VILLAGE OF GIBSONBURG

Village Council Meeting – MINUTES

December 2, 2021
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: Herman-here, Bowling-here, Kirwen-here, Cantrell-absent, Johnson-here, Gerwin-here.

Herman made a motion to excuse Cantrell from tonight's meeting, seconded by Johnson.
Roll Call: Herman-yes, Bowling-yes, Kirwen-yes, Cantrell-absent, Johnson – yes, Gerwin- yes.
Motion Passed.

Recognition of Visitors/Special Reports for council meeting.

Sandusky County Dog Warden was present to explain the Humane Society of Sandusky County.

Review and Approval of Minutes of Previous Council Meeting:
A motion was made by Herman to approve November 18, 2021 Council Minutes as written, seconded by Johnson.
Roll Call: Herman-yes, Bowling-yes, Kirwen-yes, Cantrell-absent, Johnson – yes, Gerwin- 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 Kirwen, seconded by Herman.
Roll Call: Herman-yes, Bowling-yes, Kirwen-yes, Cantrell-absent, Johnson – yes, Gerwin- yes.
Motion Passed.

Old Business:

1. ORDINANCE #14-2021

AN ORDINANCE ADOPTING THE 2022 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 #14-2021 by Johnson, seconded by Kirwen.
Roll Call: Herman-yes, Bowling-yes, Kirwen-yes, Cantrell-absent, Johnson – yes, Gerwin- yes.
Motion Passed.

A motion to adopt Ordinance #14-2021 by Johnson, seconded by Herman.
Roll Call: Herman-yes, Bowling-yes, Kirwen-yes, Cantrell-absent, Johnson – yes, Gerwin- yes.
Motion Passed.

2. ORDINANCE #15-2021

AN ORDINANCE AUTHORIZING THE VILLAGE OF GIBSONBURG TO OFFER FLEXIBLE SPENDING ACCOUNTS, UNDER SECTION 125 OF THE IRS CODE, TO FULL TIME EMPLOYEES. **(SECOND READING)**

A motion was made to suspend the rules, waive the 3 readings and pass as an emergency Ordinance #15-2021 by Kirwen, seconded by Herman.
Roll Call: Herman-yes, Bowling-yes, Kirwen-yes, Cantrell-absent, Johnson – yes, Gerwin- yes.
Motion Passed.

A motion to adopt Ordinance #15-2021 by Herman, seconded by Kirwen.
Roll Call: Herman-yes, Bowling-yes, Kirwen-yes, Cantrell-absent, Johnson – yes, Gerwin- yes.
Motion Passed.

3. ORDINANCE # 16 – 2021

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

A motion was made to suspend the rules, waive the 3 readings and pass as an emergency Ordinance #16-2021 by Herman, seconded by Gerwin.
Roll Call: Herman-yes, Bowling-yes, Kirwen-yes, Cantrell-absent, Johnson – yes, Gerwin- yes.
Motion Passed.

A motion to adopt Ordinance #16-2021 by Gerwin, seconded by Herman.
Roll Call: Herman-yes, Bowling-yes, Kirwen-yes, Cantrell-absent, Johnson – yes, Gerwin- yes.
Motion Passed.

4. **ORDINANCE #17 – 2021**
   AN ORDINANCE EMPLOYING THE LAW OFFICES OF RUCK AND WRIGHT, LTD, AS LEGAL COUNSEL TO REPRESENT THE VILLAGE OF GIBSONBURG, OHIO.
   (SECOND READING)

A motion was made to suspend the rules, waive the 3 readings and pass as an emergency Ordinance #17-2021 by Johnson, seconded by Kirwen.
Roll Call: Herman-yes, Bowling-yes, Kirwen-yes, Cantrell-absent, Johnson – yes, Gerwin- yes.
Motion Passed.

A motion to adopt Ordinance #17-2021 by Johnson, seconded by Gerwin.
Roll Call: Herman-yes, Bowling-yes, Kirwen-yes, Cantrell-absent, Johnson – yes, Gerwin- yes.
Motion Passed.

New Business:

1. **RESOLUTION #15 – 2021**
   AN RESOLUTION AUTORIZING THE FISCAL OFFICER TO RETROACTIVELY TRANSFER MONIES FROM THE GENERAL FUND TO THE ECONOMIC DEVELOPMENT FUND. **(EMERGENCY)**

A motion was made to suspend the rules, waive the 3 readings and pass as an emergency Resolution #15-2021 by Kirwen, seconded by Herman.
Roll Call: Herman-yes, Bowling-yes, Kirwen-yes, Cantrell-absent, Johnson – yes, Gerwin- yes.
Motion Passed.

A motion to adopt Resolution #15-2021 by Gerwin, seconded by Kirwen.
Roll Call: Herman-yes, Bowling-yes, Kirwen-yes, Cantrell-absent, Johnson – yes, Gerwin- yes.
Motion Passed.

