VILLAGE OF GIBSONBURG

Village Council Meeting – MINUTES

November 3, 2022
6:00 pm
MEETING ROOM – 526 N. WEBSTER ST.

Call to order: Mayor Fought at 6:00 pm

The Pledge of Allegiance was said by all.

Meeting via Facebook Live also.

Roll call: Herman-here, Kirwen-here, Slack-here, Johnson-absent, Gerwin-here.

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

Herman made a motion to appoint Kelly Castillo as the new councilmember seconded by Slack.
Roll Call: Herman-yes, Kirwen-yes, Slack-yes, Johnson-absent, Gerwin-yes.
Motion Passed.

Swearing in of new council member Kelly Castillo.

Recognition of Visitors/Special Reports for council meeting.

Chrissa Liskai - Union Bank Co. was here to discuss the rate of 4% for 6 months with FDIC Coverage.

Review and Approval of Minutes of Previous Council Meeting:

A motion was made by Slack to approve October 20, 2022 Regular Council Meeting Minutes as written, seconded by Kirwen.
Roll Call: Herman-yes, Kirwen-yes, Slack-yes, Johnson-absent, Gerwin-yes, Castillo- yes.
Motion Passed.

Correspondence: nothing

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 Gerwin.
Roll Call: Herman-yes, Kirwen-yes, Slack-yes, Johnson-absent, Gerwin-yes, Castillo- yes.
Motion Passed.

Old Business:

1. **ORDINANCE #13- 2022**
   AN ORDINANCE AMENDING PART ONE, TITLE FIVE OF THE ADMINISTRATIVE CODE OF THE VILLAGE OF GIBSONBURG TO ESTABLISH A RECREATION ADVISORY COMMITTEE. **(THIRD READING)**

A motion to adopt Ordinance #13 -2022 by Herman, seconded by Kirwen.
Roll Call: Herman-yes, Kirwen-yes, Slack-yes, Johnson-absent, Gerwin-yes, Castillo- yes.
Motion Passed.

2. **ORDINANCE #14 - 2022**
   AN ORDINANCE AUTHORIZING AND DIRECTING THE MAYOR AND/OR ADMINISTRATOR TO ENTER INTO A CONTRACT WITH CYCLONE SERVICES FOR THE PURPOSE OF TRASH AND REFUSE HAULING SERVICES WITHIN THE VILLAGE OF GIBSONBURG. **(THIRD READING)**

A motion to adopt Ordinance #14 -2022 by Slack, seconded by Herman.
Roll Call: Herman-yes, Kirwen-yes, Slack-yes, Johnson-absent, Gerwin-yes, Castillo- yes.
Motion Passed.

3. **ORDINANCE #15-2022**
   AN ORDINANCE APPOINTING PAUL A. SKAFF TO SERVE AS THE ADMINISTRATIVE HEARING EXAMINER FOR THE VILLAGE OF GIBSONBURG, OHIO. **(SECOND READING)**

4. **ORDINANCE #17 -2022**
   AN ORDINANCE AUTHORIZING THE VILLAGE OF GIBSONBURG TO OFFER FLEXIBLE SPENDING ACCOUNTS, UNDER SECTION 125 OF THE IRS CODE, TO FULLTIME EMPLOYEES **(SECOND READING)**

New Business:

1. ORDINANCE #18-2022

AN ORDINANCE AMENDING ORDINANCE 10-2021, SETTING THE PAY RANGE AND COMPENSATION FOR ALL HOURLY EMPLOYEES OF THE VILLAGE OF GIBSONBURG, OHIO. **(FIRST READING)**

2. ORDINANCE #19 - 2022

AN ORDINANCE AUTHORIZING PAY INCREASES TO CERTAIN EMPLOYEE'S WAGES. **(FIRST READING)**

3. RESOLUTION #13 -2022

A RESOLUTION AUTHORIZING THE MAYOR AND/OR ADMINISTRATOR TO APPLY FOR A 2022 LOCAL PARK CAPITAL IMPROVEMENT GRANT ADMINISTERED BY THE SANDUSKY COUNTY PARK DISTRICT BOARD OF PARK COMMISSIONERS AND EXECUTE AN AGREEMENT FOR PARK IMPROVEMENTS. **(EMERGENCY)**

A motion was made to suspend the rules, waive the 3 readings and pass as an emergency Resolution #13-2022 by Slack, seconded by Herman.
Roll Call: Herman-yes, Kirwen-yes, Slack-yes, Johnson-absent, Gerwin-yes, Castillo- yes.
Motion Passed.

A motion to adopt Resolution #13-2022 by Kirwen, seconded by Gerwin.
Roll Call: Herman-yes, Kirwen-yes, Slack-yes, Johnson-absent, Gerwin-yes, Castillo- yes.
Motion Passed.

