

**HILLSBORO CITY COUNCIL MEETING**  
**Hillsboro Municipal Court – 130 Homestead Drive**

**January 8, 2018**

At 7:00 p.m., Council President Lee Koogler called the Hillsboro City Council meeting to order. The following were present for the meeting: Mayor Drew Hastings, Mel McKenzie, Safety and Service Director; Gary Lewis, Auditor; and Heather Collins, Clerk.

**ROLL CALL**

Adam Wilkin, Brandon Leeth, Wendy Culbreath, Ann Morris, Claudia Klein, Mary Stanforth and Justin Harsha were present.

President Koogler led the council in prayer and Mayor Hastings led the Pledge of Allegiance.

**MINUTES**

The minutes submitted for the Public Hearing on November 6, 2017 were incomplete. President Koogler explained that this was an error and they would be resubmitted at the February meeting.

President Koogler started out the meeting by explaining that he had retained Heather Collins to be the new clerk of council, as Debbie Sansone had given her resignation back in October. He publicly thanked Mrs. Sansone for her service as clerk and expressed that his thoughts and prayers are with her during this time.

**MONTHLY REPORTS**

There were no questions about the December 2017 monthly reports and President Koogler read the reports by title only: Auditor, Code Enforcement, Income Tax Bureau, Police, Public Works (includes Street Department), Wastewater Treatment, Water Meter, Water Office, and Water Treatment.

**PUBLIC REQUESTS**

No public requests.

**COMMUNICATIONS** No communications.

**CITIZENS' COMMENTS** No comments.

**COMMUNICATIONS FROM THE MAYOR (Drew Hastings, Mayor)**

Mayor Hastings welcomed all new members of council. He asked for prayers for his assistant, Debbie Sansone, as her husband passed away over the weekend. She will more than likely not be in the office for a while and the office will be a little out of sorts for a few weeks. He explained that he had seen two different city councils since taking office. He has noticed that sometimes council members do not know where to turn for answers. He expressed that his office is always open and council members could use him more often, if they wanted to. Council Members, in general could make much better use of him. He then went into explaining that councils role is legislation, if they have questions

about that, President Koogler would be who they would go to. If members needed budgetary information, reports generated, etc., they would go to the Auditor. "Understand that the annual budget is built by the Administration and implemented mostly by the Auditor once it is submitted and approved." He explained that he is just a guest at these meetings and sometimes that is lost to some people, particularly the public. Council has to deal with things, just by your presence here, and because I am here. Lastly he said that his role over the last 6 years has been "to make hard decisions, that's kind of how he came into office, that is his nature." To him, he "feels that really what he has done is making it easier for council to make hard decisions." He feels that a lot of what has been accomplished over that last few years is because he has asked questions that need to be asked and talking about various issues that were like the elephant in the room and not shying away from big project. He expressed that administration and council have accomplished a lot over the past 6 years and if they would like to embark on something to please let him know. He again expressed his welcome to the new members of council.

No questions were asked of the Mayor in regards to his report.

### **SAFETY AND SERVICE DIRECTOR'S REPORT**

Mr. McKenzie started out welcoming new and returning council members. He said that he was excited for 2018 for the City and expressed that it will be a busy year continuing the growth, development and revitalization of our community. A few of these undertakings will include major resurfacing, critical infrastructure rehabilitation, parks and trails upgrades and sidewalk replacement. He explained that he would like to discuss the sidewalk replacements specifically. He reported that the State of Ohio gave us the ability, by ORC 727.01, to assess the adjacent property tax of adjacent lot or lands for the construction of multiple improvements, i.e. sidewalks. Because it is a new procedure for the City of Hillsboro, he has had multiple discussions with the Mayor, the Law Director and the Auditor in regards to the previous projects that have been completed on the East side of the 200 block of South High street; the West side of the 200 block of South East Street; the South side of the 100 block of East Walnut Street; the North side of the 100 block of East South Street; the North High pathway and the East side of the 100 block of South High Street. An agreement has been made that these properties will not be assessed. Furthermore, any amount of money that has been paid by the property owners will be reimbursed. The City is financially able to cover the cost because of previously funded projects. Unfortunately the City will not be able to regain any money from the previous projects because of procedure errors made by the previous SSD. My goal and driving mindset as the current SSD is to be informed, fair and just in my decision making processes and to follow the letter of the law, even when that decision is not a popular one. The conversations I have had with city officials, embody that same mindset. In prior years the procedures related to the handling of the sidewalk notifications were incorrect. Thus to avoid the development or further spread of distrust and discontentment among community members, I am advocating for the decision of not assessing the properties in the formerly mentioned areas that were previously effected by constructions. With that said, with the support and help of Mr. Beery, I have conducted extensive research into the legal path for property assessment due to improvements set forth by the ORC. This evening, Council President, I request that you task the Street and Safety Committee and/or the Community Enhancement Committee with the discussion regarding the

