

**MINUTES OF COUNCIL MEETING**  
**April 28, 2020**

The Regular Meeting of City Council was called to order at 7:30 p.m. with Mayor Barilla presiding. The meeting was opened with the Pledge of Allegiance followed by Roll Call.

Present were Councilmen Dressel, Hahn, Paul, Petrella, Timmons, Villamagna, & Anyabwile.

Also present; City Manager Jim Mavromatis, Law Director Costa Mastros, Police Chief Bill McCafferty, Finance Director Dave Lewis, Utility Director Chuck Murphy, & Linda Harris from the Herald Star.

**APPROVAL/CORRECTION OF MINUTES**

Minutes were approved by Mrs. Hahn for April 21, 2020. Second by Mr. Timmons. Roll Call. All ayes. So moved minutes accepted declared Mayor Barilla.

**PETITIONS/COMMUNICATIONS**

Mayor Barilla – “Petitions and Communications Madame Clerk?”

Mrs. Haley – “Nothing this evening.”

Mayor Barilla – “Thank you Madam Clerk.”

**ORDINANCES AND RESOLUTIONS**

**NO. 2020-20 – BY THE SERVICE COMMITTEE – 2<sup>nd</sup> reading**

**Messrs. Dressel, Hahn, Petrella**

**AN ORDINANCE AUTHORIZING AND DESIGNATING THE CITY MANAGER AS THE LOCAL OFFICIAL WITH THE AUTHORITY TO EXECUTE THE PROJECT AGREEMENT KNOWN AS DRESDEN AVENUE RESURFACING IMPROVEMENTS, FROM THE NORTH TERMINUS TO APPROXIMATELY 850 FEET SOUTH, CITY PROJECT NUMBER 2020-114, AND COMPLETE ALL NECESSARY FUNCTIONS THAT MAY BE REQUIRED TO COMPLETE SAID PROJECT, INCLUDING BUT NOT LIMITED TO, ENGINEERING DESIGN SERVICES, RIGHT OF WAY SERVICES INCLUDING ACQUISITION OF RIGHT OF WAY, UTILITY RELOCATION INCLUDING UTILITY EASEMENTS, CONSTRUCTION ADMINISTRATION/INSPECTION SERVICES, BIDDING SERVICES, ADVERTISING FOR BIDS FOR CONSTRUCTION, SUBJECT TO THE RIGHT TO REJECT ANY AND ALL BIDS, ENTERING INTO A CONTRACT WITH THE LOWEST MOST QUALIFIED BIDDER, AUTHORIZING PAYMENT THEREFORE, AND RE-BIDDING THAT MAY BE REQUIRED.**

**NO. 2020-21 – BY THE SERVICE COMMITTEE – 2<sup>nd</sup> reading**

**Messrs. Dressel, Hahn, Petrella**

**AN ORDINANCE AUTHORIZING AND DIRECTING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH THE OHIO DEPARTMENT OF TRANSPORTATION FOR THE JEF-43-4.18 (SUNSET BOULEVARD) RESURFACING PROJECT, PID 109618 AND PERFORM ALL NECESSARY FUNCTIONS THAT MAY BE REQUIRED TO COMPLETE SAID PROJECT.**

**NO. 2020-22 – BY THE FINANCE COMMITTEE**

**Messrs. Paul, Dressel, Timmons**

**A RESOLUTION AUTHORIZING PARTICIPATION IN THE ODOT ROAD SALT CONTRACTS AWARDED IN 2020.**

Mr. Paul made a motion to adopt Resolution No. 2020-22 by roll call. Second by Mr. Timmons. Roll Call. All ayes. So moved Resolution No. 2020-22 is duly adopted declared Mayor Barilla.

**REPORT OF COMMITTEES**

Mr. Dressel – No Report

Mrs. Hahn – No Report

Mr. Paul – “Yes you’re Honor I have two items. It’s a resolution under the Finance Committee and after I read this I would like Mr. Chuck Murphy to go over this. Its (inaudible) it’s a vactor truck for his sewer department people.”

Mr. Paul sunshine a resolution authorizing and directing the City Manager to enter into a lease-purchase agreement with Huntington National Bank for the acquisition of a vactor truck purchased through the State Purchasing Program.

