

## **HILLSBORO CITY COUNCIL MEETING**

**November 17, 2022**

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 Whitney Aliff, Mayor Justin Harsha, Public Works Superintendent Shawn Adkins, Acting Auditor Annette Black and Law Director Randalyn Worley. Safety and Service Director Brianne Abbott was absent and excused.

MOTION: Greg Maurer moved to excuse Brianne Abbott, seconded by Mary Stanforth. Vote all yeas. Brianne Abbott excused.

## **ROLL CALL**

Don Storer, Dan Baucher, Mary Stanforth, Patty Day, Adam Wilkin, Jason Brown and Greg Maurer were present.

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

## **MINUTES**

There were no corrections to the October 13, 2022 regular council minutes. They were approved as submitted.

## **MONTHLY REPORTS**

The October 2022 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 and Auditor.

**PUBLIC REQUESTS:** None

**COMMUNICATIONS:** None

**CITIZENS' COMMENTS:** None

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

Mayor Justin Harsha reported for both himself and Safety Service Director Brianne Abbott. There were 9 commercial and 2 residential building permits submitted in October. The city met with ODOT and walked the new 69 acres and discussed the Roberts Lane extension and additional funding sources. The annexation on Fenner Avenue has been recorded and a zoning district will be discussed at the next planning commission meeting, with recommendation to council to follow. Phase III Storm Sewer and N. West. St. Waterline Replacement are both still underway. Guidance has come down on the Appalachian Community Grant. Partnership with the county to complete a strategic plan for county wide economic development is in progress. The new Workforce Development Center opened in Greenfield this month. Mayor Justin Harsha noted the center will be great for our community to facilitate training and talent for our local businesses and residents alike. Private Developments that are all either in the construction or planning phases are: Fenner Ridge Apartments, Marshalls Department Store, Buckeye

Eye Clinic, Patriot Public House, Marriott Hotel, Twisted Violet Homestead recently opened on South High Street. Planning Commission discussed outdoor lighting and zoning overlay districts. Mayor Justin Harsha introduced the Acting City Auditor, Annette Black. Annette Black will serve as the acting auditor until the central committee appoints the auditor.

### **STANDING COMMITTEE REPORTS**

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

- Wage & Pay Scale review/recommendations for elected officials
- Hillsboro Swim Organization
- Tax Budget
  - Meeting held 11/15 at 6:00 PM. See attachment #1.

#### **PROPERTY MAINTENANCE AND RESTORATION (Don Storer Chair)**

No meeting. No questions asked.

#### **CIVIL SERVICE AND EMPLOYEE RELATIONS COMMITTEE (Dan Baucher, Chair)**

- Update Civil Service Manual
  - Meeting held 10/31 at 6:00 PM. See attachment #2.

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

- Designated Outdoor Refreshment Area (DORA)
  - Chair Adam Wilkin noted no meeting has occurred. Wilkin added the next meeting will be 11/29/2022 at 6PM at the city building. Council President Tom Eichinger added effective immediately DORA will be placed in street and safety committee only. Ice Skating and Pickleball will be placed in Community Enhancement committee.

#### **UTILITIES COMMITTEE (Greg Maurer, Chair)**

No meeting. No questions asked.

#### **ZONING AND ANNEXATION COMMITTEE (Jason Brown, Chair)**

No meeting. No questions asked.

#### **COMMUNITY ENHANCEMENT (Patty Day, Chair)**

- Ice Skating Rink
- Pickleball

### **UNFINISHED BUSINESS**

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

Ordinance 2022-22 An Ordinance to authorize the disposition of unneeded municipal personal property pursuant to Ohio Revised Code section 721.15

MOTION: Adam Wilkin moved to approve and adopt Ordinance 2022-22, seconded by Greg Maurer. Vote: Adam Wilkin-yes, Don Storer-yes, Mary Stanforth-yes, Greg

Maurer-yes, Patty Day-yes, Jason Brown-yes, Dan Baucher-yes. Ordinance 2022-22 approved and adopted.

DISCUSSION: No discussion was had.

## **SECOND READING OF ORDINANCES & RESOLUTIONS –**

Resolution 22-37 A Resolution to advertise and solicit bids for a janitorial contract and declaring an emergency

MOTION: Patty Day moved to suspend the three-reading rule for Resolution 22-37, seconded by Greg Maurer. Vote: Greg Maurer-yes, Patty Day-yes, Mary Stanforth-yes, Jason Brown-yes, Don Storer-yes. Dan Baucher-yes, Adam Wilkin-yes. Resolution 22-37 three-reading rule suspended.

MOTION: Greg Maurer moved to approve and adopt Resolution 22-37, seconded by Mary Stanforth. Vote all yeas. Resolution 22-37 approved and adopted.

