

## **HILLSBORO CITY COUNCIL MEETING May 11, 2020**

**Remote Teleconference meeting pursuant to H.B.#197 meeting at 7:00 p.m.**

At 7:00 p.m., Council President Tom Eichinger called the Hillsboro City Council meeting to order. The following were present for the meeting: Clerk Kimberly Newman, Brianne Abbott; Safety and Service Director, Mayor Justin Harsha, Auditor Alex Butler, Public Works Superintendent Shawn Adkins.

### **ROLL CALL**

Ann Morris, Mary Stanforth, Adam Wilkin, Dane Allard, Patty Day, Claudia Klein and Brandon Leeth were present.

Mr. Eichinger led the Council in prayer and Mayor Justin Harsha led in the Pledge of Allegiance.

### **MINUTES**

There were no corrections to the April 13, 2020 Regular Council minutes and were approved as submitted.

**EXECUTIVE SESSION** President Tom Eichinger stated there was a need for Executive Session. Motion: Claudia Klein moved, seconded by Ann Morris to go into Executive Session at 7:06 pm. Council members returned from Executive Session at 7:10 pm to return to Regular Session of Council meeting.

### **MONTHLY REPORTS**

The April 2020 monthly reports were read by title only: Income Tax Bureau, Police Department, Public Utilities (includes Street Department, Water and Sewer Maintenance), Treasurer's (includes Expense and Revenue), Water Meter Department, Water Office (includes Water/Sewer Sales), Water Treatment, Wastewater Treatment, Code Enforcement and Auditor. No Code Enforcement report due to COVID19.

**PUBLIC REQUESTS:** None

**COMMUNICATIONS:** None

**CITIZENS' COMMENTS:** None

### **COMMUNICATIONS FROM THE MAYOR (Justin Harsha, Mayor)**

None read. See Addendum 1 of 5-11-2020 Council Minutes.

### **SAFETY AND SERVICE DIRECTOR'S REPORT (Brianne Abbott)**

None read. See Addendum 2 of 5-11-2020 Council Minutes.

**PLANNING COMMISSION** See Addendum 3, 4-13-2020 Planning Commission Minutes of 4-13-2020 Council Minutes.

### **STANDING COMMITTEE REPORTS**

#### **FINANCE COMMITTEE (Mary Stanforth, Chair)**

No meeting. No questions were asked. President Tom Eichinger placed the Public Improvements Purchase Agreement into committee at April Council meeting.

**PROPERTY MAINTENANCE AND RESTORATION (Ann Morris, Chair)**

No meeting. No questions were asked. The appeal of notice of violation from David Osborne placed into committee at April Council meeting was withdrawn.

**CIVIL SERVICE AND EMPLOYEE RELATIONS COMMITTEE (Dane Allard, Chair)** No meeting. No questions were asked.

**STREET AND SAFETY COMMITTEE (Adam Wilkin, Chair)**

No meeting. No questions were asked.

**UTILITIES COMMITTEE (Brandon Leeth, Chair)**

No meeting. No questions were asked.

**ZONING AND ANNEXATION COMMITTEE (Patty Day, Chair)**

No meeting. No questions asked.

**COMMUNITY ENHANCEMENT (Claudia Klein, Chair)**

No meeting. No questions asked.

**2020 CENSUS COMMITTEE (Patty Day, Chair)**

No meeting. No questions were asked.

**UNFINISHED BUSINESS**

**PASSAGE OF ORDINANCES & RESOLUTIONS (THIRD READING)**

**Ordinance 2020-02** An Ordinance to amend portions of the zoning code and to amend the zoning map. Motion: Claudia Klein moved, seconded by Patty Day. Vote all yeas. Approved and adopted.

**SECOND READING OF ORDINANCES & RESOLUTIONS:**

**Resolution 20-13** A Resolution to authorize the adoption of the city of Hillsboro, Ohio Comprehensive Plan. Third reading at June 8, 2020 Council meeting.