4. ORDINANCE #20-2022

AN ORDINANCE ADOPTING THE 2023 TEMPORARY APPROPRIATIONS FOR THE VILLAGE OF GIBSONBURG, SANDUSKY COUNTY, OHIO. **(FIRST READING)**

Mayor's Report:

- Welcome to Kelly as Council Person
- Appoint Kelly as chairman of the Rec Committee
- Solicitor Response to Wolfe Creek Cleaning
- Speed limit signs in school zones are great!

Administrator's Report:

I appreciate the understanding of my absence tonight. I'm in New York City for the marathon on Sunday. Be back in the office sometime late Tuesday, November 8th

- **Bulk Trash Drop Off-** Held on October 22nd with no issues at all. Three and a half roll offs were filled of the six that were on hand.
- **The Wall That Heals-** We will be able to make an announcement on or before Veterans Day regarding whether Gibsonburg will be on their 2023 tour schedule.
- **Tree City USA-** Application has been completed and submitted to the Arbor Day Foundation.
- **Wolf Creek-** Solicitor Ruck is still working on a legal opinion on the matter. As soon as it is received it will be passed on to all of you.
- **Economic Development-** Below is a list of projects and leads that we have worked on with the County EDC so far this year. Keep in mind that there are some that have come in where we do not pursue them because of limitations with utilities, site restrictions, etc.…:
    - Project Caps (European Medical Manufacturing)- Clearview. Date: 3/9/22. Jobs: 120-400. Investment: $16.5 Million.
    - Project Nets (Aquaponic Vertical Farming)- Clearview. Date: 5/20/22. Jobs: 150. Investment: $153 Million
    - Project Quartz (Lithium Iron Battery)- Clearview. Date: 6/2/22. Jobs: NA. Investment: NA
    - Project Isotope (Technology Based Power Plant)- CR 85. Date: 7/25/22. Jobs: 50. Investment: NA
    - Project 1USP (Battery and Semiconductor)- Clearview. Date: 9/29/22. Jobs: 50. Investment: NA
    - Project Projectile (Copper Strip Operation)- CR 85. Date: 10/4/22. Jobs: NA. Investment: NA
    - Project Foreman (Packaging Manufacturing)- Clearview. Date: 10/31/22. Jobs: 98. Investment: $100 Million
- **Fifth Third Bank-** The building has officially been sold and we are waiting for the new owners to give us the green light to communicate to the public what will be happening with the building. We are continuing to work with 5th 3rd on the possibility of them relocating the ATM to a kiosk in the parking lot across from the old Town Hall. So far, they have been very receptive and responsive to our request. It's not going to be a quick process, but again, they have been very receptive so far to our request.
- **414 S. Gibson-** Demolition began this week at the property as part of the State Grant Funds received by the Sandusky County Land Bank. There is talk of more funding coming from the state and if so, we will again pursue having properties from the Village added to the list for demolition.
- **Park District Grant-** On the Agenda tonight is a Resolution approving the submittal of an application for project funding through the Local Park Capital Improvement Grant Program. The emergency measure is necessary to meet the December 8th application deadline. There is a very limited amount of funding available this year, but we are working on a list of projects or equipment for the Parks Committee to review that could be submitted for funding.

- **Transportation Alternatives Program (TAP Grant)-** Letter of Interest and accompanying documents were sent to ODOT by the October 31st deadline. We are in agreement with Poggemeyer that we strongly feel that we will get the opportunity to submit the full grant again this year. If approved, it will be due to ODOT by January 31st and there will be some legislation and support letters that we will need from Mayor and Council.
- **Health Department Grant-** With the passing of the Complete Streets Policy late last spring we were able to receive a $10,000.00 grant from the Health Department for pedestrian safety improvements. The funds are being used for pedestrian signs, cross walk painting and Speed Radar Signs by both the Elementary and High Schools.
- **Capital Budget/Logyard Funds-** We have been working with Toledo Edison to relocate the existing poles on the site and establish underground service and we have also met with Fremont Fence and Adkins Fence regarding quotes and fence style for some areas to be fenced in.
- **E. Yeasting Street/Rodriguez Street Project –** Poggemeyer is on schedule to have a preliminary design to present to Council, Residents and the Sandusky County Commissioners by the end of November/early December.
- **Silverock/Williams Fish Stocking-** Fin Farms was in town last week for another round of stocking at Silverock and Williams Park.
- **Sandusky County Auditor Report-** Annual Zoning Permit report current to October 31st has been submitted to the County Auditor. Anything that is issued after this date will be sent to them at the end of December.
- **S Patterson Street Project –** Feller and Finch continue with the design of the project.
- **Trash Bid-** The contract is complete and ready to be sent to Cyclone Services pending Council's approval and awarding of the contract. Letters to the other bidders will also be sent out after the final approval.
- **Drinking Water Contingency Plan-** Completion of the annual updates to the Contingency Plan continue. Once completed, revised copies will be available at Town Hall, Water Department, WWTP and Police Department.
- **Christmas Sweater Run and Walk-** The annual event will take place on December 10th at 9:00am with the start and finish at Town Hall. This year, after the event, "Pictures with Santa" will be available for the community at Town Hall from 10:30am to 1:00pm.
- **Veterans Day-** As a reminder, Town Hall will be closed in observance of Veterans Day on Friday, November 11th.

