

AGENDA

March 13, 2012  
7:00 PM

Pledge of Allegiance

1. Approval February 28, 2012 Minutes (copy enclosed)
2. Treasurer's Report-February, 2012 (copy enclosed)
3. Bills Presented for Payment (copy enclosed)
4. Third & Final Reading Ord.#535-2012 - Recoupment water/sewer installation costs - St. John Church
5. Second Reading Ord.#536-2012 - Adopt 2012 Edition of Ohio Basic Code
6. First Reading Res. #2012-613 - Redistribution of Income Tax Revenue (copy enclosed)
7. Village Administrator Report (copy enclosed)
8. Other Business:
  - A. Elimination of one town-wide cleanup(?)
  - B. Police Report (copy enclosed)
  - C. Vacation, etc. (copy enclosed)
9. Adjournment

VILLAGE OF PANDORA  
FINANCIAL REPORT  
FEBRUARY, 2012

	FEBRUARY RECEIPTS	FEBRUARY EXPENSES	FEBRUARY BALANCE	YEAR TO DATE RECEIPTS	YEAR TO DATE EXPENSES	2011 FEBRUARY BALANCE
GENERAL	33,003.80	37,271.30	39,077.79	71,905.26	65,966.50	105,196.39
STREET CONST	4,050.36	6,117.01	5,114.89	8,076.88	11,854.26	22,234.43
MAINT&REPAIR						
STATE HIGHWAY	328.40	44.44	12,697.48	652.44	76.00	23,856.19
PARK	-0-	122.95	1,148.54	-0-	221.45	683.79
PARK CAP. IMPR.	-0-	-0-	4,250.00	-0-	-0-	4,250.00
ST. PER. TAX	-0-	-0-	-0-	-0-	-0-	-0-
ENFORCE&EDUC.	-0-	-0-	647.00	-0-	-0-	622.00
DRUG ENFORCEMENT	-0-	-0-	50.00	-0-	-0-	---
WATER	11,814.98	14,884.33	36,894.35	21,132.62	25,859.43	41,067.49
SEWER	17,644.06	11,540.79	296,779.30	35,206.91	22,129.31	305,154.61
COMM. CENTER	140.00	1,740.70	15,171.09	140.00	4,579.28	12,634.45
INCOME TAX	8,534.00	6,173.20	28,198.47	15,582.46	39,322.96	149,665.56
TOTAL	75,515.60	77,894.72	442,939.88	152,696.57	170,009.19	665,364.91

CASH RECONCILIATION

DESCRIPTION:	
BANK BALANCE CHECKING ACCOUNT NUMBER 00 005 1	\$ 171,982.73
LESS - OUTSTANDING CHECKS	( 4,246.47)
NET BALANCE - FIRST NATIONAL BANK 00 005 1	\$ 167,736.26
INVESTMENTS:	
FIRST NATIONAL BANK, PANDORA, OHIO	275,144.51
PAYROLL CHECKING ACCOUNT #23019	59.11
TOTAL BALANCE(ALL ACCOUNTS)	<u>\$ 442,939.88</u>

GENERAL FUND  
February, 2012

RECEIPTS:

Sales Tax	363.64
Und. Inc. Tax	3,654.94
Court Fines	17.50
Interest	252.36
Building Permits	16.20
Miscellaneous	5,798.11
Income Tax	<u>22,901.05</u>

EXPENSES:

Police Wages	7,238.03
Police Benefits	5,857.39
Police Supplies	<u>1,428.63</u>
Total Police	14,524.05
Total Other	<u>22,747.25</u>

TOTAL RECEIPTS                   \$ 33,003.80

TOTAL EXPENSES \$37,271.30

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INCOME TAX COLLECTIONS

	<u>2012</u>	<u>2011</u>	<u>2010</u>
Jan.	35,242.38	32,058.99	31,934.66
Feb.	<u>28,626.31</u>	<u>26,399.34</u>	<u>27,566.23</u>
TOTAL	63,868.69	58,458.33	59,500.89