sidewalk program that I will present. This will start the proper procedures for sidewalk replacements and a prosperous new year for the City of Hillsboro and its citizens. Thank you for your time.

President Koogler placed sidewalk replacement program into the Street and Safety Committee and the Community Enhancement Committee. He expressed that the two committees would work together.

### **AUDITOR'S REPORT (Gary Lewis, Auditor)**

Mr. Lewis presented the year-to-date fund report and the year-to-date bank report to Council. The reports show a balance of \$6,679,830.81 in various accounts in the form of demand deposits, savings, and investments.

**MOTION** Ms. Morris moved, seconded by Mr. Harsha, to accept the Auditor's reports. There was no further discussion. Vote: all yeas. Council accepted the report.

Mr. Lewis explained the legislation he recommended to Council:

- The first resolution, deals with the city's annual transfer resolution that was first submitted in December, 2017 with the regular expense budget. He noticed that the transfers for the new fund, 220 Storm Sewer Maintenance Fund were not there. It was a glitch within his spreadsheet.
- The other resolution deals with items that were not picked up within the annual expense budget ordinance. They were included within the expense budget spreadsheet, that the committee worked with to approve, but were not included within the approved ordinance.

There were no questions for Mr. Lewis.

**PLANNING COMMISSION (Mayor Hastings)** Mayor Hastings had no report for last month. He stated it was due to the council clerk change and Mrs. Sansone's absence. Thomas Eichinger, Planning Commission Chairman, spoke up. He reported that there were no voted decisions in the December meeting. There was discussion in regards to getting an intern and an outside consulting firm to help the commission with the "Master Plan."

### **STANDING COMMITTEE REPORTS**

**FINANCE COMMITTEE (Justin Harsha, Chair)** *No report*

**PROPERTY MAINTENANCE AND RESTORATION (Ann Morris, Chair)** *No report.*

Ms. Morris stated that there was no meeting. But mentioned that the Colony Theatre is moving along, weather permitting. The Property Maintenance and Restoration Committee and Community Enhancement Committee are still working together in

regards to Parks and Recreation and developing an Entertainment district for uptown. She did ask Mayor Hastings if the CIC had anything to report about the Cumberland project. He explained that the CIC was completely open to doing and overseeing the project. The SSD is in the process of getting a survey and he is working on getting engineering drawings to do specs on the building. He said that the building would be a “Vanilla box” or a utilitarian building that would be a functional warehouse building, just in case the City would get the building back. Ms. Morris asked if Terrell Cumberland would be involved in the spec drawing decision and the Mayor said that he would.

**CIVIL SERVICE AND EMPLOYEE RELATIONS COMMITTEE (Mary Stanforth, Chair) No report.**

President Koogler asked the SSD if he knew where the committee stood in regards to the new employee manual. Mr. Mckenzie stated that it was on the final revision. President Koogler requested that Mr. Mckenzie let Mary Stanforth, the new chair of the committee, know when the final revisions were complete, so she could call a meeting.

**STREET AND SAFETY COMMITTEE (Adam Wilkin, Chair) No report.**

**UTILITIES COMMITTEE (Brandon Leeth, Chair) No report.**

**ZONING AND ANNEXATION COMMITTEE (Wendy Culbreath, Chair) No report.**

**COMMUNITY ENHANCEMENT (Claudia Klein, Chair) No report.**

Ms. Klein mentioned that the committee would be having a meeting soon.

**UNFINISHED BUSINESS No unfinished business.**

**PASSAGE OF ORDINANCES AND RESOLUTIONS (THIRD READING)**  
*No legislation.*

**SECOND READING OF ORDINANCES AND RESOLUTIONS**

- **Resolution No. 17-49** A resolution to join the Paint Creek Joint EMS/Fire District.

President Koogler requested that the ordinance stay on for a second reading due to this being the new council members first meeting. He stated that it would give everyone a chance to be brought up to speed on the issue.

