Report: Correspondence Sent: Vanderbilt Mortgage-account history for 440 N Main; OEPA – 2015 sewer/water rate survey **Correspondence Received:** none **Utility account updates:** Final bills prepared for T Wilson, P Jasper, and J Castle. **Reports presented:** Delinquent list of non-arranged accounts and the arrangement list to date. **Other Misc:** nothing

Superintendent's Report: Reported that he and McCoy were able to rebuild all but two air pumps for the lift stations. To replace those two the cost is \$338 each. Board approved purchase. Discussion was held concerning algae bloom in lagoons. Due to an unusually warm winter, the 2015 growth wasn't killed off. Board agreed with need to get a quote for a treatment to kill it and prevent any new thru 2016. Next Supt Cramer noted that the salt consumption has gone down considerably, easing concerns discussed prior. He guesses that the initial use was up because they had completely emptied the tank and it needed to repack the bed of the tank.

Delong asked if the outbuilding furnace was fixed yet. Supt Cramer confirmed it was repaired and working.

Motion by Delong, second by Driskill, to pay the bills as presented:

BPA	00106600/00214100 DEPOSIT APPLIED	\$ 243.20
UTILITY CUSTOMER	00214100 DEPOSIT REFUND	\$ 56.80
ALLOWAY	TESTING	\$ 258.00
AMERICAN ELECTRIC	ELECTRICITY	\$ 863.99
CRAUN LIEBING CO	REPAIR PARTS FOR LIFT STATIONS	\$ 351.22
FIRST CITIZENS VISA	MISC CHARGES	\$ 522.69
HD SUPPLY	WATER DEPT PARTS	\$1116.38
MOMAR	ICE BREAKER	\$ 180.05
ROOT LUMBER	W PLANT SUPPLIES/STREET PATCH	\$ 203.86
SHELDON GAS	NATURAL GAS	\$ 207.26
XEROX	MAINT AGREEMENT	\$ 97.45

PAYROLL AND LIABILITIES

Motion passed 3-0.

Motion to adjourn until the next regular meeting, **February 22, 2016**, was made by Driskill, second by Delong. Motion passed 3-0.

BPA President

Fiscal Officer

The Village of Dunkirk council met in regular session on February 16, 2016. Council President, Josh Cramer, presiding at Mayor Cramer's absence. Hayes, Marshman, Baum, and Gibson present. Prater absent. Motion by Baum, second by Gibson, to approve minutes as presented. Motion passed 5-0.

Guests: none

Old Business: Hayes discussed issues the ordinance committee is having with people swapping vehicle plates and blocking plates from view. He turned in other vehicle violations and stated that he, Pres Cramer, and Supt Cramer will be keeping an eye on the situation.

New Business: Hayes discussed some of what was learned when he and Marshman attended a session on County Landbanks. Highlights were that it will help demolish or rehab homes and that Regional Planning would control the purse-strings should the commissioners choose to go forward and create a landbank. Also mentioned the point system to qualify and that in this case the land does not stay in the owner's possession as was with the prior demolition programs. Marshman noted that he has requested the power point via email so that others interested can learn more. Next Hayes mentioned complaints about 416 W Patterson being non-compliant to village ordinances as it is not secured. All agreed that even if it is being rehabbed, it does need to be secure. During the discussion two other properties were mentioned as being unsecured, 111 S Main and 131 W Patterson. FO Spencer will send email to Solicitor Schwemer in regard to vehicle violations and request letters for the three unsecured properties.

Marshman presented copies of NHCDF's 2015 annual report. He announced that due to cutbacks and overage of levy monies they are purchasing a pumper to replace the current one. He added that due to age there are parts that are obsolete and it makes it more difficult to keep it running. Hayes added that people need to keep in mind that we have some outstanding volunteers on the force and need to be thankful. Next Marshman discussed his timing of the Main/Patterson traffic light vs the one in Arlington. He noted that Arlington's cross traffic doesn't have as long of a green light as the main drag, but yet in Dunkirk both directions have the same timing. Hayes had concerns with summer traffic crossing Main being heavier. Marshman suggest taking the cross traffic (E/W) green and yellow timing down to shorten the wait time on Main Street. After much discussion there was still concerns of the safety and it was agreed upon to make the change on a trial basis. Motion by Marshman, second by Gibson, to change the timings at the Main/Patterson traffic light to accommodate a more reasonable flow of traffic at that intersection. The exact time to be determined by recommendation of the contractor performing the change. The change is set to run thru June 30 with the first July meeting set for decision to keep or return to former timing. Motion passed 5-0.

Gibson reported on behalf of the CIC. She stated that in 2015 the CIC donated at total of \$6865.36, with \$4040.69 of that going to the Village and the remainder going to other small projects such as Easter Egg Hunt, food pantry etcetera.

Baum reported on the park board meeting held prior to this meeting. She stated that they were going to check with the FFA for help with a park day where the new playground unit would be installed and all would give the grounds a spring cleaning in preparation of the coming season. She then announced that the committee will be holding monthly meetings, barring November-January, on the 4th Wednesday of the month at 7:30 pm. She stated that they wanted to be accessible to the people for any ideas and issues, so that the committee could then bring things to council to address.

Superintendent's Report: Asked if council was interested in going in on the Spring Cleanup with Blanchard Township. Due to lack of Village resident participation in prior years, and given that Dunkirk is a part of the township, they chose to step out of the project. Next he reported that the cost of field conditioner was going to be \$2880 but the finance committee had only appropriated \$2500 for this due to certain reasoning that didn't hold true. He asked if the general fund would cover the balance so that he can place the order. Motion by Marshman, second by Hayes, to pay the remainder out of the general fund. Motion passed 5-0. Supt Cramer informed council that the new flags for downtown had been

ordered and will arrive soon. Lastly he reported on the PEP inspection that took place earlier in the day. It was found that the 2015 fire extinguisher testing didn't take place. He has already discussed it with NHCDF member, Kevin Ridgeway, who will be setting up inspections asap. The other item found was in the 2012 Park Rules Ordinance which bans guns. Given this is not lawful under conceal carry laws, FO Spencer will refer the issue to Solicitor Schwemer to prepare the amendment to strike guns from the weapon ban. Supt Cramer will also take care of any conflict on the park rules sign.

Fiscal Officer's Report: Correspondence sent: Letters re snow removal to all downtown businesses and organizations; PayCor re a payroll withholding report discrepancy; CF&E Railroad 2015 mowing bill; and Sec'y of State- 2016/17 elected officials report. Correspondence received: PEP renewal forms. She stated that she and Supt Cramer will review and make any additions/corrections and return for them to prepare the new insurance quote. Reports presented: none Income Taxes: Announced that January collections exceeded those of 2015 and the February was already in excess of 2015 as well. She was unsure as to this pointing at more income or just more taxpayers paying in early. Other Misc: She completed the Hinkle report, submitted it, and has received verification of acceptance. Asked for last call on any interested in the OML council training or the Local Gov't Officials' Conference. No one had interest in the OML session but some were considering the LGO conference and will get with her as to their decisions so that proper payment can be passed in bills at next meeting.

Legislation: none

Solicitor's Report: n/a

Mayor's Report: n/a

Motion by Marshman, second by Hayes, to accept the bills as presented:

XXXXXXX	INCOME TAX REFUND	\$ 122.00
XXXXXXX	INCOME TAX REFUND	\$ 239.00
ADVANCE AUTO	MISC SUPPLIES	\$ 366.12
HARDIN CO ENGINEER	GRIT FOR STREETS	\$ 198.37
BWC	2015/2016	\$1135.09
WEX BANK	FUEL	\$ 259.38

PAYROLL & LIABILITIES

Motion passed 5-0.

Motion to adjourn until the next regular meeting, **March 7, 2016**, was made by Baum and seconded by Gibson. Motion passed 5-0.

Mayor

Fiscal Officer

The Village of Dunkirk BPA met in regular session on February 22, 2016. All members present. Minutes were approved as presented.

Guests: none

Fiscal Officer's Report: **Correspondence Sent:** none **Correspondence Received:** none **Utility account updates:** Applying M Adams deposit (00107500), one account was turned off for nonpayment but is paid and back on. **Reports presented:** Delinquent list. **Other Misc:** Reminded members she will be out of state early March.

Superintendent's Report: absent due to illness

Mayor Cramer reminded members of the community meal on the 23rd.

Motion by Driskill, second by Hipsher, to pay the bills as presented:

BPA	00107500 DEPOSIT APPLIED	\$ 150.00
ACE HARDWARE	SUPPLIES	\$ 5.28
ALLOWAY	TESTING	\$ 218.20
CRAUN LIEBING	AIR PUMPS FOR LIFTS	\$ 676.00
ML TECH	TREATMENT CHLORINE	\$ 167.50
STUMPS FIRE	EXTINGUISHER INSPECTIONS	\$ 35.90
TIME WARNER	PHONES/DSL/LIFTS	\$ 580.68

PAYROLL AND LIABILITIES

Motion passed 3-0.

Motion to adjourn until the next regular meeting, **March 14, 2016**, was made by Driskill, second by Delong. Motion passed 3-0.

BPA President

Fiscal Officer

The Village of Dunkirk council met in regular session on March 7, 2016. Mayor Cramer presiding. Cramer, Hayes, Marshman, Baum, Prater, and Gibson present. Motion by Baum, second by Hayes, to approve minutes as presented. Motion passed 6-0.

Guests: HN FFA Advisor, Krista Hellwig, and student Trent Prichard, were present to present the results of their research on directional signage and had many questions before being able to move forward with the project. Street Committee will meet to review, discuss and make recommendations to the council before anything else is done. Marshman stated that he appreciated the work she had done.

HN Principal, Hoelzle, and seniors Katie Gault and Carter Gilmore were present to discuss a Community Service Day being planned for May 17 (rain date May 24). Mr. Hoelzle stated that with the number of students and number of hours given, it will equal around 600 hours of service. They requested the use of the park for cookout and fun following the event that day. Council unanimously agreed and thanked them for their willingness to provide such a service.

Old Business: Hayes still talking with businesses to come to town but has been asked about incentives. Asked that the commerce committee get together and prepare something for council to approve.

Marshman reported that the old tanker has sprung a leak. Southeastern Hardin Northwest Union Joint Fire District has loaned them one of theirs to use until the new one arrives later in the year. Council asked to pass on their thanks.

Gibson asked to readdress the stop light at Main and Patterson. She, and others, feel that they didn't totally understand what they voted for at the prior meeting. Councilman Cramer interrupted and stated that he had timed the light a number of times as he knew this was coming up. He stated that the cross traffic is already at approximately 33 seconds of green/yellow vs the Main street direction of 52 seconds. Cramer said that Shook recommended not going any lower. With the difference in time from what Marshman had thought was the time, the motion from the February meeting was killed.

Baum asked if the park was open. Sup't Cramer confirmed it was.

New Business: Hayes asked that the ordinance committee get together and start going around to catch violations.

Gibson suggested Jim Boedecker for the Family Fun Day. Date of September 25th was then set. Gibson will check with his schedule.

Prater reported a complaint from a resident regarding a pickup parked at the back of a neighbor's yard with junk in it. She was informed that the vehicle was already turned in to the solicitor.

Superintendent's Report: Park is ready all but water. Shelter windows are being made. Asked if council wanted to make the first spot of the town hall's north parking lot a handicap for vans as they cannot use the street side ones. All agreed. Placed children at play signs on Cherry Street. Announced that April 2nd is the Blanchard Township Cleanup. He is having Hulls Tree Care take care of a limb on a town tree in an alley. Presented a quote from Shook Electric to replace a rotting light pole at Polar Bear Field. The quote, for pole, removal, replacement, and electric work was \$4500. He stated that in the work they will also place the pole outside of the homerun fence for safety reasons. Motion by Hayes, second by Baum, to accept the bid and have the work done to avoid any accidents from the rotting pole.

Fiscal Officer's Report: Correspondence sent: Ohio Public Entities Pool – property updates for renewal quote; Ohio Open the Book- public record request completed; Census Bureau – survey completed; Solicitor Schwemer – items from last meeting, vehicle violations, park rule issue from park inspection, and unsecured properties; Hardin County Community Foundation – grant applications.

Correspondence received: Census Bureau – another survey; Senator Brown – revitalizing Ohio's Neighborhoods; Sheldon Gas – rate decrease. Reports presented: February month end: bank reconciliation; payment and revenue listings; appropriation, revenue and fund summaries. Income Taxes: February closed ahead of 2015 Other Misc: She reminded council of her business trip and her absence on the 8th and 9th.

Legislation: none

Solicitor's Report: Vehicle violations will be sent on the 8th. He questioned if he was to send letters or violations to the unsecured homes. He was informed they just wanted letters first. Asked if council wished to remove firearms from the park rules ordinance of 2012. Due to insurance company's finding they felt they needed to. He will prepare the legislation. Next he asked if anyone was able to attend the landbank meeting. He was informed that Hayes and Marshman attended.

Mayor's Report: Mayor Cramer asked solicitor Schwemer about the legality of a boat being parked on the street. He stated that as long as the trailer it is on is properly tagged they can do so. Reported that there is going to be another meeting about land banks on April 5th. She asked Hayes and Marshman to attend. Next she asked Hayes to join her for an economic development meeting on March 18th. Next she discussed comments she is receiving about council sending out letters to residents to clean up when council themselves need to do some cleaning. She asked that all members be vigilant in caring for their properties to avoid such comments.

Supt Cramer brought up a suggestion from Todd Hackworth to set aside a few hours of one day in the week that the walking path is open to skateboards and roller blades. Asked about the harm on the path, Cramer stated it wouldn't hurt it. Baum stated that if there was no damage she was willing to consider something. Mayor Cramer commented "what about bikes?" and asked "what's next?". After much discussion it was felt best to leave as is with walkers only.

Motion by Gibson, second by Hayes, to accept the financial reports as presented. Motion passed 6-0.

Motion by Marshman, second by Hayes, to accept the bills as presented:

XXXXXXX	INCOME TAX REFUND	\$ 29.00
XXXXXXX	INCOME TAX REFUND	\$ 132.60
ACE HARDWARE	SUPPLIES	\$ 18.49
AMERICAN ELECTRIC	ELECTRIC	\$3877.34
COMP MANAGEMENT	COMP RENEWAL	\$ 330.00
FIRST CITIZENS VISA	MISC CHARGES	\$ 623.26
GOV'T ACC'TING SOLUTIONS	TAX SOFTWARE PYMT	\$ 475.00
GP DESIGNS	2 MORE STARS FOR POLES	\$ 719.93
HACKWORTH CONST	METER SERVICE WORK	\$ 300.00
POST OFFICE	POSTAL BOX RENTAL-1 YR	\$ 88.00
SHELDON GAS	NATURAL GAS	\$ 178.49
TREASURER OF OHIO	LGO CONFERENCE	\$ 500.00
VERIZON WIRELESS	CELLS	\$ 134.45
WEX BANK	FUEL	\$ 232.64
XEROX	MAINT AGREEMENT	\$ 86.79

PAYROLL & LIABILITIES

Motion passed 6-0.

Motion to adjourn until the next regular meeting, **March 21, 2016**, was made by Marshman and seconded by Gibson. Motion passed 6-0.

Mayor

Fiscal Officer

The Village of Dunkirk BPA met in regular session on March 14, 2016. All members present. Minutes were approved as presented.

Guests: none

Fiscal Officer's Report: Correspondence Sent: none. **Correspondence Received:** none **Utility account updates:** Applying H Deal deposit (00203300); Potentially two leak adjustment pending. Board agreed that she adjust upon Supt Cramer's verification of it being fixed. **Reports presented:** February month end: payment and receipt listings; appropriation, revenue and fund status. **Other Misc:** Will need to do one last mailing for shut offs as the shut off date didn't get put onto the cards. Software people had to adjust fields in the format to allow for it.

Superintendent's Report: Stated that the curb stop replacements are picking back up with the change in weather.