# Check Register Report

MARCH 2-13,2012

Emp. Code Desc.: PAN  
Village of Pandora

Date: 3/5/2012  
Time: 11:16:33

Check No.	Check Date	Recon.Date	Status	Employee ID	Pay To	Check Description	Amount
2089	03/02/2012		P	SCHSTA	STANLEY SCHNECK	MAR 2 PAY	\$1,422.19
2090	03/02/2012		P	BURLAN	LANA BURRY	MAR 2 PAY	\$852.05
2091	03/02/2012		P	BASING	AARON BASINGER	MAR 2 PAY	\$149.56
2092	03/02/2012		P	BISHOP	PAUL BISHOP	MAR 2 PAY	\$120.79
2093	03/02/2012		P	RAYERI	ERIC RAYLE	MAR 2 PAY	\$909.27
2094	03/02/2012		P	STASCO	SCOTT STANT	MAR 2 PAY	\$1,066.65
2095	03/02/2012		P	MORRIC	RICK MORRISON	MAR 2 PAY	\$861.87
2096	03/02/2012		P	STEMAR	MARVIN STEINER	MAR 2 PAY	\$1,207.15
2097	03/01/2012		P	SCHOOL	OHIO SCHOOL INCOME T.	Remittance Check	\$315.80
2098	03/01/2012		P	STATE	TREASURER STATE OF O	Remittance Check	\$524.50

Total Checks: 10

<b>Sub-Total:</b>	<b>\$7,429.83</b>
<b>Total Void/Stop Payment:</b>	<b>\$0.00</b>
<b>Grand Total:</b>	<b>\$7,429.83</b>

Online Pmts:

OPERS	3,141.59
Police Pension	1,633.12
Federal/Medicare Tx	<u>2,660.34</u>
TOTAL	<b>\$ 14,864.88</b>

**RESOLUTION NO. 2012-613**

**A RESOLUTION FOR TEMPORARY REDISTRIBUTION  
OF INCOME TAX REVENUE**

**SECTION I.** Effective April 10, 2012, that the Village of Pandora hereby apply Sixty percent (60%) of the 2012 income tax receipts to the General Fund from April 1, 2012 to December 31, 2012, leaving the remaining Forty percent (40%) in the Income Tax Fund.

**SECTION II.** That it is found and determined that all formal actions of this Council concerning or relating to the passage of this Resolution were passed in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that result in such formal action, were in meetings open to the public, to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

ADOPTED: \_\_\_\_\_ (DATE)

ATTEST:

APPROVED:

\_\_\_\_\_  
Lana S. Burry, Fiscal Officer

\_\_\_\_\_  
John C. Schlumbohm, Mayor

**VILLAGE ADMINISTRATOR  
COUNCIL REPORT  
March 13, 2012**

**STREETS:**

**SEWER:**

**LIFT STATION BY ROCKET RIDGE:**

Sarka Electric was able to locate a transducer for the lift station, but it is not in yet. In the meantime we continue to turn on the pumps manually until they can get it fixed.

**WATER:**

**ST JOHN HYDRANT FLUSHING:**

Several weeks ago when I told you how much water we flushed out of the hydrant at the church the question was asked how we determined how much to flush. What Marv did was to take the chlorine tester to the church and when the chlorine tested the same as it did at our maintenance building that morning, he quit flushing.

**ECONOMIC DEVELOPMENT:**

**ROAD 5 LETTER:**

I have not spoken with anyone involved or received any comments from anyone regarding the letter the council sent after the last meeting regarding the CR-5 project.

**OTHER:**

**PLAYGROUND REPAIRS:**

We received a letter in the mail yesterday from the Ohio Department of Natural Resources giving us the official approval to begin the playground project. I contacted Pandora Contracting and told them of the official approval so it can be put on their schedule. As mentioned previously we have approval from the NatureWorks Local Assistance Grant Program no to exceed \$12,000.00 as long as the grant does not exceed 75% of the eligible costs.

**BUILDING MAINTENANCE:**

I have contacted Steffen Brothers Roofing to give us a quote on a standing seam roof on the maintenance building. At the time of this writing, I have not received it yet.

**SHERIFF SALE:**

According to the Putnam County Sheriff's web site, the Peth Sheriff Sale will be held March 26<sup>th</sup> at 10:00 am.