**FIRST READING OF ORDINANCES & RESOLUTIONS:**

**Resolution 20-18** A Resolution to supplement appropriations and transfer funds within the Police Department fund of the city. Motion: Brandon Leeth moved, seconded by Claudia Kline to approve and adopt. Vote all yeas. Approved and adopted.

**Resolution 20-19** A Resolution to supplement appropriations and transfer funds within the Municipal Court computer fund of the city. Motion: Dane Allard moved, seconded by Mary Stanforth to approve and adopt. Vote all yeas. Approved and adopted. Auditor Alex Butler explained this was to allow Judge McKenna to purchase teleconference technology with Court computer fund monies.

**Resolution 20-20** A Resolution authorizing and directing the Mayor and Safety and Service Director to enter into a joint partnership agreement with the Highland County Commissioners for program year 2020 Community Housing Impact & Preservation (CHIP) program to address local housing needs and to declare an emergency. Motion: Ann Morris moved, seconded by Patty Day to suspend the three-reading rule. Vote all yeas. Three reading suspended. Motion: Claudia Klein moved, seconded by Patty Day to adopt as an emergency. Vote all yeas. Approved and adopted as an emergency. Brianne Abbott, SSD explained this would allow the County and City to work together with Community Action in applying for funds on the city's behalf. See Exhibit A.

**Resolution 20-21** A Resolution to authorize the Safety and Service Director to bid and accept the lowest and best bid for the Harry Sauner Strom Sewer and Sidewalk Improvement Project. Motion: Mary Stanforth moved, seconded by Ann Morris to approve and adopt. Vote all yeas. Approved and adopted. Mary Stanforth asked if sidewalks would be a continuation from Kiblers Lumber. Brianne Abbott explained it would be from property line to property line of Walmart from her understanding.

**Resolution 20-22** A Resolution authorizing the Safety and Service Director of the city of Hillsboro to prepare and submit an application for the FY2020 recycling and litter management grant program. Motion: Claudia Klein moved, seconded by Brandon Leeth to approve and adopt. Vote all yeas. Approved and adopted. Brianne Abbott SSD explained this grant application request will help with recycling citywide cleanup program in the amount of \$5,000.00. The city will match the \$500.00.

**Resolution 20-23** A Resolution to authorize the Safety and Service Director to enter into a contract with Stantec Consulting Service, Inc. for the design and engineering for Phase II Storm Sewer Improvements in an amount not to exceed \$72,000 and declaring an emergency. Motion: Brandon Leeth moved, seconded by Mary Stanforth to suspend the three-reading rule. Vote all yeas. Motion: Adam Wilkin moved, seconded by Brandon Leeth to approve and adopt as an emergency. Vote all yeas. Three-reading rule suspended and approved and adopted as an emergency. Brianne Abbott, SSD explained this is Phase II of III Storm Sewer Project on West Pleasant, South High to Vine Street extension of Phase I, once this is completed it will go onto Phase III.

**Resolution 20-24** A Resolution authorizing the Safety and Service Director of the city of Hillsboro to prepare and submit an application for the FY2020 Community Development Critical Infrastructure grant program (CI). Motion: Claudia Klein moved, seconded by Ann Morris to approve and adopt. Vote all yeas. Approved and adopted. Brianne Abbott explained this is a \$500,000.00 grant for Springlake Street - street widening of sidewalk, curb, gutter storm sewer project. This resolution and Resolution 20-25 and 20-26 are part of the revitalization program on Johnson Street.

**Resolution 20-25** A Resolution authorizing the Safety and Service Director of the city of Hillsboro to prepare and submit an application for the FY2020 Community Development Neighborhood Revitalization grant program (NRG) Motion: Ann Morris moved, seconded by Patty Day to approve and adopt. Vote all yeas. Approved and adopted. Brianne Abbott explained this was for Johnson Street revitalization project, street improvements, sidewalk, curb & gutter, storm & sanitary improvements and a possible blighted demolition of blighted property. This is a \$250,000.00 grant that will include the revitalization of 3 buildings in the downtown historic district.

