



VILLAGE OF GIBSONBURG

Village Council Meeting – MINUTES

December 6, 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: Cantrell-here, Gerwin-here, Johnson-here, Kirwen-here, Slack-here.

Recognition of Visitors/Special Reports for council meeting.

Administrator Marc Glotzbecker, Fiscal Officer Jeff Holcomb, Police Chief Dan Collins, Lupe & Fran Castillo, Matt Castillo, Bill Truman, Melody & Jay Morelock, Ed Herman and Brock Nagy.

Review and Approval of Minutes of Previous Council Meeting:

A motion was made by Johnson to approve November 15, 2018 Regular Council Minutes as written, seconded by Kirwen.

Roll call: Cantrell-yes, Gerwin-yes, Johnson-yes, Kirwen-yes, Slack-yes.

Motion passed.

A motion was made by Slack to approve November 20, 2018 Special Council Minutes as written, seconded by Cantrell.

Roll call: Cantrell-yes, Gerwin-yes, Johnson-yes, Kirwen-yes, Slack-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 Gerwin.

Roll call: Cantrell-yes, Gerwin-yes, Johnson-yes, Kirwen-yes, Slack-yes.

Motion passed.

Old Business:

1. ORDINANCE # 14 – 2018

AN ORDINANCE AUTHORIZING THE VILLAGE OF GIBSONBURG TO OFFER FLEXIBLE SPENDING ACCOUNTS UNDER SECTION 125 OF THE IRS CODE, TO FULL TIME EMPLOYEES. **(THIRD READING)**

A motion to adopt Ordinance #14-2018 by Cantrell, seconded by Kirwen.

Roll call: Cantrell-yes, Gerwin-yes, Johnson-yes, Kirwen-yes, Slack-yes.

Motion passed.

2. ORDINANCE #16-2018

AN ORDINANCE APPOINTING THOMAS MCDERMOTT TO SERVE AS THE ADMINISTRATIVE HEARING EXAMINER FOR THE VILLAGE OF GIBSONBURG, OHIO (SECOND READING)

3. ORDINANCE #17 – 2018

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

A motion was made to suspend the rules, waive the 3 readings and pass as an emergency Ordinance #17-2018 by Johnson, seconded by Slack.

Roll call: Cantrell-yes, Gerwin-yes, Johnson-yes, Kirwen-yes, Slack-yes.

Motion passed.

A motion to adopt Ordinance #17-2018 by Kirwen, seconded by Slack.

Roll call: Cantrell-yes, Gerwin-yes, Johnson-yes, Kirwen-yes, Slack-yes.

Motion passed.

4. ORDINANCE#18-2018

AN ORDINANCE AMENDING THE VILLAGE OF GIBSONBURG CONTRIBUTIONS TO THE OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM AND OHIO POLICE AND FIRE PENSION FUND. (SECOND READING)

New Business:

1. RESOLUTION #10 - 2018

RESOLUTION AUTHORIZING THE FISCAL OFFICER TO TRANSFER MONIES FROM THE GENERAL FUND TO THE ECONOMIC FUND. (EMERGENCY)

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

Roll call: Cantrell-yes, Gerwin-yes, Johnson-yes, Kirwen-yes, Slack-yes.

Motion passed.

A motion to adopt Resolution #10-2018 by Slack, seconded by Gerwin.

Roll call: Cantrell-yes, Gerwin-yes, Johnson-yes, Kirwen-yes, Slack-yes.

Motion passed.



2. RESOLUTION #11-2018

A RESOLUTION AUTHORIZING THE FISCAL OFFICER AND VILLAGE ADMINISTRATOR TO ENTER INTO A CONTRACT WITH UNITED INSURANCE SERVICES FOR THE MANAGEMENT OF DEDUCTIBLE REIMBURSEMENT PLAN FOR VILLAGE EMPLOYEES ON BEHALF OF THE VILLAGE OF GIBSONBURG AND DECLARING AN EMERGENCY. (EMERGENCY)

A motion was made to suspend the rules, waive the 3 readings and pass as an emergency Resolution #11-2018 by Gerwin, seconded by Slack.

Roll call: Cantrell-yes, Gerwin-yes, Johnson-yes, Kirwen-yes, Slack-yes.

Motion passed.

A motion to adopt Resolution #11-2018 by Slack, seconded by Cantrell.

Roll call: Cantrell-yes, Gerwin-yes, Johnson-yes, Kirwen-yes, Slack-yes.

Motion passed.

3. RESOLUTION #12-2018

A RESOLUTION AUTHORIZING THE FISCAL OFFICER AND VILLAGE ADMINISTRATOR TO ENTER INTO A CONTRACT WITH UNITED INSURANCE SERVICES FOR THE PROVISION OF GROUP HEALTH CARE COVERAGE FOR VILLAGE EMPLOYEES ON BEHALF OF THE VILLAGE OF GIBSONBURG AND DECLARING AN EMERGENCY. (EMERGENCY)

A motion was made to suspend the rules, waive the 3 readings and pass as an emergency Resolution #12-2018 by Cantrell, seconded by Kirwen.

Roll call: Cantrell-yes, Gerwin-yes, Johnson-yes, Kirwen-yes, Slack-yes.

Motion passed.

A motion to adopt Resolution #12-2018 by Slack, seconded by Johnson.

Roll call: Cantrell-yes, Gerwin-yes, Johnson-yes, Kirwen-yes, Slack-yes.

Motion passed.

4. ORDINANCE #23-2018

AN ORDINANCE ADJUSTING THE PAY FOR THE FISCAL OFFICER IN LIEU OF PROVIDING HEALTH INSURANCE. (EMERGENCY)

A motion was made to suspend the rules, waive the 3 readings and pass as an emergency Ordinance #23-2018 by Johnson, seconded by Cantrell.