Delong discussed asking that McCoy be in attendance at meetings when Supt Cramer is on a leave. Mayor Cramer added that this is for BPA and Council, also noting she had informed him of this request before. They added that the purpose is to be available for any questions that come up, as well as it being a part of the job he is training to do. Hipsher asked Supt Cramer to inform McCoy of this request and be sure he understands.

Motion by Driskill, second by Hipsher, to pay the bills as presented:

BPA	00203300 DEPOSIT APPLIED	\$ 150.00
ACE HARDWARE	MISC SUPPLIES	\$ 87.86
ALLOWAY	TESTING	\$ 425.50
QUALITY MECH.	FURNACE WORK	\$ 885.41
ROBINSON SALT	WATER TREATMENT SALT	\$4476.79
ROOT LUMBER	MISC SUPPLIES	\$ 816.99

PAYROLL AND LIABILITIES

Motion passed 3-0.

Motion to adjourn until the next regular meeting, **April 11, 2016**, was made by Hipsher, second by Delong. Motion passed 3-0.

BPA President

Fiscal Officer

The Village of Dunkirk council met in regular session on March 21, 2016. Mayor Cramer presiding. Cramer, Hayes, Marshman, Baum, Prater, and Gibson present. Motion by Baum, second by Hayes, to approve minutes as presented. Motion passed 6-0.

Guests: none

Old Business: Hayes and Marshman reported on their attendance at a Economic Development meeting. The discussion was geared towards businesses and schools working together to get high school juniors and seniors some hands on experience in varying fields. Marshman informed Supt Cramer that the group would like to assign a student to help the village and asked that Cramer be considering tasks for someone to do in 2017.

Gibson reported that Boedecker was penciled in for the Fun Day. Mayor Cramer asked that FO Spencer get Qwik as a Wink Karaoke reserved.

Baum reminded all of the park committee meeting on Wednesday at 7:30pm.

New Business: Baum reported receipt of a complaint at 261 E Patterson vehicles being parked in the alley next to the residence, blocking passage by others. Hayes acknowledged it is an issue but isn't sure what can be done about it.

Superintendent's Report: Reported that the memorial benches are in the process of having the lettering burned in for better visibility. He and McCoy will be water sealing as soon as they are all burned. They have also been working on the shelter windows and painting of the inside. Cramer noted that he and McCoy aim to have inside painting completed and the outside painted by the end of the week.

Fiscal Officer's Report: Correspondence sent: US Census survey Correspondence received: First Citizens – official close of fraud charge on visa; Dept of Commerce – notice for any alcohol permit renewal objections. Council agreed there were no objections to report. Hardin Northern – proof of insurance as required by ball field use contract. Reports presented: none Income Taxes: Collections are up 10% over 2015. Other Misc: Collected \$4769.07 in ordinance violations and received payment for the third of four village provided sewer connections. Park sign sales letters will be going out soon. Will bill HN for field use once a schedule is turned in to Supt Cramer. Lastly Spencer reminded council that she and Councilmember Gibson will be attending the Local Government Officials' Conference.

Legislation: none

Solicitor's Report: n/a

Mayor's Report: Reminded all that the Township Cleanup is April 2nd from 8:30am to 11:30am. A new health clinic will be coming to the Community Center from ONU, beginning March 24. This will be a free clinic offering basic services for local residents in need. Hours will be 8-12 on two Thursdays each month. Reminded all of the community meal on the 22nd. Next Mayor Cramer brought up flowers for downtown. Prater promised to supply flowers for the medium pots that sit by the benches.

Motion by Prater, second by Gibson, to accept the bills as presented:

XXXXXXX	INCOME TAX REFUND	\$ 18.82
THE FLAG LADY'S FLAG STORE	FLAGS & BRACKETS	\$ 783.34
KLEEM	STREET DEPT ITEMS	\$ 690.97
ROOT LUMBER	PARK SUPPLIES	\$ 26.29
SHERWIN WILLIAMS	PAINT	\$ 173.85
TIME WARNER	PHONES/DSL/LIFTS	\$ 580.68

PAYROLL & LIABILITIES

Motion passed 6-0.

Motion to adjourn until the next regular meeting, **April 4, 2016**, was made by Marshman and seconded by Gibson. Motion passed 6-0.

Mayor

Fiscal Officer

The Village of Dunkirk BPA met in regular session on March 28, 2016. All members present. Minutes were approved as presented.

Guests: none

Fiscal Officer's Report: Correspondence Sent: Billing history to F Johnson. **Correspondence Received:** none **Utility account updates:** none **Reports presented:** Delinquent list; Property Tax Settlement Sheet for 1st half collections. Receipts for water/sewer totaled approx \$3200, which included approx \$1400 for a village installed sewer connection. She stated that the connection was the 3rd of 4 to pay. The Board discussed not liking the fact that one has yet to pay. They asked FO Spencer to contact the solicitor and see if there was another way to force the collection. **Other Misc:** none

Superintendent's Report: Reported that the lagoon ballards were all installed and lines reconnected earlier in the day. Discussed his findings in regard to the algae blooms in the lagoons. He has learned that many use barley straw, which attracts the blooms to itself and then are removed with the straw. He contacted a Pemberville OH grower/seller of the special straw for pricing. He was told 6 bales per lagoon should be sufficient, so 12 would be needed and the cost would be \$200. He stated that this would be done in April and again in the Fall. Supt Cramer added that this was far less than the \$800 algaecide that didn't work. Motion by Hipsher, 2nd by Driskill to go with the barley straw approach. Motion passed 3-0.

Motion by Driskill, second by DeLong, to pay the bills as presented:

ALLOWAY	TESTING	\$ 361.50
AMERICAN ELECTRIC	ELECTRIC	\$2017.29
FRANCIS PERKINS WOODWORKING	BURNING MEMORIAL BENCHES	\$ 350.00
HACKWORTH CONSTRUCTION	SHUT OFF INSTALL	\$ 300.00
ML TECH	CHLORINE	\$ 275.90
MOMAR	WEED KILL	\$ 304.35
ROOT LUMBER	MISC SUPPLIES	\$ 262.75
USA BLUEBOOK	TESTING SUPPLIES	\$ 375.24
VERIZON	CELLS	\$ 134.45

PAYROLL AND LIABILITIES

Motion passed 3-0.

Motion to adjourn until the next regular meeting, **April 11, 2016**, was made by Hipsher, second by Driskill. Motion passed 3-0.

BPA President

Fiscal Officer

The Village of Dunkirk council met in regular session on April 4, 2016. Mayor Cramer presiding. Cramer, Marshman, Baum, and Gibson present. Hayes and Prater absent. Motion by Cramer, second by Gibson, to approve minutes as presented. Motion passed 4-0.

Guests: none

Old Business: Marshman passed out copies from recent newspaper articles on landbanks. Feels it is a good plan and hope the commissioners will take advantage of this opportunity.

Gibson reported on the LGO Conference. She stated she was glad she attended as she learned some basics in financials, and also learned ideas that could be helpful to Dunkirk.

New Business: Marshman reported that Sheldon Gas repaired the hole in the tanker at no charge. He added that it should get the Fire District through until the new truck comes without having to borrow as previously planned. Marshman, along with all of council, were thankful to Sheldon Gas.

Gibson presented the CIC contract and payment for the 2016 concession stand season. Next she noted hearing people asking about mosquito spraying and if it would be amped up due to the Zika virus. Discussion was held with no change in current contract.

Cramer reported on the ordinance work he and Hayes had completed. The forms and pictures were being passed to all members during the meeting and the FO will scan all for Solicitor Schwemer.

Baum reported that the EMTs agreed to have one of the large flower pots at their location and they agreed to maintain with watering etc. Next she discussed the park committee meeting and noted that Jared Thomas had requested a meeting with the committee and Supt Cramer. Meeting was set for April 6 at 7:30 pm.

Superintendent's Report: Announced that park work completed included: electric service, combining of 2 meters to save costs, and ball field light pole. He added that once the overhang was painted, all painting of the shelter would be complete. The memorial bench lettering is being burned. He and McCoy will seal the benches once the burning is complete. They have patched holes in the streets. Cramer will meet with the County Engineer at 9:30 am on the 6th to finalize resurfacing project plans for 2016. Sup't Cramer then reported that many of the new flag poles were damaged by the recent winds but will be replaced at no cost given that they were new and up less than a week.

Fiscal Officer's Report: Correspondence sent: Resident- regarding wrong taxes sent to Village; OH EMA-completed the single audit compliance certificate; sent 36 park sign letters. Correspondence received: Dinkly Pregon Trial Attorneys-requested information on a former police officer, responded that the department no longer exists. Reports presented: March Month End: Bank Reconciliation Summary, payment and receipt listings; appropriation and revenue status; wage earnings; appropriation supplemental. Income Taxes: Collections to month end of March were up 14% from that time in 2015. Other Misc: Received a voicemail regarding damage to a tire during the Easter Egg Hunt at the park. Mayor Cramer asked Supt Cramer to contact them and explain that without any reports being made there was no way to prove it happened there after that fact. He explained that to pay out solely on someone's word would set a dangerous precedent. Next FO Spencer reported on the LGO conference stating that she learned some new things and how to do other things in a better way.

Legislation: **2016-02 AN ORDINANCE ESTABLISHING RULES AND REGULATIONS FOR THE USE OF THE PUBLIC PARK WITHIN THE VILLAGE OF DUNKIRK, OHIO AND REPEALING ALL ORDINANCES IN CONFLICT HEREWITH.**

**Motion by Cramer, 2nd by Marshman, to approve the first reading, by title only.
Motion passed 4-0.**

Solicitor's Report: Ordinance violation notices previously turned in were sent. Prepared the park rules ordinance and answered the legal notice on the Sharma property.

Mayor's Report: Noted that Chamber Legislative Breakfast was April 8th and asked someone to attend on behalf of Dunkirk. Marshman stated he was already attending for Apollo so he could be the Village rep as well. Next she discussed the need to respond to the Chamber in regard to joining in on the directional signage program at a cost of \$220 per pole. Marshman brought up the idea of erecting large structures at each end of town, then allow clubs, organizations and businesses to have signs hung on it. He suggested that the Village provide the structure and then each sign would be paid by those wanting one. All agreed to go with Marshman's suggestion over the directional signage. Mayor Cramer will inform the Chamber that they will not be participating in their program. Next Mayor Cramer announced two programs coming up at the Community Center: ONUs Healthwise on April 7 and 21 from 8am to noon, and Open Gate on April 28 from 11am-1pm. She asked Marshman to attend the Regional Planning Commission meeting on April 7. Lastly she set the Fun Day organizational meeting to be held on April 18 at 6pm, prior to the council meeting.

Motion by Gibson, second by Cramer, to approve the financial reports as presented. Motion passed 4-0.

Motion by Cramer, second by Baum, to accept the bills as presented:

XXXXXXX	INCOME TAX REFUND	\$ 142.59
AMERICAN ELECTRIC	ELECTRIC	\$1114.83
BRIAN L SHOOK ELECTRIC	MISC LABOR	\$3300.00
HARDIN CO CHAMBER/ALLIANCE	RENEWAL	\$ 82.50
OH BWC	ADD'L BILLING	\$ 259.51
WEX BANK	FUEL	\$ 166.76
XEROX	MAINT AGREEMENT	\$ 73.84

PAYROLL & LIABILITIES

Motion passed 4-0.

Motion to adjourn until the next regular meeting, **April 18, 2016**, was made by Marshman and seconded by Cramer. Motion passed 4-0.

Mayor

Fiscal Officer

The Village of Dunkirk BPA met in regular session on April 11, 2016. Hipsher and Delong present. Driskill absent. Minutes were approved as presented.

Guests: none

Fiscal Officer's Report: **Correspondence Sent:** none. **Correspondence Received:** none **Utility account updates:** provided delinquent and arrangement list **Reports presented:** March month end: payment and receipt listings; appropriation, revenue and fund status. **Other Misc:** Suggested continuing to mail shut off notices to landlords so that they would be kept in the loop on a tenant's paying habits. Board agreed. Reported that the amount of late fees assessed was down, and that only 47 notices were sent in the final mailing. While these numbers were down, she stated it was difficult to tell if it was because of the extended due date, the extended week for sending notices, or possibly tax refunds being used to pay earlier. FO Spencer added that on the final mailing she added the following: "FINAL PAPER NOTICE – DATE WILL BE ON BILL ONLY FOR ALL FUTURE CYCLES".

Delong asked FO Spencer if the solicitor had said there was another route to getting the final village provided sewer hookup paid for, aside from waiting for them to pay it with the taxes. She noted that she did ask and due to situation a direct answer wasn't provided but he did seem to agree with her that once it was in the hands of the county, the village had handed over power of collection.

Superintendent's Report: Still trying to reach the barley straw company to set up pickup. He stated that the total cost for both the Spring and Fall applications would be \$371.76. Reported that he and FO Spencer are working on preparing the CCR for 2015. Lastly stated that Corrpro had performed their inspection and had no findings. A written report will follow.

Mayor Cramer spoke of the ONU Health Wise program and stated that the next date was April 14, 8am-noon. She asked that they help get the word out of this free service so that it continues.

Motion by Hipsher, second by Delong, to pay the bills as presented:

ACE HARDWARE	MISC SUPPLIES	\$ 156.37
ALLOWAY	TESTING	\$ 27.00
AMERICAN ELECTRIC	ELECTRIC	\$ 788.00
CORRPRO	TOWER INSPECTION	\$ 765.00
FIRST CITIZENS VISA	MISC CHARGES	\$1166.73
ROOT LUMBER	REPAIR PARTS, SHOP SUPPLIES	\$ 13.06
SHELDON GAS	NATURAL GAS	\$ 92.68

PAYROLL AND LIABILITIES

Motion passed 2-0.

Motion to adjourn until the next regular meeting, **April 25, 2016**, was made by Hipsher, second by Delong. Motion passed 2-0.

BPA President

Fiscal Officer

The Village of Dunkirk council met in regular session on April 18, 2016. Mayor Cramer presiding. Cramer, Marshman, Baum, Gibson, Hayes and Prater present. Motion by Cramer, second by Gibson, to approve minutes as presented. Motion passed 4-0-2, Prater and Hayes abstaining.

Guests: none

Old Business: Hayes reported that the ATV noise issues had recently started up for the year. FO Spencer mentioned having gotten information on other cities/villages on this and would forward the information for him to look over for possible ways to change village code to address the issues.

Marshman reported that the second landbank meeting was cancelled. He was told by John Cross that there was no point to a meeting as it was in the hands of the commissioners now. He was approached by newly appointed commissioner, Potter, at another event and told that Dunkirk just doesn't understand the land bank. Mayor Cramer stated that when the details are read in their entirety, you can see it is a good deal. Supt Cramer commented that if the commissioners won't participate, maybe the villages should go to them for the funding to demolish the blighted properties. Marshman stated that this was the suggestion Cross had too.

New Business: Marshman attended the Alliance meeting where they provided samples of types of projects they were able to assist entities with obtaining funding. He said he would continue to attend their meetings. Secondly Marshman reported that ODOT informed him that any signage going along the roadway would need to be on private property due to easements. He added that they also stated that the Village couldn't promote businesses so it could only have organizations buy spots on it. Council agreed to have him go ahead and get the pricing for such a sign anyways.

Prater reported receiving complaints of limited parking for Mr Cheezy's Pizza. Council was unsure of what they could do to help create any more parking. It was mentioned that their own employees park along Main Street and take up potential spots themselves.

Baum asked who was responsible for clearing up broken glass from the road and sidewalk around the Oldaker lot. Sup't Cramer said he and McCoy had cleared before but when it rains more is washed from the property. He will clear it again. Next she reported receiving complaints that the office wasn't open on Fridays. Prater and Hayes stated they too have had such questions. It was asked if the complainants wanted to pay bills or needed to see the fiscal officer, which was unknown. Statements were made that there is a drop box for making payments and that the village can't cover every hour that everyone wants.

