



VILLAGE OF GIBSONBURG

Village Council Meeting – MINUTES

December 3, 2020

6:00 pm

MEETING ROOM – 526 N. WEBSTER ST.

Call to order: Mayor Fought 6:00 pm

The Pledge of Allegiance was said by all.

Meeting via Facebook Live also.

Roll call: Bowling-here, Cantrell-here, Gerwin-here, Herman-here, Johnson-here, Kirwen-here.

Kirwen is attending via remotely.

Recognition of Visitors/Special Reports for council meeting.

Administrator Marc Glotzbecker and Fiscal Officer Jeff Holcomb

Review and Approval of Minutes of Previous Council Meeting:

A motion was made by Johnson to approve November 19, 2020 Regular Council Minutes as written, seconded by Herman.

Roll Call: Bowling-abstain, Cantrell-abstain, Gerwin-yes, Herman-yes, Johnson-yes, Kirwen-yes.

Motion Passed.

Correspondence: None

Motion to approve payment of invoices reviewed tonight for the Fiscal Officer to pay.

A motion was made to approve payment of invoices by Gerwin, seconded by Herman.

Roll Call: Bowling-yes, Cantrell-yes, Gerwin-yes, Herman-yes, Johnson-yes, Kirwen-yes.

Motion Passed.

Old Business:

1. ORDINANCE #16-2020

AN ORDINANCE AMENDING SECTION 941.14 WATER USAGE PERMIT: SILVEROCK PARK OF THE CODIFIED ORDINANCE OF THE VILLAGE OF GIBSONBURG. (THIRD READING)

A motion to adopt Ordinance #16-2020 by Cantrell, seconded by Bowling.

Roll Call: Bowling-yes, Cantrell-yes, Gerwin-yes, Herman-yes, Johnson-yes, Kirwen-yes.

Motion Passed.

2. RESOLUTION # 13-2020

A RESOLUTION AMENDING THE 2021 REVENUE BUDGET AND ESTIMATED APPROPRIATIONS FOR THE VILLAGE OF GIBSONBURG, SANDUSKY COUNTY, OHIO. (THIRD READING)

A motion to adopt Resolution #13-2020 by Johnson, seconded by Herman.

Roll Call: Bowling-yes, Cantrell-yes, Gerwin-yes, Herman-yes, Johnson-yes, Kirwen-yes.

Motion Passed.

3. RESOLUTION #14-2020

A RESOLUTION SUPPORTING ONE TIME HAZARD PAY DISBURSEMENT FOR CERTAIN EMPLOYEES OF THE VILLAGE OF GIBSONBURG THROUGH THE CORONAVIRUS AID, RELIEF AND ECONOMIC SECURITY ACT (CARES ACT) (THIRD READING)

A motion to adopt Resolution #14-2020 by Herman, seconded by Bowling.

Roll Call: Bowling-yes, Cantrell-yes, Gerwin-yes, Herman-yes, Johnson-yes, Kirwen-yes.

Motion Passed.

4. ORDINANCE #19-2020

AN ORDINANCE REPEALING ORDINANCE #4-2015 AND Ordinance #25-2015 (SECOND READING)

5. ORDINANCE #20 -2020

AN ORDINANCE AUTHORIZING AND DIRECTING THE MAYOR AND/OR ADMINISTRATOR TO ENTER INTO A CONTRACT WITH THE REGIONAL INCOME TAX AGENCY (RITA)/REGIONAL COUNCIL OF GOVERNMENTS (RCOG) FOR THE PURPOSE OF ADMINISTERING THE INCOME TAX COLLECTION PROCESS FOR THE VILLAGE OF GIBSONBURG. (SECOND READING)

6. ORDINANCE #21-2020

AN ORDINANCE APPOINTING PAUL A. SKAFF TO SERVE AS THE ADMINISTRATIVE HEARING EXAMINER FOR THE VILLAGE OF GIBSONBURG, OHIO (SECOND READING)

7. ORDINANCE #23 -2020

AN ORDINANCE ADOPTING THE 2021 TEMPORARY APPROPRIATIONS FOR THE VILLAGE OF GIBSONBURG, SANDUSKY COUNTY, OHIO. (SECOND READING)

A motion was made to suspend the rules, waive the 3 readings, and pass as an emergency Ordinance #23-2020 by Johnson, seconded by Bowling.

