



# VILLAGE OF GIBSONBURG

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## Village Council Meeting – MINUTES

November 2, 2023

6:00 pm

MEETING ROOM – 526 N. WEBSTER ST.

**Call to order:** President of Council Herman at 6:00 pm

The Pledge of Allegiance was said by all.

Meeting via Facebook Live also.

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

**Slack nominated Gerwin to be President Pro-Tempe for tonight's meeting, seconded by Kirwen.**

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

**Motion Passed.**

**Recognition of Visitors/Special Reports for council meeting.** none

### **Review and Approval of Minutes of Previous Council Meeting:**

**A motion was made by Slack to approve Oct. 19, 2023 Regular Council Meeting Minutes as written, seconded by Castillo.**

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

**Motion Passed.**

**A motion was made by Castillo to approve Oct. 25, 2023 Special Council Meeting Minutes as written, seconded by Kirwen.**

Roll Call: Herman-yes, Slack-yes, Castillo-yes, Kirwen-yes, Johnson-abstain, 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 Slack, seconded by Gerwin.**

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

**Motion Passed.**

**Old Business:** none

**New Business:**

**1. RESOLUTION #21-2023**

A RESOLUTION AMENDING THE 2023 BUDGET AND APPROPRIATIONS FOR THE VILLAGE OF GIBSONBURG, SANDUSKY COUNTY, OHIO. **(EMERGENCY)**

**A motion was made to suspend the rules, waive the 3 readings and pass as an emergency Resolution #21-2023 by Kirwen, seconded by Castillo.**

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

**Motion Passed.**

**A motion to adopt Resolution #21-2023 by Slack, seconded by Castillo.**

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

**Motion Passed.**

**2. RESOLUTION #22-2023**

A RESOLUTION AMENDING THE 2023 BUDGET AND APPROPRIATIONS FOR THE VILLAGE OF GIBSONBURG, SANDUSKY COUNTY, OHIO. **(EMERGENCY)**

**A motion was made to suspend the rules, waive the 3 readings and pass as an emergency Resolution #22-2023 by Slack, seconded by Castillo.**

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

**Motion Passed.**

**A motion to adopt Resolution #22-2023 by Johnson, seconded by Kirwen.**

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

**Motion Passed.**

**3. RESOLUTION #23 – 2023**

A RESOLUTION AMENDING THE 2023 APPROPRIATIONS FOR THE VILLAGE OF GIBSONBURG, SANDUSKY COUNTY, OHIO. (EMERGENCY)

**A motion was made to suspend the rules, waive the 3 readings and pass as an emergency Resolution #23-2023 by Slack, seconded by Kirwen.**

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

**Motion Passed.**

**A motion to adopt Resolution #23-2023 by Slack, seconded by Johnson.**

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

**Motion Passed.**

**4. ORDINANCE #24 -2023**

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

**5. ORDINANCE #25- 2023**

AN ORDINANCE AUTHORIZING THE VILLAGE OF GIBSONBURG TO OFFER FLEXIBLE SPENDING ACCOUNTS, UNDER SECTION 125 OF THE IRS CODE, TO FULLTIME EMPLOYEES (FIRST READING)

**6. ORDINANCE #26- 2023**

AN ORDINANCE EMPLOYING THE LAW OFFICES OF RUCK AND WRIGHT, LTD, AS LEGAL COUNSEL TO REPRESENT THE VILLAGE OF GIBSONBURG, OHIO. (FIRST READING)

**Mayor's Report:** absent

**Administrator's Report:**

- **EPA WWTP Inspection-** Ohio EPA was in town last week for the annual walk through and survey of the WWTP. It did not appear that there were any significant items of note from the visit, but their follow-up letter will be coming soon.
- **American 250-** The Ohio General Assembly and Governor's Office created "America 250-Ohio in an effort to plan, develop and promote projects and programs to commemorate

the 250<sup>th</sup> anniversary of the United States of America in 2026. From this they are designating communities across the state who make application as: “America 250 Communities.” We have applied to have Gibsonburg designated as such and the program that we will highlight with the program will be the 2026 Homecoming Festival.

