



VILLAGE OF GIBSONBURG

Village Council Meeting – MINUTES

August 21, 2025

6:00 pm

MEETING ROOM – 526 N. WEBSTER ST.

This meeting is being recorded.

Call to order: Council President Don Kirwen at 6:07 pm

Pledge of Allegiance

Meeting via Facebook Live also.

Roll call: Morelock-here, Gerwin-here. Kirwen-here, Herman-here, Slack-arrived 6:10 pm, Castillo-here.

Morelock made a motion to elect Herman as president pro tempe for tonight's meeting, seconded by Castillo.

Roll Call: Morelock-yes, Gerwin-yes. Kirwen-yes, Herman-yes, Slack-abstain, Castillo-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 Herman to approve July 17, 2025, Regular Council Meeting Minutes as written, seconded by Castillo.

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

Motion Passed.

Old Business: none

New Business:

1. RESOLUTION #14 -2025

A RESOLUTION SUSPENDING SECTION 941.04, 941.05 AND 941.11, PROHIBITION, SALE AND USE OF ALCOHOL IN A PUBLIC PARK SUBJECT TO THE STATE PERMIT REGULATIONS; FOR THE PURPOSE OF THE HISPANIC HERITAGE FESTIVAL AT WILLIAMS PARK, N. MAIN STREET, GIBSONBUG, OHIO ON SEPTEMBER 27, 2025.
(FIRST READING)

2. RESOLUTION NO #15 -2025

A RESOLUTION AUTHORIZING AND DIRECTING THE MAYOR AND/OR ADMINISTRATOR TO ENTER INTO A CONTRACT WITH D2 EXCAVATING, LLC. FOR THE PURPOSE OF COMPLETING THE SANITARY SEWER COLLECTION SYSTEM LONG TERM CONTROL PLAN IMPROVEMENT PROJECT.
(EMERGENCY)

A motion was made to suspend the rules, waive the 3 readings and pass as an emergency Resolution #15-2025 by Slack, seconded by Castillo.

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

Motion Passed.

A motion to adopt Resolution #15-2025 by Herman, seconded by Slack.

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

Motion Passed.

3. RESOLUTION 16-2025

RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR **(EMERGENCY)**

A motion was made to suspend the rules, waive the 3 readings and pass as an emergency Resolution #16-2025 by Slack, seconded by Herman.

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

Motion Passed.

A motion to adopt Resolution #16-2025 by Herman, seconded by Morelock.

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

Motion Passed.

Mayor's Report: N/A

Administrator's Report:

- **Omni Fiber-** We did receive an email from Omni Fiber, but there are still no solid updates available regarding plans for review and a completed ROW Permit We responded to them that without either document submitted, they weren't on our radar.
- **Sandusky County Land Bank-** Small delay in the demo of 305 E. Stevenson due to the asbestos abatement work that needs to be done prior to the actual demo, but we are still moving in to correct direction with the project. Asbestos abatement is set to begin on August 25th.
- **Labor Day-** As a reminder, Town Hall will be closed on Labor Day (Monday, September 1st.) Trash Pickup will be on Tuesday, September 2nd.
- **Bulk Trash Drop Off Day-** Bulk Trash Drop Off Day took place on July 26th at Town Hall. One day this year due to the availability of roll offs, but ten, 40-yard roll offs were used. We would like to suggest that due to the abuse of the privilege that seems to happen every year, we consider pausing the program for at least one year and reevaluating it all.
- **Hispanic Heritage Festival Resolution-** On the Agenda this evening is a Resolution that would allow for the sale and use of alcohol in Williams Park for the festival on September 27th.
- **LTCP Project-** Bid opening for the next LTCP Sewer Separation Project was held on August 12th at Town Hall. Again, this project will focus on sewer separation in the area of Gibson, S. Patterson and Smith. Once this project has been completed, we will have one more project to complete to satisfy the requirements of the Long-Term Control Plan with the Ohio EPA. Bids came in at (Engineers Estimate was \$977,500.00):
 - o B Hillz- \$\$763,244
 - o ES Wagner- \$795,294.92
 - o Hillabrand & Sons- \$862,968.63
 - o Underground Utilities- \$635,112.00
 - o Great Lakes Demolition- \$954,610.00
 - o D2 Excavating- \$578,700.00
- **NPDES Modification-** Our NPDES Permit with the EPA for the Wastewater Treatment Plant has been modified by the EPA to include Post Construction Monitoring of the LTCP and treatment plans for Phosphorous. We are working to take care of the items needed on our end to satisfy the EPA. A copy of the Modification Letter and NPDES Permit is available in my office if you wish to review them.
- **Clearwell Repairs-** We continue to put together our game plan to make the repairs to Clearwell this fall. As of right now, it appears that our plan will be to demo most of, if not all of, the block over the concrete structure and have the interior liner of the Clearwell replaced and the exterior concrete cleaned and painted.

