

HILLSBORO CITY COUNCIL MEETING

June 15, 2023

At 7:00 p.m. Council Pro-Tempore Greg Maurer called the Hillsboro City Council meeting to order. The following were present for the meeting: Clerk Whitney Aliff, Public Works Superintendent Shawn Adkins, Chief of Police Eric Daniels, Mayor Justin Harsha, Auditor Dawson Barreras, Safety and Service Director Brianne Abbott and Law Director Randalyn Worley.

ROLL CALL

Don Storer, Dan Baucher, Jo Sanborn, Jason Brown, Adam Wilkin, Mary Stanforth and Greg Maurer were present. Council President Tom Eichinger was absent and excused. MOTION: Adam Wilkin moved to excuse council president Tom Eichinger, seconded by Mary Stanforth. Vote: all yeas.

Greg Maurer led the Council in prayer and Mayor Justin Harsha led Council in the Pledge of Allegiance.

MINUTES

There were no corrections to the May 11, 2023 regular council minutes or the May 18, 2023 special council meeting minutes. They were all approved as submitted.

MONTHLY REPORTS

The May 2023 monthly reports were read by title only: Income Tax Bureau, Police Department, Public Utilities (includes Street Department, Water and Sewer Maintenance), Water Meter Department, Water Office (includes Water/Sewer Sales), Code Enforcement, Water Treatment Plant and Wastewater Treatment Plant.

COMMUNICATION FROM THE AUDITOR (Dawson Barreras)

Auditor Dawson Barreras reported to councilmembers the May 2023 books were not closed but will be closed very soon. Mr. Barreras advised once the May books are closed, councilmembers will be provided accurate reports. Councilmembers should expect information on a tax budget public hearing soon. Mr. Barreras invited questions regarding reports once they are disseminated to all councilmembers.

PUBLIC REQUESTS: None

COMMUNICATIONS:

Outdoor Recreation Council of Appalachia:
Councilmembers received documents from the Outdoor Recreation Council of Appalachia. No questions were asked.

CITIZENS' COMMENTS:

Hillsboro citizen Jeremiah Ogden distributed items, such as photos from the "Pride in the Park" event, and material provided to the public at the event to councilmembers. Mr. Ogden alleged the event had lewd behavior. Jeremiah Ogden mentioned the public park female restrooms were labeled as "all genders." Citizen Dale Zornes shared dislike of the "Pride in the Park" event. Mr. Zornes shared the event contained sexually explicit material and nudity. Mr. Zornes recommended looking into ordinances for indecency. Rob Sollars spoke to council regarding parks. Mr. Sollars shows interest in being

involved with the park and the parks committee. Rob Sollars would like to see the city develop the park. Jerry Bailey, Hillsboro Pride Ohio Board of Directors president, thanked council and the city administration for all of their hard work. Mr. Bailey discussed concerns that were mentioned. Jerry Bailey noted the safety of children is taken very seriously. Mr. Bailey welcomed conversation from councilmembers and made contact information available. Laura Pickering-Polstra noted inviting hate groups to Hillsboro for the "Pride in the Park" event was a disgrace. Hillsboro Pride board member Meredith Keister read rules for the Pride in the Park event and advised councilmembers the rules were enforced and reiterated multiple times throughout the event.

COMMUNICATION FROM THE MAYOR (Justin Harsha)

Mayor Justin Harsha provided information for upcoming Movies under the Stars events. Mayor Harsha thanked sponsors Brody & Savannah Smith, Fraternal Order of Eagles, Seal-Tite, Highland District Hospital, Xtreme Clean Portable Restrooms, Sherri Michael LMT, Brittany Couser – Boyer Territory and Craig's Custom Services, LTD for supporting the free community event. Mayor Harsha complimented the flowers downtown. Justin Harsha thanked the late Buck Wilkin and daughter Jennifer Howland for maintaining the flowers. Mr. Harsha shared a flower fund has been set up in memory of Buck Wilkin.