Roll Call: Bowling-yes, Cantrell-yes, Gerwin-yes, Herman-yes, Johnson-yes, Kirwen-yes.

Motion Passed.

A motion to adopt Ordinance #23-2020 by Bowling, seconded by Herman.

Roll Call: Bowling-yes, Cantrell-yes, Gerwin-yes, Herman-yes, Johnson-yes, Kirwen-yes.

Motion Passed.

New Business:

1. RESOLUTION #19-2020

A RESOLUTION AMENDING ORDINANCE 01-2020 ADOPTING THE 2020 ESTIMATED REVENUE AND PERMANENT APPROPRIATIONS FOR THE VILLAGE OF GIBSONBURG, SANDUSKY COUNTY, OHIO AND DECLARING AN EMERGENCY. (EMERGENCY)

A motion was made to suspend the rules, waive the 3 readings, and pass as an emergency Resolution #19-2020 by Johnson, seconded by Herman.

Roll Call: Bowling-yes, Cantrell-yes, Gerwin-yes, Herman-yes, Johnson-yes, Kirwen-yes.

Motion Passed.

A motion to adopt Resolution #19-2020 by Bowling, seconded by Gerwin.

Roll Call: Bowling-yes, Cantrell-yes, Gerwin-yes, Herman-yes, Johnson-yes, Kirwen-yes.

Motion Passed.

Mayor's Report:

- Finalizing the date for the Christmas Tree lighting which will take place Virtually

Administrator's Report:

- **COVID-19-** Weekly conference calls with the Health Department/EMA continue and we have been actively taking part in them. As a reminder to the community there are assistance opportunities available for Small Business/Bar and Restaurant Assistance and Home Relief Grants (to assist with rent, mortgage, and utilities). As of right now, both grant opportunities have more than 50% of their funding still available.
- **Storm Update-** Nothing out of the ordinary from the snow at the beginning of the week. We were out early on Tuesday cleaning it up on the streets. We'll need to put out our annual reminder to residents about the "Snow Streets" to help make it easier to clean from curb to curb.
- **Targets of Opportunity Grant Update-** All is still in order and proceeding according to plan. We should be receiving the funds by electronic transfer at any time now. Legislation to award the demolition bid will be coming soon.
- **Columbia Gas-** We received the annual notice for their Infrastructure Replacement Program and Demand Side Management Rider informing all customers that in February they will present their annual application to the PUCO that will request an increase that will fund each program. Basically, the requested increase will raise the average customers bill approximately \$1.91 per month and be used towards the cost of replacing aged lines and other pieces of their infrastructure.
- **Tree City USA-** Application has been completed and submitted before the posted deadline.
- **Christmas Decorations-** Christmas decorations have begun to go up this week. We held off on Monday and Tuesday because of the forecast and being unsure if we would have to take care of the streets.
- **Ugly Sweater Run/Walk-** We're going to hold a "socially distanced/drive thru" event on Saturday, December 12th beginning at 10:00 am from Town Hall. Everything will be outside and the effort between the Village, Schools and Churches will again be to collect new and unwrapped toys for children in our community and non-perishable food items for the Food Pantry. Should Sandusky County implement a "Stay at Home Advisory" we will abide by that and cancel the event, but we think we can do it responsibly in the manner in which we have planned.
- **Upcoming Holiday Hours:**
 - o Christmas Eve- Close at noon
 - o Christmas Day- Closed
 - o New Year's Eve-8:00 am to 4:00 pm
 - o New Year's Day- Closed

Fiscal Officer's Report: 12/03/2020

Balance in all Funds from Cash Summary Report as of **NOVEMBER 30, 2020:**

- a. Total Cash Balance all funds: \$2,814,172.08
- b. Total Investment balances \$2,569,971.56
- c. Available Primary checking: \$ 243,900.52
- d. Petty cash secondary checking: \$ 300.00
- e. Interest recorded in **NOVEMBER:** \$ 253.33 (YTD: \$21,170.98)

- f. UAN – Revenue Status, Payment Register, Appropriation Status, Bank Reconciliation, and other monthly financial reports provided to all council members by email.

