

## **HILLSBORO CITY COUNCIL MEETING**

**September 14, 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 and Law Director Randalyn Worley.

### **ROLL CALL**

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

MOTION: Mary Stanforth moved to excuse councilmember Greg Maurer and SSD Brianne Abbott, seconded by Adam Wilkin. Vote: all yeas. Greg Maurer and SSD Brianne Abbott excused.

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

### **MINUTES**

There were no corrections to the August 17, 2023 regular council minutes. They were approved as submitted.

### **MONTHLY REPORTS**

The August 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.

**PUBLIC REQUESTS:** None

### **COMMUNICATIONS:**

Notification regarding a clerical error from 8/17/2023 meeting. Resolution 23-35 for the North High Street Lead Service Line project has been corrected and changed to Resolution 23-38.

### **CITIZENS' COMMENTS:**

Heather Hughes, owner of uptown business, requested information on alternative options for the ODOT pedestrian project. Council president Tom Eichinger shared the city administration has contacted ODOT and if any changes have been proposed the information is unknown. Mr. Eichinger requested Ms. Hughes contact the city administration for further details.

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

Ms. Abbott was absent and excused from the September 14, 2023 meeting. A report was provided to all councilmembers. Council president Tom Eichinger requested any questions be directed to clerk Whitney Aliff regarding the SSD report.

### **STANDING COMMITTEE REPORTS**

#### **FINANCE COMMITTEE**

**(Mary Stanforth, Chair)**

- Wage & Pay Scale review/recommendations for Elected Officials

- Meeting held 9/6/2023 at 6PM. Mary Stanforth read meeting minutes. See attachment #1.
- Treasury Investment Board Review

## **PARKS**

**(Don Storer Chair)**

- Parks Department
- City Pool

No meeting. No questions asked.

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

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

A meeting was held on 9/4/2023 at 7PM to discuss comp time maximum and payout, health insurance and overtime. Dan Baucher read meeting minutes. See attachment #2.

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

- Designated Outdoor Refreshment Area (DORA)
- Johnson Street One-Way Proposal
- Safety & Security – City Parks

No meeting. No questions asked. Chair Adam Wilkin noted the committee will meet 9/20/2023 to discuss safety and security at city parks and the Johnson Street one-way proposal.

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

- Electricity Aggregation Program

No meeting. No questions asked. Council President Tom Eichinger shared residents will begin to receive opt-out letters from Energy Harbor.

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

- Sign Code
- Zoning Map Amendments
  - Meeting held 9/4/2023 at 6PM. Jason Brown read meeting minutes. See attachment #3.

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

- Ice Skating Rink
- Pickleball

No meeting. No questions asked.

## **UNFINISHED BUSINESS**

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

Ordinance 2023-28 An Ordinance amending section 155 of the codified ordinances of the City of Hillsboro pertaining to signs

DISCUSSION: No discussion was had.

MOTION: Jason Brown moved to approve and adopt Ordinance 2023-28, seconded by Don Storer. Vote: Mary Stanforth-yes, Jason Brown-yes, Jo Sanborn-yes, Don Storer-yes, Dan Baucher-yes, Adam Wilkin-yes. Ordinance 2023-28 approved and adopted.

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

Ordinance 2023-32 An Ordinance to establish a one-way street (Johnson Street) in the City of Hillsboro

DISCUSSION: The one-way proposal is currently in the street and safety committee and will be discussed at the upcoming committee meeting. Ordinance 2023-32 will move to a third reading at the October 12, 2023 council meeting.

Ordinance 2023-35 An Ordinance to adjust compensation for certain city employees

DISCUSSION: Council President Tom Eichinger shared administration is seeking to update the pay scale for the position of parks director. Councilmember Mary Stanforth requested to review the job description. Mr. Eichinger shared council has no role with contents of the job description.

MOTION: Mary Stanforth moved to suspend the three-reading rule for Ordinance 2023-35, seconded by Adam Wilkin. Vote: Don Storer-yes, Jo Sanborn-yes, Mary Stanforth-yes, Adam Wilkin-yes, Jason Brown-yes, Dan Baucher-yes. Ordinance 2023-35 three-reading rule suspended.

MOTION: Mary Stanforth moved to approve and adopt Ordinance 2023-35, seconded by Adam Wilkin. Vote: Adam Wilki-yes, Don Storer-yes, Dan Baucher-yes, Jason Brown-yes, Mary Stanforth-yes, Jo Sanborn-yes. Ordinance 2023-35 approved and adopted.

Ordinance 2023-36 An Ordinance repealing sections 32.038, 32.040, 32.042, and 32.043 of the codified ordinances of the City of Hillsboro

DISCUSSION: Law Director Randalyn Worley noted Ordinance 2023-36 will align the code of ordinances with the police department agreement. Ordinance 2023-36 will move to a third reading at the October 12, 2023 council meeting.

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

Ordinance 2023-39 An Ordinance amending section 34.17 of the codified ordinances of the City of Hillsboro pertaining to the Clerk of Council

DISCUSSION: Council President Tom Eichinger shared Ordinance 2023-39 will update an old ordinance allowing the clerk of council to be paid bi-weekly. Ordinance 2023-39 will move to a second reading at the October 12, 2023 council meeting.

Ordinance 2023-40 An Ordinance modifying the zoning classification of parcel 25-14-101-003.00

DISCUSSION: Tom Eichinger discussed Ordinance 2023-40 is the parcel councilmember Jason Brown reported on from the zoning and annexation committee meeting. No questions were asked. Ordinance 2023-40 will move to a second reading at the October 12, 2023 council meeting.