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

Safety and Service Director reported to council 38 commercial and 11 residential building permits were submitted to the building department for the month of May. Private developments still underway include Sassafras Kitchen, Marshalls Department Store, Patriot Public House, Marriott Hotel and Papa Johns. The city received a \$10,000.00 EPA grant to be utilized for a clamp on water meter and an ODOT TAP grant, which is a 95/5 grant for the rails to trails project. Ms. Abbott shared the Hillsboro Farmers Market is off to a great start for the 2023 season. Lastly, Ms. Abbott requested the safety and security at city parks be placed in the street and safety committee.

Pro-Tem Greg Maurer placed safety and security at city parks into the street and safety committee, chaired by Adam Wilkin.

STANDING COMMITTEE REPORTS

FINANCE COMMITTEE (Mary Stanforth, Chair)

- Wage & Pay Scale review/recommendations for elected officials
- Funding Plan Packages for Roberts Lane, North High Street Service Line Replacement and Beech/Railroad Street projects
 - Meeting held 5/24/2023 at 6PM. Mary Stanforth read minutes from meeting. See attachment #1.
- Lodging Tax
 - Mary Stanforth requested lodging tax be removed from the Finance Committee as ORD.2023-10 repeals the city lodging tax.

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
- Comp Time Maximum and Payout
- Employee Handbook – Health Insurance
- Employee Handbook – Overtime

No meeting. No questions asked. Chair Dan Baucher shared a public hearing was held prior to council for amendments to the civil service manual. Legislation for amendments to the civil service manual will be presented later in the meeting.

STREET AND SAFETY COMMITTEE (Adam Wilkin, Chair)

- Designated Outdoor Refreshment Area (DORA)
- Johnson Street One-Way Proposal
 - Meeting scheduled for 5/30/23 at 6:30PM. Meeting canceled due to lack of quorum. Adam Wilkin advised a meeting will be held soon regarding Johnson Street.

UTILITIES COMMITTEE (Greg Maurer, Chair)

- Electricity Aggregation Program
 - Greg Maurer shared two public hearings were held prior to the June council meeting per PUCO requirements. Mr. Maurer advised legislation for the electricity aggregation program is on the June agenda.

ZONING AND ANNEXATION COMMITTEE (Jason Brown, Chair)

- Sign Code
 - Meeting held 5/18/23 immediately following the special council meeting. Chair Jason Brown read minutes from 5/18/23 meeting. See attachment #2.
- Zoning Map Amendments
 - Meeting scheduled to be held on 6/20/23 at 5:30PM joint with planning commission.

COMMUNITY ENHANCEMENT (Jo Sanborn, Chair)

- Ice Skating Rink
- Pickleball
 - Meeting held 5/15/23 at 6:15PM. Chair Jo Sanborn read minutes from the 5/15/23 meeting. See attachment #3.

UNFINISHED BUSINESS

PASSAGE OF ORDINANCES & RESOLUTIONS (THIRD READING):

Ordinance 2023-14 An Ordinance creating a designated outdoor refreshment area and enacting regulations

DISCUSSION: No discussion was had.

MOTION: Adam Wilkin moved to approve and adopt Ordinance 2023-14, seconded by Mary Stanforth. Vote: Jason Brown-yes, Jo Sanborn-no, Greg Maurer-yes, Mary

Stanforth-yes, Don Storer-no, Adam Wilkin-yes, Dan Baucher-no. Ordinance 2023-14 approved and adopted.

Resolution 23-21 A Resolution authorizing the Safety and Service Director to apply for, accept, and enter into a water pollution control loan fund agreement (WPCLF) on behalf of the City of Hillsboro for planning, design and/or construction of waste water facilities; and designating a dedicated repayment source for the loan

DISCUSSION: No discussion was had.

MOTION: Don Storer moved to approve and adopt Resolution 23-21, seconded by Jason Brown. Vote: Jo Sanborn-yes, Greg Maurer-yes, Mary Stanforth-yes, Don Storer-yes, Adam Wilkin-yes, Dan Baucher-yes, Jason Brown-yes. Resolution 23-21 approved and adopted.