Superintendent's Report: Results from the special park committee meeting with Jared Thomas were just that he wanted specific details on what responsibilities were the Village's vs. those of the summer league coaches. There was some discussion on Thomas' actions of sending out letters for funding under the HN name when it is a Village of Dunkirk Summer League Program. Supt Cramer was concerned this might drag the school into liability with the use of their name. Marshman suggested just informing the school board. Next Supt Cramer brought up an unidentified tractor trailer parking along S Main damaging the town tree as well as causing vehicles to swerve around it. Council asked that he contact ODOT for recommendations on signage to use to stop this. Presented the quote from Clean Line to seal the basketball courts (\$1902) and walking path (\$2990). Motion by Marshman, second by Baum, to accept the quote. Motion passed 6-0. Lastly Cramer announced that the field conditioner was applied to all fields now. Baum noted receiving complaints on the field conditioner used but learned that the complaint was on the Polar Bear field which is the one

that HN supplies the conditioner for. Baum asked Supt Cramer if the new playground piece was in place yet. He stated that there hadn't been time as of yet.

Fiscal Officer's Report: Correspondence sent: City of Westerville Tax Dept, Columbus Bookkeeping, and a Col's Bookkeeping patron – in regard to a tax return mailing error. HN – sent bill for field use during current softball season. Correspondence received: none Reports presented: none Income Taxes: Discussed declaration requirements with new tax law. She stated she is working on creating a form letter to go out to those who will be caught up in that change. Other Misc: Contacted BWC in regard to a recent billing sent and received confirmation that it was sent in error and that the Village was paid in full for the year. FO Spencer brought up the Memorial Benches and interest by others to purchase one. There was concern for theft if placed in the park. It was decided that there were only three more locations that one could be placed yet. Hayes suggested that if anyone else calls, simply tell them the program has ended. He will contact those names provided by FO Spencer and Baum.

Legislation: 2016-02 AN ORDINANCE ESTABLISHING RULES AND REGULATIONS FOR THE USE OF THE PUBLIC PARK WITHIN THE VILLAGE OF DUNKIRK, OHIO AND REPEALING ALL ORDINANCES IN CONFLICT HEREWITH.

Motion by Marshman, 2nd by Cramer, to approve the second reading, by title only.
Motion passed 6-0.

Solicitor's Report: n/a

Mayor's Report: Explained that she had misunderstood what signs the Alliance was asking council to donate toward. The actual sign they wanted the Village to pay for was for a Hardin County sign to be placed near the North entrance to the county on SR68. Marshman had concerns with the legality of the village paying for a county road sign. The issue was tabled.

Motion by Cramer, second by Gibson, to accept the bills as presented:

XXXXXXX	INCOME TAX REFUND	\$ 117.88
XXXXXXX	INCOME TAX REFUND	\$ 217.51
BRIAN SHOOK ELECTRIC	LIGHT POLE, FLAGS, INSPECTION	\$5250.00
HARDIN CO ENGINEER	COLD PATCH	\$ 68.53
McCOY PAINTING	PRESSURE WASH SHELTER EXT	\$ 300.00
OHIO AUDITOR OF STATE	UAN FEES	\$ 762.00

PAYROLL & LIABILITIES

Motion passed 6-0.

Motion to adjourn until the next regular meeting, **May 2, 2016**, was made by Marshman and seconded by Cramer. Motion passed 6-0.

Mayor

Fiscal Officer

The Village of Dunkirk BPA met in regular session on April 25, 2016. Hipsher, Driskill and Delong present. Minutes were approved as presented.

Guests: none

Fiscal Officer's Report: **Correspondence Sent:** none. **Correspondence Received:** none **Utility account updates:** Reported no residences shut off but several arrangements were for the 25th so could be some on 26th. Deposit partially applied and partially refunded to M Haley, 00208300. **Reports presented:** none **Other Misc:** none

Superintendent's Report: Barley was picked up and the Fall application bales are tarped . Noted he was able to get even more than thought for the same price due to volume of purchase. CCR reports for 2015 water testing are complete. FO Spencer has posted it on the Village website and he has distributed among businesses. Another old valve went bad causing a leak on Mecaskey. Due to location of new valves to both directions, they put in a straight pipe rather than a new valve. Added that the loss was minimal judging by the tower readings, apparently caught very quickly by a resident in the area.

Delong stated that he hadn't gotten in to talk with the auditor on the last village installed sewer assessment. Assured all that he would soon.

Mayor Cramer reminded all of the community meal on the 26th.

Motion by Driskill, second by Hipsher, to pay the bills as presented:

AMERICAN ELECTRIC	ELECTRICITY	\$1699.93
ACE HARDWARE	MISC CHARGES	\$ 150.12
ALLOWAY	TESTING	\$ 52.00
ROBINSON SALT	TREATMENT SALT	\$4380.13
ROOT LUMBER	MISC CHARGES	\$ 28.68
TIME WARNER	PHONES/DSL/LIFTS	\$ 580.29

PAYROLL AND LIABILITIES

Motion passed 3-0.

Motion to adjourn until the next regular meeting, **May 9, 2016**, was made by Driskill, second by Delong.

Motion passed 3-0.

BPA President

Fiscal Officer

The Village of Dunkirk council met in regular session on May 2, 2016. Mayor Cramer presiding. Cramer, Marshman, Baum, Gibson, and Hayes present. Prater absent. Motion by Marshman, second by Cramer, to approve minutes as presented. Motion passed 5-0

Guests: Joe Hord, Commissioner candidate, was present to sit and observe the meeting and to learn of any concerns Council would like to see commissioners address. Marshman asked if he had attended any of the land bank meetings to which Mr. Hord stated he had not.

Andrew Coutts of the Statue Treasurer's office was present to provide council with a presentation of the OhioCheckbook.com program. When asked who invited him it was stated the FO Spencer made the request. FO Spencer then noted that a demonstration was requested of her by council at a prior meeting and it was just finally able to be scheduled. Mr. Coutts walked council and guests through many features of the site and took questions as he went. Marshman was concerned with the amount of work FO Spencer would have to do. Both Coutts and Spencer noted it was a matter of a few clicks on the UAN system. Baum asked about cost and was informed there was no cost; it is paid for by savings initiatives in the State Treasurer's office. Solicitor Schwemer asked if entities would then be allowed to direct public records requests on finances to this site and Coutts confirmed that it has been ruled that it can be. Coutts closed stating it is simply a site to provide public record data in a user friendly format for taxpayers.

Old Business: Hayes brought up the memorial bench program, stating that with new requests, there are now only 2 available spots and then the program must be closed.

Marshman reported on the cost per hanging sign for the potential welcome sign. They stated that depending on the amount of detail they would be \$25-60 each. He will get a cost for the frame next.

New Business: Baum reported that Squad 1 ambulance is out of service for repairs. They feel it will be like new when it comes back.

Superintendent's Report: Asked for input on locations for planters downtown, Baum stated she would help take a look and get back with him. He and McCoy cleared the Oldaker runoff debris again, and completed all work on the shelter house. Stated he had a call in to ODOT regarding what can be done about the previously discussed semi parking. Reported that the Hardin County Community Foundation did award funding toward trees again. Lastly Supt Cramer announced that the tractor had a seal leaking and it was in the shop. He added that once it came back they would load and place the large planters.

Fiscal Officer's Report: Correspondence sent: Nuisance inspections requests went out in regard to 111 S Main due to structural integrity. A tow order was processed on a vehicle at 331 S Main Street. To date it appeared that the resident was planning to forfeit the vehicle. Correspondence received: Hardin County Community Foundation also awarded the downtown flower program which was for trailer, tank, and flowers. The amounts of awards will be learned when FO Spencer attends their celebration on May 19. Also received payment from HN for field use. Reports presented: April month end: bank reconciliation summary, appropriation and revenue summaries, payment and receipt listings, wage earnings. FO Spencer also presented the most current ordinance violation report. Income Taxes: With tax season now slowing, she will be preparing a list for the solicitor of accounts that require litigation. Other Misc: Pre-Audit Meeting is scheduled for May 9 at 9:00am. All council members and mayor are welcome to attend. She discussed an issue with the park sign sales program and logo changes. FO Spencer asked if she and Supt Cramer could add to the donation requested when a new sign must be created to replace another for logo and other such changes. Council agreed to do so with the 2017 letters. Lastly she displayed the revised hours sign for the building and website.

Legislation: 2016-02 AN ORDINANCE ESTABLISHING RULES AND REGULATIONS FOR THE USE OF THE PUBLIC PARK WITHIN THE VILLAGE OF DUNKIRK, OHIO AND REPEALING ALL ORDINANCES IN CONFLICT HERewith.

Motion by Marshman, 2nd by Cramer, to approve the third reading, by title only. Motion passed 5-0.

Solicitor's Report: Stated he still has 2 unclaimed violation letters. He also received a call from S Prowant in regard to the nuisance action being taken on his building at 111 S Main. He advised Mr.

Prowant to attend the meeting and see what he could work out with council in regard to a 2 week deadline as well as other issues he had.

Supt Cramer asked that the ordinance committee begin the grass ordinance violations soon so that those properties that the Village routinely ends up doing annually don't get so far ahead of them. FO Spencer added a thank you to ordinance committee member Hayes for checking on compliance with the current open violations.

Mayor's Report: Asked Solicitor Schwemer if the council can legally pay the Alliance for a County road sign. While it is legal, council chose not to do so to avoid conflict. Next she asked that council once and for all resolve their ongoing issue of Councilwoman Prater's attendance and the option of going to a pay-per-meeting salary. Hayes felt that if you aren't at work you don't get paid most anywhere a person works, and feels that same should hold true for council. He added that taxpayers have a right for their money to be spent on a representative that attends meetings. Cramer agreed with said statements. Baum stated that the council rules are adopted and all have a copy to read and should know what is expected of them. Marshman commented that if the voters aren't happy with the current attendance issues they can let it be known at the polls. He felt they needed to consider the donations, and her time given to Fun Day. Baum felt these things, while appreciated, didn't excuse her responsibility to attend meetings. FO Spencer reminded them that a good avenue was written out in their rules and suggested it be followed... to address Prater and inform her it is an issue and give her a chance to explain and make necessary changes. Marshman then suggested that Mayor Cramer discuss the issue with Prater to see how things could change. Next Mayor Cramer presented an idea to provide character pictures at Fun Day. She said it would cost \$75-100/hour, depending on the character(s) requested. Mentioned getting one aimed toward girls and one the boys would enjoy. All agreed to do so. Lastly she brought up park items – compliments from a Riverdale resident on how nice our park is every year, and that she will contact McCoy Painting about getting the stars and numbers back on the tank.

Marshman requested that a decision be made at next meeting on the OhioCheckbook. FO Spencer asked that each one to take some time to look at the site and see for themselves the difference in how the reports are presented in comparison to UAN reports.

Motion by Hayes, second by Cramer, to accept the financial reports as presented. Motion passed 4-0. (Gibson left meeting early due to illness)

Motion by Cramer, second by Baum, to accept the bills as presented:

ACE HARDWARE	MISC CHARGES	\$ 24.68	
AMERICAN ELECTRIC	ELECTRICITY		\$1207.25
BUCKEYE OUTSIDE SERVICE	MULCH	\$ 57.00	
DON HULL TREE CARE	CUT/REMOVE TREE		\$ 850.00
GREEN VELVET	FIELD CONDITIONER	\$2943.36	
	MARKING POWDER		\$ 162.50
MOTTER LAWN SERVICE	TILL BALL FIELDS	\$ 225.00	
ROOT LUMBER	MISC CHARGES	\$ 36.52	
VERIZON WIRELESS	CELL PHONES		\$ 134.43
XEROX	MAINT AGREEMENT		\$ 88.29

PAYROLL & LIABILITIES

Motion passed 4-0.

Motion to adjourn until the next regular meeting, **May 16, 2016**, was made by Marshman and seconded by Hayes. Motion passed 4-0.

Mayor

Fiscal Officer

The Village of Dunkirk BPA met in regular session on May 9, 2016. Hipsher, Driskill and Delong present. Minutes were approved as presented.

Guests: none

Fiscal Officer's Report: Correspondence Sent: SJ McCoy – billing history detail for newly purchased property. **Correspondence Received:** none **Utility account updates:** none **Reports presented:** April month end : payment and receipt listings; appropriation, revenue and fund status. **Other Misc:** Pre-Audit meeting was held earlier in the day and will probably begin the audit the week of the 16th.

Delong reported on his conversation with the County Auditor in regard to the final Village installed sewer connection not yet paid. He learned that they haven't paid any property taxes in 6 years. Auditor Bacon said that the village could take steps to return the assessment to the village and take other legal action. Board was concerned with how well that would work given the resident's income status. FO Spencer is to check with the Solicitor to see what the cost and chances for collection are if they were to do so.

Superintendent's Report: Discussed discrepancy in the 'as-built' plans from the sewer project. Due to this the new owner of 131 S Buckeye had extra expense in finding the proper tie in. Cramer suggested the Board covering the cost for the extra dig since our plans were incorrect. Board agreed. Next Supt Cramer reported that he is bringing in Aqua Line to locate a leak he suspects we have. He stated that the numbers are climbing higher than they should be. Presented estimates from Grindell Masonry and JZ Masonry for the tuck point work at the water plant. Motion by Hipsher, 2nd by Driskill, to go with JZ Masonry. Motion passed 3-0.

Motion by Driskill, second by Delong, to pay the bills as presented:

ADVANCE AUTO	MISC CHARGES	\$152.89
ALLOWAY	TESTING	\$241.50
AMERICAN ELECTRIC	ELECTRIC	\$757.02
FIRST CITIZENS VISA	MISC CHARGES	\$938.36
J&N HALLERS	MAY-AUG COLLECTIONS	\$152.00
ML TECH	TREATMENT CHLORINE	\$180.00
MOMAR	HORNET SPRAY	\$186.21
RH SHELDON	REPAIR WORK	\$240.00
ROOT LUMBER	MISC SUPPLIES	\$ 35.60
SHELDON GAS	NATURAL GAS	\$ 57.54
WEX BANK	FUEL	\$205.23

PAYROLL AND LIABILITIES

Motion passed 3-0.

Motion to adjourn until the next regular meeting, **May 23, 2016**, was made by Hipsher second by Driskill. Motion passed 3-0.

BPA President

Fiscal Officer

The Village of Dunkirk council met in regular session on May 16, 2016. Mayor Cramer presiding. Cramer, Marshman, Baum, Gibson, and Hayes present. Prater absent. Motion by Cramer, second by Gibson, to approve minutes as presented. Motion passed 5-0

Guests: Bob Carder, commissioner candidate was present to introduce himself and discussed his goal to build on the job of commissioner and instill better communications with the taxpayers if elected. Marshman asked if he had any opinion on the land bank subject, to which Carder stated the administration of it wasn't a feasible cost to the county.

Motion by Baum, second by Hayes, to enter into executive session to discuss personnel. Motion passed 5-0. Session began at 7:15 and ended at 7:35. Motion by Hayes, second by Baum, to enter into public meeting. Motion passed 5-0.

Old Business: Hayes reported on research he performed on the OhioCheckbook. He reported generally unfavorable reports among the 10 entities contacted. He has concern with joining, and then the State cutting the expense from their budget and the village being stuck having to pay for the service of the site. He felt he couldn't support seeing Dunkirk join. Council thanked him for taking the time to research and all agreed with his concern. Motion by Marshman, second by Hayes, to decline joining the State's OhioCheckbook. Motion passed 5-0.

Marshman reported that the cost for the framework of the previously discussed entry signs would be approximately \$250 each. He was asked to approach the land owner's at each potential sign location to see if permission to erect the sign would be given. Marshman also suggested building a flowerbox at the bottom of the signs and have the local Garden Club plant and maintain them. Council was in favor of this.

Mayor Cramer asked Councilman Cramer if grass ordinance violations were prepared yet. Councilman Cramer reported that they were being passed for signatures as they spoke. FO will forward them to the solicitor first thing the following morning.