#### DAN MILLER HOUSE:

I received another complaint from Paul Quint regarding Dan Millers house at 210 Washington St. He has a lot of garbage bags setting outside again. I sent Dan a letter today reminding him of the town wide pick up next Friday. Mr. Quint also complained to Scott Stant this morning as well. The property was sold at a Sheriff sale held March 5<sup>th</sup> and was purchased by the financial institution involved; Citimortgage Inc. for \$27,000, so I don't know if they will continue to let him live there or not.

#### FLOODPLAIN MANAGEMENT PROGRAM:

The elevation certificate form on the Scott and Lisa Gratz property has been corrected regarding the "typo" as presented at the last meeting. The base flood elevation is 770.0 and Scott and Lisa's property is above that elevation except for the basement which is 765.04. The basement also has a furnace located in it which raises a red flag. However the Lowest adjacent grade next to the building is 771.79.

Ben Kelley from the ODNR Floodplain Management Program told me that we would still need a letter of map amendment (LOMA) filed with FEMA requesting the structure be removed from the 100 year flood zone. Both Greg Bockrath and Ben Kelley told me that it appears that the Gratz residence meets the criteria to be removed from the flood zone via LOMA.

In previous correspondence with Greg Bockrath, he said his fee for preparing a structure only LOMA is \$500. He stated in that email that he noticed several other structures in the area that appeared to be in the 100 year flood zone. In some past projects he has had several property owners with flood zone issues needing LOMA's to go together and do all of them at the same time resulting in each property owner saving about 20% off his typical surveying fee for LOMA preparation.

However the only one needed to take care of the violation of building in a flood zone is the Gratz property.

If you go to [www.putnamcountygis.com](http://www.putnamcountygis.com) and zoom into the area you want and turn on the FEMA Flood Zone Layer on the left side you can see the properties. It is a little tricky to navigate as you have to keep turning on and off the flood zone button as it hides the houses. What this means is if the flood zone touches any house and it is sold or refinanced, the property owner will need to purchase flood insurance unless it is removed from the flood zone. I am not sure if any of these homes would qualify except for the Gratz property, even my house where the flood zone goes one-half way through it. The list of properties I found were the following: 211 Heather Lane (David Heineman), 209 Heather Lane (Robert Lee), 207 Heather Lane (Jon Diller), 804 S. Jefferson St. (Amy Disillvestri), 806 S. Jefferson St. (Jerry Huffman), 108 Madison Ave (Stan Schneck) and 109 Madison Ave. (Scott Gratz) along with 18 of the mobile homes along Spring Lake (I don't know if mobile homes are considered as structures or not). I noticed the flood zone barely touched the Don Buess and Mark Stall homes so I didn't list them. We can discuss further at the meeting.

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Chief Scott J. Stant  
**Pandora Police Department**  
102 South Jefferson  
Pandora, Ohio 45877

Phone (419) 384-3112  
Dispatch (419) 384-3750  
Emergency 911  
Fax (419) 384-3110  
chiefstant@fairpoint.net

Dear Mayor John Schlumbohm and Council members,

The month of February 2012 the Police Department handled 31 complaints.

- 1-Text message complaint
- 1-Information call
- 1-Identity theft complaint
- 1-Unlock car door
- 2-Suspicious vehicle complaints
- 1-Dog running at large
- 1-Threats
- 1-Recover stolen property
- 5-Assistance calls
- 3-Bad check reports
- 1-Found property on roadway
- 2-Animal complaints
- 4-Traffic complaints
- 1-Unruly juvenile
- 1-Assist EMS
- 1-Alarm drop
- 1-Welfare check
- 1-Disgruntled employee
- 1-Remove property
- 1-Stray dog

The Police Department gave 5 verbal traffic warnings, 4 traffic tickets, 7 long form summons to appear in the Putnam County Courts, 14 counts were presented to the Putnam County Grand Jury that resulted in 14 count indictments.