**Resolution 20-26** A Resolution authorizing the Safety and Service Director of the city of Hillsboro to prepare and submit an application for the FY2020 Community Development Program Formula Allocation Fund Program. Motion: Brandon Leeth moved, seconded by Mary Stanforth to approve and adopt. Vote all yeas. Approved and adopted. Same as three prior resolutions.

**Resolution 20-27** A Resolution authorizing the Safety and Service Director of the city of Hillsboro to prepare and submit an application for the FY2020 Community Development Program Residential Public Infrastructure Grant (RPIG). Motion: Brandon Leeth moved, seconded by Claudia Klein to approve and adopt. Vote all yeas. Approved and adopted.

**Resolution 20-28** A Resolution authorizing and directing the Mayor to submit an application for funds under the Downtown Revitalization Program to the Ohio Development Service Agency, Office of Community Development and to enter into all

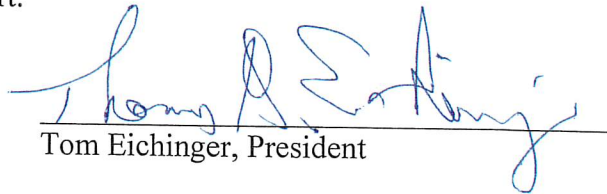
contracts associated with the application and funded grant application. Motion: Claudia Klein moved, seconded by Patty Day to approve and adopt. Vote all yeas. Approve and adopted. Mayor Justin Harsha explained this will target structural issues up to \$250,000.00, a great opportunity for Hillsboro Downtown.

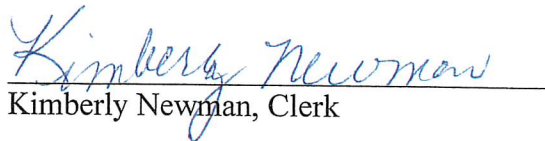
**Resolution 20-29** A resolution for the transfer of various funds for Fiscal Year 2020. Motion: Brandon Leeth moved, seconded by Claudia Klein to approve and adopt. Vote all yeas. Approved and adopted. Auditor Alex Butler explained this is a standard resolution as different times money needs moved. A blanket resolution such as this can take care of the years moving of money. This gives the Auditor the authority to move these funds.

#### **NEW BUSINESS:**

**ADJOURN** Motion: Patty Day moved, seconded by Claudia Klein. Council adjourned at 7:50 p.m.

The next scheduled meeting of the Hillsboro City Council is Monday, June 8, 2020 at 7:00 p.m. in the Hillsboro Municipal Court.

  
Tom Eichinger, President

  
Kimberly Newman, Clerk

# Mayor Report

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May 11, 2020

This past month was another busy time at the City. COVID19 continues to bear down on us and has put a terrible burden each and every one of us. Today most retailers will be back open and my hope is that salons and restaurants are soon to follow! I know that businesses will open back up with safety measures put in place to protect the citizens and their employees. We are very fortunate here in Highland County compared to other cities but should be mindful of our surroundings moving forward. We don't want to be back in a position where the state feels like they need to shut down again and we loose everything that has been accomplished.

At the City we have had no layoffs and continue to operate on split shifts. We are going to work slowly over the next month to decide how we want to open our lobby and get everyone back to work. Nobody knows what the new normal will look like but I'm confident we will keep everyone at the City safe moving forward.

There has been a program put together to honor the High School Seniors and at the same time showcase local businesses. A few local businesses have offered perks during Senior Week which is May 11-15. Also any monetary donations will go toward a City scholarship which the city has agreed to match up to \$1000.00. Tim Davis, Bree Abbott and I will work together this year on how to award the scholarship. We hope to continue this annually and will set up a committee to handle it in the future.

I want to personally thank everyone for their hard work in this difficult time. Our team is second to none and my confidence couldn't be higher!