**FIRST READING OF ORDINANCES & RESOLUTIONS**

- **Resolution No. 18-01** A resolution to increase appropriations in various funds.

**MOTION** Ms. Klein moved, seconded by Mr. Wilkin to amend the legislation. Vote: all yeas Council approved the amendment as follows: Section three of the legislation will be replaced with section two and Section Two will be replaced with Section Three. Council approved the amendment.

**MOTION** Mr. Harsha moved, seconded by Ms. Klein, to approve the legislation. Vote: all yeas. Council approved and adopted the amended resolution.

- **Resolution No. 18-02** A resolution for the transfer of various funds for Fiscal year 2018.

**MOTION** Ms. Klein moved, seconded by Ms. Culbreath, to approve the resolution. Vote: all yeas. Council approved and adopted the resolution.

- **Resolution No. 18-03** A resolution authorizing the City of Hillsboro to prepare and submit an application to participate in the Ohio Department of Natural Resources Recreational Trails Program (RTP), and to execute contracts as required.

President Koogler expressed that time was of the essence in regards to this Resolution and the following Resolution. This would allow the Administration to apply for grant funding. This resolution in particular would be for a bridge out in the Liberty Park/ Shaffer park area. The bridge would go across Clear Creek and would connect the two parks. Mr. Lewis expressed that once the bridge was in, “all kinds of expansion to our trails could happen.” Mr. Leeth asked where the bridge would be located because he knows that the area floods often. Mr. Lewis said that it would be around the intake dam but, due to the area flooding, the bulk heads of the dam would need to be built up. President Koogler said that it never hurts to seek funding when it is available.

**MOTION** Ms. Klein moved, Mary Stanforth seconded, to suspend the three reading rule. Vote: all yeas. Council approved to suspend the three reading rule.

**MOTION** Mr. Harsha moved, seconded by Ms. Klein, to approve the resolution. Vote: all yeas. Council approved and adopted the resolution as an emergency.

- **Resolution No. 18-04** A resolution authorizing the City of Hillsboro to prepare and submit an application to participate in the Clean Ohio Trails Fund (COTF) and to execute contracts as required.

After being questioned by Mr. Leeth, Mr. Lewis explained that the grant is called a reimbursement grant and all funds will be reimbursed after the

grant was finalized. Mr. Lewis expressed that the city would not do anything until after they found out if they had received the grant.

**MOTION** Ms. Morris moved, seconded by Mr. Harsha, to suspend the three reading rule. Vote: all yeas. Council approved to suspend the three reading rule.

**MOTION** Mr. Leeth moved, seconded by Vote: all yeas. Council approved and adopted the resolution as an emergency.

## **NEW BUSINESS**

President Koogler addressed that Mr. Dick Donley, previous council member, was the City of Hillsboro's liaison with Paint Creek Joint Fire District. After discussion with Mel McKenzie Due to Mr. Donley no longer being on council, council would need to decide who could represent the City during their meetings. Mr. Harsha asked when the meetings took place, and President Koogler explained that the meetings would always take place in the evening and that he would not need to be present for all meetings. Mr. Harsha then offered to be the liaison.

President Koogler went on to address the issue of President Pro-Tempore. Council members would need to vote on this and this person would conduct the council meetings in the event that President Koogler would be absent. He asked if anyone was interested. A nomination was made from Ms. Klein that Ms. Morris be that liaison. Mr. Harsha raised his hand and nominated himself to be the liaison.

President Koogler asked if either of the two nominees did not want to be the liaison, no one replied. President Koogler then called for a vote. The vote went as follows

Brandon Leeth: Justin Harsha  
Adam Wilkin: Justin Harsha  
Wendy Culbreath: Ann Morris  
Ann Morris: Abstain  
Claudia Klein: Ann Morris  
Mary Stanforth: Justin Harsha  
Justin Harsha: Abstain

Mr. Harsha will be the liaison for the City of Hillsboro at the Paint Creek Joint Fire District Meetings.

## **ADJOURN**

**MOTION** Ms. Klein moved, seconded by Ms. Morris, to adjourn Vote: all yeas. Council adjourned at 7:43 p.m.

The next scheduled meeting of the Hillsboro City Council is Monday, February 12, 2018 at 7:00 p.m. in the Hillsboro Municipal Court. .

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Lee Koogler, President

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Heather Collins, Clerk