



# VILLAGE OF GIBSONBURG

## Village Council Meeting – MINUTES

October 4, 2018

7:00 pm

MEETING ROOM – 526 N. WEBSTER ST.

**Call to order:** Mayor Fought at 7:00 pm

The Pledge of Allegiance was said by all.

**Roll call:** Brown-absent, Cantrell-here, Gerwin-here, Johnson-here, Kirwen-here, Slack-absent.

**Recognition of Visitors/Special Reports for council meeting.**

Marc Glotzbecker – Administrator, Jeff Holcomb – Fiscal Officer, Interim Chief of Police - Chris Lahman and Judge Fiser.

Judge Fiser

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

A motion was made by Johnson to approve September 20, 2018 Regular Council Minutes as written, seconded by Cantrell.

**Roll Call:** Brown-absent, Cantrell-here, Gerwin-here, Johnson-here, Kirwen-here, Slack-absent.  
**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 Gerwin.

**Roll Call:** Brown-absent, Cantrell-here, Gerwin-here, Johnson-here, Kirwen-here, Slack-absent.  
**Motion Passed.**

**Old Business:** None

**New Business:**

**1. ORDINANCE #10 -2018**

AN ORDINANCE CREATING A FORCE ACCOUNT POLICY FOR ALL ROADWAY IMPROVMENTS IN THE VILLAGE OF GIBSONBURG. (EMERGENCY)



APPROVED

**A motion was made to suspend the rules, waive the 3 readings and pass as an emergency Ordinance #10-2018 by Kirwen, seconded by Johnson.**

**Roll Call:** Brown-absent, Cantrell-here, Gerwin-here, Johnson-here, Kirwen-here, Slack-absent.  
**Motion Passed.**

**A motion to adopt Ordinance #10-2018 by Kirwen, seconded by Gerwin.**

**Roll Call:** Brown-absent, Cantrell-here, Gerwin-here, Johnson-here, Kirwen-here, Slack-absent.  
**Motion Passed.**

**2. ORDINANCE #11-2018**

AN ORDINANCE AUTHORIZING THE VILLAGE OF GIBSONBURG POLICE OFFICERS TO WORK AS SECURITY OFFICERS AT DESIGNATED GIBSONBURG HIGH SCHOOL EXTRA-CURRICULAR EVENTS AS REQUESTED BY THE SCHOOL AND ARE TO BE PAID PER THE SCHOOL AND POLICE CONTRACT. (EMERGENCY)

**A motion was made to suspend the rules, waive the 3 readings and pass as an emergency Ordinance #11-2018 by Johnson, seconded by Kirwen.**

**Roll Call:** Brown-absent, Cantrell-here, Gerwin-here, Johnson-here, Kirwen-here, Slack-absent.  
**Motion Passed.**

**A motion to adopt Ordinance #11-2018 by Gerwin, seconded by Cantrell.**

**Roll Call:** Brown-absent, Cantrell-here, Gerwin-here, Johnson-here, Kirwen-here, Slack-absent.  
**Motion Passed.**

**3. ORDINANCE #12-2018**

AN ORDINANCE ADOPTING A POLICY FOR BLANKET CERTIFICATES PURSUANT TO, AND IN CONJUNCTION WITH, ORC 5705-41(D) THAT SUCH CERTIFICATES NOT EXCEEDING \$50,000 AGAINST ANY SPECIFIC LINE ITEM ACCOUNT MUST NOT EXTEND BEYOND THE END OF THE CURRENT FISCAL YEAR FOR THE VILLAGE OF GIBSONBURG, OHIO. (FIRST READING)

**4. ORDINANCE #13- 2018**

AN ORDINANCE AUTHORIZING TEMPORARY PAY INCREASES TO CERTAIN EMPLOYEES WAGES AND SALARIES. (EMERGENCY)

**A motion was made to suspend the rules, waive the 3 readings and pass as an emergency Ordinance #13-2018 by Cantrell, seconded by Kirwen.**

**Roll Call:** Brown-absent, Cantrell-here, Gerwin-here, Johnson-here, Kirwen-here, Slack-absent.  
**Motion Passed.**





**A motion to adopt Ordinance #13-2018 by Kirwen, seconded by Johnson.**

**Roll Call:** Brown-absent, Cantrell-here, Gerwin-here, Johnson-here, Kirwen-here, Slack-absent.  
**Motion Passed.**

**5. RESOLUTION NO. #7-2018**

AN RESOLUTION AUTHORIZING THE FISCAL OFFICER AND / OR THE VILLAGE ADMINISTRATOR TO ENTER INTO A CONTRACT WITH THE PUBLIC ENTITIES POOL OF OHIO FOR THE PROVISION OF PROPERTY AND CASUALTY INSURANCE. (EMERGENCY)

**A motion was made to suspend the rules, waive the 3 readings and pass as an emergency Resolution #7-2018 by Kirwen, seconded by Johnson.**

**Roll Call:** Brown-absent, Cantrell-here, Gerwin-here, Johnson-here, Kirwen-here, Slack-absent.  
**Motion Passed.**

**A motion to adopt Resolution #7-2018 by Gerwin, seconded by Kirwen.**

**Roll Call:** Brown-absent, Cantrell-here, Gerwin-here, Johnson-here, Kirwen-here, Slack-absent.  
**Motion Passed.**

**Mayor's Report:**

- GPD Chief Paul Whitaker is Retiring on 10/15/8 after 33 years of service.
- GPD Officer Feltner sworn in 10/1/18
- 10/26/18 6 to 9 Standard Wellness is having a Tent Event. RSVP Invitation Only.