Fiscal Officer's Report: 11/03/22

Balance in all Funds from Cash Summary Report as of **October 31, 2022**:

a. Total Cash Balance all funds: $2,827,554.13
b. Total Investment balances $2,670,442.17
c. Available Primary checking: $ 156,911.96
d. Petty cash secondary checking: $ 200.00
e. Interest recorded in May**:** $ 476.35 (YTD: $4,353.23)
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 Gerwin that council members have received the October 31, 2022, Financial Reports, seconded by Kirwen.
Roll Call: Herman-yes, Kirwen-yes, Slack-yes, Johnson-absent, Gerwin-yes, Castillo- yes.
Motion Passed.

A motion was made by Slack to approve reallocation of appropriations for October, 2022, seconded by Kirwen.
Roll Call: Herman-yes, Kirwen-yes, Slack-yes, Johnson-absent, Gerwin-yes, Castillo- yes.
Motion Passed.

Municipal income tax revenue up $108,877.26 YTD 2022 vs 2021 YTD. (Cost of collections is down by $18,080.13).
General Fund up $83,031.87 YEAR OVER YEAR with a balance of $926,948.04.

State audit has been completed for years 2020 and 2021 with one issue noted: Public Records training for Mayor, Council members, and Fiscal Officer was not completed. (On October 25, 2022, Public Records Training was completed virtually by the Fiscal Officer, including as designee for Mayor and council members). Due to clean audit in 2018 and 2019, the Village qualified for an Agreed Upon Procedures (AUP) audit for 2020 and 2021, which provided the Village with a savings of approximately $14,000. The current audit should also qualify us for the limited audit in 2024, for fiscal years 2022 and 2023.

Public records training: each of you have provided with a copy of the Ohio Sunshine Laws booklet which covers public records and meetings.
Herman made a motion to accept, seconded by Kirwen.
Roll Call: Herman-yes, Kirwen-yes, Slack-yes, Johnson-absent, Gerwin-yes, Castillo- yes.
Motion Passed.

On a personal note: On November 8th, please vote "yes" for changing to Non-Partisan election of Officials, which includes the Mayor and Council members. Also, vote for the school income tax and the Fire Department levy. Our community should be fully committed to the education of our children, and for the safety of our residents by the fire department, which is staffed by all volunteers.

Sorry to have Pisanello's Closing.

Welcome to Kelly. Looking forward to working with you.

Silverock Permits = 553

Emailed bills = 231

Credit Cards for October = $22,698.58, 177 transactions

Committee Reports:

Economic Development-Kirwen- List of leads for Industrial Park in Marc's report.
Finance- Gerwin- Met 10/27/22 to review 2023 Temporary appropriations. Cost of living increases for hourly employees
Joint Cemetery Board-Slack- Cleaning up Cemetery's
Planning Commission- Slack- nothing
Public Service Parks- Herman- Toledo Submarine Veterans new display dedication will be November 12th at 11am at Williams Park.
Public Utilities- Gerwin-Nothing
Tree Committee-Johnson-N/A

Individual Council Member Report:

Slack-Nothing
Gerwin-Fencing in Williams Park looks great! Welcome to Kelly!
Herman- Welcome Kelly
Johnson- absent
Kirwen- Welcome Kelly. Police did a good job with Halloween. Sidewalk approaches were changed to handicap.
Castillo - Thank you for the appointment as council member.

Report of Officials:

Police Chief Dan Collins –

October 2022	October 2021	October 2020
CFS – 331	280	235
Incident – 24	17	26
Arrest – 4	4	2
Citation – 3	1	1

32 – Traffic Stops
36 – Assist Other Agencies
8 - Mental/Disturbed
2 - Accidents
1 – Domestics
4 – Assault/Menacing
5 – Welfare Checks
13 – JV Complaints
1 - OVI
1 – Littering Citation

Ohio Attorney General's Office (OHLEG) visit - audit completed

Trick or Treat

Elementary Halloween parade was a nice turn out

Working on Training Reimbursement CPTs for officers for 2022 get 50% payback for hours through Ohio Att. General Office for Training fund. Due Jan. 31 2023

Awarded PEP Grant got the check and purchased AED
Submitted NRA Grant for ammo for 2023

Applied for Ohio School Threat Assessment Training grant through Ohio Attorney General Office, Applied in 2020 for 3 officers and its open again for 4 more officers on training. (Waiting for Approval)

Submitted for new federal grant for body cameras and I.T. for 2023 Submitted the ARPA Grant due June 17th 2022

Solicitor– Ruck- N/A

Residence- Open Forum/Comment:

Issue on Speed Limit on W. Madison St. west side of town.

A motion to adjourn at 6:34pm was made by Kirwen, seconded by Slack.
Roll Call: Herman-yes, Kirwen-yes, Slack-yes, Johnson-absent, Gerwin-yes, Castillo- 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