Resolution 23-22 A Resolution authorizing the Safety and Service Director to apply for, accept, and enter into a water supply revolving loan account agreement (WSRLA) on behalf of the City of Hillsboro for planning, design and/or construction of water facilities; and designating a dedicated repayment source for the loan

DISCUSSION: No discussion was had.

MOTION: Mary Stanforth moved to approve and adopt Resolution 23-22, seconded by Jason Brown. Vote: Adam Wilkin-yes, Don Storer-yes, Mary Stanforth-yes, Greg Maurer-yes, Jo Sanborn-yes, Jason Brown-yes, Dan Baucher-yes. Resolution 23-22 approved and adopted.

Resolution 23-23 A Resolution authorizing the City of Hillsboro to prepare and submit an application for the State of Ohio Department of Development Residential Public Infrastructure Grant for FY23

DISCUSSION: No discussion was had.

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

SECOND READING OF ORDINANCES & RESOLUTIONS:

Resolution 23-24 A Resolution authorizing the Safety and Service Director to enter into an easement agreement with AEP on real property owned by the City of Hillsboro

DISCUSSION: Councilmember Adam Wilkin asked the location for the easement with AEP. SSD Brienne Abbott advised it is on city property near Moore Road. Third reading at the July 13, 2023 council meeting.

Ordinance 2023-19 An Ordinance amending section 39.35 of the codified ordinances of the City of Hillsboro pertaining to the disposition of human remains

DISCUSSION: No discussion. Third reading at the July 13, 2023 council meeting.

Resolution 23-25 A Resolution authorizing the Safety and Service Director to purchase a caterpillar model: 308 07 mini hydraulic excavator, through the State of Ohio Cooperative Purchasing Program

DISCUSSION: No discussion. Third reading at the July 13, 2023 council meeting.

FIRST READING OF ORDINANCES & RESOLUTIONS:

Ordinance 2023-23 An Ordinance to adopt the 2022 version of the City of Hillsboro Civil Service Manual and declaring an emergency

DISCUSSION: No discussion was had, no questions asked.

MOTION: Adam Wilkin moved to suspend the three-reading rule for Ordinance 2023-23, seconded by Don Storer. Vote: Greg Maurer-yes, Jo Sanborn-yes, Jason Brown-yes, Mary Stanforth-yes, Don Storer-yes, Dan Baucher-yes, Adam Wilkin-yes. Ordinance 2023-23 three-reading rule suspended.

MOTION: Mary Stanforth moved to approve and adopt Ordinance 2023-23, seconded by Don Storer. Vote: Adam Wilkin-yes, Don Storer-yes, Mary Stanforth-yes, Greg Maurer-yes, Jo Sanborn-yes, Jason Brown-yes, Dan Baucher-yes. Ordinance 2023-23 approved and adopted.

Ordinance 2023-24 An Ordinance declaring improvements to parcels of real property located in Hillsboro, Ohio to be a public purpose under section 5709.40(B) of the Ohio Revised Code, exempting such improvements from real property taxation, declaring certain public improvements to be necessary for the further development of those parcels, establishing a tax increment equivalent fund and declaring an emergency

DISCUSSION: Safety and Service Director Brianne Abbott shared Ordinance 2023-24 will allow the city to establish a TIF for the Marshall's Department Store project.

Suspension of the three-reading rule and declaring an emergency will allow the city to comply with assessments of the Highland County Auditor.

MOTION: Mary Stanforth moved to suspend the three-reading rule for Ordinance 2023-24, seconded by Adam Wilkin. Vote: Greg Maurer-yes, Mary Stanforth-yes, Don Storer-yes, Adam Wilkin-yes, Dan Baucher-yes, Jason Brown-yes, Jo Sanborn-yes. Ordinance 2023-24 three-reading rule suspended.

MOTION: Jason Brown moved to approve and adopt Ordinance 2023-24, seconded by Don Storer. Vote: Dan Baucher-yes, Jason Brown-yes, Jo Sanborn-yes, Greg Maurer-yes, Mary Stanforth-yes, Don Storer-yes, Adam Wilkin-yes. Ordinance 2023-24 approved and adopted.