New Business: Baum asked if there was a specific protocol in place for individuals having water emergencies in the middle of the night. Supt Cramer said to call, and if no answer, just come knock on his door, and/or McCoy's door.

Superintendent's Report: Discussed the list prepared by him and FO Spencer for the HN day of service. Reported that he had a spigot put on the North side of the building for filling the watering tank. He added that there will be a shut off on the inside of the building so others can't access when not in use for filling the tank.

Fiscal Officer's Report: Correspondence sent: Memorial bench families – all given an opportunity to plant flowers by their bench before the village does so; CompManagement – renewal; Wex Bank – fulfilled request for a new W9. Correspondence received: ODOT – in response to a request for resurfacing of Main street – South of Washington Street is scheduled for 2017 and North of Washington is scheduled for 2020. FO Spencer noted that it did state that this was subject to change by deterioration. Sheldon Gas – rate increase. Reports presented: none Income Taxes: nothing Other Misc: Stated she has been asked about community garage sales. She requested council set a date and asked if there was anyone willing to help her with the coordinating of the event. Council set the weekend of July 22 as this year's community sales. Gibson and Baum offered to help. Next FO Spencer asked that all respond to the email from Mr. Brett Clum of the State Auditor's office. She explained that the questionnaire is a part of the audit. FO Spencer added that she has learned that USDA has required full audits for the duration of the loan period and so they will not be allowed to have the abbreviated type audit until 2052. Lastly she announced that the HN day of service was postponed to the 23rd due to the rain forecasted for the 17th.

Legislation: none

Solicitor's Report: n/a

Mayor's Report: Asked council if the local Girl Scout troop could use the village owned lot on W Washington for a community garden. All agreed this was a good idea so the Mayor will let them know they can. Gave council dates of upcoming events for the area: June 20-26 Buy Local Week; June 24 – Eats on the Streets; June 26 – Boots-n-Badges (Red Cross Drive); and Aug 12- Alliance Golf Scramble. Next Mayor Cramer reminded all of the community meal on the 28th. Lastly she reported that there were going to be characters at her granddaughter's birthday party and that she could take that chance to book them for Fun Day. All agreed to do so.

Motion by Baum, second by Gibson, to accept the bills as presented:

ACE HARDWARE	PAINT SUPPLIES	\$ 174.29
FINDLAY IMPLEMENT	TRACTOR REPAIR	\$1121.90
FRANCIS PERKINS CO	BURN MEMORIALS	\$ 100.00
JZ MASONRY	DOWNPAYMENT-tuck point water plant	\$3500.00
MILLER'S TEXTILE	TOILETRIES	\$ 347.50
SCIOTO SIGNS	PARK SIGN PROGRAM SIGNS	\$ 350.00
USA BLUBOOK	TRASH CAN LIDS	\$ 439.54

PAYROLL & LIABILITIES

Motion passed 5-0.

Motion to adjourn until the next regular meeting, **June 6, 2016**, was made by Marshman and seconded by Cramer. Motion passed 5-0.

Mayor

Fiscal Officer

The Village of Dunkirk BPA met in regular session on May 23, 2016. Hipsher, Driskill and Delong present. Minutes were approved as presented.

Guests: none

Fiscal Officer's Report: Correspondence Sent: Wells Fargo – balance and explanation of billing codes for 120 W Patterson; Intitle Agency – billing balances on 386 W Wayne **Correspondence Received:** Robinson Salt – per unit billing errors in Village's favor, to be credited on next invoice **Utility account updates:** noted removal of late fee for K Kidd due to a payment short by one penny, all agreed. **Reports presented:** none **Other Misc:** Solicitor Schwemer advised that the safest place for the last sewer connection is on the property assessment given the financial position of the owner as there is no employer to garnish wages. Board agreed to leave the debt as is.

Superintendent's Report: Leak detection survey will be performed on 24th. He believes there is another leak on Mecaskey, down from the recent one. Found that the odor in some residents' water was caused by a broken aerator belt at the water plant, which is replaced and the odor is now gone. Replaced a lagoon aerator pump and has sent the one removed out for rebuild as a backup. Applied for a grant from Regional Planning for a standby auxiliary generator at the water plant and a portable for use at the tower. This will allow the plant and tower to be operating while the current portable is used for the lift stations as planned when purchased. He noted there will be a required village share of 10%. It was suggested by RP rep, Mark Doll, for the village to pay the preliminary engineering as it would surely cover that requirement. Board was unanimously in support of the project. Lastly Supt Cramer reported that JZ Masonry had completed the East wall of the building and they are working on the West and South side now. He stated he is happy with their work and has no complaints.

Mayor Cramer reminded members of the community meal on the 24th.

Motion by Driskill, second by Hipsher, to pay the bills as presented:

ACE HARDWARE	MISC CHARGES	\$ 52.85
ALLOWAY	TESTING	\$ 92.50
AMERICAN ELECTRIC	ELECTRIC	\$ 838.37
HD SUPPLY	HYMAX COUPLERS	\$ 456.00
OHIO PUBLIC WORKS	LOAN PAYMENTS	\$15,166.52
TIME WARNER	PHONE/DSL/LIFTS	\$ 580.29

PAYROLL AND LIABILITIES

Motion passed 3-0.

Motion to adjourn until the next regular meeting, **June 13, 2016**, was made by Driskill second by Delong. Motion passed 3-0.

BPA President

Fiscal Officer

The Village of Dunkirk council met in regular session on June 6, 2016. Mayor Cramer presiding. Cramer (tardy), Marshman, Baum, Gibson, Prater and Hayes present. Motion by Gibson, second by Hayes, to approve minutes as presented. Motion passed 5-0

Guests: none

Old Business: Marshman reported that he had spoken with the landowners for where the new welcome signs would be placed and both approved of the council doing so. He mentioned the idea of building a flower box below the sign and that he thought the HN Garden Club would be willing to plant and maintain them. FO Spencer suggested a special sign noting this be purchased and placed on the garden boxes, giving them the credit. Motion by Marshman, second by Gibson, that the signs be made with the cost not to exceed \$650. Motion passed 5-0. Marshman will now begin approaching organizations and non-profits to 'sell' the individual signs to be placed on them.

New Business: Baum, speaking on behalf of the Park Committee, asked that decision of bikes and skates on the walking path be reconsidered. Each committee member had spent time watching and found that there were kids using the path for bikes and skates, but that each time they were respectful and well behaved in doing so. Committee member Cramer added that there aren't that many walkers at the times the kids are around. Supt Cramer suggested leaving the rules as is so they have them to fall back on if someone does get out of line. Most agreed with this idea. Next Baum stated that they wanted to know what was being done about having bollards placed to block the walking path next to Polar Bear Field. She was informed that nothing had been done since the deal on where they were coming from was cancelled. Lastly the committee wanted to know about the toddler playground unit. Supt Cramer noted that once the mowing slowed down, and they figured out a way to anchor it, they would be able to get it installed.

Superintendent's Report: none

Fiscal Officer's Report: Correspondence sent: Sent letters, per Mayor Cramer's request, banning two juveniles from the park due to recent vandalism caught on camera. Correspondence received: OH Dept of Taxation – NOL Review Committee's method for municipal taxes; Cole-Humphrey Ins – closing Dunkirk branch May 31; LandTech – mosquito abatement proposal. Motion by Hayes, second by Baum, to accept the offer of 12 applications at \$313 each; motion passed 5-0; PERSO – acknowledge of insurance claim and assigning a claim examiner; Spectrum – informing council of change from Time Warner; Auditor of State – letter of arrangement for audit. FO Spencer added that the cost came in just \$80 over the budgeted estimate; In response to their ordinance violations, R Lytle (130 Pioneer) and C Inmon (360 W Washington) both stated they are in a gutting and remodel and requested time to complete. Council agreed to give each a deadline of July 6. Reports presented: May month end: bank reconciliation; payment and receipt listings; wage earnings; investment listing; fund summary; appropriation and revenue status; appropriation supplemental. FO Spencer explained that this grouping will now be the method of presenting reports, with the signature page on top, to ensure everyone reviews all reports that they are passing. Income Taxes: Provided the listing of tax accounts in non-compliance to Solicitor Schwemer for potential litigation. She noted this list included those that are believed to have income and didn't file at all, and a few that filed and owe money but have not followed through with payment. She stated over 70 on the list when tax years '11 to '14 were compiled. She informed council that she did not include retirees or those known to be on some type of assistance, to which there was no disagreement. Next FO Spencer announced that the tax collections at the end of May were approximately \$10K ahead of the same time in 2015. Other Misc: Things learned during audit process to which action needs to be taken include: need signatures on McCoy's 2014 contract; need to have the public records policy and retention schedule publicly posted; need to rename the allotment given to McCoy and Cramer for medical; and need to create an asset inventory policy with a minimum threshold for said inventory. FO Spencer provided a contract to obtain signatures on the contract, she has already displayed the proper documents, and suggested the use of the term medical expense stipend for McCoy and Cramer's medical allotment. Solicitor Schwemer asked if there was a sample for the asset inventory policy as he was unfamiliar with them. FO Spencer will request a sample. Next FO Spencer informed council that she would not be in attendance at the June 20 meeting due to a concert her son is performing in, which is the end of their 42 day National Tour.

Legislation: none

Solicitor's Report: discussed ordinance violations sent and/or advertised and the deadlines passed or approaching.

Mayor's Report: Discussed the menu and details for council's serving of the community meal on June 28. Announced the following events: June 8-Economic and Community Development at Veteran's Hall; June 27-Latta opens a round table discussion on the heroin and opiate issues plaguing the area; to be held at the Winebrenner Theological Seminary. Lastly she led a brief discussion on Family Fun Day details.

Motion by Hayes, second by Gibson, to accept the financial reports as presented. Motion passed 6-0.

Motion by Baum, second by Marshman, to accept the bills as presented:

ACE HARDWARE	BIT SET FOR SHOP	\$ 14.99
AMERICAN ELECTRIC	ELECTRIC	\$ 2539.83
DAKTRONICS	BAL FROM 2015 EQUIP	\$ 340.00
FIRST CITIZENS-VISA	MISC CHARGES	\$ 838.52
GOV'T ACCTING SOLUTIONS	SOFTWARE PYMT 6 OF 20	\$ 475.00
HACKWORTH CONST	PLANT TREES (GRANT)	\$ 200.00
KENTON TIMES	GRASS/WEED VIOLATIONS	\$ 107.52
KLEEM	STREET SIGN	\$ 86.42
OAS YOST	UAN & AUDIT FEES	\$ 1910.00
PUBLIC ENTITIES POOL	VILLAGE POLICY RENEWAL	\$10390.00
ROOT LUMBER	TOWNHALL SPIGOT & CREDITS	\$ 23.63
TSC	TRAILER AND TANK (GRANT)	\$ 319.98
VERIZON	CELLS	\$ 137.72
WADE & GATTON	TREES (GRANT)	\$ 660.00
WCOIL	CAMERA REPAIRS (INS CLAIM)	\$ 200.00
WEX BANK	FUEL	\$ 209.75
XEROX	MAINT AGREEMENT	\$ 84.81

PAYROLL & LIABILITIES

Motion passed 6-0.

Motion to adjourn until the next regular meeting, **June 20, 2016**, was made by Marshman and seconded by Hayes. Motion passed 6-0.

Mayor

Fiscal Officer

The Village of Dunkirk BPA met in regular session on June 13, 2016. Hipsher, Driskill and Delong present. Minutes were approved as presented.

Guests: none

Fiscal Officer's Report: Correspondence Sent: none **Correspondence Received:** none **Utility account updates:** Presented payment arrangement list and delinquent list. She noted the large number of accounts still outstanding, guessing it is first cycle without letters and many won't remember until tags are hung. Notices did get mailed to rental owners. Stated that she will be transferring the H Shaw deposit from a Mecaskey rental to one on W Patterson. **Reports presented:** May month end reports: payment and receipt listing; appropriation, revenue and fund status. **Other Misc:** none

Delong made suggestion that the board meet just once a month through the summer. All agreed that there would be no second meeting in June, July and August. FO Spencer will inform the paper and post on the website.

Superintendent's Report: OOPS was called for leak repair and all was ready as soon as Sheldon's has men and equipment free. One wall to be sealed and then the water plant exterior repairs will be complete. Reported that the finish meter at the plant is dead. It measures the finished water going out to 'sell'. He found estimates of \$2175 (Dan Deevers) for one with features not necessary; and then one with USABluebook, a Neptune brand, for \$1549.95. This latter is lead free and has all it needs to be EPA compliant. Motion by Hipsher, second by Delong, to purchase the Neptune. Motion passed 3-0.

Mayor Cramer reminded all of the community meal they were providing on June 28th. She stated that the calculated share per member was \$20.

Motion by Hipsher, second by Driskill, to pay the bills as presented:

ACE HARDWARE	REPAIR PARTS	\$ 38.39
ADVANCE AUTO	REPAIR/MAINT PARTS	\$ 56.07
ALLOWAY	TESTING	\$ 233.70
BRIAN SHOOK ELECTRIC	AERATOR REBUILDS	\$2775.00
BURNHAM & FLOWER	FO BOND	\$ 350.00
ML TECH	TREATMENT CHLORINE	\$ 167.50
ROBINSON SALT	SALT (LESS CR ON ACCT)	\$4166.98
SHELDON GAS	NATURAL GAS	\$ 37.25
STEVE STAIR TRUCKING	STONE & HAULING	\$ 609.21
USA BLUEBOOK	MISC PARTS	\$ 181.29

PAYROLL AND LIABILITIES

Motion passed 3-0.

Motion to adjourn until the next regular meeting, **July 11, 2016**, was made by Hipsher second by Driskill. Motion passed 3-0.

BPA President

Fiscal Officer

The Village of Dunkirk council met in regular session on June 20, 2016. Mayor Cramer presiding. Cramer (tardy), Marshman, Baum, Gibson, Prater and Hayes present. Motion by Hayes, second by Prater, to approve minutes as presented. Motion passed 5-0

Guests: Hardin County Commissioner candidate, Roger Crowe, was present to discuss his experience and desire to hold said position.

Old Business: Marshman reported that sign project is in progress.

New Business: Gibson brought up the corner of 135 and W Patterson. Supt Cramer stated that the County will be repairing there.

Marshman noted that there wasn't a street sign for Rangeline.

Hayes reported that the auction for the Claphan property on W Washington was July 28. Mayor Cramer will attend and bid as permitted for initial auction in 2015.

Prater is receiving complaints of cats and dogs at 456 W Patterson, and inappropriate chalk drawings on the road.

Baum asked if the outage for a leak repair was announced prior to shutting people off. Supt Cramer stated it was announced on WKTN.

Superintendent's Report: Stated it will take at least 2 dumpsters to clear the Bowermaster property at 391 W Washington and that he plans to start on the 21st. It was brought up that C Inmon thought his July 6 deadline for cleaning up 360 W Washington included mowing. Next Supt Cramer reported that the playground unit is put together. In regard to the catch basin project, Mark Doll of Regional Planning highly suggested going with Choice One Engineering. The Village share will be the engineering cost of \$3K if accepted. Motion by Hayes, second by Marshman, to accept. Motion passed 6-0.

Fiscal Officer's Report: (as read by Baum) Correspondence sent: Martha Stump – thank you for donation toward flowers; MidOhio Energy – grant app for Fun Day. Correspondence received: MidOhio Energy – grant awarded; ODJFS – new reporting site for quarterly reporting. Reports presented: none Income Taxes: several tax payers following thru with the declaration payments provided by their paid preparers. Still need to prepare a letter for those who should be paying quarterly. Other Misc: Asked if council wanted to renew with Personnel Concepts. All agreed to not continue with their services. Thanked Supt Cramer for helping with a billing issue at Miller Textile in regard to sales tax. It appears that the certified letter for one of the park vandal parents is being returned. Mayor and a witness will need to serve if this is so. Lastly, the on-site portion of the audit is complete.

Legislation: none

Solicitor's Report: n/a

Mayor's Report: Discussed final meal plans. Announced that the meat for June 28th was orders and that total costs broke down to \$20 per person. Reminded all that desserts would be needed. Reported that Jim Boedeker is paid for Fun Day. Reminded council of upcoming events.