Roll call: Cantrell-yes, Gerwin-yes, Johnson-yes, Kirwen-yes, Slack-yes.

Motion passed.

A motion to adopt Ordinance #23-2018 by Cantrell, seconded by Gerwin.

Roll call: Cantrell-yes, Gerwin-yes, Johnson-yes, Kirwen-yes, Slack-yes.

Motion passed.



APPROVED

5. ORDINANCE #24-2018

AN ORDINANCE ADOPTING THE 2019 PERMANENT APPROPRIATIONS FOR THE VILLAGE OF GIBSONBURG, SANDUSKY COUNTY, OHIO. **(FIRST)**

6. ORDINANCE #25 -2018

AN ORDINANCE HIRING MATTHEW CASTILLO TO FULL TIME VILLAGE EMPLOYEE EFFECTIVE DECEMBER 6, 2018 **(EMERGENCY)**

A motion was made to suspend the rules, waive the 3 readings and pass as an emergency Ordinance #25-2018 by Kirwen, seconded by Cantrell.

Roll call: Cantrell-yes, Gerwin-yes, Johnson-yes, Kirwen-yes, Slack-yes.

Motion passed.

A motion to adopt Ordinance #25-2018 by Kirwen, seconded by Slack.

Roll call: Cantrell-yes, Gerwin-yes, Johnson-yes, Kirwen-yes, Slack-yes.

Motion passed.

Mayor's Report:

- Christmas Tree lighting Dec. 8th
- Council Work session 12/11/18 at 7 pm.

Administrator's Report:

- **Utility Worker-** An ordinance to approve the hire of Matt Castillo is before you tonight.
- **Land Purchase-** We closed on both parcels of land this morning at 9:00am.
- **EMA Emergency Notification System-** We have been working with the Sandusky County EMA and we have the opportunity to be a part of the Sandusky County Mass Notification System. This will allow us to message out by phone, email or text to all residents of the Village, who are signed up for the alerts, with information that we feel is important for them to know at that time. Any emails, calls or texts sent out to residents would be generated from someone in the Village who has been designated as the administrator. Chief Brown, Chief Collins and myself have a meeting scheduled with EMA Director Kuelling next Thursday morning. This will cost the Village \$50.00 a year if we implement it.
- **RCAP Webinars-** Attached please find a flyer from RCAP on a series of webinars that will be taking place in the coming months and are free to anyone wanting to participate.
- **Out of the Office-** I will be out of the office on Friday, December 7th.
- **Upcoming Events:**
 - o Saturday, December 8th- Christmas Tree Lighting. Williams Park. 5:30pm



APPROVED

Fiscal Officer's Report:

1. Financial Report as of: 12/6/18
Balance in all Funds from Cash Summary Report 11/30/18:
 - a. Total Cash Balance all funds: \$2,276,755.05
 - b. Total Investment balances \$2,270,579.34
 - c. Available Primary checking: \$ 5875.71
 - d. Petty cash secondary checking: \$ 300.00
 - e. Interest recorded in September: \$ 648.40 (YTD: \$11,944.76)
 - 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 November 2018, Financial Reports, seconded by Gerwin.

Roll call: Cantrell-yes, Gerwin-yes, Johnson-yes, Kirwen-yes, Slack-yes.

Motion passed.

A motion was made by Kirwen to approve re-allocation of Permanent appropriations for November 2018, seconded by Cantrell.

Roll call: Cantrell-yes, Gerwin-yes, Johnson-yes, Kirwen-yes, Slack-yes.

Motion passed.

1. State Audit exit interview was held on Tuesday, November 27th at noon.
State auditors present: Christopher Johnson and Kevin Pegish.
Village official present: Mayor Fought, Administrator Glotzbecker, and Fiscal Officer Holcomb.
(Report was also emailed to all council members).
2. Finance committee meeting held on Thursday, November 29, 2018, at 6:00 pm.
Reviewed proposed Health Insurance premiums for 2019 and discussed 2019 appropriations to be presented to council on December 6, 2018. Set next Finance meeting for Thursday, December 6, 2018, at 6:30 PM.
3. Utility – Credit cards for Nov. 2018 = 191 transactions, \$19,528.46, ACH 213, Shut offs 4.

Committee Reports:

Economic Development-Kirwen- Nothing

Finance-Cantrell- Met 6:30 reviewed appropriations and health Insurance

Joint Cemetery Board-Cantrell- meeting postponed

Planning Commission- Slack- nothing

Public Service Parks- nothing

Public Utilities- Gerwin- nothing

Tree Committee-Johnson- nothing



APPROVED

Individual Council Member Report:

Cantrell- Welcome to Matt Castillo

Gerwin- Credit Card Issues

Johnson- Nothing

Kirwen- Nothing

Slack- Nothing

Report of Officials:

Police – Chief Collins-

- November 10 arrests
- Asst. Chief started 12/2/18
- Ordered new badges

Solicitor– Ruck- presence not requested

Residence- Open Forum/Comment:

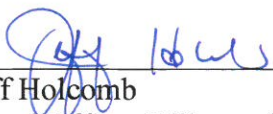
Jay Morelock stated that everyone has done a good job in hiring Matt Castillo and Dan Collins as Chief.

A motion to adjourn at 7:30 pm was made by Kirwen, seconded by Slack.

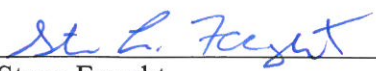
Roll call: Cantrell-yes, Gerwin-yes, Johnson-yes, Kirwen-yes, Slack-yes.

Motion passed.

Respectfully submitted,



Jeff Holcomb
Fiscal Officer Village of Gibsonburg



Steve Fought
Mayor Village of Gibsonburg