A motion was made by Cantrell that council members have received the NOVEMBER 31, 2020, Financial Reports, seconded by Herman.

Roll Call: Bowling-yes, Cantrell-yes, Gerwin-yes, Herman-yes, Johnson-yes, Kirwen-yes.

Motion Passed.

A motion was made by Bowling to approve re-allocation of appropriations for NOVEMBER 2020, seconded by Herman.

Roll Call: Bowling-yes, Cantrell-yes, Gerwin-yes, Herman-yes, Johnson-yes, Kirwen-yes.

Motion Passed.

A motion was made by Cantrell to approve payment to OPWC for the July 2020, deferred payment in the amount of \$14,105.98, seconded by Johnson.

Municipal income tax revenue UP \$914.93 YTD vs November 30, 2019 YTD.

Roll Call: Bowling-yes, Cantrell-yes, Gerwin-yes, Herman-yes, Johnson-yes, Kirwen-yes.

Motion Passed.

General Fund UP \$152,954.42 YEAR OVER YEAR (November 30, 2019 TO November 30, 2020) with a balance of \$776,066.70.

Transferred \$26,454.51 from General Fund to Economic Development Fund for Franchise Fees received in 2020.

Received an additional \$37,370.51 in CARES Act funding from the re-distribution of unused funds from other municipalities. Total received YTD = \$231,700.46.

Due to the Coronavirus issues, Med Mutual declared a 30% premium reduction for the December health insurance bill. This saved the Village approximately \$2,200.00, which also reduced the employees share of the monthly cost.

Credit Cards = 284 transactions \$30,886.52

ACH = 218

Between ACH and Credit/Debit cards we are at over half of our mailing of bills 500 people making their payments that way.

Water Usage Permits 2020= 1015, 36 Vets, 162 - Helena/Gibsonburg.

Committee Reports:

Economic Development-Kirwen- nothing

Finance- Cantrell – nothing

Joint Cemetery Board-Cantrell- Met on 12/2/20 expanding the military section of the cemetery with about 75 sites. Next meeting 1/6/2021 at 7 pm

Planning Commission- Bowling- nothing Met quarterly in 2021

Public Service Parks- Herman-nothing

Public Utilities- Gerwin-nothing

Tree Committee-Johnson- submitted the Tree City Application

Individual Council Member Report:

Bowling- nothing

Cantrell- nothing

Gerwin- nothing

Herman- nothing

Johnson- Be Safe

Kirwen- nothing

Report of Officials:

Police – Chief Collins- not here on vacation

Solicitor– Ruck- presence not requested

Residence- Open Forum/Comment:

A motion was made by Kirwen to go into executive session for strategic purposes at 6:25 pm with no action taken, seconded by Herman.

Roll Call: Bowling-absent, Cantrell-absent, Gerwin-here, Herman-here, Johnson-here, Kirwen-here.

Motion Passed.

Motion by Kirwen to return to regular session of village council meeting at 6:32 pm, seconded by Johnson.

Roll Call: Bowling-yes, Cantrell-yes, Gerwin-here, Herman-here, Johnson-here, Kirwen-here.

Motion Passed.

A motion to adjourn at 6:32pm was made by Bowling, seconded by Cantrell.

Roll Call: Bowling-yes, Cantrell-yes, Gerwin-here, Herman-here, Johnson-here, Kirwen-here.

Motion Passed.

Respectfully submitted,

Jeff Holcomb
Fiscal Officer, Village of Gibsonburg

Steve Fought
Mayor, Village of Gibsonburg