Mayor's Report:

- Christmas lights downtown are great.
- People are asking for more lights to be put up.
- N. Main St is now open again

Administrator's Report:

- **E. Yeasting/Rodriguez Street Paving Update-** With the exception of some joint sealing and the edge of a catch basin that needs repaired, the project has been completed and is a huge improvement for the neighborhood.
- **LTCP Project-** Work on SR 300 is completed and pipe is stubbed in on W Stevenson Street near the Fire Station. B Hillz will be back in the spring to complete the final portion of the project on W Stevenson Street and make the full connection to what has been installed on N Webster Street. They are still working on general clean up and moving equipment back to their yard, but it is likely that some will stay in the area across from Town Hall.
- **HB 168 Grant-** We have received, signed the grant agreement and sent it back to the State of Ohio. The funds ($267,431.00) should be transferred electronically soon.
- **Transportation Alternatives Program-** The Ohio Department of Transportation has approved our initial letter of interest and have given us the green light to submit the full application by the January 31, 2022 deadline. There was quite a bit of competition for the program (54 municipalities submitting for more than $50 million in funds) and ODOT only approved a handful of municipalities to submit the full application. They estimate that they have $11 million in funding for this cycle. Our project comes in at $1.4 million, with a local match of $600K.
- **EOC/COVID Calls**- Obviously, things are appearing to heat up again, but we have nothing new to report at this time but will continue to pass along anything that we receive.
- **Old Fifth Third Bank Building-** It is our understanding that it is down to one potential financial institution now for possible relocation to the site. We continue to maintain contact and offer our help in any way that we can.
- **Ohio Rural Water Association/GIS Mapping-** We have begun the process of setting up the account and inputting data for the ARC GIS Mapping.
- **E. Yeasting/Rodriguez St Annexation-** Attached is a copy of a letter that has been passed out in the neighborhood to update the residents on what is going on. As a reminder, the Public Hearing for the annexation is scheduled for 9:30am on January 6, 2022, at the Sandusky County Commissioner's Office on Croghan Street in Fremont.
- **Handicapped Parking Sign/CVS-** Handicapped spot has been marked accordingly.
- **Safety Railing-** We will be installing a safety railing along the west side sidewalk of the railroad crossing on S Main Street.
- **Hydrant Flushing/Flow Testing-** Flushing has been completed for the year. We have numbered and inventoried hydrants in preparation for the ARC GIS mapping in 2022 and will be flushing and flow testing in the spring.
- **Compost Site-** Site cleanup has begun with brush chipping and we are expecting Universal Farms at any time to begin hauling out compost.

- **R3 Initiative-** The Steering Committee will meet again on December 8th at Town Hall and continues to move forward with the process. As a reminder, there is a Gibsonburg R3 Facebook Page now and I encourage everyone to check it out ("Gibsonburg R3").
- **Upcoming Events:**
    - Tree Lighting- 6:00pm. December 4th at Williams Park
    - Ugly Christmas Sweater Run and Walk- 9:00am. December 18th at Town Hall

Fiscal Officer's Report: 12/02/2021

Balance in all Funds from Cash Summary Report as of **November 30, 2021**:

a. Total Cash Balance all funds: $2,612,392.00
b. Total Investment balances $2,446,832.26
c. Available Primary checking: $ 165,359.74
d. Petty cash secondary checking: $ 200.00
e. Interest recorded in November**:** $ 377.23 (YTD: $12,819.27)
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 Herman that council members have received the November 30, 2021, Financial Reports, seconded by Kirwen.
Roll Call: Herman-yes, Bowling-yes, Kirwen-yes, Cantrell-absent, Johnson – yes, Gerwin- yes.
Motion Passed.

A motion was made by Kirwen to approve reallocation of appropriations for November, 2021, seconded by Herman.
Roll Call: Herman-yes, Bowling-yes, Kirwen-yes, Cantrell-absent, Johnson – yes, Gerwin- yes.
Motion Passed.

Municipal income tax revenue down $96,674.47 YTD 2021 vs 2020 YTD. This is due to timing with RITA now processing payments and submitting revenue to us on a one-month delay.

General Fund UP $43,210.41 YEAR OVER YEAR with a balance of $819,277.11.

Credit Card totals: 293 transactions = $32,331.94

Mailed 750 Bills

Emailed 186 bills

Working with Marc, Jen & Police Chief regarding packages for Village Residents sent to Village offices for security reasons.

Committee Reports:

Economic Development-Kirwen- nothing
Finance- Gerwin - nothing
Joint Cemetery Board-Cantrell- nothing
Planning Commission- Bowling- nothing
Public Service Parks- Herman- nothing
Public Utilities- Gerwin- nothing
Tree Committee-Johnson- nothing

Individual Council Member Report:

Bowling- Christmas Lights look great.
Cantrell-N/A
Gerwin- Stop signs at E. Yeasting and Rodriguez
Herman- phone maintenance for Friday at office, vehicles on sidewalks. Lights look awesome.
Johnson- Tree lighting Saturday with Gingerbread House Competition
Kirwen- Nothing

Report of Officials:

Police – Chief Collins-

Nov. 2021	Nov. 2020	Nov. 2019
CFS – 288	215	253
Incident - 17	15	25
Arrest – 2	2	1
Citation – 5	1	1

28 – Traffic Stops
25 – Assist other agencies
3 - DUS
1 – OVI
2 - Accidents
1 – Recovered Stolen Vehicle

Will not be at next council meeting will be on vacation

Solicitor– Ruck- N/A

Residence- Open Forum/Comment:

A motion to adjourn at 6:36 pm was made by Herman, seconded by Kirwen.
Roll Call: Herman-yes, Bowling-yes, Kirwen-yes, Cantrell-absent, Johnson – yes, Gerwin- yes.
Motion Passed.
Respectfully submitted,

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Jeff Holcomb
Fiscal Officer Village of Gibsonburg

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Steve Fought
Mayor Village of Gibsonburg