- **Crosswalk Painting-** Clean Line Blacktop and Stripping will be in town in a few weeks to repaint crosswalks at: 1. The main intersection of SR 600 and SR 300. 2. W. Madison and N Webster. 3. N. Main and Stone. 4. W. Madison and Gibson. 5. W. Madison and Brubaker. 6. W. Madison and Harrison. We will communicate the work dates and times to GPD and the community once they have been agreed upon.
- **9/11 Remembrance Ceremony-** The annual ceremony is scheduled for Thursday, September 11th at 6:00pm at the Memorial in Williams Park. Lt. Governor Tressel will be with us. We have a limited number of challenge coins available at \$10.00 each. Proceeds from the sale of them will go directly into the Memorial Fund.
- **Refuse and Trash Bids-** As a reminder, bid opening will be on September 3rd at 1:00pm here at Town Hall and all bid information will be available to you during the next evenings Council Meeting. Information has been sent directly to: Rumpke, Stevens, Republic, Waste Management and NAT as well as advertised in the media and on our web page.
- **HAHNCO/Marathon Station-** Progress continues on the new Marathon Station/Store. At this time, they are looking at the end of October for the final inspections and occupancy certificate. There will be a period of time (@ 10 days) prior to the final inspection and occupancy permit where the fuel pumps will be shut down as they transition from the old building to the new building. We will assist them in communicating this to the public when that time does come.
- **ODOT Safety Grant-** Safety upgrades on SR 300 near the Middle School/High School are still set to begin as soon as possible. The project will include new crosswalks, solar powered pedestrian crossing signals, a walkway from Linden Ave to the school driveway and other safety signs. Notices to the community will be put out prior to work beginning and we will have assistance from ODOT with traffic management. The project is being funded through a grant received from ODOT (\$80,000.00).
- **M&B Paving:** Paving work on: Ohio Street, Hurlbut Street and Suter Street has been bumped to late September. We will contact residents living in the work areas to let them know what to expect and any travel delays that may occur.
- **Downtown Project Design-** We continue to work with Colliers on the project and are meeting all submittal deadlines set by ODOT for the TAP Grant. We have visiting businesses and building owners this month to continue to get a better handle on the makeup of each property and any specific needs they may have. We are looking to brief Council soon on the project status to date.
- **Water and Sewer Rate Study-** Late September/early October is still the timeframe to review the study.
- **Vibrant Community Grant/Pharmacy-** The Village, RGP, Sandusky County EDC and investors have completed the “fine tuning” of the project application and will be meeting with JobsOhio in early September to make our presentation pitch for the Vibrant Communities Grant and the establishment of the Gibsonburg Pharmacy on W. Madison Street.

Fiscal Officer's Report- AUGUST 21, 2025

Balance in all Funds from Cash Summary Report as of: **07/31/25**

A:	Total Cash Balance all Funds:	\$2,270,051.92
B:	Total Investment Balances:	\$1,993,074.62
C:	Available in Primary checking:	\$ 276,777.30
D:	Petty Cash	\$ 200.00
E:	Interest recorded in: JULY	\$ 6,046.67
F:	Interest recorded Year-to-Date:	\$ 39,337.66
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 Herman that council members have received the JULY 31, 2025, Financial reports, seconded by Castillo.

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

Motion Passed.

A motion was made by Morelock, to approve reallocation of appropriations for July, 2025, seconded by Gerwin.

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

Motion Passed.

General Fund down **\$2,317.57** year over year, compared to **July 31, 2024**, with a current balance of **\$887,318.72**.

Municipal income tax revenue up **\$59,913.36** year over year, compared to **July 31, 2024**, with total 2025 YTD receipts of **\$574,435.45**.

Received notification from the County Commissioners that they are considering a “piggy-back” to the State homestead exemptions. If so, we would be losing additional real estate tax revenue. A copy of the letter has been sent to the mayor and each council member. I will relay any additional information as we find out more details.

Committee Reports:

Economic Development-Kirwen- nothing

Finance- Gerwin- 9/4/25 meet after Council Meeting

Joint Cemetery Board-Slack- nothing

Planning Commission- Morelock- Meet 9/4/25 before Council

Public Service Parks- Herman- I will be resigning my Council seat on 1/1/26. With that, I will be stepping down from Parks Committee chairman. However I would like to remain on the committee as a member.

Public Utilities- Gerwin-Trash Bids due 9/3/25

Recreational Committee – Castillo – Flag Football and Soccer are starting.

Individual Council Member Report:

Slack-nothing

Gerwin- nothing

Herman- There is a link on the gibsonburgohio.org web site to voice any concerns to Omnifiber directly on the current and future construction. Please do not call the village office, use the Omnifiber web site directly.

- Even though I will be resigning my Council seat on 1/1/26, I will be continuing my Village Technology duties until further notice.

Morelock- nothing

Kirwen- nothing

Castillo-Rec Season is still going.

Report of Officials: Police – Chief Don Karr-

- Reviewing old records for possible destruction
- Reviewing policy manual.

Residence- Open Forum/Comment:

A motion to adjourn at 6:27pm was made by Slack, seconded by Herman.

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