Motion by Gibson, second by Prater, to accept the bills as presented:

FRANCIS PERKINS WOODWORKING	BURN MEMORIAL IN BENCH	\$ 50.00
HARDIN COUNTY ENGINEERS	SIGN INSTALL COSTS	\$ 30.33
JZ MASONRY	BAL FOR WATER PLANT	\$3500.00
KLEEM	CHILDREN AT PLAY SIGN	\$ 76.54
TIME WARNER	PHONE/DSL/LIFT STATIONS	\$ 581.28

PAYROLL & LIABILITIES

Motion passed 6-0.

Motion to adjourn until the next regular meeting, **July 5, 2016**, was made by Marshman and seconded by Prater. Motion passed 6-0.


Mayor

Fiscal Officer

The Village of Dunkirk council met in regular session on July 5, 2016. Mayor Cramer presiding. Marshman, Baum, Gibson, and Hayes present. Prater and Cramer absent. Motion by Baum, second by Gibson, to approve minutes as presented. Motion passed 4-0

Guests: none

Old Business: Hayes brought up the stars and details still missing from the tank at the park. Mayor Cramer will contact McCoy Painting. Turned in ordinance violations for review and signatures.

Marshman stated that he will be installing the welcome sign posts soon and will contact 811 prior to doing so.

New Business: Marshman reported that he was approached by another entity's council member who complimented the Dunkirk Council for not fighting and complaining, and for getting things done.

Gibson brought up a parking issue at the park, around the tank drive. Supt Cramer will stencil and paint no parking signs.

Baum reported that a street light on Lynn Street was out. It was stated that anyone can call AEP with the tag number of the pole. Supt Cramer said he would get it reported.

Superintendent's Report: nothing

Fiscal Officer's Report: Correspondence sent: Fender Benders- tow order Correspondence received: Jessica Singh – progressive energy consultants wishing to compare rates. Supt Cramer will contact to remind her the village is not interested. PEP – reimbursement for park vandalism expenses and new insurance declaration page and proof of coverage for vehicles. Reports presented: June month end: bank rec; payment and receipt listings; fund summary; appropriation and revenue status; appropriation supplement. Income Taxes: made updates and finalized list going to solicitor for his actions.

Other Misc: In response to June 20 minutes in regard to C Inmon, FO Spencer noted that she personally informed him of extension of time for cleaning up and firmly noted he must keep up with the mowing or both clean up and mowing would be done by village at his cost. Both park vandals' parents have now been properly served and the juveniles are officially banned from the park. Noted that the nuisance inspection reports on 111 S Main have yet to be received from Fire Chief and Council President. Mayor Cramer will call the chief and Supt Cramer will inform Council President. Informed council that the BPA is not holding their second meeting of the month for June, July, and August. Lastly FO Spencer asked to have a finance meeting before the next council meeting. **Finance Committee Meeting was set for July 26 at 3pm.**

Legislation: Solicitor presented draft of a fixed asset policy for council to review for future passage.

Solicitor's Report: Discussed the Barnett property auction. Reported that the Claphan auction went to another party. FO Spencer stated it was the owner of adjoining property. It was mentioned that the old Bob's Used Car Lot sold at auction to owners of Wyandot Motors out of Upper Sandusky.

Mayor's Report: Reported that the community meal they presented served 120 meals. Announced a pre-disaster meeting at the Vet's Hall at 4pm on July 7th. Informed council of an incident at the park on the 1st in which she had to approach a group of younger kids twice with the second including an informative lecture that she believes got through to the kids to respect their park. Mayor Cramer asked that everyone start speaking up when they see such misbehavior.

Motion to accept the financial reports as presented by Hayes, second by Marshman. Motion passed 4-0.

Motion by Gibson, second by Baum, to accept the bills as presented:

AABACO	WEB HOSTING 6/16-6/17	\$ 59.88
ACE	SUPPLIES	\$ 13.44
AMERICAN ELECTRIC	ELECTRIC SERVICE	\$3732.09
THE FLAG LADY'S FLAG STORE	FLAGS KEPT FOR SPARES	\$ 66.60
J&N HALLERS	DUMPSTER FOR 391 W WASHINGTON	\$ 325.00
LAND TECH	APPLICATIONS 1&2	\$ 626.00
MOMAR	WEED KILL	\$ 303.35
OH AUDITOR OF STATE	PARTIAL AUDIT COSTS	\$7339.00
VERIZON	CELLS	\$ 102.13
WEX BANK	FUEL	\$ 240.01
XEROX	MAINT AGREEMENT	\$ 72.45

PAYROLL & LIABILITIES

Motion passed 4-0.

Motion to adjourn until the next regular meeting, **July 18, 2016**, was made by Marshman and seconded by Hayes. Motion passed 4-0.



Mayor

Fiscal Officer

The Village of Dunkirk BPA met in regular session on July 11, 2016. Hipsher, Driskill and Delong present. Minutes were approved as presented.

Guests: none

Fiscal Officer's Report: Correspondence Sent: M Clark – NSF notice **Correspondence Received:** OH Ethics Commissions – Invitation to ethics session; G Bazner – questioning meter reading . Hipsher will deliver a meter history report showing meter is being read. **Utility account updates:** D Wilkserson has a tenant but no notice was given. When discovered there were 3 cycles unbilled for water. Board chose to bill the owner for the past water usage and request that all future tenant changes be reported. FO Spencer noted that due to this she has worked with the software programmer and there is now an alert on the system for times water is checked as off but usage has occurred. Per phone approval by Pres Delong, additional time was given to G Bilger to pay on her March/April bill due to theft in her home. Reported that R Bowermaster and R Powell water bills are being returned with no forwarding information. **Reports presented:** June month end reports: payment and receipt listing; appropriation, revenue and fund status. **Other Misc:** Discussed a phone conversation with Read Center Customer Support. She and Supt Cramer were questioning the exceptions report and the representative was very helpful in understanding the leak and reverse flow codes.

Superintendent's Report: Finish meter has been replaced with a unit from Buckeye State Pipe. The unit was also within guidelines but was even lower in price than that of the Neptune discussed at the last meeting. Reported that an antenna had to be ordered for the handheld reader, the RR leak is fixed, and they repaired a tile blow out on E Geneva. Presented the Corrpro Cathodic Protection 2017 proposal. The rate for the inspection will be \$800. Motion by Hipsher, second by Driskill, to accept the proposal. Motion passed 3-0.

Delong presented a request from M Frantz that her apron be repaired by the village since it was damaged in replacing her meter. PC explained that the replacement was due to a leak in the line located in her yard. Frantz was given the option of using same placement and tear entire length of drive, or move to a different location, cheaper in pipe and asphalt repairs. Frantz made the choice and the village is only responsible to the curbstop. Because they had enough cold mix from fixing the roadway, they did use some to do some repair to that apron but are not responsible for any other work.

Motion by Driskill, second by Hipsher, to pay the bills as presented:

ACE HARDWARE	SUPPLIES	\$ 46.95
ALLOWAY	TESTING	\$ 306.70
BUCKEYE STATE PIPE	ANTENNA/PARTS	\$1822.67
EJ PRESCOTT	PARTS	\$ 242.16
FARMERS CO-OP	FUEL	\$ 374.22
FIRST CITIZENS-VISA	MISC CHARGES	\$ 126.26
HACKWORTH CONSTRUCTION	TILE BLOW OUT	\$ 200.00
HD SUPPLY	PARTS	\$ 827.00
PHYLLIS J SPENCER	REIMBURSEMENT	\$ 35.89
RH SHELDON	LABOR FOR REPAIR	\$4320.00
ROOT LUMBER	PARTS	\$ 220.88
ROBINSON SALT	TREATMENT SALT	\$4323.90
SHELDON GAS	NATURAL GAS	\$ 12.60

PAYROLL AND LIABILITIES

Motion passed 3-0.

Motion to adjourn until the next regular meeting, **August 8, 2016**, was made by Driskill second by Delong. Motion passed 3-0.

BPA President

Fiscal Officer

The Village of Dunkirk council met in regular session on July 18, 2016. Mayor Cramer presiding. Marshman, Baum, Gibson, Prater, Cramer (tardy) and Hayes present. Motion by Marshman, second by Hayes, to approve minutes as presented. Motion passed 5-0.

Guests: none

Old Business: Hayes thanked Mayor Cramer for seeing that the markings were placed on the tank at the park.

New Business: Marshman announced that he was planning to begin work on the new welcome signs.

Prater received complaints about the appearance of properties located at 362 W Wayne and 369 W Wayne. It was stated that there are signs that mowing has started at 369 W Wayne.

Gibson asked about a boat parked on Walnut with part of it onto the grassway. All agreed it was probably to avoid being hit and many do the same.

Baum asked if any more clean ups this year. She is to inform the interested party that there is one per year by the Township. Brought up issues with 160 S Walnut, 211 W Wayne, and 110 N Rangeline. As per properties on W Wayne she was informed it was areas belonging to the railroad, not the homeowner. Concern with the amount of issues with the Rangeline area included the amount of debris and weeds attracting mosquitoes and other varmint. FO Spencer will ask the solicitor to draw up a letter requesting the area be cleared.

Superintendent's Report: Reported that the street light on Lynn street was reported and the concession siding was completed. Announced plans to install the toddler play unit within the week. Presented photos of damage done to a village planted tree at 210 N Walnut. Two juveniles used a hammer and removed a considerable amount of bark. He had J Hipsher do what he could to try and save the tree. Council asked that a police report be made for record should the tree not survive and need replaced at parents' expense. Lastly Supt Cramer stated he will be taking vacation the week of August 13.

Fiscal Officer's Report: Correspondence sent: none Correspondence received: OH Ethics Commission – invite to an ethics session. Shared with council for anyone interested. Council Pres Cramer – inspection report on 111 S Main; Supt Cramer – request for finder's fee on catch basin grant. Reports presented: none Income Taxes: Calls coming in from the tax letters sent by the solicitor. Requested council decision on the late file fee and the following was decided by council – no fees charged for those retired or on disability; all other tax payers are to be charged this late file fee. Other Misc: none

Legislation: FO Spencer asked for any additions/corrections to the draft on fixed asset ordinance. No response from members. Next FO Spencer recommended changes which were all approved by council. She will inform solicitor so that it is ready for next meeting.

Solicitor's Report: n/a

Mayor's Report: Discussed the Pre-Disaster meeting she and Hayes attended. There will be more meetings to come and eventually an ordinance for entering the program. When asked about cost, Mayor Cramer stated that the time being given by herself and Hayes is considered payment. Shared an invitation to the Alliance member appreciation BBQ on July 29, 11:30 – 1:30pm. It is free to members but they request an RSVP to 419-673-4131. Lastly she noted her delight in seeing other families utilizing the playground at the park.

Prater asked for an update on the status of the food pantry. Hayes announced that there is only one left, August, and then it is over. He said that the group is simply tired and with the lack of consistent younger help, they didn't wish to continue the service. He said people will need to go to Ada, Forest or Kenton after August. Mayor Cramer reported having heard that they were still trying to find a location.

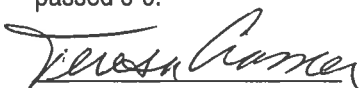
Motion by Gibson, second by Prater, to accept the bills as presented:

ALLOWAY	TESTING	\$418.50
AMERICAN ELECTRIC	ELECTRIC	\$ 52.94
HARDIN CO ENGINEER	SIGN INSTALL	\$ 30.33
LANDTECH	APPLICATIONS 3,4&5	\$939.00
MOTTER LAWN SERVICE	ORD WORK/BALL FIELD WORK	\$375.00

PAYROLL & LIABILITIES

Motion passed 6-0.

Motion to adjourn until the next regular meeting, **August 1, 2016**, was made by Marshman and seconded by Hayes. Motion passed 6-0.


Mayor

Fiscal Officer

The Village of Dunkirk council met in regular session on Aug 1, 2016. Mayor Cramer presiding. Marshman, Baum, Gibson, Prater, Cramer (tardy) and Hayes present. Motion by Prater, second by Marshman, to approve minutes as presented. Motion passed 5-0.

Guests: none

Old Business: Marshman asked for input on wording for the welcome signs. All agreed to use the new logo, adding the established date. Discussed adding something about the Johnny Appleseed Highway. Next Marshman stated that a resident asked if council had considered having something honoring veterans on Main St. Discussed moving the tank. Prater will attempt to contact former owner Gillen and get bank info to see if they might accept the Village's prior offer of \$5K for the old TTed site if it were for the purpose of a veterans memorial.

New Business: Baum announced that Squad One is back in service, 2 SurfacePro4s were purchased, and a pay increase was given for limited transports.

Superintendent's Report: Stated that the new playground unit was installed, streets have been patched and ready for when county comes in to do street projects; ordered Children at Play signs for Wayne and Washington; made a police report on the tree damage. Announced a new home was being built on W Geneva and will be needing a water and sewer tap, and bids for the catch basin project were starting next week. After talking with Cleanline it was decided to do the ball court and walking path after kids go back to school so there is less chance of someone being on it too soon after completed. Lastly he stated he would be taking vacation the week of August 15 and asked if you could receive his paycheck on the 12th because of this. Motion by Hayes, second by Marshman, to pay Cramer on the 12th rather than the 15th. Motion passed 6-0.

Fiscal Officer's Report: Correspondence sent: OH MUNICIPAL ADVISORY COUNCIL – ANNUAL REPORT Correspondence received: NHCDF CHIEF DYSERT – INSPECTION REPORT FOR 111 S MAIN Reports presented: JULY MONTH END: BANK RECONCILIATION; PAYMENT AND RECEIPT LISTINGS; FUND SUMMARY; APPROPRIATION AND REVENUE STATUS Income Taxes: JUST OVER \$10K IN TAXES & PENALTIES FOUND TO DATE FROM LETTERS. SUGGESTED PAYMENT PLANS: \$0 TO \$600/6 MONTHS; \$601 TO \$1500/9 MONTHS; \$1501 & OVER/ 12 MONTHS; INCLUDING A STOP TO ACCUMULATING PENALTIES AND INTEREST FROM CONTACT/FILE MONTH FWD. MOTION BY MARSHMAN, SECOND BY BAUM, TO APPROVE SAID PAYMENT PLAN. MOTION PASSED 6-0. Other Misc: WILL BE REINVESTING THE MATURED GEN FUND CD SOON. REMINDED COUNCIL OF POTENTIAL FOR LOWER AUGUST HOURS AS SHE PREPARES HER BUSINESS FOR THE HARDIN COUNTY FAIR.

Legislation: ORDINANCE 2016-03

FIXED ASSET INVENTORY PROCEDURES

WAIVE 3 READING RULES - 1ST MARSHMAN, 2ND CRAMER, ROLL 6-0

PASS – 1ST CRAMER, 2ND MARSHMAN, ROLL 6-0

ORDINANCE 2016-04

BUDGET AMENDMENT

WAIVE 3 READING RULES - 1ST HAYES, 2ND GIBSON, ROLL 6-0

PASS – 1ST BAUM, 2ND CRAMER, ROLL 6-0

Solicitor's Report: Discussed inability to attend the September meeting and asked if he could attend the August 15th to cover for his monthly responsibility. All agreed. Next he brought up 111 S Main and the nuisance status. The next step, public hearing before council, was set for Aug 15 at 8:00pm. Once the hearing is done, should council still wish to move forward with the case, they can then serve notice with a deadline for compliance.

Mayor's Report: Set up a fun day committee meeting for 6pm on the 15th.

Motion by Hayes, second by Gibson, to approve the financial reports as presented. Motion passed 6-0.