Resolution 23-27 A Resolution to enter into a grant agreement for ARPA funding from the Highland County Board of Commissioners

DISCUSSION: SSD Brianne Abbott shared Resolution 23-27 will allow the city to accept \$750,000.00 in grant monies from the Highland County Commissioners. The funds will be utilized for the Roberts Lane extension project. Suspension of the three-reading rule is requested to allow the city to accept the grant and proceed with funding for the project.

MOTION: Don Storer moved to suspend the three-reading rule for Resolution 23-27, seconded by Mary Stanforth. Vote: Adam Wilkin-yes, Don Storer-yes, Mary Stanforth-yes, Greg Maurer-yes, Jo Sanborn-yes, Jason Brown-yes, Dan Baucher-yes. Resolution 23-27 three-reading rule suspended.

MOTION: Mary Stanforth moved to approve and adopt Resolution 23-27, seconded by Don Storer. Vote: Greg Maurer-yes, Mary Stanforth-yes, Don Storer-yes, Adam Wilkin-yes, Jason Brown-yes, Dan Baucher-yes. Resolution 23-27 approved and adopted.

Resolution 23-28 A Resolution to enter into a mutual aid agreement for police services with the Village of Greenfield and declaring an emergency

DISCUSSION: SSD Brianne Abbott explained Resolution 23-28 will allow the city to enter into a 3-year law enforcement mutual aid agreement with the Village of Greenfield. Councilmember Mary Stanforth asked if the agreement had been done in the past. Chief of Police Eric Daniels answered, "yes." Chief Daniels noted the agreement is invaluable.

MOTION: Mary Stanforth moved to suspend the three-reading rule for Resolution 23-28, seconded by Jo Sanborn. Vote: Jo Sanborn-yes, Jason Brown-yes, Dan Baucher-yes, Adam Wilkin-yes, Don Storer-yes, Mary Stanforth-yes, Greg Maurer-yes. Resolution 23-28 three-reading rule suspended.

MOTION: Adam Wilkin moved to approve and adopt Resolution 23-28, seconded by Greg Maurer. Vote: Greg Maurer-yes, Jo Sanborn-yes, Jason Brown-yes, Dan Baucher-yes, Mary Stanforth-yes, Adam Wilkin-yes, Don Storer-yes. Resolution 23-28 approved and adopted.

Ordinance 2023-25 An Ordinance amending section 36.056 and repealing section 36.052 of the codified ordinances of the City of Hillsboro pertaining to petty cash and change funds

DISCUSSION: Law Director Randalyn Worley discussed Ordinance 2023-25. Ms. Worley shared the ordinance will comply with a recommendation from the state auditor. Ordinance 2023-25 will move to a second reading at the July 13, 2023 council meeting.

Resolution 23-29 A Resolution authorizing the safety and service director to advertise, solicit bids, and enter into contract with the lowest and best bidder for the development of Roberts Lane

DISCUSSION: Safety and Service Director Brianne Abbott spoke to Resolution 23-29. The legislation will allow the city to solicit bids and accept the lowest and best bid for the Roberts Lane extension project. Suspension of the three-reading rule is requested to comply with grant timeline requirements that have been received and to comply with the engineer's timeline.

MOTION: Jo Sanborn moved to suspend the three-reading rule for Resolution 23-29, seconded by Adam Wilkin. Vote: Don Storer-yes, Adam Wilkin-yes, Dan Baucher-yes, Jason Brown-yes, Jo Sanborn-yes, Greg Maurer-yes, Mary Stanforth-yes. Resolution 23-29 three-reading rule suspended.

MOTION: Don Storer moved to approve and adopt Resolution 23-29, seconded by Jo Sanborn. Vote: Mary Stanforth-yes, Don Storer-yes, Adam Wilkin-yes, Dan Baucher-yes, Jason Brown-no, Jo Sanborn-yes, Greg Maurer-yes. Resolution 23-29 approved and adopted.

