



VILLAGE OF GIBSONBURG

Village Council Meeting – MINUTES

January 16, 2025

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: Morelock-here, Gerwin-here. Kirwen-here, Herman-here, Slack-here, Castillo-here.

Recognition of Visitors/Special Reports for council meeting.

Bryant McAfee, Business Development Director for Omni Fiber

Review and Approval of Minutes of Previous Council Meeting:

A motion was made by Slack to approve December 19, 2024 Regular Council Meeting Minutes as written, seconded by Herman.

Roll Call: Morelock-yes, Gerwin-yes. Kirwen-yes, Herman-yes, Slack-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 Gerwin, seconded by Slack.

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

Motion Passed.

Old Business: none

New Business:

1. ORDINANCE #1 - 2025

AN ORDINANCE AUTHORIZING A PAY INCREASE TO THE VILLAGE ADMINISTRATOR. **(FIRST READING)**

2. ORDINANCE #2 - 2025

AN ORDINANCE AUTHORIZING A PAY INCREASE FOR THE CHIEF OF POLICE AND THE FISCAL OFFICER FOR THE VILLAGE OF GIBSONBURG. **(FIRST READING)**

3. RESOLUTION #1-2025

A RESOLUTION AUTHORIZING THE MAYOR AND/OR ADMINISTRATOR TO APPLY FOR AND ACCEPT A GRANT FROM THE OTTAWA, SANDUSKY, SENECA COUNTY JOINT SOLID WASTE MANAGEMENT DISTRICT AND DECLARING AN EMERGENCY **(EMERGENCY)**

A motion was made to suspend the rules, waive the 3 readings and pass as an emergency Resolution #1-2025 by Kirwen, seconded by Herman.

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

Motion Passed.

A motion to adopt Resolution #1-2025 by Herman, seconded by Morelock.

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

Motion Passed.

4. Council Rules for 2025

Herman made a motion to accept the 2025 Council rules as written, seconded by Slack.

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

Motion Passed.

5. Council President for 2025

Slack made a nomination for Jeff Herman to be the President of Council for 2025,

Castillo made a nomination for Don Kirwen to be the President of Council for 2025.

Votes were written by all and stands as follows: Kirwen 4, Herman 2

Morelock made a motion to elect Kirwen for Council President for 2025, seconded by Castillo.

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

Motion Passed.

Mayor's Report: lots of projects we would like to start this year.

Administrator's Report:

- **Water Issue-** The crew responded to a water issue on Brentwood Avenue late in the night on January 4th and worked through the rest of the night and into the early morning of January 5th to resolve it.
- **Storm Clean Up-** As usual, the crew has been doing an outstanding job with responding to and cleaning up from the weather events that we have had the past few weeks.
- **Cyclone/Rumpke-** Things seem to be transitioning fairly well. The only real issues that have been seen are a few missed stops and broken wheels on cans, which was an issue with Cyclone as well. We continue to turn any issues in to Rumpke for them to be resolved.
- **Utility Billing System-** The new system is in operation with very few issues.
- **ARPA Funds and Report-** What we had thought was a December 31st deadline for reporting, is now an April 1st deadline for reporting to the US Treasury on the ARPA Funds allocated to Gibsonburg. All of the funds allocated to us have been encumbered by December 31st and we will turn in the final report by April 1st once the portal opens for us to do so.
- **End of Year-** End of the year reports for 2024 have been completed and submitted by their deadlines: Zoning Permits (County Auditor), Compost Site Report (Ohio EPA), EDC Hinkle Report (State of Ohio Auditor) and US Census BAS Survey (US Census Bureau).
- **TAP Grant RFP-** The RFP for the design of the Downtown Project has been revised and is in the hands of ODOT for their final review. We're hoping to have it back by the start of next week so that we can get it advertised and keep the grant process moving along in a timely manner and not be delayed.
- **OSS Grant-** On the Agenda tonight is a Resolution for the submittal of a grant application to the OSS Solid Waste District. Our intentions are to submit a grant to assist in the continued replacement of Memorial Benches in the parks. We are asking for it to be passed in an emergency so that we can attach it to the full grant, which is due by January 31st.