Motion by Gibson, second by Prater, to accept the bills as presented:

ACE HARDWARE	PLAYSET SUPPLIES	\$ 13.98
AMERICAN ELECTRIC	ELECTRIC	\$2985.83
DYLAN SHEPHERD	MULCH FOR PLAYSET	\$ 80.00
KENTON TIMES	LEGAL NOTICE	\$ 61.44
LANDTECH	APPS 6&7	\$ 626.00
OH AUDITOR	AUDIT FEES	\$ 553.50
PAUL CRAMER	FINDER'S FEE	\$ 900.00
ROOT LUMBER	MISC SUPPLIES	\$ 225.64
TIME WARNER	PHONES/DSL/LIFTS	\$ 582.28
VERIZON	CELLS	\$ 126.08
WEX BANK	FUEL	\$ 175.93
XEROX	MAINT AGREEMENT	\$ 86.27

PAYROLL & LIABILITIES

Motion passed 6-0.

Motion to adjourn until the next regular meeting, **August 15, 2016**, was made by Marshman and seconded by Hayes. Motion passed 6-0.

Mayor

Fiscal Officer

The Village of Dunkirk BPA met in regular session on August 8, 2016. Hipsher, Driskill and Delong present. Minutes were approved as presented.

Guests: none

Fiscal Officer's Report: Correspondence Sent: ERA Realty – billing history for 386 W Wayne; Paul Wagner Investments – current balance for recently purchased property at 300 N Main.

Correspondence Sent: none **Utility account updates:** Presented delinquent list as well as the final arrangement report for the May cycle, noting 2 residents unable to make arrangements for the current cycle. Reported that Wilkerson paid for the unbilled water for her rental. Reported that M Clark had not replied to his letter on NSF but noted that since he had already paid the bill he may have been planning to pay the fee with his next payment which is coming. **Reports presented:** July month end reports: payment and receipt listing; appropriation, revenue and fund status. **Other Misc:** discussed the September meeting. All agreed to hold the meeting on the 13th to allow the fiscal officer time to catch up following her absence during the Hardin County Fair.

Superintendent's Report: Tap at 371 E Geneva was placed earlier in the day. Tap Fee will be paid in next day or two. Stated that he decided to have the village join OOPS so that they are called to mark for digs. All agreed with decision. Reported that he and McCoy caught a Chempro truck preparing to connect to a village fire hydrant to draw water for their equipment. He stopped them and feels they put enough scare into them to not try again. He provided 8K gallons of water to the company grinding and repairing highway up around US RT 30. He billed them at the \$10/K bulk rate.

Delong brought up going back to two meetings in September.

Cramer informed the board that he would be on vacation the week of August 15th.

Motion by Driskill, second by Hipsher, to pay the bills as presented:

ACE HARDWARE	SUPPLIES	\$ 5.80
ALLOWAY	TESTING	\$ 388.00
AEP	ST LIGHTS	\$ 731.06
BADGER METER	ANNUAL SUPPORT	\$1357.56
BUCKEYE STATE PIPE	METER SUPPLIES	\$ 455.46
EJ PRESCOTT	MISC PARTS	\$ 142.50
FIRST CITIZENS VISA	MISC CHARGES	\$ 95.80
GOV'T ACCOUNTING SOLUTIONS	UTILITY ANN SUPPORT	\$1300.00
HACKWORTH CONSTRUCTION	NEW WATER TAP	\$1000.00
ML TECH	TREATMENT CHLORINE	\$ 155.00
OH UTILITIES PROTECTION SERVICE	2016 ASSESSMENT	\$ 50.00
SHELDON GAS	NATURAL GAS	\$ 12.60

CATCH BASIN PROJECT

CHOICE ONE ENGINEERING	ENGINEER FEES	\$3000.00
------------------------	---------------	-----------

PAYROLL AND LIABILITIES

Motion passed 3-0.

Motion to adjourn until the next regular meeting, **September 13, 2016**, was made by Driskill second by Hipsher. Motion passed 3-0.

BPA President

Fiscal Officer

The Village of Dunkirk council met in regular session on Aug 15, 2016. Mayor Cramer presiding. Marshman, Baum, Gibson, Prater, Cramer (tardy) and Hayes present. Motion by Baum, second by Prater, to approve minutes as presented. Motion passed 5-0.

Guests: none

Old Business: Hayes thanked Marshman for work on new welcome signs.

Marshman reported he is waiting work from Huntington as to whether the old TEd lot is in their hands. Next he reported that the welcome/logo portion of the signs are being made and he has confirmed some signs from the school and other organizations already. Gibson added that the CIC will be purchasing signs to put up.

New Business: none

Superintendent's Report: nothing

Fiscal Officer's Report: Correspondence sent: none. Correspondence received: Open the Books – public records request; Hardin Co Treasurer – informed that Claphan property liens would have to be written off at this time. Hardin Co Courts – apology letter from one of the juveniles of the concession stand vandalism case Reports presented: property tax settlement for 2nd half. Stated that the utility delinquencies received a net of \$4372.44 and ordinance violations collected \$1763.08. Income Taxes: Figures to date following solicitor letters are \$17,778.78 with penalties and fees, adding that \$5,990.19 has already been collected and many have requested payment arrangements. Many have made contact and are trying to gather the information needed to complete their missing years. Other Misc: Reminded council that there would be no 1st meeting in September due to the fair. Requested permission to pay any bills that come due prior to next meeting of BPA on Sept 13th up to the time she leaves for the Labor Day weekend and fair. Motion by Marshman, second by Baum, to approve. Motion passed 6-0. All bills paid will be reported as such on the BPA 'bills for approval'.

Legislation: none

Solicitor's Report: none

Mayor's Report: Mentioned council possibly creating a Job Creation Incentive Program similar to that of Forest's which was recently enacted. Solicitor Schwemer explained that there is a tax break for a certain number of jobs created by a business moving into the village. Baum was concerned with the company staying past said tax break and Schwemer stated that there is usually a required length of stay beyond the break written into the agreement.

Hayes brought up the Reich property. Discussion was held on how to bump up the process and the steps required. Hayes suggested possibly offering the heirs their financial assistance in paying for the probate costs if it would speed things up. Baum is to provide Schwemer with the contact information she has so that he can look into this issue.

Motion by Gibson, second by Hayes, to accept the bills as presented:

ALLOWAY	TESTING	\$ 79.00
DAN MARSHMAN	SIGN PARTS	\$ 17.88
HARDIN CO ENGINEER	COLD PATCH	\$ 68.53
KLEEM	CHILDREN AT PLAY SIGNS	\$ 78.41
MAYOR'S ASSOC	MEMBERSHIP RENEWAL	\$ 40.00
ML TECH SVC	CHLORINE	\$ 192.50
OH PUC	DAMAGE PREV REGISTRATION	\$ 25.00
ROBINSON SUPPLY	TREATMENT SALT	\$4217.76
STEVE STAIR TRUCKING	STONE/TRUCKING	\$ 285.60

PAYROLL & LIABILITIES

Motion passed 6-0.

Motion to adjourn until the next regular meeting, **September 19, 2016**, was made by Marshman and seconded by Baum. Motion passed 6-0.

Mayor

Fiscal Officer

The Village of Dunkirk BPA met in regular session on Septbember 13, 2016. Hipsher, Driskill and Delong present. Minutes were approved as presented.

Guests: none

Fiscal Officer's Report: Correspondence Sent: C Vanvoorhi – balance due on 201 s walnut; Health Dept – 391 W Washington occupied without water service. **Correspondence Received:** L Inmon – requesting adjustment; J Friemoth – final bill inquiry; F Johnson – requesting extension to pay. Board agreed that an extension was not allowed. FO will call on the 14th to inform her she had to the end of the current week. **Utility account updates:** Motion by Hipsher, second by Driskill, to allow leak adjustments for the following, provided Supt Cramer confirms it is fixed. B Allen Estate, B Mills, and L Inmon. Motion passed 3-0. Announced she would be applying the deposit for G jarrell and J Stissel. Discussed issues with R Powell account. A few water bills were returned for address corrections. Given they were just picked up in the postoffice FO Spencer put a new due date of 9-30. Board agreed with decision. **Reports presented:** August month end: payment and receipt listings; appropriation, revenue and fund status. Also presented worksheet on the 2nd half property tax settlement for delinquent utilities, showing a net income of approximately \$4300. **Other Misc:** none

Superintendent's Report: Discussed issues with transducer . The telemetry started having issues so he called the company it was purchased from 6 years ago. In checking they found the telemetry was fine, it was simply issues with the transducer causing it to malfunction. Since there was a transducer in the village stock, the cost will only be for the service and travel. Supt Cramer requested permission to purchase a back transducer. All agreed. Next Supt Cramer noted that a flow test on the well pump in the plant showed it was lagging. He and McCoy will try to work on it to get it running right but wanted the board prepared that they may have to replace it. Hipsher asked that he check on pricing. The Walnut Street line was discussed as to the number of patches having been done to that line. Supt Cramer suggested that the board plan on obtaining financing for replacement in a few years. Board was informed that Cramer would be on vacation the week of the 19th.

Discussion was held on the need for a new well and possible locations for it to be placed.

Motion by Driskill, second by Hipsher, to pay the bills as presented:

HD SUPPLY	HYMAX CPLGS	\$344.00 PD
OH MUN CLERK'S ASSOC	MEMBERSHIP RENEWAL	\$ 45.00 PD
ROOT LUMBER	MISC CHARGES	\$179.23 PD
TIME WARNER	PHONES/DSL/LIFTS	\$581.28 PD
VERIZON	CELLS	\$134.19 PD
ACE HARDWARE	SUPPLIES	\$ 15.45
ADVANCE AUTO	MISC PARTS	\$ 87.66
ALLOWAY	TESTING	\$ 670.20
AMERICAN ELECTRIC	ELECTRIC	\$3603.73
AQUA LINE	ER LEAK DETECTION	\$ 290.00
CROP PRODUCTION SVC	CHEMICALS	\$ 50.00
FIRST CITIZENS VISA	MISC CHARGES	\$ 169.79 (BAL FUN DAY COMMITTEE)
HACKWORTH	INSTALL SEWER TAP	\$ 900.00
J&N HALLERS	GARBAGE SVE-SEPT-DEC	\$ 152.00
MOMAR	DISINFECTING WIPES	\$ 195.57
OHIO AUDITOR	UAN/AUDIT	\$1061.90
SHELDON GAS	NATURAL GAS	\$ 12.60
TSC	MISC SUPPLIES	\$ 29.98
WEX BANK (MARATHON)	FUEL	\$ 297.67
XEROX	MAIN AGREEMENT	\$ 81.29

PAYROLL AND LIABILITIES

Motion passed 3-0.

Motion to adjourn until the next regular meeting, **September 26, 2016**, was made by Driskill second by Hipsher. Motion passed 3-0.

BPA President

Fiscal Officer

The Village of Dunkirk council met in regular session on September 19, 2016. Mayor Cramer presiding. Marshman, Baum, Gibson, Prater, Cramer and Hayes present. Motion by Gibson, second by Prater, to approve minutes as presented. Motion passed 6-0.

Guests: none

Old Business: Marshman discussed village welcome signs. One old sign has been placed on SR 81 on the West end of the Village.

New Business: Gibson presented a flier for a program HN school is beginning to assist with the issue of homeless students in the area.

Superintendent's Report: Pre-Construction meeting was held and Crates Excavating will begin catch basin work in the next week. Next Supt Cramer discussed 2 trees needing removed for safety purposes. The quote from Hull's was \$900. All agreed.

Fiscal Officer's Report: (presented by Baum in FO Spencer's absence) Village received an NSF letter on an income tax payment and needed to know if council wanted to adopt a fee such as the one BPA has. Council agreed they will decide a fee for next year.

Legislation:

RESOLUTION 01-2016 ADOPT AMOUNTS AND RATES OF THE COUNTY BUDGET COMMISSION

MOTION TO WAIVE THE 3 READING RULE: 1ST HAYES, 2ND CRAMER, ROLL CALL 6-0.

MOTION TO PASS: 1ST CRAMER, 2ND PRATER, ROLL CALL 6-0

Solicitor's Report: n/a

Mayor's Report: Brought up 160 S Walnut. Discussed 2 letters sent. Mentioned 369 W Wayne and the garbage collecting there. Discussed property taxes and interest in the former TEd lot by Richard Walden. Other properties discussed were the "Bo Walter's" rental, Prowantt building, and the property rented by Chuck Inmon on Washington Street. Next Mayor Cramer announced that those helping with Fun Day on the 25th will be meeting for breakfast at Oh My Grill at 9am with set up to begin directly following at approximately 10am.

Motion to accept the financial reports as presented by Hayes, seconded by Gibson. Motion passed 6-0.

Motion by Marshman, second by Prater, to accept the bills as presented:

GOV'T ACCTING SOLUTIONS	TAX SOFTWARE SUPPORT	\$ 475.00
LANDTECH	APPLICATIONS 8-12	\$1565.00
TIME WARNER	PHONES/DSL/LIFT STATIONS	\$ 581.28

PAYROLL & LIABILITIES

Motion passed 6-0.

Motion to adjourn until the next regular meeting, **October 3, 2016**, was made by Prater and seconded by Gibson. Motion passed 6-0.

Mayor

Fiscal Officer

The Village of Dunkirk BPA met in regular session on September 26, 2016. Hipsher, Driskill and Delong present. Minutes were approved as presented.

Guests: none

Fiscal Officer's Report: Correspondence Sent: none **Correspondence Received:** none **Utility account updates:** Called F Johnson on 9-14 regarding payment but due to FO Spencer being out of office the prior week, her water is still on. With one week to payment she promised, FO Spencer asked if they still wanted her turned off or not. All agreed to shut off her service. Supt Cramer will do so on the 27th. Discussed the R Powell property situation with prior tenant owing a balance and another tenant wanting water turned on. Supt Cramer is keeping in contact with Powell. FO Spencer noted that aside from the phone number, there is no contact/ mailing info on Mr. Powell. **Reports presented:** none **Other Misc:** none

Superintendent's Report: Reported that he learned the well pump was last replaced in 2008, and a replacement will cost \$6280 installed. Motion by Driskill, second by Hipsher, to replace. Motion passed 3-0. Stated that there was a fire hydrant recall that included 2 hydrants within the village. He added that Clow was in earlier in the day and fixed those to put into proper condition. Discussed a property owner wanting to place a building on an adjacent property but wanted to run his current water lines to it. Supt Cramer explained to him that he could only run it TO the building and couldn't legally run anything inside due to regulations of water and sewer system. Owner was also informed of the extra charge he would incur on his utility bill should he do so. Board asked Supt Cramer to keep an active eye to be sure the owner doesn't go against what he was told. Next Supt Cramer discussed issues he is running into with dumping during a dig for leaks or line work. He discussed ideas he has and will report back once he discusses with council for approval to research and has more details to offer.

Mayor Cramer reminded all of the community meal on the 27th.

Motion by Hipsher, second by Driskill, to pay the bills as presented:

ALLOWAY	TESTING	\$ 13.50
ML TECH	CHLORINE	\$ 180.00
ROBINSON SALT	TREATMENT SALT	\$4296.06
WORTHINGTON IND	SERVICE CALL/TRANSDUCER	\$ 700.00

PAYROLL AND LIABILITIES

Motion passed 3-0.

Motion to adjourn until the next regular meeting, **October 11, 2016**, was made by Delong second by Driskill. Motion passed 3-0.

BPA President

Fiscal Officer

The Village of Dunkirk council met in regular session on October 3, 2016. Mayor Cramer presiding. Marshman (tardy), Baum, Gibson, Prater, Cramer and Hayes present. Motion by Baum, second by Cramer, to approve minutes as presented. Motion passed 5-0.

Guests: none

Old Business: Hayes asked if there were any updates on the Prowantt building. Baum stated that he came to her the week prior, stating it wasn't worth saving and that he would be tearing it down. She added that she informed that the debris would have to be cleared as well or he would get more letters. There was concern among members that Prowantt needed reminded to keep moving on this. Mayor Cramer asked Sol Schwemer to send him a letter acknowledging his decision to raze the building, and giving a deadline to do so.

