



# VILLAGE OF GIBSONBURG

## Village Council Meeting – MINUTES

April 16, 2020

7:00 pm

MEETING ROOM – 526 N. WEBSTER ST.

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

The Pledge of Allegiance was said by all.

Meeting via Facebook Live also.

**Roll call:** Bowling-here, Cantrell-here, Gerwin-here, Herman-here, Johnson-here, Kirwen-here.

**Recognition of Visitors/Special Reports for council meeting.** None  
Administrator Marc Glotzbecker, Fiscal Officer Jeff Holcomb and Police Chief Dan Collins

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

A motion was made by Johnson to approve March 19, 2019 Regular Council Minutes as written, seconded by Bowling.

Roll Call: Bowling-yes, Cantrell-yes, Gerwin-yes, Herman-yes, Johnson-yes, Kirwen-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 Cantrell.

Roll Call: Bowling-yes, Cantrell-yes, Gerwin-yes, Herman-yes, Johnson-yes, Kirwen-yes.

**Motion passed.**

### **Old Business:**

#### **1. ORDINANCE #7-2020**

AN ORDINANCE APPROVING THE ATTACHED CREDIT CARD USAGE POLICY FOR THE VILLAGE EMPLOYEES. (SECOND READING)

## NEW BUSINESS: None

### Mayor's Report:

- COVID - 19 Response Update
- Easter Bunny -good response from residents, took about 2 hours and 45 minutes.
- Homecoming Update- still on plan at this time.
- Public Community Meals – (including churches) have been very supportive of business and residents.

### Administrator's Report:

- **Coronavirus Issue-** Here is a breakdown of how we have been approaching the issue:
  - **Weekly Updates-** Sent out to the public, all of you, county officials, EMA and Health Department. Updates detail as much as we can possibly put out each week.
  - **Town Hall-** Bi-weekly rotation of staff. On days when not physically here at Town Hall, they are working from home or are considered on “paid administrative leave.” Projects are being completed as best as they can with limited exposure for our staff
  - **Conference Calls-** We’ve been on almost daily video and telephone conference calls with local, state and federal representatives getting as much information from them as possible.
  - **CARES Act Funding Registration-** We have registered for the program in case there are any expenditures related to the virus issue that can be reimbursed to us under the act.
  - **Community Meals-**Program continues and is averaging about 145 meals at the Outreach Center and local businesses. There has been an incredible amount of sponsor funds received to help with it and we are working on a way to properly recognize and thank those who’ve stepped forward to help.
- **LTCP Project Update-** Out of concern for meeting our deadlines with the Ohio EPA and our LTCP, we have reached out to them with hopes of obtaining a possible extension to the project that is scheduled to be completed by December 31, 2020. While we fully intend to start the next project in 2020, out of caution due to a memo from the OPWC regarding funding, we felt it best to attempt to obtain an extension of the deadline.
- **Port Authority Meeting-** We were on the video conference call yesterday for the Port Authority Monthly Meeting. Things are still moving forward for our crossings with the Ohio Rail Development Authority and the PUCO regarding the funding and the process. Obviously, the current issues have slowed things down, but one of the next steps will be OmniTrax designing the crossings in the Village.
- **ODNR Grants-**We were notified by ODNR that if we cannot hold the two programs that they help fund with the Step Outside Grants by June 30<sup>th</sup> we will have to return the grant funds to them, which total \$1,000.00. ODNR will not be extending any program deadlines at this time because of the COVID 19 crisis.

- **Linden Lift Station-** Final punch list work and area rehab are being done on the project by Speer Brothers. Generator has arrived and start up/training will take place on site soon.
- **Linden Avenue Paving Project-** No new information on a date and time for the Pre-construction Meeting with the County Engineer and M and B Asphalt.
- **CDBG Target of Opportunity Grant-** We are working with Poggemeyer, who will be our grant administrator, on the resubmittal of the CDBG Target of Opportunity Grant. Last month we received the green light from the Ohio Office of Developmental Services to proceed with the full resubmittal and we have spoken by conference call numerous times with Poggemeyer about the project. The official submittal period will begin in June and we will meet all deadlines for the grant.
- **Clearview Lead-** We're working with the Sandusky County EDC on a new lead for Clearview. The process has just begun and we will pass on any additional information as it becomes available.

**Fiscal Officer's Report:** 4/16/20

Balance in all Funds from Cash Summary Report as of **MARCH 31, 2020:**

- a. Total Cash Balance all funds: \$2,341,005.69
- b. Total Investment balances \$2,304,599.49
- c. Available Primary checking: \$ 36,106.20
- d. Petty cash secondary checking: \$ 300.00
- e. Interest recorded in **MARCH:** \$ 458.13 (YTD: \$11,615.44)
- 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 Bowling that council members have received the MARCH 2020, Financial Reports, seconded by Herman.**

Roll Call: Bowling-yes, Cantrell-yes, Gerwin-yes, Herman-yes, Johnson-yes, Kirwen-yes.

**Motion passed.**

General Fund UP \$146,361.33 YEAR OVER YEAR (After BAN pay off of \$50,000).

Municipal income tax revenue up \$24,315.33 YTD vs 2019 YTD

Fiscal Officer will be working on revenue Budget for 2021. If anyone has any suggestions, comments, or questions about revenue, please let me know within the next month. The 2021 Village Budget must be ready for a Public Budget Hearing in June before being sent to the County Budget Commission.

March Credit Card = \$24,432.63 224 Transactions

Water Usage Permits = 35 Allowed to fish without a permit.

ACH = 228

Liquor Control any issues respond by 5/4/20 to request a hearing.

**Committee Reports:**

**Economic Development**-Kirwen- nothing

**Finance**- Cantrell – 4/28/20 1 pm next meeting

**Joint Cemetery Board**-Cantrell- 5/6/20 next meeting

**Planning Commission**- Bowling- nothing

**Public Service Parks**- Herman - nothing

**Public Utilities**- Gerwin- nothing

**Tree Committee**-Johnson- nothing

**Individual Council Member Report:**

**Bowling**- nothing

**Cantrell**- Thank village employees for handling current issues very well.

**Gerwin**- Thank you to donors for Community Meals program

**Herman**- Technology side – updating village computers

**Johnson**- Thanks to everyone

**Kirwen**- nothing

**Report of Officials:**

**Police – Chief Collins-**

1. New body cams demo, Policies and Procedures are drawn up, looked at by Solicitor in which it was Approved. Need considered after virus to move forward with this purchase
2. Need approval for Owens schooling to be taken out of the Police training-reimbursement fund each year. Was discussed January 23, 2020 council meeting.
3. Have quotes for roof

**Solicitor– Ruck-** not requested

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

**Executive session requested:**

**A motion was made by Kirwen to go into executive session for property acquisition at 7:27 pm with no action taken, seconded by Bowling.**

Roll Call: Bowling-yes, Cantrell-yes, Gerwin-yes, Herman-yes, Johnson-yes, Kirwen-yes.

**Motion passed.**

**Motion by Cantrell to return to regular session of village council meeting at 8:02 pm, seconded by Kirwen.**

Roll Call: Bowling-yes, Cantrell-yes, Gerwin-yes, Herman-yes, Johnson-yes, Kirwen-yes.

**Motion passed.**

**A motion to adjourn at 8:02 pm was made by Herman, seconded by Cantrell.**

Roll Call: Bowling-yes, Cantrell-yes, Gerwin-yes, Herman-yes, Johnson-yes, Kirwen-yes.

**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