

RECORD OF PROCEEDINGS

VILLAGE OF PLYMOUTH Rules Committee Minutes

September 23, 2022

Rules Committee on September 23, 2022 at 5:30pm. The following were present:

Committee Members: Mayor Fryman, Ms. Broderick, and Mr. Brown

Employees and other Councilmembers: Mr. Hurles, Councilmember; DiAnn Jamerson, Fiscal Officer; Tom Hintz, Police Chief; Rebekah Fearing, Tax/Court clerk; Tammy Powers, Utility Clerk, Theo Latteman, Assistant Administrator; James Burton, Administrator.

Visitors: Morgan Gayheart, Willard Times Junction

Ms. Broderick called this meeting due to the issue from last weekend.

She asked about the medical form. It was stated that it is good for 30 days, and can be renewed two more times.

She asked what could be done if it was an on-going condition. Could it be taken out to 12 months. This was not known because the 30-day medical form came from the Solicitor per the ORC.

The Mayor asked are we to let this go indefinitely without payment of the utilities.

Administrator Burton stated when you have medical issues, you would need to have the doctor fill out the form. Every resident knows when the bills are due and are notified of the shut off day and there are several places that can help with payment prior to being shut off.

Ms. Broderick stated we should not do shut offs on Friday.

It was stated that shut off was Wednesday and the landlord had given permission to extend it to Friday.

Tammy Powers stated we do not usually allow extensions because our shut off policy states no extensions will be granted.

Ms. Broderick stated we should let the residents know if they have a health issue, they should be told there is a medical form available. It could be put in the new resident packet.

It was stated that many of the residents know what resources are out there to help if there is a need.

It was stated the information needed to be included in the letter. It was stated that it was.

Mr. Brown asked if the shut off day was always on Friday. Tammy stated no. This was an extension that was done and they were not here by 3:45. She also stated the resident called at 4:43pm and asked if her utilities were shut off. And what she would she need to do to get them turned on. She stated the Utility workers were gone for the day and she could call the Administrator to find out. She was told that Council had stated there were to be no call ins and they would have to wait until the next business day. On the actual shut off day one worker is here until 5pm.

Discussion took place as to when the payment was made and it was noted that the Utility Clerk was not told they were paying it. The office closes at 5pm. It was found on Monday the payment was made on-line after 5pm. It was also told in the shut off letter and over a phone call the utility office would need payment by 3:45.

There were no changes or outcome from the discussion.

Next Ms. Broderick stated the council rules need updated. She stated she did not have a copy but the Fiscal Officer made her one and had stated they were in the books that are given out when they came on council. Mr. Brown and Mr. Hurles stated the Council rules were in their book.

The Fiscal Officer also stated they have been handed out previously beside being in the books.

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Next, she wanted to talk about procedure to purchase big items. The items like the dump truck should be discussed in committee first. It should be discussed and recommendations are made.

She stated she knows its hard to have meetings in the evening because of various work schedules.

She also wondered if we need to have the meeting prior to council meeting. Maybe we do not need them.

The Fiscal Officer stated the meetings before Council started out as a way to review legislation that was discussed in committee to recommend it to council and see if there were any additional questions before it was read and or voted on. In the past, committees would meet and discuss and ask for the legislation to be prepared and then review prior to council. The Fiscal Officer suggested if they do not wish to have the meetings prior to council maybe they could meet on Thursday prior to the council meeting to go over or review the legislation.

Ms. Broderick asked if the Mayor was going to continue airing the meetings over social media. Mayor Fryman stated she is doing the live meetings for transparency. As long as she is the Mayor she is going to continue for the purpose of transparency.

The next discussion was on the credit card platform. Ms. Broderick asked the Fiscal Officer to explain.

The Fiscal Officer stated the platform we are using – Pace was sold to I3 vertical about a year ago and they are asking that we now switch to the new platform. In doing so the Village has the opportunity to change how the fees are paid. Wendy our contact, stated many communities are no longer absorbing the cost, the residents who use credit/debit cards are paying a fee to when they use them. The Village is currently absorbing the fees to pay in person. The cost is approximately \$7,500.00 per year. If a resident pays their bill online, the resident is paying the fee to use the credit card. I just need to know which way to tell her to proceed.

It was asked if residents can pay in other ways. It was stated they can pay by check, cash or money order.

It was felt that the Village should no longer absorb the fees.

It was asked if there could be a policy for when the customer does not have their utility bill. On the 20th of the month it is very hectic as well as shut off day and a lot of residents do not bring their bill in. There have been times when there is a line because the account has to be looked up and a hand-written bill needs to be done and it takes several minutes and when you have a line and a lot of people doing it on the busy days it is very rough.

Administrator Burton again just wanted to state that shut off days are rough, but our policy was upheld and proper notification was done.

Chief Hintz also asked the Committee to look at the legislation regarding retired police officer identification and allowing them to carry. Chief Hintz stated it is per the ORC and we just do not have anything in place, especially for any Officer retiring from the Village. All this would do is set up the policy so we do have something in place. It would follow the ORC.

It was stated to send it out for the next meeting.

Meeting adjourned at 6:10pm.

Respectfully submitted,



DiAnn Jamerson, MMC, Fiscal Officer

Other Municipalities' Disconnect/ Reconnect Policies

Shiloh- Bills due on the 17th

- On 18th 10% penalty added.
- No late notice or shut off notice sent. Disconnect date of the 5th is listed on monthly bill.
- On the 4th- utility department hand delivers door tag reminding of 24 hour shut off.
- No extensions granted.
- \$40 to turn utilities off, \$40 to turn back on. \$80 total reconnect for non-payment.
- In addition to reconnect fee- utility customer must bring their ENTIRE balance to \$0.
- Also, in addition to reconnect fee, AND paying current bill, customer is responsible for paying the utility department's employee wages (their current rate of OVERTIME pay times two) to cover the after hour/weekend call in.

Willard- Bill due the 18th

- On 19th 10% penalty added on unpaid portion.
- Additional \$30 charged if paid after the 24th – Disconnect letters sent at this time.
- Turn off the 27th – Prior arrangements must be made the day BEFORE disconnects.
- If customer pays DAY OF shut off- additional \$30 charged.
- Reconnect- \$30 during business hours. After hours \$60. (Not many get to this point)

Greenwich- Bill due the 20th

- On 21st 10% penalty applied.
- Late notices due the 28th. No late bill sent.
- Shut offs mailed on 25th – Disconnects on the 29th. No extensions.
- Reconnect fee is \$30- NO after hour reconnects- must wait till next business day.

Shelby- Bill due 15th

- Only till noon before penalty added (10%).
- No late notices sent- only disconnect notices. Due the 7th.
- Reconnect \$30 during business hours. \$80 after hours- contact through PD.

Monroeville- Bills due 10th

- On 11th 10% penalty added.
- Disconnect notices sent by 20th of the month. No extensions- payment required in full.
- Given till end of shut off day to pay- Disconnects begin at 7am following morning.
- Reconnect is \$40 business hours only.
- In addition to the reconnect fee- PRIOR to utilities being restored, customer must "deposit" 125% of highest monthly bill with the Utility Department. Amount returned after 6 months of good payment history.