Charges filed in Putnam County Municipal Court

- 1-Loud Exhaust ORD MM
- 3-Speed Violations ORD MM
- 1-Dog Running At Large ORD M-4
- 1-Persistent Disorderly Conduct ORC M-4
- 3-Passing Bad Checks ORC M-1
- 2-Receiving Stolen Property ORC F-5

**Grand Jury Indictments**

4- Counts Receiving Stolen Property	ORC	F-5
2-Counts Forgery of Checks	ORC	F-5
2-Counts Uttering Forged Checks	ORC	F-5
2-Counts Possession of Drugs	ORC	F-5
2-Counts Theft	OCR	F-5
2-Counts Burglary	ORC	F-2

**Miles placed on cruisers February 2012**

Stant: 1,208

Rayle: 893

If you have any questions please feel free to contact me.

Thank You  
Scott

VILLAGE OF PANDORA  
FEBRUARY, 2012

	SICK LEAVE 2/29/12 (Hours)	TOTAL ACCUM 2/29/12 (Hours)
Lana Burry	23.00	1,790.10
Scott Stant	(6.00)	1,666.65
Marvin Steiner	7.00	1,395.90
Eric Rayle	23.00	528.40
Stan Schneck	15.00	614.10
Rick Morrison	23.00	446.81
(Total allowable sick leave per year 120 hrs.= 15 days Each employee receives 4.6 hrs. per pay period)		

POLICE AUXILIARY  
Hours Allowable Per Year - 1000

	<u>Hours Used</u>	<u>Available</u>
Balance		904.25
Aaron Basinger	38.75	
Paul Bishop	<u>27.25</u>	
Total	66.00	838.25

VACATION

	<u>Total Allowable</u>	<u>Used</u>	<u>Available</u>
Lana Burry	20 days	16.0 hr.	18.0 da.
Scott Stant	20 days	---	20.0 da.
Marvin Steiner	20 days	---	20.0 da.
Eric Rayle	15 days	---	15.0 da.
Stan Schneck	15 days	16.0 hr	15.0 da.
Rick Morrison	10 days	---	10.0 da.

COMP. TIME  
(Rate is 1.5 times regular hours)

TOTAL ACCUM HOURS - CAP		200 hrs.
Scott Stant(Used 7.5 hr, add 9.75hr)	Balance 158.620 hrs.	
Eric Rayle (used 7.5 hr)	Balance 9.100 hrs.	
Marvin Steiner	Balance 4.50 hrs.	
Rick Morrison	Balance 2.00 hrs.	

OVERTIME-FEBRUARY

Scott Stant	-0-
Rick Morrison	8.00 hr.
Eric Rayle	-0-
Marvin Steiner	11.50 hr.

## RECORD OF PROCEEDINGS

Minutes of

Regular

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held

Tuesday, February 28,

20 12

The Pandora Village Council met in Regular Session on Tuesday, February 28, 2012, at 7:00 PM at the Municipal Building with Mayor, John Schlumbohm, presiding.

Members Present: Fricke, Hall, Buess, Swary  
Members Absent: Painter, Vance

Motion was made by Mr. Swary, seconded by Mrs. Buess to approve the February 14, 2012 Minutes. Voting: All Yea.

The following bills were presented for payment:

10239 US Bank	167.67
10249 Andrew Zuercher	200.00
10241 Bockrath & Assoc.	610.00
10242 Dominion East Ohio Gas	2,409.80
10243 Kalida Truck Equip.	533.04
10244 Medical Mutual of Ohio	6,377.50
10245 Operator Training Committee	570.00
10246 Ottawa Feed & Grain	49.21
10247 Parsons Auto Service	1,099.14
10248 Sensus Metering Systems	210.00
10249 Shell Fleet Plus	509.73
10250 Village Hardware	89.00
10251 Aqua Line	333.60
10252 Bell Auto Supply	173.13
10253 Bluffton Stone	183.72
10254 Clemans, Nelson & Assoc.	35.00
10255 Donald Huston	204.00
10256 Ft. Jennings State Bank	887.73
10257 Gary's Repair	327.11
10258 HD Supply Waterworks	1,542.03
10259 MASI Environ. Services	696.20
10260 Miller Textile Service	201.42
10261 Putnam County Chiefs Assn.	50.00
10262 Putnam County Sentinel	92.00
10263 Daniel Rader	720.00
	<u>720.00</u>
	\$ 18,291.03