New Business: Gibson asked about paint a blue line down Main Street, between the north and south bound dividing lines in support of police. Due to issues with the road being a federal roadway, council decided to paint blue lines at the crosswalks, similar to what Kenton chose to do.

Prater brought up a property where a boat and trailer is not properly tagged. Because this property also has a car in violation, Councilman Cramer promised to talk with the owner about both issues rather than creating a violation letter at this time. Next Prater brought up 369 W Wayne Street. A junk notice was prepared and handed to the solicitor. Council also prepared a junk vehicle notice for the R Bowermaster property.

Baum asked that Trick-or-Treat be scheduled. Event was set for October 27th, 5-7pm. Next she informed Sol Schwemer that she was still working to get info on Reich Estate family members.

Superintendent's Report: Discussed insurance claim for a damaged flower pot, 2017 CDBG applications for a plant backup generator, and a dump location for the village. Motion by Baum, second by Gibson, to perform research on a potential site for dumping. Motion passed 5-0. Supt Cramer also reported that the catch basin project was moving along very well.

Fiscal Officer's Report: Correspondence Sent: HN FFA advisors – report on student participation at Fun Day; Paychex – questionnaire; Ohio Open the Books – sent copy of 2015 public records response. Correspondence Received: OH Dept of Taxation – annual tax analysis; Hardin Co Clerk of Courts – juvenile apology letter; OH BWC – 2017 renewal info; USDA – CCR code expired (to which FO Spencer has already renewed); Sheldon Gas – rate decrease; PERSO – concession stand claim closed; Hardin CO Court of Common Pleas – offer of property not sold at auction; Brett Clum of AOS Office – informing all that audit is behind due to short staffing; OH AOS – positive pay program Reports Presented: September month end: bank reconciliation; payment and receipt listings; fund summary; appropriation and revenue status. Income Taxes: Asked Sol Schwemer if council was allowed to pass on the NSF bank fees to the customer since no policy is currently in place for returned checks to the council. It was confirmed that the fees can be placed on the customer. Presented a 3rd quarter tax collections report. Other Misc: Asked for and given permission to attend a Hinkle Notes training. Read a notice hung in a resident's door regarding the need to move vehicles for alley resurfacing. Discussed delays in serving 160 S Walnut for violations with papers then handed to solicitor to handle with others from the evening. **Asked council for 2017 projects to be turned in at the next meeting.**

Legislation:

ORD 2016-06 NCO SOLID WASTE MANAGEMENT PLAN

MOTION TO WAIVE THE 3 READING RULE: 1ST HAYES, 2ND PRATER, ROLL CALL 6-0.

MOTION TO PASS: 1ST BAUM, 2ND CRAMER, ROLL CALL 6-0

Solicitor's Report: Explained the highlights of the tax incentive ordinance so that council could better understand the legislation. He noted it was providing a break on payroll tax beginning with 10 qualifying employees providing the company agreed to stay for a minimum 3 years. The Chamber of Business and Alliance is charged with qualifying the employees. It was noted there is some risk as a company could come in and then go under and there would be no way to recuperate that money. Solicitor Schwemer asked that council table the legislation so that he could approach the Chamber and see if there were any suggested changes to tailor it for Dunkirk since he just used Kenton's recently passed legislation.

Mayor's Report: Announced details on the HN Homecoming parade for the 5th and read the juvenile letter of apology to council. Announced that NCO is proposing adding the 4th Tuesday, 9-11:30am; for Dunkirk recycling in 2017. This would be on a 6 month trial basis, providing council agreed. All approved. Next, due her work hours, Mayor Cramer requested Hayes attend a Keep Hardin Co Beautiful event on the 18th and Marshman to attend the Alliance VIP event on the 26th. Lastly she thanked everyone for another successful Fun Day.

Motion to accept the financial reports as presented by Baum, seconded by Prater. Motion passed 6-0.

Motion by Prater, second by Gibson, to accept the bills as presented:

AMERICAN ELECTRIC	ELECTRIC	\$2633.55
DON HULL TREE CARE	TREE REMOVAL	\$ 900.00
VERIZON	CELLS	\$ 128.98
WEX BANK	FUEL	\$ 392.42
XEROX	MAINT AGREEMENT	\$ 83.91

PAYROLL & LIABILITIES

Motion passed 6-0.

Motion to adjourn until the next regular meeting, **October 17, 2016**, was made by Marshman and seconded by Hayes. Motion passed 6-0.

Mayor

Fiscal Officer

The Village of Dunkirk BPA met in regular session on October 13, 2016. Hipsher, Driskill and Delong present. Minutes were approved as presented.

Guests: none

Fiscal Officer's Report: Correspondence Sent: none **Correspondence Received:** OH EPA – Preliminary notice of annual discharge fee; F Johnson request for Nov 3 for current cycle payment. Due to the request not including the postdated check as usual, all members agreed they would not accept said request. **Utility account updates:** Apply and/or refund deposits for S Blosser and H Shaw. Stated she has annual assessments to complete once Supt Cramer turns in the ordinance violation work performed. **Reports presented:** September month end: payment and receipt listings; appropriation, revenue and fund status. **Other Misc:** Request permission for overnight stay prior to Oct 13 Annual Continuing Educational Seminar in Perrysburg. All agreed.

Superintendent's Report: Informed members that the well pump will be installed on the 14th and that 2 lagoon aerators were replaced. Explained that the bill from Shearer's was for EPA required annual testing. Supt Cramer added that his criteria were met and therefore another bill presented is for his license renewal. Lastly he reported that an out-of-town resident requested extension of sewer to his property. Resident was informed that this could not be done for the cost it would incur; which he estimated to be around \$20K.

Motion by Driskill, second by Hipsher, to pay the bills as presented:

ACE HARDWARE	SUPPLIES	\$ 33.53
ADVANCE AUTO	SUPPLIES	\$ 50.96
ALLOWAY	TESTING	\$218.20
AMERICAN ELECTRIC	ELECTRIC	\$798.00
FIRST CITIZENS VISA	MISC CHARGES	\$379.17
HD SUPPLY	REPAIR CLAMPS	\$312.00
OH EPA	OPERATOR RENEWAL	\$ 35.00
ROOT LUMBER	SUPPLIES	\$ 41.94
SHEARER'S PLUMBING	BACKFLOW TEST	\$ 65.00
SHELDON GAS	NATURAL GAS	\$ 12.60
SHELLY MATERIALS	ALLEY RESURFACE STONE	\$425.49

PAYROLL AND LIABILITIES

Motion passed 3-0.

Motion to adjourn until the next regular meeting, **October 24, 2016**, was made by Hipsher second by Delong. Motion passed 3-0.

BPA President

Fiscal Officer

The Village of Dunkirk council met in regular session on October 17, 2016. Mayor Cramer presiding. Marshman, Baum, Gibson, Prater, Cramer and Hayes present. Motion by Cramer, second by Hayes, to approve minutes as presented. Motion passed 6-0.

Guests: HN student, Trent Prichard, was present to observe for his government class.

Old Business: Hayes reported on the Resource Center Breakfast he attended. He stated that they are looking to focus on mental health when dealing with the drug addiction issue. Brought up was the need for more funding to provide more places for serving addicts within Hardin County.

Marshman reported that the garden club planted the welcome sign plants and presented their receipts for reimbursement. He noted that someone at the school may be able to maintain the weeds and such. Next Marshman reported that he felt the Village should consider enrolling in the Positive Pay program that FO Spencer asked him to review. FO Spencer will check if First Citizens participates in the program, and if so she will check on the costs of the two different plans.

New Business: Gibson stated that Sheriff Everhart would like to hold a VIP Academy for all elected officials who have not yet participated in a session. He will shorten the duration and it will be at no cost. Gibson also reported that there is a Past VIP Reunion on the 29th of November.

Baum reported one new applicant for EMT.

Mayor Cramer asked Councilman Cramer if he had talked to the resident about his vehicle and boat. He said he hadn't had a chance yet but would be sure to soon. Next she asked about Supt Cramer's medical release letter. Councilman Cramer stated that the Supt is currently using a walker and medicated. He added that there is a surgeon appointment on the 24th, the day prior to the end of the release.

Superintendent's Report: Assistant McCoy, reporting upon Supt Cramer's absence had nothing to report and there were no inquiries for him.

Fiscal Officer's Report: Correspondence Sent: none Correspondence Received: Solicitor Schwemer sent an email stating the 160 S Walnut and 369 W Wayne were both served and action for any non-compliance could take place after the 26th. Reports Presented: none Income Taxes: nothing Other Misc: Announced that in accordance with the Fiscal Integrity Act, she was awarded with certificates of completion for her ignition education requirements and fulfilled the integrity act requirements for her first term. Reported that she attended the annual continuing education session in Perrysburg when she learned the Hinkle Note coverage was identical to those being held individually. Next FO Spencer noted that due to her husband's spinal surgery on November 9, she would not be in the office. She added that her daughter had an induction date of Nov 14, but that whenever the baby decided to arrive she would be out.

Legislation: FO Spencer stated she had performed a budget amendment and had prepared to have it passed until a tax return came in the mail earlier in the day requiring a sizable tax refund which would require additional adjusting. She will have it updated for the next meeting.

Mayor's Report: Reported that the Solid Waste District did approve the second recycling day each month for the Village of Dunkirk. This is to begin in January and they stated several ways it was being advertised.

Motion by Marshman, second by Cramer, to enter into executive session to discuss personnel. Roll call 6-0. Meeting was reopened at 7:55pm with no actions taken.

Motion by Gibson, second by Prater, to accept the bills as presented:

PHYLLIS J SPENCER	2016 MILEAGE TO DATE	\$213.96
ROOT LUMBER	FURNACE FILTERS	\$ 3.18
TERESSA COMBS	WELCOME SIGN PLANTS	\$ 43.29
WENDY MORIN	WELCOME SIGN PLANTS	\$321.80

PAYROLL & LIABILITIES

Motion passed 6-0.

Motion to adjourn until the next regular meeting, **November 7, 2016**, was made by Marshman and seconded by Hayes. Motion passed 6-0.

Mayor

Fiscal Officer

The Village of Dunkirk BPA met in regular session on October 24, 2016. Hipsher, Driskill and Delong present. Minutes were approved as presented.

Guests: none

Fiscal Officer's Report: Correspondence Sent: SLK Group – utility balance for a property pending sale **Correspondence Received:** none **Utility account updates:** With a large number of unpaid accounts, McCoy hung tags with notice of shut off for 19th. Three accounts were then shut off. Request of P Brown to accept postdated checks for 10/28 and 11/4. All agreed. Request of G Bilger to accept majority payment with remaining balance on 28th. All agreed. Reversed a shut off fee as it was for a new owner and the final for previous owner was not paid. After discussion of this and another account with similar issues the board agreed that it is not the job of the village or its employees to chase down former owners when a proper final had been sent. FO Spencer reported that she was presented the deed to a trailer once rented but now owned by Travis Ruhlen so their deposit was credited to their account. **Reports presented:** none **Other Misc:** none

Superintendent's Report: New well pump is in and operating. Found a leak on North Main and plan to repair on 30th when traffic is less. He noted one cost for 2017 budget would be the village share for the generator grant. He then asked the board to be turning in any ideas to FO Spencer so she could get them into the budget. Supt Cramer also reported that he will be able to return to work on the 25th as his physician has released him.

Hipsher noted certain lift station lights going off occasionally. Supt Cramer stated that they are still trying to figure out why and currently guess it to be from a recent outage as this is when it began. Next Hipsher asked if the bales in the lagoon were working. Supt Cramer said that they are, but not completely taking care of the blooms.

Mayor Cramer reminded all of the community meal on the 25th.

Motion by Driskill, second by Hipsher, to pay the bills as presented:

ALLOWAY	TESTING	\$ 258.70
BRIAN SHOOK ELECTRIC	REBUILD LAGOON AERATORS	\$1850.00
GH BIERLY	REPAIR WELL PUMP	\$6280.00
MOMAR	CHEMICALS FOR LAGOONS	\$ 385.03
TIME WARNER	PHONES/DSL/LIFT STATIONS	\$ 580.70

PAYROLL AND LIABILITIES

Motion passed 3-0.

Motion to adjourn until the next regular meeting, **November 14, 2016**, was made by Delong second by Driskill. Motion passed 3-0.

BPA President

Fiscal Officer

The Village of Dunkirk council met in regular session on November 7, 2016. Mayor Cramer presiding. Marshman, Baum, Gibson, Prater, Cramer (tardy) and Hayes present. Motion by Baum, second by Prater, to approve minutes as presented. Motion passed 5-0.

Guests: none

Old Business: Marshman gave an update on the Welcome Signs stating that the Village's sign and a VFW sign were now in place.

New Business: Marshman discussed the County luncheon workshop he attended on behalf of the Village. He noted the speaker's comments about community growth stating that the first step was to make it attractive, which Marshman feels council has done with the benches and flowers and cleaning up eyesores. But next, Marshman said that we need to accept new business concepts as there are fewer mom & pop shops. He gave the example of council having fought a wind turbine project with a rail spur just outside of the village a few years back, suggesting this decision was possibly at the cost of growth for the village.

Gibson congratulated Dunkirk residents, Mr. & Mrs. Clayborn White III, for their property improvements being recognized by the Hardin County Beautification committee.

Superintendent's Report: Tasks completed recently included sealing of ball court and walking path, winterizing park facilities and closing of the park, and 369 W Wayne was cleaned up for ordinance non-compliance. Supt Cramer reported that Chris O'Flaherty of ODOT approved the blue stripes at the downtown crosswalks for honoring police. Next he presented his project list and also a diagram of suggested improvements to the Village circle as part of his project list. Supt Cramer requested permission to purchase tires for the pickup truck at a cost of \$756. Motion by Hayes, second by Prater, to purchase. Motion passed 5-0. Lastly he noted that the Christmas lights and banners will be put up in time to light following Thanksgiving and that he will be on vacation Nov 28 to Dec 5.

Fiscal Officer's Report: **Correspondence Sent:** Mark Doll, Regional Planning was called about the catch basin completion and learned they will be done Oct 20 or 21. Solicitor Schwemer was called about the follow up letter to Prowant and confirmed said letter was sent. County Auditor – delinquent utility and ordinance violations were sent for assessment. She noted there will be another listing sent for a few ordinance issues still open. **Correspondence Received:** Ohio Open the Books – public records request. OH Dept of Taxation – alleged 2015 school tax withholding delinquency and assessment. FO Spencer prepared all records of proof of payment, including the State's own confirmation numbers for Solicitor Schwemer to appeal. **Reports Presented:** October month end: bank reconciliation; payment and receipt listings; wage earnings; investment listing; fund summary; revenue and appropriation status; appropriation and revenue supplementals. **Income Taxes:** Sent a final notice to those taxpayers who received letters from Solicitor Schwemer and made initial contact or payment arrangements but had not followed through. She noted they were sent certified so she can verify online when they are received. **Other Misc:** UAN Yearend Update session has been set and her registration is completed for attendance. The date is December 6 and she will be able to stay with a relative so there will be no hotel stay for this session. Next FO Spencer reported on an incident turned in to her earlier in the day. On the night of Nov 5 into Nov 6 a couple were driving through the village when something hit their vehicle as they crossed the tracks. They pulled over to find a rather large dent in their brand new 2017 car and upon looking around saw two youth duck down from atop the lower section of the community building. FO Spencer noted this citizen was not after anything but to make a report had we had a police department. She asked that Hayes, Gibson or Mayor Cramer please inform the proper people at the Community Center to address this issue.