Resolution 23-30 A Resolution approving a 'then and now' certification by the City Auditor, pursuant to R.C. 5705.41(D)(1), for the payment of Ohio Public Works Commission (OPWC) debt, and declaring an emergency

DISCUSSION: City Auditor Dawson Barreras discussed Resolution 23-30 will approve a then and now certification to make a payment to OPWC debt. Mr. Barreras shared a payment was not taken during COVID, causing the additional payment to be made.

MOTION: Mary Stanforth moved to suspend the three-reading rule for Resolution 23-30, seconded by Adam Wilkin. Vote: Jason Brown-yes, Jo Sanborn-yes, Greg Maurer-yes,

Mary Stanforth-yes, Don Storer-yes, Adam Wilkin-yes, Dan Baucher-yes. Resolution 23-30 three-reading rule suspended.

MOTION: Mary Stanforth moved to approve and adopt Resolution 23-30, seconded by Jo Sanborn. Vote: Adam Wilkin-yes, Don Storer-yes, Mary Stanforth-yes, Greg Maurer-yes, Dan Baucher-yes, Jason Brown-yes, Jo Sanborn-yes. Resolution 23-30 approved and adopted.

Resolution 23-31 A Resolution adopting a new fixed asset policy for the City of Hillsboro

DISCUSSION: Auditor Dawson Barreras shared Resolution 23-31 will adopt a new fixed asset policy for the City of Hillsboro. The policy will change the capitalization threshold from \$1,000.00 to \$5,000.00. Councilmember Jason Brown asked how the change in policy will affect selling used equipment, such as the recently sold skid steer. Barreras answered the equipment would still be considered a fixed asset. Resolution 23-31 will move to a second reading at July 13, 2023 council meeting.

Ordinance 2023-26 An Ordinance approving a plan of operation and governance for the municipal electric aggregation program of the City of Hillsboro and declaring an emergency

DISCUSSION: SSD Brianne Abbott advised Ordinance 2023-26 will allow the city to adopt the plan of operation for implementation of electric aggregation that passed in the May primary election. Suspension of the three-reading rule and declaring an emergency is requested to allow the city sufficient time to apply for approval and certification from PUCO, select a supplier and begin the aggregation program.

MOTION: Adam Wilkin moved to suspend the three-reading rule for Ordinance 2023-26, seconded by Jason Brown. Vote: Jo Sanborn-yes, Greg Maurer-yes, Mary Stanforth-yes, Don Storer-yes, Adam Wilkin-yes, Dan Baucher-yes, Jason Brown-yes. Ordinance 2023-26 three-reading rule suspended.

MOTION: Jason Brown moved to approve and adopt Ordinance 2023-26, seconded by Don Storer. Vote: Jo Sanborn-yes, Jason Brown-yes, Dan Baucher-yes, Adam Wilkin-yes, Don Storer-yes, Mary Stanforth-yes, Greg Maurer-yes. Ordinance 2023-26 approved and adopted.

Ordinance 2023-10 An Ordinance repealing sections 36.075 and 116.20 of the codified ordinances of the City of Hillsboro pertaining to the City's lodging tax and declaring an emergency

DISCUSSION: Law Director Randalyn Worley discussed Ordinance 2023-10 will allow the city to comply with Ohio Revised Code regarding lodging tax. Ms. Worley advised the legislation is pursuant to an AG opinion requested by Highland County Prosecutor Anneka Collins. Ms. Worley emphasized the importance to follow the law.

MOTION: Jason Brown moved to suspend the three-reading rule for Ordinance 2023-10, seconded by Jo Sanborn. Vote: Don Storer-yes, Adam Wilkin-yes, Dan Baucher-yes, Jason Brown-yes, Jo Sanborn-yes, Greg Maurer-yes, Mary Stanforth-yes. Ordinance 2023-10 three-reading rule suspended.

MOTION: Jason Brown moved to approve and adopt Ordinance 2023-10, seconded by Don Storer. Vote: Jo Sanborn-yes, Jason Brown-yes, Mary Stanforth-yes, Greg Maurer-yes, Adam Wilkin-yes, Dan Baucher-yes, Don Storer-yes. Ordinance 2023-10 approved and adopted.

