

## **HILLSBORO CITY COUNCIL MEETING**

**January 12, 2023**

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, Auditor Patty Day, Chief of Police Eric Daniels, Safety and Service Director Brianne Abbott and Law Director Randalyn Worley.

### **ROLL CALL**

Don Storer, Dan Baucher, Mary Stanforth, Jo Sanborn, Jason Brown and Greg Maurer were present. Adam Wilkin was absent and excused.

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

Mr. Eichinger welcomed councilmember Jo Sanborn. Ms. Sanborn was appointed to fill Patty Day's seat on Council.

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 December 15, 2022 regular council minutes. They were approved as submitted.

### **ELECTION OF PRO TEM PRESIDENT**

Council President Tom Eichinger opened to Council to make nominations for the 2023 Pro Tem for President nominations.

MOTION: Dan Baucher moved to nominate Mary Stanforth as Pro Tem, seconded by Jo Sanborn. Vote: all no. Mary Stanforth will not be Pro Tem for 2023.

MOTION: Mary Stanforth moved to nominate Greg Maurer as Pro Tem, seconded by Jo Sanborn. Vote: all yeas. Greg Maurer will be Pro Tem in 2023 for Hillsboro City Council.

### **MONTHLY REPORTS**

The December 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.

### **COMMENTS FROM THE AUDITOR (Patty Day, Auditor)**

Patty Day advised council prior to the council meeting she was able to close the previous year with efforts from previous auditor Alex Butler.

**PUBLIC REQUESTS:** None

**COMMUNICATIONS:** None

**CITIZENS' COMMENTS:** None

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

Mayor Harsha provided a 2023 State of the City report. The report from the Mayor included comparisons to previous year budgets and economic growth of the city. Mayor Harsha noted the projected carryover for 2020 was approximately \$200,000.00 compared to the current budget with a projected carry over of \$1.5 million with no major cuts to report. Roberts Lane, West Main Greenspace, Phase III Storm Sewer, Harmony Lake Playground and the Downtown Pedestrian Crosswalk Project were key topics of Mayor Harsha's report. Mayor Harsha discussed the creation of an Economic Development position within the city that has produced new opportunities. Harsha thanked all council members for their hard work and dedication to Hillsboro. Mayor Harsha concluded by sending condolences to Council Member Adam Wilkin and family during such a tough time.

### **SAFETY AND SERVICE DIRECTOR/PLANNING COMMISSION REPORT (Brienne Abbott)**

Safety and Service Director Brienne Abbott reported for calendar year 2022 there were 154 commercial and 101 residential building permit applications submitted. Abbott updated the environmental study for the Marriot Hotel Project is underway and awaiting the endangered species study before the report can be finalized. Upon environmental completion, the county will hold a public hearing prior to deciding on the final portion of the funding for the hotel project. The promissory note with the developer has been extended to allow for completion time of the study and financing. Notification was received of the dilapidated barn on the cities newly purchased property off of Fenner Avenue will be demolished by the Highland County Lane Bank in the upcoming weeks. Several private developments are in the planning and construction phases with tentative openings in the 2023 calendar year. Ms. Abbott requested the review of the comp time portion of the cities policy and procedure manual to examine comp time limits as well as comp time payouts be placed in the appropriate council committee.

### **STANDING COMMITTEE REPORTS**

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

- Wage & Pay Scale review/recommendations for elected officials
- Hillsboro Swim Organization

No meeting. No questions asked.

#### **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
  - Chair Dan Baucher advised the committee continues to work on updating the manual.

Review of Comp Time was added to Civil Service and Employee Relations Committee following the Safety and Service Director Report.

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

- Designated Outdoor Refreshment Area (DORA)

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

- Electricity Aggregation Program
  - Meeting held 1/5/23 at 5PM

Chair Greg Maurer referred to Jason Brown as Greg Maurer was absent from the 1/5/23 meeting. Jason Brown read minutes from 1/5/2023 meeting. See attachment #1.

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

No meeting. No questions asked.