**Administrator's Report:**

- **Utility Worker-** Position is advertised with an initial deadline for applications of October 19<sup>th</sup> at 4:00pm.
- **Crack Sealing-** Strawser Construction has the village scheduled for October 15<sup>th</sup> for crack sealing. We will release the schedule of streets once we meet with Strawser on October 11<sup>th</sup>.
- **Commerce Drive Street Lights-** Hans and I met yesterday regarding the street lights on Commerce Drive. Toledo Edison engineers are working on the project still and we will have preliminary design and cost estimates soon.
- **Lindsey Lion's Club-** Rod Opelt from the Lindsey Lion's Club wanted to extend an invitation to Mayor and Council to attend a meeting/social event on October 8<sup>th</sup> at 6:00pm at his property on Twp. Road 79. For more information, he asked that you call him at 419-665-2532.
- **Columbus Day-** As a reminder, Town Hall will be closed on Monday, October 8<sup>th</sup> in observance of the Columbus Day Holiday. Trash pickup will be as regularly scheduled.
- **Out of Town-** I will be out of town Friday, October 5<sup>th</sup> and not returning until the afternoon of October 8<sup>th</sup>.



APPROVED

**Fiscal Officer's Report:**

1. Financial Report as of: 10/4/18  
Balance in all Funds from Cash Summary Report:
  - a. Total Cash Balance all funds: \$2,362,421.40
  - b. Total Investment balances \$2,360,271.15
  - c. Available Primary checking: \$ 1850.25
  - d. Petty cash secondary checking: \$ 300.00
  - e. Interest recorded in September: \$ 655.32 (YTD: \$10610.14)
  - 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 Johnson that council members have received the September 2018, Financial Reports, seconded by Kirwen.**

**Roll Call:** Brown-absent, Cantrell-here, Gerwin-here, Johnson-here, Kirwen-here, Slack-absent.  
**Motion Passed.**

**A motion was made by Gerwin to approve re-allocation of temporary appropriations for September 2018, seconded by Cantrell.**

**Roll Call:** Brown-absent, Cantrell-here, Gerwin-here, Johnson-here, Kirwen-here, Slack-absent.  
**Motion Passed.**

1. Utility – Credit cards for Sept. 2018 = 185 transactions, \$18411.80, ACH 216, Shut offs 2.
2. Obtained updated Surety Bond policies for: Utility Clerk: \$50,000, Fiscal Officer: \$100,000, and Assistant Fiscal Officer / Tax Commissioner: \$100,000.
3. Please support the Fire Department 2.3 Mil levy in November. It is a combination operating and Capital Improvement levy which will replace a current 1.0 Mill and a 0.9 Mill Levy.
4. State Auditors on schedule to finish bi-annual audit by November 1st. Exit interview available to Mayor and Council, if requested.
5. November 11<sup>th</sup> – Veteran’s Day on Sunday. Office closed for Holiday on the 12<sup>th</sup>?

Motion to approve Veteran’s Day Holiday on Nov. 12<sup>th</sup> Cantrell 2<sup>nd</sup> Kirwen.

**Roll Call:** Brown-absent, Cantrell-here, Gerwin-here, Johnson-here, Kirwen-here, Slack-absent.  
**Motion Passed.**

**Committee Reports:**

**Economic Development-**Kirwen- marketing for Industrial Park. Need to schedule a meeting with Dave Thornbury

**Finance-**Cantrell-No Meeting scheduled

**Joint Cemetery Board-**Cantrell- Next Meeting 11/7/18

**Planning Commission-** Slack- Nothing

**Public Service Parks-**Brown - Nothing

**Public Utilities-** Gerwin- Nothing





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**Tree Committee**-Johnson- Trees ready for fall planting.

### **Individual Council Member Reports**

**Brown**- absent

**Cantrell**- Hall of Fame went well.

**Gerwin**-Reward for damage at the park shelter house is available for Claim

**Johnson**- nothing

**Kirwen**- Thank you to Becky Lauer for taking care of uptown beautification.

**Slack**- absent

### **Report of Officials:**

#### **Police – Sgt. Lahman-**

1. Standard Wellness has requested assistance with employee fingerprint/background checks. Due to this department not having that service, they were referred to Elmore Police for assistance. This service will be researched further as this may benefit the department in the future. This would be a fee-based service to provide background checks for local business, schools and citizens.
2. Emergency communication test (portable radio) was conducted at Standard Wellness facility. This was required by the State Fire marshal as part of their inspection. All radio communications were found to work with only slight interference in parts of the facility. Radios tested were GPD, GFD and County SO and EMS.
3. Topic of Police officer/SRO has been discussed with School Administration. At this time Both sides are obtaining information on cost and funding to ascertain if this is a viable program.
4. Due to current staff levels, there will be a visible increase in overtime hours. Attempts are being made to complete a working schedule for current officers.
5. Law Enforcement Explorer program will officially be suspended on Oct. 15<sup>th</sup>. This is due to current officer/advisor Availability.
6. Provide year to date calls for service totals. Comparison shows 24% increase of calls for the same date range in 2017.

**Solicitor– Ruck**- not requested

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

### **Executive session requested:**

**A motion was made by Kirwen to go into executive session to discuss personnel at 7:56 pm with no action taken, seconded by Cantrell.**

**Roll Call:** Brown-absent, Cantrell-here, Gerwin-here, Johnson-here, Kirwen-here, Slack-absent.



APPROVED

**Motion Passed.**

**Motion by Gerwin to return to regular session of village council meeting at 8:24 pm, seconded by Cantrell.**

**Roll Call:** Brown-absent, Cantrell-here, Gerwin-here, Johnson-here, Kirwen-here, Slack-absent.

**Motion Passed.**

**A motion to adjourn at 8:25pm was made by Gerwin, seconded by Kirwen.**

**Roll Call:** Brown-absent, Cantrell-here, Gerwin-here, Johnson-here, Kirwen-here, Slack-absent.

**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