Chuck Murphy – “This is a factor which is a very important piece of equipment for the city wastewater department in terms of getting our sewer lines and catch basins things of that nature. It is also something that is very vital to our water department in that it helps in terms of you know not damaging other assets and being able to (inaudible) service lines things of that nature. It’s all very much a public health and safety important piece of equipment in terms of public health and safety. It’s a seven year lease and essentially the grand total; for a purchase price \$429,055 that was purchased through the State purchasing. (All inaudible) there’s no bidding requirement associated with it.”

Mr. Paul – “Chuck what we have now? It’s probably seven years old or is that correct?”

Chuck Murphy – “We have two. One is seven years old and we just put in last year just on that one repair alone about \$48,000 in repair and maintenance. (All inaudible) in order.”

Mr. Paul – “Oh okay so we got one even older than that. Okay so I just wanted to let everybody know because we’ve discussed a couple weeks ago about watching our spending but I know you need this piece of equipment. But I’m pretty sure some of this we discussed back in our budget hearing. I think with this budget; what was it? We talked about back in November.”

Chuck Murphy – “It is. It is something that we have budgeted for. We had budgeted originally \$75,000 per year. The monthly payment again \$65,439.49.”

Mr. Paul – “Okay thank you I appreciate that. I just wanted to let everyone else know what was going on.”

Mrs. Anyabwile – “So how long is usually the life of one of these things? And can I see a picture of one? So I know what I’m talking about.”

Chuck Murphy – “Yeah I’d be glad to share one with you as far as that’s concerned. And basically as far as the life of these things depends on how much use and how hard that use is. We currently like I said have two machines one is older dating back to possibly 2001. This one here dating back to 2013 and the purchase was actually May of 2013.”

Mrs. Anyabwile – “So it’s older than seven years? Because you said 2001.”

Chuck Murphy – “We have one that’s 2001.”

Mrs. Anyabwile – “So 20 years old on one.”

Chuck Murphy – “Right. Exactly. It’s seen it’s day and even the one we have currently it’s; you know we’re going to do what we can with it to keep it going but it’s oddly enough not (all inaudible) as the other.”

Mrs. Anyabwile – “So we’re replacing one or we’re replacing two with a new one?”

Chuck Murphy – “We’re replacing one because we need to have two. So every day we have both machines out working one with the water department doing hydro excavation. They go ahead and get (all inaudible) pipe and keeps us from hitting gas lines things of that nature. Then the other is out keeping sewer lines from any backups into people’s homes things of that nature.”

Mr. Timmons – “Chuck what is the total you said?”

Chuck Murphy – “The total purchase price on this \$429,055 and when it’s all said and done the grand total of payments over the seven years is \$458,076.46. We got a pretty good interest rate on it at 2.25%.”

Mr. Timmons – “Do we ever shop those around to other banks or do you just go with that one?”

Chuck Murphy – “Actually this interest rate on this actually started out at 2.75% and then basically it all depends on which company you purchase the equipment from. We do look at several and see exactly what they have and how they’re performing but each location tends to have its financing. We can go ahead and look at other options on our own as far as things are concerned but I believe that usually you pair better with the one that’s set up with the (inaudible) you’re purchasing from has been our extent so far.”

Mr. Timmons – “Okay thanks that’s what I wanted to know.”

Mrs. Anyabwile – “How much did you say monthly payments were? I’m sorry I thought you said 65,000.”

Chuck Murphy – “It’s not monthly I apologize. It’s an annual payment of \$65,439.49. If I said monthly I apologize.”

Mr. Paul – “Okay thank you Chuck I appreciate all of your information.”

Chuck Murphy – “Yes sir.”

Mr. Paul – “Next I would like is David Lewis on the phone?”

Dave Lewis – “Yes I’m here.”

Mr. Paul – “Dave last week a couple of Council people had asked (all inaudible) a whole financial committee meeting; they had several questions that they wanted to ask you. So that’s why (all inaudible). We can go one at a time. I guess we can go with Mrs. Hahn first you had some questions.”