City of Hillsboro  
Safety and Service Director Report  
May 11, 2020 City Council Meeting

The City of Hillsboro is continuing to closely monitor the global pandemic, COVID-19. Officials are engaging in local EMA meetings, working with the health commissioner and of course watching and reviewing new orders from the Governors office. Most City offices will remain on a split shift schedule with lobby closures continuing until further notice.

- This month we had a zoom meeting discussing the Hillsboro Farmers Market. June 13<sup>th</sup> will be the kick off date for the market. The market will be open every Saturday through October. The City will be looking into installing signs suggesting social distancing, consider limiting number of people, and have hand sanitizer access. Any Governor orders or guidelines given to us will be followed, as we want to protect those participating in or purchasing from the Farmers Market.
- Thank you to Charlie Guarino for inviting me to sit in on the Highland County Land Bank zoom meeting. This meeting was quite informative and this group is doing some great things in our community.
- April 15<sup>th</sup> was the deadline for the Old BP Station sale by the Hillsboro Area Economic Development Corporation. One offer was received on the property and we are in the process of working out the details for the purchase.
- Revolving Loan Committee met via Zoom on April 27<sup>th</sup>
- May is Building Safety Month. We had a few exciting events planned, that unfortunately had to be cancelled due to COVID-19. However, I would like to thank our building department and contractors for working hard to make sure the buildings in Hillsboro are safe. Thank you for all you do.
- Also, this week has been declared "Senior Week" in Hillsboro, Ohio. We really wanted to highlight and honor the Class of 2020. It has certainly been a non-traditional Senior year for students. We wanted to honor Seniors as well as highlight local businesses by allowing businesses the opportunity to offer discounts and gift certificates to the Class of 2020. The City of Hillsboro has also created a scholarship opportunity. For details, please visit our website. [www.hillsborooohio.net](http://www.hillsborooohio.net) or call 937.393.8864.  
Class of 2020 – Congratulations! The City of Hillsboro has complete confidence in you; we know that through it all you will work hard and achieve every goal and dream that you set out to accomplish. Afterall, 2020 is still very much your year and you will overcome.

Thank you.

**Hillsboro Planning Commission Meeting Minutes**  
**April 20, 2020 – Meeting - 5:30 p.m.**  
**Remote teleconference meeting**

**HILLSBORO PLANNING COMMISSION**

**CALL TO ORDER**

At 5:30 p.m., Rob Holt Chair, called the Hillsboro Planning Commission meeting to order.

**ROLL CALL**

The following were present for the meeting: Rob Holt; Chair, Mayor Justin Harsha , Brianne Abbott; Safety Service Director, Paul Worley, Charlie Guarino and Tracy Aranyos. Also present were Clerk Kimberly Newman, Council President Tom Eichinger, and Ann Morris; Council member.

**DETERMINATION OF QUORUM**

A quorum was met.

**APPROVE MINUTES**

The minutes from Planning Commission meeting held on Mach 23, 2020 were reviewed and accepted as presented.

**MOMENT OF SILENCE TO HONOR JOE MAHAN:** Chair Rob Holt requested a moment of silence for Joe Mahan, words of gratitude and honor were spoken on behalf of Joe and his service on Planning Commission and his time and service to the city of Hillsboro. Joe had served as a board member on Planning Commission since 2016. Mayor Harsha had spoke to the Mahan family at Joe's funeral and plans were in place to dedicate a bench with Joe's name on it to be placed in the downtown business area. Charlie Guarino also expressed his thought on gaining donations to plant a tree in the downtown area in Joe's honor.

