



VILLAGE OF GIBSONBURG

Village Council Meeting – MINUTES

December 4, 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-absent, Kirwen-here, Herman-here, Slack-absent, Castillo-here.

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 November 20, 2025, Regular Council Meeting Minutes as written, seconded by Castillo.

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

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

Motion Passed.

Old Business: none

New Business:

1. RESOLUTION NO. 22-2025

AN RESOLUTION AUTHORIZING THE FISCAL OFFICER TO 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 #22-2025 by Kirwen, seconded by Morelock.

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

A motion to adopt Resolution #22-2025 by Herman, seconded by Castillo.

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

2. RESOLUTION 23-2025

A RESOLUTION ADOPTING THE 2026 TEMPORARY APPROPRIATIONS FOR THE VILLAGE OF GIBSONBURG, SANDUSKY COUNTY, OHIO. (FIRST READING)

Mayor's Report:

- Christmas Tree Lighting is 12/6/25 at 6 pm at Williams Park.

Administrator's Report:

- **Omni Fiber-** No further updates since the last meeting.
- **Amplex-** No further updates since last meeting.
- **Ohio EPA NPDES Inspection-** Ohio EPA staff conducted their NPDES Compliance Inspection on the afternoon of November 17th at the WWTP. A copy of their report is at each of your places. No major deficiencies have been found, but we need to update our O&M Manual and post the 2023 and 2024 CSO Reports on the website.
- **Stray Cat/TNR Voucher Program-** We plan to have the program out and be available for the community at the start of 2026.
- **Trash and Refuse Transition-** We have put out all of the transition information to the community. It's on social media as well as has been sent out Every Door Direct Mail. We will keep putting it out weekly.

- **Small Business Blitz-** The Sandusky County EDC, Terra Small Business Department and Chamber of Commerce will be in town at 3:00pm on December 9th to visit some local businesses for promotion on their social media outlets.
- **WWTP Upgrades-** Planning on the project continues with the assistance of Colliers for a modification to the plant to incorporate a block building close to the drive for the Compost Site. This building would house new chemicals and feed systems that we will have to utilize in order to comply with Ohio EPA mandates on how we treat phosphorous that comes into the plant.
- **Clearwell Repairs-** Demolition to the failed sections of the block on the Clearwell will continue during the winter as time and weather permits. We believe that construction of a new Clearwell is the most financially responsible route for us to take, and we are working on both costs for a new structure and funding opportunities.
- **HAHNCO/Marathon Station-** Hahnco has obtained all needed permits and are open for business.
- **Water and Sewer Rate Study-** We met the final time on December 3rd with the ORWA Rep who has been assisting us to review the final study report and will be presenting it to Council soon.
- **Vibrant Community Grant/Pharmacy-** We have been going back and forth with JobsOhio on additional questions they have and information they need for the project. We are still patiently and anxiously awaiting the date for the presentation to JobsOhio for the pharmacy grant.
- **Ugly Christmas Sweater Run and Walk-** The event will be held for the 12th consecutive year on Saturday, December 13th at 9:00am with the start and finish at Town Hall. Event fee remains a new and unwrapped toy or non-perishable food items. All toys and food items stay in the Gibsonburg community and benefit Gibsonburg families. We're looking at a record number of participants this year, which ultimately does better for the community. If there is anyone who may not be interested in participating, but would still like to help, donations can be dropped at Town Hall at any time during the week or on the morning of the event.
- **Pictures With Santa-** Sponsored by the Gibsonburg Community Corp and the Village, the event will take place on Saturday, December 13th from 11:00am to 1:00pm at Town Hall. Dummer Photo will take a free 5x7 photo for all attendees.
- **Out of the Office-** I will be out of the office most of the day on Friday, December 5th and in Columbus for the Ohio Municipal League Board Meeting.

Fiscal Officer's Report- December 4, 2025

Balance in all Funds from Cash Summary Report as of:

11/30/25

A:	Total Cash Balance all Funds:	\$2,146,827.79
B:	Total Investment Balances:	\$1,909,604.25
C:	Available in Primary checking:	\$ 237,023.54

D:	Petty Cash	\$	200.00
E:	Interest recorded in: NOVEMBER	\$	6,093.49
F:	Interest recorded Year-to-Date:	\$	72,096.97
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 Herman that council members have received the November 30, 2025, Financial reports, seconded by Morelock.

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

A motion was made by Kirwen, to approve reallocation of appropriations for NOVEMBER 2025, seconded by Castillo.

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

General Fund up **\$37,274.06** year over year, compared to **November 30, 2024**, with a current balance of **\$806,461.16**.

Municipal income tax revenue up **\$74,118.26** year over year, compared to **November 30, 2024**, with total 2025 YTD receipts of **\$843,501.58**.

Sent request to County Commissioners for disbursement of Highway Permissive Tax

Committee Reports:

Economic Development-Kirwen- nothing

Finance- Gerwin- N/A

Joint Cemetery Board-Slack- N/A

Planning Commission- Morelock-nothing

Public Service Parks- Herman- Reminder – no ice fishing or skating on Silverrock or Williams Park.

Public Utilities- Gerwin-N/A

Recreational Committee – Castillo – Baseball & Softball Registration will be opening soon.

Individual Council Member Report:

Slack-N/A

Gerwin-N/A

Herman- The fire department is offering a free smoke detector to those in need of one. Request form is on the village website under fire department tab.

Morelock-nothing
Kirwen- nothing
Castillo-nothing

Report of Officials: Police – Chief Don Karr-

Hiring – Hopefully moving forward soon for our last FT spot. Will then transition to looking for additional PT as needed help.

MARCS Project – We have made the commitment for our initial equipment purchase. Implementation/changeover is still TBD. We are still awaiting approval from the state on the additional channels and the template update. We should hear about the grant we applied for in January. Sheriff has agreed to cover any costs needed for our channel at dispatch.

Cruisers – 2021 is in for exhaust fumes in the cabin. Awaiting words on what the issue is. 2021 had a larger, more appropriate battery installed. 2015 and 2023 no current issues.

Carport – We are ordering the carport for early 2026 installation. It will be three sided. We went with a black roof and gray siding. This will help cruisers stay out of the sun and hopefully result in less snow on them.

CPT – All officers have met or exceeded 2025 training requirements from the state. We will be reimbursed for approximately 173 hours.

CAD – I will have a yearly report available in January. We will also be able to generate a year-to-year comparison to 2024. They are our first two full years of numbers.

Residence- Open Forum/Comment:

- Inquire regarding posting of the minutes.

A motion to adjourn at 6:18pm was made by Kirwen, seconded by Herman.

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

Motion Passed.

Respectfully submitted,

Jeff Holcomb
Fiscal Officer Village of Gibsonburg

Steve Fought
Mayor Village of Gibsonburg