Mrs. Hahn – “I do thank you so much Willie I really appreciate it and Dave I appreciate you joining us. The first I have a few questions related to the first sheet that says City of Steubenville budgeted and filled positions. Okay? So the first question is I thought we had filled one of the Police Officers positions at the end of January. Our notes on the January 31 financial report said that you were in the process of hiring new officer at that time and then this was the report two months later. Did he not hire a Police Officer?”

Dave Lewis – “You’d have to ask the Police Chief down there and I’ll have to ask for a little bit of assistance. I know Chief at the end of March we had noticed we were down two positions does that sound correct?”

Bill McCafferty – “Yeah right now we’re down two positions.”

Mrs. Hahn – “Okay and in fact you had filled one position but then did you have…”

Bill McCafferty – “No. No positions were filled. If you remember we had trouble with the Civil Service test and it had to be re-given so the Civil Service; the list I have now was not done till early spring. I did not have a valid list to go off of.”

Mrs. Hahn – “Okay so you were in the process in terms of having the test but it didn’t end up happening.”

Bill McCafferty – “No last fall there was a test given. There was problems with it and we had to re-give it in the spring. So I had two people leave last fall but I had no Civil Service test to pick from.”

Mrs. Hahn – “Okay. And then I wanted to ask about the Fire Mechanic because on the January sheet it didn’t say that we were in need then it says we’re in need on the March 31<sup>st</sup> but then I wondered if this is something we can actually do without? Or do we need to hire the Fire Mechanic?”

Dave Lewis – “I’ll have to check with our Fire Chief but as far as I knew he didn’t need to fill any positions at the time.”

Mrs. Hahn and Dave Lewis – “(All inaudible).”

Mrs. Hahn – “Yeah. Well then since the two city workers who were going to be hired as of April 1<sup>st</sup> for Parks and Recreation are not being transferred do their positions that would’ve come open; do they say as filled on the March 31<sup>st</sup> list or are we still listing their positions as opened even though they are filled?”

Dave Lewis – “They’re listed as open under Parks and Recreation.”

Mrs. Hahn – “Okay.”

Dave Lewis – “So those two individuals are still in the departments they were before the positions were created.”

Mrs. Hahn – “Okay and how about the second financial accountant I thought you had someone hired in January 31<sup>st</sup> lists that position as filled but the March 31<sup>st</sup> document has it listed as open.”

Dave Lewis – “Our accountant didn’t leave until February maybe February/March.”

Mrs. Hahn – “Okay so you did fill it but it became open again.”

Dave Lewis – “We never filled it. Mr. Babela left in; right around February and we had not filled that position. We’re trying to hold off until things are opened back up. I don’t know maybe end of the summer even. But I’ll need to get that position filled this summer so that we can get that person (inaudible) up to speed before the budget starts in the fall.”

Mrs. Hahn – “Right. Okay how about there’s a Chief plant operation supervisor position that’s opened and a wastewater operator and those seem like very major positions. That again is it something that we can actually afford to wait to fill or is this something we actually need to fill now.”

Mr. Mavromatis – “Mrs. Hahn these questions that you’re asking we can go over. I’d rather you talk to me personally about them. We are looking to fill certain positions and you are correct that is a needed position. It’s in the process right now. The answer so you have this for your mechanic for the fire. The Fire Mechanic was promoted to Captain when Chris Allen retired so that’s why that’s vacant. The old mechanic is working with the Chief right now and he said he can wait until the fall to possibly fill that position and what we’re doing right now all of these positions; well we’re looking at right now. In the case with the point with the Chief we hadn’t been able to fill those positions because the issue that came up with the Civil Service Commission and he’s been working without those two positions. We have a retirement that’s coming up. We’re going to need to fill that but all the positions we’re looking at right now that are open we’re holding these as far as we can until we can see where we’re going to be with our loss of revenue and that’s where we’re at with these positions right now. And if you can call me tomorrow I’ll be more than happy to go in to that Chief Operator and where that’s at.”

Mrs. Hahn – “Okay. Then I had a question on the March disconnection report. I just wondered if you wouldn’t mind Dave just letting me know so the total of 1,020 disconnect notices were sent. Does that mean that aside from those pretty low numbers of the work issued accounts paid and those unable to complete; what happened to all the rest of them?”