Payroll Account:

2081 Stanley Schneck	\$ 1,422.19
2082 Lana Burry	852.05
2083 Aaron Basinger	201.41
2084 Paul Bishop	127.63
2085 Eric Rayle	909.27
2086 Scott Stant	1,066.65
2087 Rick Morrison	861.87
2088 Marvin Steiner	<u>1,222.80</u>
	<u>6,663.87</u>
	\$ 24,954.90

Motion was made by Mr. Fricke, seconded by Mr. Hall to approve the bills as presented. Voting: All Yea.

ORDINANCE NO. 535-2012:

RECOUPMENT ORDINANCE TO PROVIDE FOR ADDITIONAL CHARGES FOR PROPERTIES CONNECTING TO THE ST. JOHN WATER SUPPLY AND SANITARY SEWER SYSTEM EXTENSION WICH SUCH CONNECTION CHARGES TO BE DETERMINED, AS SET FORTH HEREIN, SO AS TO DISTRIBUTE AS EQUITABLY AS POSSIBLE AMONG THE USERS OF THE ST. JOHN EXTENSION THE COST OF SAID EXTENSION, AND ALLOWING ST. JOHN MENONITE CHURCH THE OPPORTUNITY TO RECOUP SOME OF THEIR OUT OF POCKET COSTS FOR SAID EXTENSION.

Motion was made by Mr. Hall, seconded by Mr. Fricke to place Ordinance No. 535-2012 on its second reading. Voting: All Yea.

RECORD OF PROCEEDINGS

Minutes of

Regular

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held

Tuesday, February 28,

20 12

ORDINANCE NO. 536-2012:

AN ORDINANCE APPROVING, ADOPTING AND ENACTING AMERICAN LEGAL PUBLISHING'S OHIO BASIC CODE 2012 EDITION, AS THE CODE OF ORDINANCES FOR THE MUNICIPALITY OF PANDORA, OHIO.

Motion was made by Mr. Swary, seconded by Mr. Hall to place Ordinance No. 536-2012 on its first reading. Voting: All Yea.

Kelly ward, Putnam County Library Director, was present to update the Council on the various programs and media in the Pandora-Riley Township Branch Library as well as the circulation for the year 2011. Ms. ward also stated several items to be purchased for the branch library for the 2012 year as well as re-painting the library. She asked the Council as to a new book drop, which would be self-standing and would be mounted on the sidewalk outside the library entrance. It was the consensus of the Council to approve the new book drop to be installed outside the entrance and mounted to the sidewalk.

Ronald Schwab was present to discuss the proposed installation of a fence by the backstop area of the old high school ball field as well as replacing another area of the fence. Mr. Schwab is to obtain a quote as to the cost for this fence and submit the same to the Council.

The Village Administrator reported on the following: 1) Received quotes from Bo-Dec as to roof replacement as well as gutter replacement of the maintenance building on Basinger Road. Mr. Schneck is also obtaining a quote from Terry Steffen as to a standing seam type roof for said building. 2) Received elevation certificate as to the Scott Gratz property being in the flood plain. There were several questions as to the elevations stated in the certificate; therefore Mr. Schneck will contact Surveyor, Greg Bockrath for clarification. 3) A letter addressed to the Ohio Department of Transportation office in Lima regarding the Road 5 project was presented to Council for their signatures. This letter expresses the Village Council's safety concerns as to the intersection of Road 5 and State Route 12. This letter also states a possible alternate route to State Route 12 just east of the present intersection. This letter will be mailed to ODOT on Wednesday.

Motion was made by Mr. Fricke, seconded by Mr. Hall to excuse Mr. Painter and Mr. Vance from this meeting. Voting: All Yea.

With no further business to discuss, the meeting was adjourned upon a motion by Mr. Swary, seconded by Mrs. Buess. Voting: All Yea.

SIGNED: \_\_\_\_\_

Mayor

SIGNED: \_\_\_\_\_

Fiscal officer