**CORRESPONDENCE** – Email from Greg VanZant on annexation to Brianne Abbott. Revised site plan for Marriott hotel.

**DISCUSSION:** Annexation-SSD Brianne Abbott discussed the email from Greg VanZant in regard to annexation. Attorney Greg VanZant advised Ms. Abbott that it falls to the duty of property owner to obtain legal services in annexation and to complete and submit necessary paperwork required in annexation. It was his legal opinion that the Planning Commission should help at all extent possible to those seeking annexation, but not to the extent of doing the paperwork and accruing the costs of annexation process. Ms. Abbott advised that she forwarded this information on to Randy Butler, realtor of Fenner property, to date has not heard back from Mr. Butler on this issue of Fenner property acquiring annexation to the city of Hillsboro. Chair Rob Holt and Charlie Guarino

inquired if Lind Media had recently had communication with the city or Clerk of Planning Commission on whether or not Lind Media was pursuing the purchase of Fenner property for the purpose of annexation at their billboard location. There has been no contact with Lind media since the first of the year 2020.

Revised Site Plan Marriott hotel- SSD Brianne Abbott advised the Planning Commission that the city had a conference call with the Patels and the retail plaza had been decreased in square footage and parking spaces were still compliant even with the reduction of square footage. There were changes made on south end parking due to natural water way, that portion of the parking spaces were cut. The previous dates anticipated for ground breaking, financing, and hotel build will be pushed back due to COVID19.

Charlie Guarino gave an update on Land Bank. The Land Bank is going strong, with work going on at Rocky Fork area. There have been some issues with Federal funding, but Highland County delinquent taxes generates some funds for the Land Bank. Mr. Guarino urged Planning Commission and the city if they had any addresses to share for Land Bank opportunities, to give them to him to share with Land Bank.

**UNFINISHED BUSINESS** -Imagine Hillsboro- Master Plan.  
Amended Zoning Code.

DISCUSSION- There was no public comment at February 24, 2020 meeting. Imagine Hillsboro resolution will be presented at April Council meeting. Amended Zoning Code legislation will be presented for second reading at April Council Meeting.

**NEW BUSINESS** – Joe Mahan’s position on Planning Commission Board

-Annexation of Fenner Property. SSD Brianne Abbott had spoken with Randy Butler in reference of Fenner property being annexed. The owner of Fenner property does not wish to circulate a petition or pay any fees accrued to achieve annexation of said properties, but would like the property annexed.

DISCUSSION- Chair Rob Holt advised that this had been discussed last year when Lind Media Billboard was being reviewed. Chair, Rob Holt stated that attorney Greg VanZant was in the process of looking into the annexation process to explore the possibility of deferring taxes until the property is sold. Law Director Fred Beery was to reach out and discuss this with Annika Collins as well. Fred Beery has not reported back to the Planning Commission on this topic. SSD Brianne Abbott advised the Planning Commission that she would contact Greg VanZant and get his progress on the Annexation of Fenner property.

**NO ACTION REQUIRED** –

- Special Warranty Deed Being in-lot No. 292-A(0.141 acres) of the Replat of William Key’s Sixth Addition (Formerly Part of Lots 29 and 292) and recorded in

plat Book 11, page 110 in the Highland County Recorder's Office. Parcel ID: 25-46-001-094.00& 25-46-001-093.00. Signed By SSD Brianne Abbott on March 30, 2020.

- Quit Claim Deed David Ayres and Kathleen Ayres, husband and wife("Grantor"), remiss, releases and forever quit claims and assigns to David Ayres and Kathleen Ayres, husband and wife, as Joint Tenants with Rights of Survivorship, ("Grantor"), the following described real estate: Parcel number 25-53-001-111.03 prior instrument reference : Deed Book 196, page 312, Highland County, Ohio Records. Tax Mailing address: PO Box 809, Hillsboro, Ohio 45133. Signed by SSD Brianne Abbott on April 17, 2020.

## **ADJOURN**

**MOTION** At 6:02 pm Chair Rob Holt moved, seconded by Mayor Justin Harsha to adjourn. Vote: All yeas.

The next meeting of the Planning Commission is scheduled for 5:30 pm on Monday, May 18, 2020 at the Highland County Municipal Court at Highland County Administration Building located at 119 Governor Foraker Place. This meeting is open to the public.

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Rob Holt, Chair

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Kimberly Newman, Clerk