DISCUSSION: Councilmember Patty Day apologized to council for voting against Resolution 22-37 in a previous council meeting. Day compared the costs of contracting services vs. an employee and is now in favor of passing Resolution 22-37.

## **FIRST READING OF ORDINANCES & RESOLUTIONS:**

Ordinance 2022-26 An Ordinance making supplemental appropriations for the City of Hillsboro, Highland County, Ohio

MOTION: Greg Maurer moved to approve and adopt Ordinance 2022-26, seconded by Adam Wilkin. Vote: Dan Baucher-yes, Patty Day-yes, Jason Brown-yes, Adam Wilkin-yes, Greg Maurer-yes, Mary Stanforth-yes, Don Storer-yes. Ordinance 2022-26 approved and adopted.

DISCUSSION: Acting City Auditor Annette Black advised council this appropriation is to allow municipal court to purchase technology software and hardware upgrades.

Ordinance 2022-27 An Ordinance making supplemental appropriations for the City of Hillsboro, Highland County, Ohio

MOTION: Don Storer moved to approve and adopt Ordinance 2022-27, seconded by Adam Wilkin. Vote: Don Storer-yes, Mary Stanforth-yes, Greg Maurer-yes, Patty Day-yes, Dan Baucher-yes, Adam Wilkin-yes, Jason Brown-yes. Ordinance 2022-27 approved and adopted.

DISCUSSION: Acting City Auditor Annette Black shared this legislation is for an insurance claim at Shaffer Park. The legislation allows the money to be available to address the losses/damages immediately.

Resolution 22-38 A Resolution approving a ‘then and now’ certification by the city auditor, pursuant to R.C. 5705.41(D)(1), for the payment of ODOT paving PID 109825, and declaring an emergency

MOTION: Mary Stanforth moved to suspend the three-reading rule for Resolution 22-38, seconded by Greg Maurer. Vote: Mary Stanforth-yes, Jason Brown-yes, Adam Wilkin-yes, Don Storer-yes, Dan Baucher-yes. Greg Maurer-yes, Patty Day-yes. Resolution 22-38 three-reading rule suspended.

MOTION: Greg Maurer moved to approve and adopt Resolution 22-38, seconded by Mary Stanforth. Vote all yeas. Resolution 22-38 approved and adopted.

DISCUSSION: Acting City Auditor Annette Black advised a contract was signed, work was performed and an invoice was delivered prior to funds being encumbered.

Resolution 22-39 A Resolution to enter into a single environmental review with the Village of Greenfield and the County of Highland for PY 2022 Community Housing Impact and Preservation (CHIP) program and declaring an emergency

MOTION: Don Storer moved to suspend the three-reading rule for Resolution 22-39, seconded by Patty Day. Vote: Dan Baucher-yes, Jason Brown-yes, Patty Day-yes, Greg Maurer-yes, Mary Stanforth-yes. Don Storer-yes, Adam Wilkin-yes. Resolution 22-39 three-reading rule suspended.

MOTION: Greg Maurer moved to approve and adopt Resolution 22-39, seconded by Dan Baucher. Vote all yeas. Resolution 22-39 approved and adopted.

DISCUSSION: Mayor Justin Harsha discussed this legislation is for the CHIP program. Legislation is needed as an emergency to meet deadlines.

Resolution 22-40 A Resolution to adopt the 2022 version of the City of Hillsboro Policy and Procedure Manual

DISCUSSION: Law Director Randalyn Worley noted Resolution 22-40 is to change the city manual to allow travel reimbursements to be set at the IRS rate. Second reading December 15, 2022.

Resolution 22-41 A Resolution to apply for the Appalachian community grant (Technical assistant grant) and declaring an emergency

MOTION: Greg Maurer moved to suspend the three-reading rule for Resolution 22-41, seconded by Adam Wilkin. Vote: Patty Day-yes, Mary Stanforth-yes, Don Storer-yes, Dan Baucher-yes, Jason Brown-yes, Adam Wilkin-yes, Greg Maurer-yes. Resolution 22-41 three-reading rule suspended.

MOTION: Don Storer moved to approve and adopt Resolution 22-41, seconded by Dan Baucher. Vote all yeas. Resolution 22-41 approved and adopted.

DISCUSSION: Mayor Justin Harsha explained Resolution 22-41 will support city projects. Reasoning of an emergency is due to the deadline to submit the application, which is December 9, 2022.

Resolution 22-42 A Resolution authorizing the City of Hillsboro to prepare and submit an application to participate in the Ohio Department of Natural Resources Land and Water Conservation Fund Program and to execute contracts as required and declaring an emergency

MOTION: Adam Wilkin moved to suspend the three-reading rule for Resolution 22-42, seconded by Greg Maurer. Vote: Jason Brown-yes, Dan Baucher-yes, Greg Maurer-yes, Don Storer-yes, Mary Stanforth-yes, Patty Day-yes, Adam Wilkin-yes. Resolution 22-42 three-reading rule suspended.