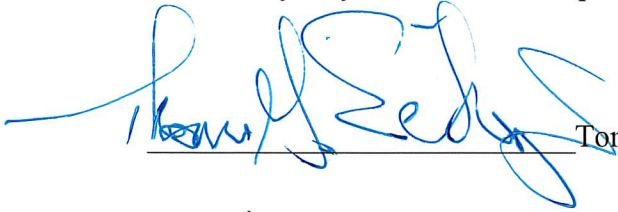
Ordinance 2023-27 An Ordinance making appropriations transfers for the City of Hillsboro, Highland County, Ohio

DISCUSSION: Auditor Dawson Barreras discussed Ordinance 2023-27 will allow a transfer to make the payment for OPWC.

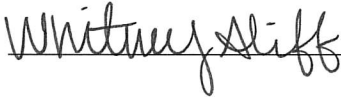
MOTION: Mary Stanforth moved to approve and adopt Ordinance 2023-27, seconded by Don Storer. Vote: Dan Baucher-yes, Jason Brown-yes, Jo Sanborn-yes, Greg Maurer-yes, Mary Stanforth-yes, Don Storer-yes, Adam Wilkin-yes. Ordinance 2023-27 approved and adopted.

NEW BUSINESS:

ADJOURN: Adam Wilkin moved to adjourn, seconded by Jo Sanborn. Vote all yeas. Council adjourned at 7:56 p.m. The next scheduled meeting of the Hillsboro City Council is Thursday July 13, 2023 at 7:00 p.m. at Municipal Courtroom 130 Homestead Avenue.



Tom Eichinger, President



Whitney Aliff, Clerk

The Finance Committee met on Wednesday, May 24, at 6pm in the City Building. The purpose of the meeting was to discuss the funding project for Railroad/Beech Street. Those in attendance were Adam Wilkin, Greg Maurer, Tom Eichinger, Kirby Ellison, Shawn Adkins and Mary Stanforth. Kirby had previously gone over the funding for this project and there were no adjustments. Greg Maurer made a recommendation that council pass the resolution pertaining to the Railroad/Beech Street project and Adam seconded. All committee members voted in favor. Greg made a motion to adjourn, Adam seconded. Meeting was adjourned at 6:05.

Respectfully submitted,

Mary Stanforth

Finance Chair

Attachment #1

The Zoning and Annexation Committee met on Thursday May 18th in the city hall lobby at 130 North High St. to discuss sign code changes proposed by the city planning commission. The meeting was called to order at 6:45PM and present were committee members Mary Stanforth, Don Storer, and myself. The changes were basically the same as what we had discussed at our prior committee meeting but were now finalized by the planning commission. Mary Stanforth made a motion to recommend the changes to council with Don Storer second, all in favor. At 6:46PM Don Storer made a motion to adjourn with Mary Stanforth second.

Respectfully Jason Brown,
Zoning and Annexation Committee Chair

Attachment #2

The Community Enhancement Committee met Monday, May 15th at 6:15pm at city hall. Committee members present at the meeting were myself, Jason Brown, and Dan Baucher. Mayor Justin Harsha, Safety Service Director Brianne Abbott, Economic Development Coordinator Lauren Walker, Public Works Superintendent Shawn Adkins, and Administrative Assistant Whitney Aliff were also present.

Jason Brown motioned and Dan Baucher seconded to recommend to enter into contract with the lowest bid which was from Howland Asphalt to resurface the tennis court and basketball court at Railroad Street Park and to suspend the three reading rule to allow work to begin immediately.

Jason Brown made the motion and Dan Baucher seconded to request a special council meeting to be held Thursday, May 18th at 6:30pm at city hall to consider legislation for the resurfacing of Railroad Street Park.

I motioned and Jason Brown seconded requesting legislation be written up to propose \$55,000 be moved from the Contingency Fund into Recreation to pay for the resurfacing as well as new basketball rims for the park.

Dan motioned to adjourn the meeting and Jason seconded at 6:38pm.

Respectfully submitted by Jo Sanborn, Community Enhancement Chair

Attachment #3