- **America 250 Grant-** If you remember, last year Council passed a Resolution signifying Gibsonburg's support for the "America 250" celebration that will happen in 2026. The America 250 organization is accepting grants from communities who pledged their support and became an "America 250 Community" for events, activities or celebrations in 2026 that can be tied into the whole America 250 plan. We will be submitting a grant in the amount of \$5,000.00 that would be used for a special Veteran's Day Celebration in 2026.
- **Gibsonburg EDC-** While we have had no activity with the organization again in 2024 and have submitted the proper forms to the State Auditor's Office signifying the same and including a statement on our ongoing efforts to dissolve the Gibsonburg EDC, we were notified late last week that the Auditor's Office will be conducting a Basic Audit on the Gibsonburg Economic Development Corporation in the coming weeks. It should not take them any time at all to complete what they need to do as we have no other documents to supply them other than what has already been submitted with the end of the year report.
- **Water and Sewer Rate Study-** We will be meeting with representatives from Ohio Rural Water on January 22nd at 1:30pm to review the Water and Sewer Rate Study material that they have been working on for us.
- **Annual Sandusky County EDC Meeting-** The event will take place on February 27th at 7:30am at the Neely Center (Terra). Please let us know if you plan to attend so that we can make the proper reservations.
- **Pharmacy-** We continue to work with all parties involved in the project to bring a pharmacy back to Gibsonburg. We really hope to have some good news to share soon on the efforts with the project.
- **MLK Day-** As a reminder, Town Hall will be closed on Monday, January 20th. Rumpke will pick up trash on this day.

Fiscal Officer's Report- January 16, 2025

Balance in all Funds from Cash Summary Report as of: **12/31/24**

A:	Total Cash Balance all Funds:	\$2,012,715.54
B:	Total Investment Balances:	\$1,875,833.88
C:	Available in Primary checking:	\$ 136,681.66
D:	Petty Cash	\$ 200.00
E:	Interest recorded in: December	\$ 7,087.44
F:	Interest recorded Year-to-Date:	\$ 105,386.97
G:	UAN – Revenue Status, Payment Register, Appropriation Status, Bank Reconciliation, and other monthly financial reports provided To all council members and Mayor by email.	

A motion was made by Kirwen that council members have received the December 31, 2024, Financial reports, seconded by Herman.

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

Motion Passed.

A motion was made by Slack, to approve reallocation of appropriations for December, 2024, seconded by Herman.

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

Motion Passed.

General Fund down \$20,968.75 year over year, compared to **December 31, 2023**, with a current balance of \$722,007.03.

Municipal income tax revenue up \$9,993.90 year over year, compared to **December 31, 2023**, with total 2024 YTD receipts of \$819,262.46.

Proceeds held for demolition of South Main Street property has been released to the homeowner after satisfactory inspection of completion of work by contractor.

The majority of ARPA funds (original amount of \$262,502.44) have been used, with current encumbrances outstanding as of December 31, 2024, for the remaining amount of \$20,894.19.

Sent year end report to the state 1/14/25, accepted it today. Also, Ohio Checkbook has been submitted.

Committee Reports:

Economic Development-Kirwen- Need to set up a meeting.

Finance- Gerwin- meeting scheduled for after next council meeting 2/6/25 to discuss permanent appropriations.

Joint Cemetery Board-Slack- there has been some damage to headstones

Planning Commission- Morelock- nothing

Public Service Parks- Herman- No ice fishing or skating

Public Utilities- Gerwin-Meeting after next council meeting 2/6/25.

Recreational Committee – Castillo – Getting close to Baseball and Softball Registration.

Individual Council Member Report:

Slack-Condolences to Kelly and family

Gerwin- nothing

Herman- Thank you to snow removal crews.

Morelock- Thank you to crews for repairing water line.

Kirwen- condolences to Kelly

Castillo- nothing

Report of Officials: Police – Chief Don Karr-
Will be starting web check soon, updating cruisers

Residence- Open Forum/Comment: nothing

A motion to adjourn at 6:50 pm was made by Kirwen, seconded by Slack.
Roll Call: Morelock-yes, Gerwin-yes. Kirwen-yes, Herman-yes, Slack-yes, Castillo-yes.
Motion Passed.

Respectfully submitted,

Jeff Holcomb
Fiscal Officer Village of Gibsonburg

Steve Fought
Mayor Village of Gibsonburg