Dave Lewis – “We work with our Law Director on doing this but we’re not able; we weren’t able to disconnect by the Ohio EPA’s order. We can’t disconnect.”

Mrs. Hahn – “Okay but all of the rest of those would’ve been disconnections out of the 1,020?”

Dave Lewis – “I’ll have to double check on that for you. I can send you an email tomorrow if that’s okay.”

Mrs. Hahn – “Okay because I’m just trying to add up the numbers and if you add up like the work orders issued and the accounts paid you know it’s not totaling the thousand twenty.”

Dave Lewis – “I’ll double check for you but I believe a lot of those were paid before the work order was issued.”

Mrs. Hahn – “Okay. And I had a question for the General Fund Cash Balance. Are there any encumbered expenses that we are planning to put on hold until we recover from whatever economic challenges we’re facing? To when we see it its encumbered are we absolutely committed to spending that or we just designated a spending but may hold off?”

Dave Lewis – “That’s very possible. That number is made up of quite a few purchase orders. A lot of it is just general blanket purchase orders for supplies, office supplies, etc. Doesn’t mean that every dollar will be spent.”

Mrs. Hahn – “Okay I just wondered if that gave us some options for flexibility on how we pay our budget. And then I noticed there were no forecasts included in the overall report. Is it just too hard to know how to forecast the budget going forward right now?”

Dave Lewis – “Yeah at this point. I had a lot of conversations with a lot of different Finance Directors/City Managers across the State and they’re all really struggling to forecast (all inaudible) uncharted area. A lot of them are changing. We don’t have any solid history based on forecast going forward.”

Mrs. Hahn – “Okay I just wanted to make sure you didn’t have one that I just didn’t get.”

Dave Lewis – “No but while we’re on the subject I did want to talk to you all briefly. Back in February we talked about a tax budget and doing a tax budget based on three readings. We would have to start that in the next few weeks and in any other year I think it would be a great idea to try to do that through three readings but right now we really don’t have a good projection on 2021 and probably will not have that for at least a few more

months. So I just wanted to get your thoughts and possible passing that legislation as a more expedited legislation. It's due July 15<sup>th</sup> to the County but a few more months here would give us a lot more data to go off of to get a better projection for 2021."

Mr. Dressel – "Is it possible to have you draft a budget and then are the numbers allowed to change or do they have to stay unchanged for all three readings?"

Dave Lewis – "They would be unchanged."

Mr. Dressel – "Yeah but do they have to stay unchanged or can we have a budget that's being developed over time? Do you understand what I mean?"

Dave Lewis – "Right. I think they want them to be unchanged preferably because if you then three readings it's giving the public time to look at those numbers. If you're constantly changing them it's going to be hard for the public to follow."

Mr. Dressel – "Right. You want to do it as an emergency is what you're saying?"

Dave Lewis – "Preferably. I mean we had probably done it for many years now. We were going to do it three readings but given the change; given the world's change we want to get the best numbers we can."

Mr. Dressel – "Well let me ask you a different way. If you do one and send it out and then let's adjust it and pass it as an emergency. You know what I mean? That way Craig has time to look it over."

Dave Lewis – "You know honestly your tax budget is basically your forecast. I mean we've built that off of your forecast (all inaudible). But if I was giving you numbers now I don't think they'll be any good. I don't think they'll be close to what we would actually give you for a final tax budget."

Mr. Dressel – "Right because we don't know if it's really going to go down or not and if it is by how much."

Dave Lewis – "Right."

Mrs. Hahn – "I just wanted to ask about our contribution to the Port Authority. We budgeted 40,000 and I didn't know if we were sending that in monthly installments or quarterly contributions so how we're doing that? And I didn't know where to look in the budget to see that expense."

Dave Lewis – "We pay on a quarterly basis. The Port Authority does send us an invoice each quarter and if you look under; it'll be on the second page of your expenditure report that's the last report in your packet. There's a line item that starts with 01-005; that's about seven or so line items from the bottom and it says economic development 40,000. We pay 10,000 and 10,000 (all inaudible)."

Mrs. Hahn – "Okay. Wonderful and thank you."