Ordinance 2023-41 An Ordinance amending certain language referencing the tax commissioner and deputy tax commissioner in the codified ordinances of the City of Hillsboro

DISCUSSION: Law Director Randalyn Worley shared Ordinance 2023-41 is regarding to the tax commissioner and deputy tax commissioner position. Ms. Worley noted the Ohio Revised Code refers to the position as the Income Tax Administrator and the Deputy Income Tax Administrator. Ordinance 2023-41 will update the language in the current code. Ordinance 2023-41 will move to a second reading at the October 12, 2023 council meeting.

Ordinance 2023-42 An Ordinance making appropriation transfers for the City of Hillsboro, Highland County, Ohio

DISCUSSION: Council President Tom Eichinger discussed Ordinance 2023-42. The legislation will allow the city to transfer funds to pay to repair a traffic signal cabinet.

MOTION: Don Storer moved to approve and adopt Ordinance 2023-42, seconded by Jason Brown. Vote: Mary Stanforth-yes, Dan Baucher-yes, Jo Sanborn-yes, Don Storer-yes, Adam Wilkin-yes, Jason Brown-yes. Ordinance 2023-42 approved and adopted.

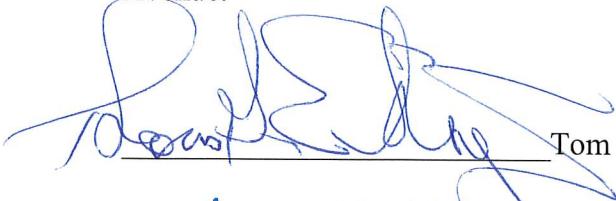
Ordinance 2023-43 An Ordinance making supplemental appropriations for the City of Hillsboro, Highland County, Ohio

DISCUSSION: Council President Tom Eichinger discussed Ordinance 2023-43. The legislation will allow the city to appropriate funds to pay for repairs on a traffic signal cabinet.

MOTION: Don Storer moved to approve and adopt Ordinance 2023-43, seconded by Adam Wilkin. Vote: Mary Stanforth-yes, Jason Brown-yes, Dan Baucher-yes, Jo Sanborn-yes, Adam Wilkin-yes, Don Storer-yes. Ordinance 2023-43 approved and adopted.

#### **NEW BUSINESS:**

**ADJOURN:** Don Storer moved to adjourn, seconded by Adam Wilkin. Vote all yeas. Council adjourned at 7:21 p.m. The next scheduled meeting of the Hillsboro City Council is Thursday October 12, 2023 at 7:00 p.m. at Municipal Courtroom 130 Homestead Avenue.



Tom Eichinger, President



Whitney Aliff, Clerk

The Finance Committee met on Wednesday September 6, 2023 at 6:04pm at the city building. Those attending were Adam Wilkin, Greg Maurer, Mary Stanforth, Jason Brown, Shawn Adkins and Dawson Barreras. The purpose of the meeting was to discuss Ordinance 2023-34. The ordinance was to increase the salary of the auditor. During the August Council Meeting this ordinance was tabled at the first reading.

The average salary of the auditor in Ohio is \$64,740. The committee discussed rewriting the ordinance to adjust the auditor's salary. Greg made a motion to increase the salary of of the City Auditor to \$64,740. Adam seconded. All yeas. I will meet with the law director before this ordinance comes to council.

Motion was made to adjourn by Adam, Greg seconded The meeting was adjourned at 6:22p.

Respectfully submitted,

Mary Stanforth

Finance Chair

Attachment #1

The Civil Service/ Employee Relations Committee held a meeting on September 5th, 2023 at 7pm at the city building to continue discussion on the Hillsboro Policy and Procedures Manual - comp time, health insurance and overtime. In attendance were myself, Don Storer, Mary Stanforth, Randalyn Worley, Tom Eichinger and Shawn Adkins.

At our previous meeting on comp time, Shawn asked that we consider increasing comp time from 80 hours to 120 hours to save the city money on overtime. Mary made a motion to recommend to council to increase comp time to 120 hours with no payout. Don second. All in favor.

Next topic was overtime. After discussion of section 5.05 - overtime of the policy and procedures manual, Mary made a motion to recommend to council to change "Paid time off will be considered active pay status for the purpose of calculating overtime" to "Paid time off will be considered active pay status for employees on call for the purpose of calculating overtime. Don second. All in favor.

Last item was insurance. We discussed eligibility and concerns.

I made a motion to adjourn. Don second. All in favor. Meeting was adjourned at 8pm.

Respectfully Submitted,  
Dan Baucher  
Civil Service/ Employee Relations Chair

Attachment #2

The Zoning and Annexation Committee met on Tuesday September 5th in the city hall lobby. I called the meeting to order at 6pm and present were committee members Mary Stanforth, Don Storer, myself, and Bill Sims from Planning Commission. The purpose of the meeting was to discuss a zoning change for 6959 St. Rt 124 from "Business C" to "Residential B". Bill Sims spoke on Planning Commissions conversation with the owner and his issue trying to find interested buyers with the current zoning and that the layout of the property would be better fit for "Residential B" zoning. Don made a motion to recommend the zoning change to full council and Mary seconded, all in favor.

The meeting was adjourned at 6:15pm

Respectfully Jason Brown,

Zoning and Annexation Committee Chair

Attachment #3