Legislation: 2016-07 BUDGET AMENDMENT ORDINANCE

MOTION TO WAIVE THE 3 READING RULE – 1ST BAUM, 2ND GIBSON, ROLL 6-0

MOTION TO PASS – 1ST CRAMER, 2ND PRATER, ROLL 6-0

Solicitors Report: Brought up ordinance 2016-05, job creation incentive ordinance and FO(TA)Spencer's concern that there was no incentive to the company if the tax relief was on the payroll tax. Solicitor Schwemer noted that the incentive was to award a refund off their 'payroll tax' once they paid all payroll withholding for the year and proved to the Chamber that they met the criteria for said refund. FO Spencer stated that the village does not collect such a thing as a payroll tax that companies pay. When Spencer was asked by Schwemer what a company pays for doing business then, she stated that the company pays taxes on their income, an income tax. She went on to explain that while payroll withholding is paid to the village by the employer, it is money that came from the employee's wages. 'Therefore', she stated, 'a refund of payroll taxes paid in to the village would mean the employees would receive a break and the company itself would have no benefit whatsoever', leading to no incentive for the company to open shop in the village. Councilman Marshman suggested bringing in someone from the income tax field to clear up the confusion being created. Solicitor Schwemer will have someone come to their December meeting to help explain things. Next Hayes questioned the Solicitor on next steps for the Prowantt building. Supt Cramer stated that the owner has begun pulling structural steel beams from inside the property and feels it is now further compromised. With this new information Solicitor Schwemer suggested starting at the beginning with a new request for inspection citing the added urgency from said removal of interior structural supports. FO Spencer will prepare the mayor request letters immediately.

Mayor's Report: Mayor Cramer requested a closed session to discuss personnel. Motion by Marshman, second by Gibson, to enter into closed session at 7:30pm. Motion passed 6-0. The meeting was reopened at 7:40pm with no action taking place.

Motion by Baum, second by Cramer, to accept the financial reports as presented. Motion passed 6-0.

Motion by Cramer, second by Gibson, to accept the bills as presented:

ACE HARDWARE	MISC CHARGES	\$ 20.98
AMERICAN ELECTRIC	ELECTRIC	\$3578.67
CLEAN LINE	COURT/PATH RESURFACE	\$4892.00
DAN MARSHMAN	WELCOME SIGN EXPENSES	\$ 79.46
SHELDON GAS	NATURAL GAS	\$ 20.01
VERIZON	CELLS	\$ 128.90
XEROX	MAINT AGREEMENT	\$ 82.64

PAYROLL & LIABILITIES

Motion passed 6-0.

Motion to adjourn until the next regular meeting, **December 5, 2016**, was made by Marshman and seconded by Hayes. Motion passed 6-0.

Mayor

Fiscal Officer

The Village of Dunkirk BPA met in regular session on November 14, 2016. Hipsher, Driskill and Delong present. Minutes were approved as presented.

Guests: none

Fiscal Officer's Report: Correspondence Sent: Health Dept – notice of accounts off with occupants; Co Auditor - \$8671.83 in delinquent utility assessments **Correspondence Received:** M/M Harvey VanSchoik – thank you note for the electric allowance on their bill. **Utility account updates:** 120 W Patterson bill to HUD was returned, she will try to find their property preservation contact info. Due to the discontinuing of paper shut off notices, another way needs to be found to inform residents of the reporting to the health dept. She and Supt Cramer are looking into ideas. **Reports presented:** October month end: payment and receipt listing; appropriation, revenue and fund status. Shared Supt Cramer's copy of the final status of previous cycle arrangements prior to handing to Cramer. She noted four residents that will not be able to make arrangements this cycle due to not following through.

Other Misc: none

Superintendent's Report: Informed the board of a leak in the apartments above the post office which caused an old curbstop to break in the attempt to shut off the service for the owner. It is repaired already. Next he discussed the considerable drop in water usage since repairing the N Main leak, which had been leaking for what he estimated was a 'good year'. He added that the cost of electric, salt, and chlorine should all go down considerably for 2017. Next Supt Cramer stated that he sent forms needed by Windcreek Hog Farm for their EPA reporting. Lastly he informed the board that he would be on vacation November 28 through December 4.

Delong suggested not holding the second meeting of the month. All agreed. FO Spencer asked for a motion to allow her to pay any necessary bills up to the next council meeting. Hipsher motioned to do so, seconded by Driskill. Motion passed 3-0.

Motion by Driskill, second by Hipsher, to pay the bills as presented:

ADVANCE AUTO	MISC SUPPLIES	\$ 122.83
ALLOWAY	TESTING	\$ 54.00
AQUA LINE	LEAK DETECTION	\$ 400.40
FIRST CITIZENS	MISC CHARGES	\$ 493.39
HACKWORTH CONST	WORK ON BLOWOUT	\$ 100.00
ML TECH	CHLORINE	\$ 180.00
RH SHELDON	WATER LEAK WORK	\$1300.00
ROBINSON SALT	TREATMENT SALT	\$4186.52
STEVE STAIR	STONE/HAULING	\$ 284.34
VENDERPOOL CONST	CATCH BASIN WORK	\$ 550.00

PAYROLL AND LIABILITIES

Motion passed 3-0.

Motion to adjourn until the next regular meeting, **December 12, 2016**, was made by Hipsher, second by Driskill. Motion passed 3-0.

BPA President

Fiscal Officer

The Village of Dunkirk council met in regular session on December 5, 2016. Mayor Cramer presiding. Marshman, Baum, Cramer (tardy) and Hayes present. Gibson and Prater absent. Motion by Baum, second by Hayes, to approve minutes as presented. Motion passed 3-0.

Guests: none

Old Business: Hayes asked about 111 S Main status. FO Spencer stated that only one inspection letter has been received for the repeated process the Solicitor asked the council to do. Next he asked if there was anything new on the Reich property. He was informed there is nothing new as family is not responding to contact attempts. Lastly Hayes asked about the camper from 360 W Washington now sitting at 391 W Washington. Solicitor suggested possibly hauling it away under the junk vehicle process.

New Business: Baum brought up the initial vote for spending on the Village welcome signs. There was either a low estimate or potentially a per unit estimate that was missed in the minutes. Motion by Hayes to accept the entire costs, now totaling just over \$1200. Second by Baum, passed 4-0. Next Baum brought up Project Lifesaver that she and Mayor Cramer learned about. Mayor Cramer went on to explain that it is a program to provide an ankle bracelet with a tracking device for those individuals with autism or dementia/Alzheimer's. She asked council to spread the word so that anyone applicable can get into the program. Those interested are to contact Charles Shelf or Dick Pees. FO Spencer asked for a pamphlet so she can put it on the village website. Mayor Cramer then added that she highly recommended all elected officials plan to take the VIP program being offered by the Sheriff's department.

Superintendent's Report: Discussed the potential of obtaining the land directly behind the water plant for use in dumping. He had made contact with the owner and they are willing to sell and asked for an offer. Supt Cramer will look into the values and present to the finance committee to include in the 2017 budget. Next he requested that a thank you be sent to Brian Shook for his volunteer work in putting up the Christmas lights again this year. He suggested council members donating for gift cards. Reported that the Winterfest will be on December 7th from 5:30 – 7:30. Requested a payout of vacation in lieu of taking the days off. Motion by Hayes, 2nd by Baum. Motion passed 3-0-1, with J Cramer abstaining. Presented a quote from Hull Tree Care for trimming trees in 2017. Lastly Supt Cramer informed council that the tenant at 201 S Walnut was driving a dump truck home from work, parking in an alley, across the sidewalk, in addition to dumping asphalt in the village's alley. Solicitor Schwemer will send a letter to the owner and tenant.

Fiscal Officer's Report: **Correspondence Sent:** Health Dept, Fire Chief and Council President – requesting new inspection of 111 S Main; CF&E Railroad – bill for mowing their property. **Correspondence Received:** Health Dept – inspection letter; CF&E Railroad- payment for mowing; OH Dept of taxation – tax survey to complete; OH Div of Liquor Control – giving council option to appeal Shenanigan's licenses. Council all agreed to decline any appeals. OH Dept of Taxation – refund certification of United Telephone Company. **Reports Presented:** November month end: bank reconciliation; payment and receipt listings; wage earnings; investment listing; fund summary; appropriation and revenue status; appropriation supplemental. **Income Taxes:** revenue above the revised estimate for the year. Presented Solicitor Schwemer with a letter she would like to send to those who made declarations but have failed to follow through with payments. He will review and get back with her. **Other Misc:** Requested finance committee meeting to complete 2017 budget. Meeting was set for December 15th at 3pm. Reminded council she was attending the UAN year end update on December 6. Mentioned draft audit, stating that anyone with questions could come to her but reminded all that it isn't public info until the State Auditor releases it. Hayes tried to ask about something from the audit but was reminded by FO Spencer that it was a public meeting. Council agreed to waive an exit audit meeting. Next FO Spencer presented all with a copy of her 2016 At-A-Glance write up. Marshman stated that he appreciated the efforts she goes to in providing this annual summary.

**Legislation: 2016-08(or 2017-01) ODOT – 68 RESURFACING
MOTION TO PASS 1ST READING – 1ST CRAMER, 2ND MARSHMAN, ROLL 4-0**

Solicitors Report: Discussed the particulars of the tax incentive ordinance. He stated that FO Spencer was correct in stating that there wasn't a payroll tax paid by an employer. He went on to explain that the incentive calculation is simply based on the payroll tax. Other details were that the business would need to have 10 employees, pay \$250K minimum/year in payroll, and that it can be a new or expanding business. He noted that the business would have to qualify via the Hardin County Chamber of Business and Alliance. Supt Cramer questioned that likelihood of a business of such size ever locating within the village. All agreed that while chances were slim in the current economy, they would go ahead and put it into place for any future need. The legislation will be given a new number for 2017 and be presented at a later time.

Mayor's Report: Requested council's goals for the January 3rd meeting. Reported that the culprits most likely involved in much of the Community Center vandalism were caught. She added that the back stairway on the outside of the building has been removed as a prevention.

FO Spencer presented a write up to all members about issues with her personal time and being allowed to use it. The papers included a report on all times she missed the "public" office hours of 9-3 M-W which detailed the reason for all. She noted recently having been denied permission to use personal time on two occasions. She asked why the alleged complaints (about people not knowing when she was returning to the office when she missed "public" hours) weren't brought directly to her. She referred to the January 21, 2014 meeting in which Mayor Cramer asked that this be the proper procedure in order to support the employees. Spencer noted that had this been done she could have informed them that every sign placed during any "public" hours absence included when she would return and the complaint would have been considered moot immediately rather than creating hostility with closed sessions and procedure changes made without ever conferring with her. She stated that it seems she has to have her "approximate" 21 hours in before she can even use her personal hours. She added that whatever happened in the closed sessions has caused Mayor Cramer to be afraid to let her use personal time or ever miss office hours and that this was never an issue until this year. Hayes responded that if personal hours were allowed in the contract then Spencer needed to work it out with the Mayor and only come to council if there is an issue. Baum asked if it was known who the complainant was but no one was willing to disclose the source. She added that she has only ever heard of one complaint on the FO's hours and it was for Friday hours to be included. Baum informed that complainant, board member Hipsher, that there are other hours they can come in and there is a drop box provided for payments. FO Spencer noted a compliment received earlier in the day by an Arlington resident in to pay her mother's bill. They don't have any office hours or a drop box. Lastly Spencer noted that even a 24/7/365 schedule wouldn't stop the complaints as no one can please everyone, especially when they are responsible for collecting water bill payments and taxes.

Motion by Marshman, second by Cramer, to accept the financial reports as presented. Motion passed 4-0.

Motion by Baum, second by Hayes, to accept the bills as presented:

ACE HARDWARE	CHRISTMAS LIGHTING	\$ 211.41
AMERICAN ELECTRIC	ELECTRIC	\$3406.83
BRIAN L SHOOK	PARK LIGHT REPLACEMENT	\$ 200.00
DON HULL TREE CARE	TRIM & GRIND BRUSH	\$ 300.00
GOV'T ACCTING SOLUTIONS	IT SOFTWARE PAYMENT 8 OF 20	\$ 475.00
HARDIN CO CHAMBER	MEMBERSHIP RENEWAL	\$ 125.00
HARD CO ENGINEERS	ALLEY WORK	\$4962.01
HARDIN CO SW & RECYCLE	WASTE & TIRES	\$ 27.30
HD SUPPLY	WATER DEPT PARTS	\$ 564.00
MARK SCHWEMER	CERTIFIED MAIL COSTS	\$ 151.42
OHIO AUDITOR	UAN FEES	\$ 762.00
" "	AUDIT FEES	\$1172.60
OHIO BWC	INSTALLMENT	\$ 88.50
OHIO MUNICIPAL LEAGUE	MEMBERSHIP RENEWAL	\$ 345.00
ROOT LUMBER	WELCOME SIGN PARTS	\$ 51.79
SCIOTO SIGNS	WELCOME SIGN - VILLAGE SIGN	\$ 190.00
STEVE STAIR	TRUCKING/STONE	\$ 290.93
VERIZON	CELLS	\$ 128.90
WEX BANK	FUEL	\$ 145.97
WILSON TIRE	TRUCK TIRES	\$ 788.00
XEROX	MAINT AGREEMENT	\$ 75.14

PAYROLL & LIABILITIES

Motion passed 4-0.

Motion to adjourn until the next regular meeting, **January 3, 2016**, was made by Baum and seconded by Marshman. Motion passed 4-0.

Mayor

Fiscal Officer

The Village of Dunkirk BPA met in regular session on December 12, 2016. Hipsher, Driskill and Delong present. Minutes were approved as presented.

Guests: none

Fiscal Officer's Report: Correspondence Sent: NW TITLE – balance details for 120 W Patterson; R Fletcher – final bill; S J McCoy – landlord reporting rules and water service agreement for tenant
Correspondence Received: S J McCoy – landlord reporting form and completed agreement; F Johnson – request for extension to January 3. Board unanimously denied and allowed to the 25th of December only; OH Utilities Protection Svc – Notice of 2017 Assessment amount **Utility account updates:** Delinquent list was presented. **Reports presented:** NOVEMBER MONTH END: PAYMENT AND RECEIPT LISTING; APPROPRIATION, REVENUE AND FUND STATUS **Other Misc:** Asked board about their second meeting of the month. All agreed to cancel and meet next on January 9. Due to this permission was granted to pay all encumbrances through year end with presentation at the January 3, 2017 council meeting. Motioned by Driskill, 2nd by Hipsher. Roll call 3-0 to approve said request. Presented her 2016 AT-A-GLANCE write up to each member. Lastly she presented a sample water bill with a notice as a way to shorten the reporting process on properties shut off with occupants. Board approved the notice and FO Spencer will prepare all bills on hand with said notices prior to next billing.

Superintendent's Report: Had two leaks near 310 S Buckeye just days apart and only 10' apart. Both were rings on what is the newest line in town, aside from those installed in Tower and HN projects. Commented that usage is still down considerably and noted that he and FO Spencer discussed the 2017 budget as electric, salt, and other misc items would be down now that the leak on Main Street is fixed. Next Supt Cramer informed the board of new requirements coming down from EPA. He discussed the details of what was needed for each of the two changes with one carrying heavy fines for non-compliance. He stated he has already started to work on them.

Mayor Cramer reminded all that the community meal would be a week early, on December 20, due to the holidays.

Motion by Driskill, second by Delong, to pay the bills as presented:

ALLOWAY	TESTING	\$ 285.70
COLE HUMPHREY INS	SUPT BOND	\$ 100.00
FIRST CITIZENS-VISA	MISC CHARGES	\$ 555.25
HARDIN CO ENGINEERS	COLD PATCH	\$ 63.18
ML TECH SERVICES	TREATMENT CHLORINE	\$ 105.00
OH EPA	ANNUAL DISCHARGE FEE	\$ 200.00
OH EPA	PUBLIC WATER LICENSE	\$ 624.00
OH PUBLIC WORKS COMM	LOAN PAYMENTS	\$15166.52
PHYLLIS J SPENCER	REIMBURSE MILES	\$ 111.15
RH SHELDON	LEAKS/CATCH BASIN CLEANING	\$ 1260.00
SHELDON GAS	NATURAL GAS SERVICE	\$ 74.40

PAYROLL AND LIABILITIES

Motion passed 3-0.

Motion to adjourn until the next regular meeting, **January 9, 2017**, was made by Driskill, second by Delong. Motion passed 3-0.

BPA President

Fiscal Officer