#### **COMMUNITY ENHANCEMENT (Jo Sanborn, Chair)**

- Ice Skating Rink
- Pickleball

Jo Sanborn advised no meetings have been held. Information was provided to Ms. Sanborn for two items in the Community Enhancement committee. Ms. Sanborn anticipates to hold a meeting soon.

#### **UNFINISHED BUSINESS**

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

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

MOTION: Greg Maurer moved to approve and adopt Resolution 22-40, seconded by Dan Baucher. Vote: Mr. Baucher-yes, Mr. Brown-yes, Mr. Maurer-yes, Ms. Sanborn-yes, Mr. Storer-yes, Ms. Stanforth-yes. Resolution 22-40 approved and adopted.

DISCUSSION: No discussion was had.

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

MOTION: Mary Stanforth moved to approve and adopt Ordinance 2022-29, seconded by Don Storer. Vote: Ms. Sanborn-yes, Mr. Maurer-yes, Ms. Stanforth-yes, Mr. Storer-yes, Mr. Baucher-yes, Mr. Brown-yes. Ordinance 2022-29 approved and adopted.

DISCUSSION: No discussion was had.

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

Ordinance 2022-30 An Ordinance to designate the zoning classification of a certain parcel and modify the zoning map

DISCUSSION: No discussion. Third Reading February 16, 2023.

Resolution 22-43 A Resolution to amend the City of Hillsboro 2019 Comprehensive Plan “Imagine Hillsboro”

DISCUSSION: No discussion. Third Reading February 16, 2023.

Resolution 22-44 A Resolution to establish an Imagine Hillsboro Select Committee

DISCUSSION: No discussion. Third Reading February 16, 2023.

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

Ordinance 2023-01 An Ordinance to authorize and direct the Safety and Service Director to enter into an agreement with the Highland County Commissioners to provide for indigent defendant counsel in the courts and declaring an emergency

MOTION: Jason Brown moved to suspend the three-reading rule for Ordinance 2023-01, seconded by Jo Sanborn. Vote: Greg Maurer-yes, Mary Stanforth-yes, Don Storer-yes, Dan Baucher-yes, Jason Brown-yes, Jo Sanborn-yes. Ordinance 2023-01 three-reading rule suspended.

MOTION: Greg Maurer moved to approve and adopt Ordinance 2023-01, seconded by Jason Brown. Vote: Mary Stanforth-yes, Don Storer-yes, Dan Baucher-yes, Jason Brown-yes, Jo Sanborn-yes, Greg Maurer-yes. Ordinance 2023-01 approved and adopted.

DISCUSSION: Safety and Service Director Brianne Abbott advised Ordinance 2023-01 is a yearly agreement with the Highland County Commissioners to provide for indigent defendant counsel in the courts.

Ordinance 2023-02 An Ordinance authorizing the Mayor to enter into an agreement for delinquent debt collection services with the Ohio Attorney General, and declaring an emergency

MOTION: Greg Maurer moved to suspend the three-reading rule for Ordinance 2023-02, seconded by Mary Stanforth. Vote: Greg Maurer-yes, Jo Sanborn-yes, Jason Brown-yes, Dan Baucher-yes, Don Storer-yes, Mary Stanforth-yes. Ordinance 2023-02 three-reading rule suspended.

MOTION: Greg Maurer moved to approve and adopt Ordinance 2023-02, seconded by Mary Stanforth. Vote: Jo Sanborn-yes, Jason Brown-yes, Dan Baucher-yes, Don Storer-yes, Mary Stanforth-yes, Greg Maurer-yes. Ordinance 2023-02 approved and adopted.

DISCUSSION: Mayor Justin Harsha discussed Ordinance 2023-02 will allow the city to enter into an agreement with the Ohio Attorney General for delinquent debt collection. Mary Stanforth asked what has been done in the past. Safety and Service Director Brianne Abbott advised it has been done in-house or hired out.