- **End of Year Ordinances and Resolutions-** On tonight’s agenda are several ends of the year Ordinances and Resolutions that need to be passed so that we can start the new year without any issues.
- **ODOT TAP Grant-** Letter of Intent has been submitted to ODOT for consideration of submitting a full grant package for downtown developments. We will know towards the end of November if we are selected again to submit the full grant package and then it will be due by January 31<sup>st</sup>. The grant package will be 95% funded by ODOT with a total price of about \$2.1 million dollars.
- **Sandusky County Park District Grant-** Grant application is completed and will be submitted to the Park District by the November 30<sup>th</sup> deadline. We will be requesting funds to be used towards the cost of the structure that will be built in the Logyard.
- **T Mobile Small City Grant- As detailed at the last meeting,** the Village of Gibsonburg has made it to the third round in the T Mobile Community Grant Program with the Logyard Project submitted for the program with the total potential grant being \$50,000.00. While the finalists will not be announced in January 2024, we were contacted last week to answer some follow up questions related to the project and our application.
- **Habitat For Humanity House-** Preliminary plans and Zoning Permit for the house to be constructed in the vacant lot at the corner of W. Madison Street and Brubaker have been reviewed and issued. Habitat For Humanity plans to do some site work before the end of the year and begin the full construction in the spring of 2024.
- **ODOT Safety Study/Grant-** The final report generated from the safety study done by ODOT and LJB Engineering will be out by the end of this month and will be sent out to all of you and made available for the public to view. The end result will be a grant application to ODOT to fund and implement pedestrian safety measures on W. Madison Street and S Main Street with a focus being on the areas our students travel to get to and from school.
- **Leaf Bags-** Leaf Bags continue to be available to the public at Town Hall.
- **Street Sweeping-** Progressive Sweeping will be in town next Monday, November 6<sup>th</sup> to run the route in town.
- **Logyard Project-** The Logyard Group met on October 23<sup>rd</sup> at 7:30pm to discuss and finalize the size and make-up of the structure to be built at the site. A 20 x 40 Icon Ironworks Shelter will be purchased and constructed on the site in the spring. It will have lighting, electricity and a concrete floor. The actual placement of the structure is still to be determined. It will be paid for with a portion of the State Capital Budget Funds and constructed by local contractors. A sample picture is attached.
- **E. Yeasting Street/Rodriguez Street Project-** Staff and representatives from both Kleinfelder and D2 met on October 31<sup>st</sup> to discuss the project and settle on the 2024 work schedule.

- **S Patterson Street Waterline Project** – D2 has completed the installation of the 8-inch line between Smith and Linden, meter pits and connections to the line. Paving has also been completed. There has been an issue with the ability to properly abandon the old line, but we are working through it and expect to have a resolution very soon. Again, this project is being funded by the HB 168 grant funding of \$276,413.00 received.
- **Ugly Christmas Sweater Run/Walk-** The event is set for Saturday, December 9<sup>th</sup> with a 9:00am start time from Town Hall. Since 2014 this has been a really great event that has done a tremendous amount of good for the young people and food pantry.
- **Pictures With Santa-** The event will take place at Town Hall on Saturday, December 9<sup>th</sup> from 10:00am to 12:00pm. Picture with Santa will be free once again for the community.
- **Out of the Office-** I will be out of the area from November 3<sup>rd</sup> through November 7<sup>th</sup> and will return on November 8<sup>th</sup>.
- **Veterans Day-** As a reminder, Town Hall will be closed on Friday, November 10th in observance of Veterans Day.

### **Fiscal Officer's Report: 11/02/23**

Balance in all Funds from Cash Summary Report as of **OCTOBER 30, 2023:**

- a. Total Cash Balance all funds: \$2,519,825.63
- b. Total Investment balances \$2,230,200.44
- c. Available Primary checking: \$ 289,425.19
- d. Petty cash secondary checking: \$ 200.00
- e. Interest recorded in **OCTOBER:** \$6,828.84 (YTD: \$62,117.52)
- 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 Slack that council members have received the OCTOBER 30, 2023, Financial Reports, seconded by Kirwen.**

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

**Motion Passed.**

**A motion was made by Slack to approve reallocation of appropriations for OCTOBER, 2023, seconded by Castillo.**

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

**Motion Passed.**

Municipal income tax revenue up \$20,491.95 YTD 2023 vs 2022 YTD.

General Fund Balance is down \$139,170.59 YEAR OVER YEAR with a balance of \$787,777.45.

(Reduction due to early full payoff of BAN).

Water usage permits - \$16,455.00 YTD 2023 vs \$14,380.00 YTD 2022  
- 611 users in 2023 vs 554 users in 2022

Cyber Insurance coverage will be changed from a December renewal each year, to an October renewal each year in order to correspond to property insurance coverage premium due dates.

### **Committee Reports:**

**Economic Development-Kirwen-** nothing

**Finance- Gerwin-**Next meeting 11/16/23 at 6:30 pm

**Joint Cemetery Board-Slack-** Next meeting 11/2/23 at 7 pm

**Planning Commission- Slack-** nothing

**Public Service Parks- Herman-** nothing

**Public Utilities- Gerwin-** meeting 11/2/23 at 6:30 pm

**Recreational Committee – Castillo –** Flag football finished

**Tree Committee-Johnson-** nothing

### **Individual Council Member Report:**

**Slack-** D-2 did an excellent job on S. Patterson St.

**Gerwin-** Trick or Treat in blizzard

**Herman-** Thanks to the Utility Dept for taking care of S. Patterson

**Johnson-** Tree Lighting 12/2/23

**Kirwen-** nothing

**Castillo-** High School Softball Collecting Shoes

### **Report of Officials: Police – Asst. Chief Don Karr**

1. Staff – Now hiring, an officer took another position. Would like to clarify our position on staffing numbers, including PT.
2. Statistics – Will be changing. Will explain the differences.
3. Update on 2013 cruiser- seat was repaired.

### **Residence- Open Forum/Comment:** None

**A motion to adjourn at 6:24 pm was made by Kirwen, seconded by Slack.**

Roll Call: Herman-yes, Slack-yes, Castillo-yes, Kirwen-yes, 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