Dave Lewis – "I'd like to give you a quick update our biggest revenue that is in the unknown is our income tax collection and in your packets that went out we were reporting in March that your collections were up \$323,000 March of 2020 to March 2019. Which put us on track year to date of being up \$38,756. The first couple months of 2020 we were down but (all inaudible) had staff run the preliminary numbers for April now keep in mind April is the money that was collected by RITA in March and so far we were seeing a slight decreasing collection of April 2020 to April 2019 of \$39,100 roughly. I got a few more days in the month to collect and that put us up \$77,800 year to date. So that was; March was still; most people were still working so next month in May we'll see the April number that RITA collected. That's where you'll probably see a big dip in your collections. I talked to the Regional Income Tax Agency today to get preliminary numbers; we were down slightly; last year on the advanced payment we brought in \$619,000 we were \$542,000 as of today but we're just starting to see a decrease in the income tax selection. If that helps you see (all inaudible) coming in at this point."

Mr. Dressel – "Okay so for the next month could you on the; since Kimberly brought it up on the disconnect report could you add it's not horrible awful a column that says how many accounts were not shut off due to the order from the state and are still pending shut off but on? And also a total of the dollar figure not received so we know what the total risk is. If they don't ever pay because if they go three months without paying as we all know from history they're probably not going to pay and they're just going to walk and move. So I sort of liked to get a handle on how big that number is and just in case the state ever decides to hand out any revenue to cover that kind of thing. But I'd like to know is it \$500,000 to \$50,000; is it \$5,000 whatever it may be and how many accounts it is that we're not shutting off."

Dave Lewis – "We'll see what we can do for you."

Mr. Dressel – "Okay thank you."

Mr. Petrella – "Checking with RITA did they extend the time limits from April 15<sup>th</sup> to pay?"

Dave Lewis – "Actually it was changed by the state. The state did extend it which automatically extends our date to July 15<sup>th</sup>."

Mr. Petrella – "Okay so it may be a possibility that there's money owed it will be paid sometime between April and July based off of 2019 tax balance."

Dave Lewis – "Yeah you're going to have some delayed revenue. I think if it helps; I think what you're going to see is a big dip because you're going to have a lot of revenue from businesses not being opened but you're also going to have the delayed revenue. So I think the two big months that you're going to see a delay in (inaudible) revenue it would be April and May and then that revenue that was delayed you're going to see that showing up probably starting July or August. I think you're going to see a big dip of revenue income tax wise and then it should bounce up some because that revenue that you would've got around April/May is going to start coming in in July, August, and September."

Mr. Petrella – "So do you feel by October 1<sup>st</sup>; project it around October 1<sup>st</sup> let's say that we should have all our factors in on pluses and losses."

Dave Lewis – “Well I think we’re going to have a lot better of an idea than we do today. We’re only going to have a few months of data but it’ll be much better than where we are. We’ll know much more than we do today.”

Mr. Petrella – “Okay. That’s not really what I was looking for but okay.”

Mayor Barilla – “Any other comments to Mr. Lewis? Mr. Paul is that it then?”

Mr. Paul – “Yes you’re Honor I’m done.”

Mr. Petrella – No Report

Mr. Timmons – No Report

Mr. Villamagna – “Yes Mayor I have a couple things.”

Mr. Villamagna made a motion to accept the Mayor’s recommendation of reappointment to the JMHA Board of Gerald DiLoreto at 528 Arden Ave. in Steubenville, Oh. Term to expire May 2025. Second by Mr. Paul. Roll Call. Six (6) ayes; Villamagna, Paul, Petrella, Timmons, Hahn, and Dressel. One (1) no; Anyabwile. So moved motion carried declared Mayor Barilla.

Mr. Villamagna also sunshine two resolutions. One for proclaiming May 2020 as Motorcycle Safety Awareness Month and a resolution proclaiming May 15, 2020 as Peace Officers Memorial Day.

Mrs. Anyabwile – “Yes I do I have somethings. I’m on the pride committee and I wanted to thank the city workers for the job that they’re doing for painting the fire hydrants and fixing them. I know in the first ward you know there’s been a couple of them that have been knocked down and I see them getting repaired and fixed and I wanted to thank the city for that. And then a couple other things that I’ll talk to the City Manager about fixing some other things as before because I want to try to get the removal of litter you know that program up and going in the first ward.”