Ordinance 2023-03 An Ordinance authorizing all actions necessary to effectuate an opt-out electric service aggregation program pursuant to section 4928.20 of the Ohio Revised Code and directing the City of Hillsboro to submit a ballot question to the electors, and declaring an emergency

MOTION: Don Storer moved to suspend the three-reading rule for Ordinance 2023-03, seconded by Greg Maurer. Vote: Jason Brown-yes, Dan Baucher-yes, Don Storer-yes, Mary Stanforth-yes, Greg Maurer-yes, Jo Sanborn-yes. Ordinance 2023-03 three-reading rule suspended.

MOTION: Jason Brown moved to approve and adopt Ordinance 2023-03, seconded by Greg Maurer. Vote: Dan Baucher-yes, Don Storer-yes, Mary Stanforth-yes, Greg Maurer-yes, Jo Sanborn-yes, Jason Brown-yes. Ordinance 2023-03 approved and adopted.

DISCUSSION: Jason Brown of the utilities committee advised of Ordinance 2023-03 with his report of the utilities committee meeting minutes.

Resolution 23-01 A Resolution transferring parcel 25-35-001-067.00 to the Hillsboro Community Improvement Corporation

DISCUSSION: Resolution 23-01 will allow the transfer of 108 Governor Trimble Place to the Hillsboro Community Improvement Corporation for economic development purposes. Second reading February 16, 2023.

Resolution 23-02 A Resolution to enter into a contract with DLZ Ohio Inc. for the design of the Roberts Lane Development and declaring an emergency

MOTION: Greg Maurer moved to suspend the three-reading rule for Resolution 23-02, seconded by Mary Stanforth. Vote: Mary Stanforth-yes, Don Storer-yes, Dan Baucher-yes, Jason Brown-yes, Jo Sanborn-yes, Greg Maurer-yes. Resolution 23-02 three-reading rule suspended.

MOTION: Mary Stanforth moved to approve and adopt Resolution 23-02, seconded by Greg Maurer. Vote: Greg Maurer-yes, Mary Stanforth-yes, Don Storer-yes, Dan Baucher-yes, Jason Brown-no, Jo Sanborn-yes. Resolution 23-02 approved and adopted.

DISCUSSION: Safety and Service Director Brianne Abbott noted Resolution 23-02 is to contract with DLZ Ohio Inc. for the Roberts Lane Development project. Partial funding for the Roberts Lane Development project has been secured and engineering services are needed for the design to secure additional funding as most grants require designs beforehand.

Resolution 23-03 A Resolution to authorize and direct the Safety and Service Director to enter into a grant agreement with the Ohio Office of Criminal Justice Services and declaring an emergency

MOTION: Greg Maurer moved to suspend the three-reading rule for Resolution 23-03, seconded by Don Storer. Vote: Jo Sanborn-yes, Greg Maurer-yes, Mary Stanforth-yes, Don Storer-yes, Dan Baucher-yes, Jason Brown-yes. Resolution 23-03 three-reading rule suspended.

MOTION: Mary Stanforth moved to approve and adopt Resolution 23-03, seconded by Greg Maurer. Vote: Jason Brown-yes, Jo Sanborn-yes, Greg Maurer-yes, Mary Stanforth-yes, Don Storer-yes, Dan Baucher-yes. Resolution 23-03 approved and adopted.

DISCUSSION: Police Chief Eric Daniels advised Resolution 23-03 is for grant funding to replace aging body worn cameras and to provide cloud-based storage to ease the maintenance of onsite video storage. Daniels added the current equipment is four years old.

Resolution 23-04 A Resolution to authorize and direct the Safety and Service Director to enter into a lease agreement with Statewide Municipal Lease for police cruisers and declaring an emergency

MOTION: Greg Maurer moved to suspend the three-reading rule for Resolution 23-04, seconded by Don Storer. Vote: Dan Baucher-yes, Jason Brown-yes, Jo Sanborn-yes, Greg Maurer-yes, Mary Stanforth-yes, Don Storer-yes. Resolution 23-04 three-reading rule suspended.