MOTION: Mary Stanforth moved to approve and adopt Resolution 22-42, seconded by Greg Maurer. Vote all yeas. Resolution 22-42 approved and adopted.

DISCUSSION: Mayor Justin Harsha noted Resolution 22-42 will allow administration to apply for the land and water conservation funds for the West Main St. Greenspace. The match is 50% and the amount is \$500,000.00.

Ordinance 2022-28 An Ordinance making supplemental appropriations for the City of Hillsboro, Highland County, Ohio

MOTION: Mary Stanforth moved to approve and adopt Ordinance 2022-28, seconded by Greg Maurer. Vote: Greg Maurer-yes, Jason Brown-no, Mary Stanforth-yes, Adam Wilkin-yes, Patty Day-yes, Dan Baucher-yes, Don Storer-yes. Ordinance 2022-28 approved and adopted.

DISCUSSION: Acting Auditor Annette Black discussed Ordinance 2022-28 is to appropriate ARPA funds. Administration requested the money be appropriated for Roberts Lane. Councilmember Jason Brown asked if there were stipulations to spend the ARPA money. Mayor Justin Harsha noted of stipulations being tight and Roberts Lane fits all stipulations.

Ordinance 2022-29 An Ordinance amending sections 3401 of the codified ordinances of the City of Hillsboro

DISCUSSION: Law Director Randalyn Worley explained Ordinance 2022-29 changes section 3401 to comply with Ohio Law. Second reading December 15, 2022.

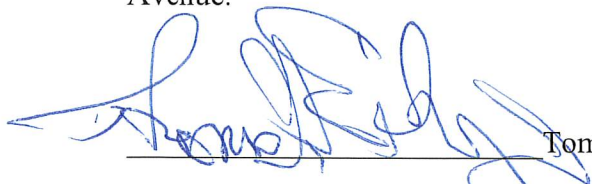
#### **NEW BUSINESS:**

Public Records Acknowledgement

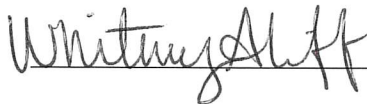
DISCUSSION: Council President Tom Eichinger requested councilmembers to acknowledge Whitney Aliff as the clerk of council designated for records. This form will serve as acknowledgement until a change in a council member or clerk.

DISCUSSION: Council member Mary Stanforth recognized city employee Rick Tipton. Mary Stanforth complimented the parks and noted Rick does an amazing job.

**ADJOURN:** Greg Maurer moved to adjourn, seconded by Adam Wilkin. Vote all yeas. Council adjourned at 7:31 p.m. The next scheduled meeting of the Hillsboro City Council is Thursday December 15, 2022 at 7:00 p.m. at Municipal Courtroom 130 Homestead Avenue.



Tom Eichinger, President



Whitney Aliff, Clerk

The Finance Committee met on Tuesday, November 15<sup>th</sup> at 6pm in the city building to go over the proposed 2023 budget. All committee members were in attendance.

Alex Butler handed out the proposed budget revenues and a report that covered the expense history from 2019-2022 and budget requests for 2023.

Estimated carryovers were discussed and Alex felt that the general fund has a healthy estimated carryover of 1.53 million and is comfortable with that.

Increases in fuel and materials were among the largest increase amounts requested.

The committee will review the latest materials presented at the meeting and meet again.

Adam Wilkin made a motion to adjourn, Greg Maurer seconded. Meeting was adjourned at 7:06.

Respectfully submitted

Mary Stanforth

Finance Chair

The Civil Service/ Employee Relations committee held a meeting Monday October 31<sup>st</sup> at 6:00pm to review the civil service manual. The meeting was called to order at 6:01pm with Mary Stanforth, Don Storer, Dan Baucher, Randalyn Worley, Tom Eichinger and Shawn Adkins in attendance.

Randalyn started the meeting by explaining that although the civil service commission is currently using the updated manual, it needs to be approved and adopted by council. Mary made a motion to recommend to council the approval and adoption of the current updated manual as an emergency. Don Storer 2<sup>nd</sup>. All in favor.

The next item that was discussed was to fix the residency ordinance in the employee handbook. Don made a motion to recommend to council that we repeal the current ordinance. Mary 2<sup>nd</sup>. All in favor.

The last item discussed was the current mileage reimbursement rate. Don made a motion to recommend to council that we change the rate to change with the federal rate every year. Mary 2<sup>nd</sup>. All in favor.

Meeting was adjourned at 6:25pm.

Dan Baucher – Civil Service/ Employee Relations Chair