### **REPORT OF ADMINISTRATIVE OFFICERS**

Mr. Mavromatis – “Thank you Mayor. This evening at 4:30 I attended the first meeting of the Jefferson County Public Health and Livelihood Task Force meeting which was held at the Jefferson County Health Department and the primary purpose of this; there are 12 members which include doctors, business people, government peoples; it’s to help to find a parameter and guidelines that the County will be implementing in accords with Governor DeWine’s plans the transition and reopening of businesses throughout the counties within the State of Ohio. Again it was just covering some things which is the best way to get the information out to the public here in Jefferson County and any issues that the respective members bring to the table that they’ll be able to answer on a series of questions that are coming to our help department and in our chamber of commerce. The next meeting will be a week from this Thursday when we will meet again and it’ll be held via zoom or in person at the health department. On our workers they continue to do their jobs every day. We still have the city building pretty much in lock down mode; limited access and those people that do come into this facility are documented and put into our data system. There isn’t anything else that I need to report tonight. Again Mr. Lewis covered pretty much on the budget part. It’s very difficult at this time; many cities in the State of Ohio are in far worse condition than this city is right now but again until we get to see how our revenue stream has been cut based on these orders by the state and the lack of business and revenue coming in we won’t truly have a good number to give to Council to let you know where we sit right now. So we’re going to need at least another probably 30 to 60 days before we can get some type of accuracy on where we sit. Mr. Villamagna you had a question for me.”

Mr. Villamagna – “Yeah Jim well a question and a statement. First off I want to say I couldn’t be more proud of the job that our city employees are doing. I think they’re doing an outstanding job and I watch these sanitation workers they handle every single rubbish can in this city and it’s impossible for them to sanitize like a regular person would and it’s just not going to happen. I just couldn’t be prouder of the job they’re all doing. That’s the statement I wanted to make for the city employees. I think they’re doing a fantastic job. And second Jim I see in other areas they are having problems with our safety equipment buying the masks and hand sanitizer. Are we encountering that type of problem? So far we’ve been pretty. We’ve had several donations and we’ve also purchased some for our employees here but as the time goes on everyone is trying to get these PPE equipment and again I will tell you this our major stores here have been very helpful to the city and again their supply chain is pretty strong and they have been able to supply us with a lot of cleaning things that we needed here. SO right now we’re okay but again you don’t know where this is going to go in the next six months and I’m always looking for different sources of supply and we have requests out there but I appreciate you asking.”

Mr. Villamagna – “Okay thank you Jim.”

Mrs. Hahn – “I know that today I heard a report of the number of dentist had donated the PPE that they had because the needs were so urgent (inaudible) the hospitals but now that the dentist and the veterinarians and that doctors who just see patients in their offices are going to be able to be open as of May 1<sup>st</sup> there could be a shortage of the PPE for them. Is there a way that like should they contact the Jefferson County Health Department to find out if there’s any additional supplies. Is there a recommendation for that?”

Mr. Mavromatis – “I mean I’ve talked to a few dentists they have been able to get some through their normal supplier change but right now with the shortages and I have to say the dentists are probably going to be the most at risk because of what they’re dealing with. They can always check with the county health department or through 911 to see if they have an extra supply that they may be able to furnish to the doctors.”

Mrs. Hahn – “Okay thank you very much.”

Mr. Dressel – “Jim did you ever hear back on the status of the lights on North 4<sup>th</sup>?”

Mr. Mavromatis – “I didn’t. I’ll hopefully have that answer tomorrow for you and I’ll give you a call tomorrow.”

Mr. Dressel – “Okay thank you.”  
Mr. Mastros – No Report

**MISCELLANEOUS REPORTS**

**PUBLIC FORUM**

Mr. Paul moved to adjourn. Second by Mr. Timmons. Roll call. All ayes. So moved; meeting adjourned declared Mayor Barilla.

ATTEST: \_\_\_\_\_  
CLERK OF COUNCIL

APPROVED: \_\_\_\_\_  
MAYOR