MOTION: Greg Maurer moved to approve and adopt Resolution 23-04, seconded by Jo Sanborn. Vote: Don Storer-yes, Mary Stanforth-yes, Greg Maurer-yes, Jo Sanborn-yes, Jason Brown-yes, Dan Baucher-yes. Resolution 23-04 approved and adopted.

DISCUSSION: Police Chief Eric Daniels discussed Resolution 23-04 is to procure three police vehicles for law enforcement patrol. Inventory and availability is based on a "first come first served" basis. Chief Eric Daniels added the term length is for three years, all vehicles will have warranties and it is a lease-to-own purchase.

Resolution 23-05 A Resolution authorizing the City of Hillsboro to prepare and submit an application to participate in the Ohio Department of Transportation's Transportation

Alternative Program (TAP) that provides funds for projects that support transportation by improving non-motorized transportation facilities, historic preservation, scenic and environmental projects and declaring an emergency

MOTION: Mary Stanforth moved to suspend the three-reading rule for Resolution 23-05, seconded by Greg Maurer. Vote: Jo Sanborn-yes, Jason Brown-yes, Dan Baucher-yes, Don Storer-yes, Mary Stanforth-yes, Greg Maurer-yes. Resolution 23-05 three-reading rule suspended.

MOTION: Jason Brown moved to approve and adopt Resolution 23-05, seconded by Greg Maurer. Vote: Jason Brown-yes, Dan Baucher-yes, Don Storer-yes, Mary Stanforth-yes, Greg Maurer-yes, Jo Sanborn-yes. Resolution 23-05 approved and adopted.

DISCUSSION: Safety and Service Director Brianne Abbott advised Resolution 23-05 is for the ODOT TAP grant which includes the rails to trails program. The application due date is in January.

Resolution 23-06 A Resolution authorizing the City of Hillsboro to prepare and submit an application to participate in the U.S. Department of Transportation's Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant program for surface transportation infrastructure projects that will improve: Safety; Environmental Sustainability; Quality of Life; Mobility and Community Connectivity; Economic Competitiveness and Opportunity including tourism; State of Good Repair; Partnership and Collaboration; and Innovation and declaring an emergency

DISCUSSION: Safety and Service Director Brianne Abbott discussed the RAISE grant program and possible uses. Abbott noted guidance for the grant is not available to see what project it is best suited for. Councilmember Jason Brown requested Resolution 23-06 come back as a second reading in February.

Resolution 23-07 A Resolution authorizing the Hillsboro City Auditor to file an application for a credit card in the name of "The City of Hillsboro" with Merchants National Bank located at 100 North High Street, Hillsboro, Ohio and declaring an emergency

MOTION: Jason Brown moved to suspend the three-reading rule for Resolution 23-07, seconded by Don Storer. Vote: Mary Stanforth-yes, Greg Maurer-yes, Jo Sanborn-yes, Jason Brown-yes, Dan Baucher-yes, Don Storer-yes. Resolution 23-07 three-reading rule suspended.

MOTION: Greg Maurer moved to approve and adopt Resolution 23-07, seconded by Jason Brown. Vote: Greg Maurer-yes, Jo Sanborn-yes, Jason Brown-yes, Dan Baucher-yes, Don Storer-yes, Mary Stanforth-yes. Resolution 23-07 approved and adopted.

DISCUSSION: Auditor Patty Day advised the current city credit card is American Express. Ms. Day added American Express charges an annual fee of \$130.00. Resolution 23-07 will allow the City of Hillsboro to close the current American Express card and open a credit card with Merchants National Bank; which has no annual fee.

Ordinance 2023-04 An Ordinance making supplemental appropriations for the City of Hillsboro, Highland County, Ohio

MOTION: Greg Maurer moved to approve and adopt Ordinance 2023-04, seconded by Jason Brown. Vote: Jo Sanborn-yes, Jason Brown-yes, Dan Baucher-yes, Don Storer-yes, Mary Stanforth-yes, Greg Maurer-yes. Ordinance 2023-04 approved and adopted.

DISCUSSION: Auditor Patty Day explained Ordinance 2023-04 is an appropriation for

sealed bids collected for two pieces of equipment; 1840 Skid Steer and 2001 F-450 Dump Truck. A total of \$10,600.00 was collected from sealed bids. The appropriation will allow the money to go to the street fund.

Ordinance 2023-05 An Ordinance making supplemental appropriations for the City of Hillsboro, Highland County, Ohio

MOTION: Greg Maurer moved to approve and adopt Ordinance 2023-05, seconded by Mary Stanforth. Vote: Jason Brown-yes, Dan Baucher-yes, Don Storer-yes, Mary Stanforth-yes, Greg Maurer-yes, Jo Sanborn-yes. Ordinance 2023-05 approved and adopted.

DISCUSSION: Auditor Patty Day advised during the transition of auditors, a loan payment was missed. Ordinance 2023-05 will allow the movement of money to make the payment.

Resolution 23-08 A Resolution approving a 'Then and Now' certification by the City Auditor, pursuant to R.C. 5705.41(D)(1), for the payment to Ohio Water Development Authority and declaring an emergency

MOTION: Greg Maurer moved to suspend the three-reading rule for Resolution 23-08, seconded by Don Storer. Vote: Dan Baucher-yes, Don Storer-yes, Mary Stanforth-yes, Greg Maurer-yes, Jo Sanborn-yes, Jason Brown-yes. Resolution 23-08 three-reading rule suspended.

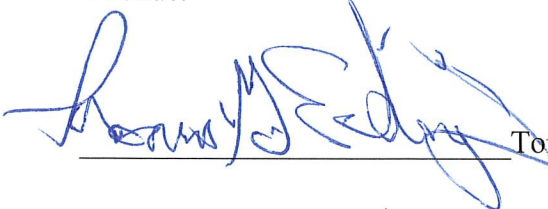
MOTION: Don Storer moved to approve and adopt Resolution 23-08, seconded by Greg Maurer. Vote: Dan Baucher-yes, Jason Brown-yes, Jo Sanborn-yes, Greg Maurer-yes, Mary Stanforth-yes, Don Storer-yes. Resolution 23-08 approved and adopted.

DISCUSSION: City Auditor Ms. Day added Resolution 23-08 is a "then and now" for the missed payment during the transition of auditors. A purchase order was not open the time the loan payment was due.

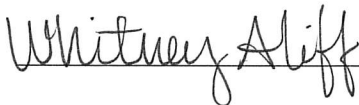
#### **NEW BUSINESS:**

None

**ADJOURN:** Don Storer moved to adjourn, seconded by Greg Maurer. Vote all yeas. Council adjourned at 7:52 p.m. The next scheduled meeting of the Hillsboro City Council is Thursday February 16, 2023 at 7:00 p.m. at Municipal Courtroom 130 Homestead Avenue.



Tom Eichinger, President



Whitney Aliff, Clerk

The Utilities Committee met on Thursday January 5th at 5PM in the city building lobby. Present at meeting were myself, Tom Eichinger, Dan Baucher, Shawn Adkins, Jo Sanborn, and John Theibert from Aspen Energy.

Mr. Theibert is a senior energy consultant for Aspen Energy and was there to discuss the proposal of a community choice aggregation program for the city of Hillsboro. The basics of the program are that by creating an aggregation it enables negotiating for the lowest rates. There are no fees to the citizens, current billing statements and accounts do not change, and anyone can opt in or out at any time.

This program would have to be placed on the ballot for a vote by the citizens, and again if the voters approve this anyone who doesn't want to participate can opt out. Due to time constraints and this needing to be placed on the ballot, it needs to be declared an emergency and waive the three-reading rule.

Dan made a motion to recommend to council to go forward with the program and I seconded.

Dan made a motion to adjourn and I seconded. The meeting ended at 5:32 PM

Jason Brown,

Utilities Committee Member

Attachment #1