

VILLAGE OF HEBRON

COMBINED COUNCIL COMMITTEES MEETING MINUTES

November 16, 2022

6:00 pm

This meeting was held both remotely and in person.

Pledge of Allegiance

Mayor Layton asked everyone to stand for the Pledge of Allegiance.

Roll Call

Councilmembers in attendance: Council President Dr. Valerie Mockus, Councilmembers Stacy Stoner, Paige Seymour, Kenney Nauer, Randy Wolf and Annelle Porter.

Others in attendance: Mayor James Layton, Village Fiscal Officer/Interim Administrator Deborah Morgan, and Clerk of Council/Administrative Assistant Christina Furbee.

Others in attendance remotely: Bonnie Miller

Visitors: None

Acknowledge Visitors

Mrs. Morgan said there are no in-person visitors in attendance.

Visitor Comments

None

Pending Legislation

Mrs. Morgan read the titles of pending legislation to be presented at the October 26, 2022 Council Meeting.

Pending Legislation

Current legislation:

ORDINANCE 25-22-AN ORDINANCE TO MAKE APPROPRIATIONS FOR FISCAL YEAR 2023 EXPENSES AND OTHER EXPENDITURES FOR THE VILLAGE OF HEBRON, STATE OF OHIO, DURING THE FISCAL YEAR ENDING DECEMBER 31, 2023-Third Reading

ORDINANCE 27-22 - AN ORDINANCE TO AMEND A SECTION OF THE CODIFIED ORDINANCES OF THE VILLAGE OF HEBRON, OHIO TITLED GENERAL SEWER USE REQUIREMENTS PURSUANT TO 933.02 AND DECLARING AN EMERGENCY-Second Reading

Upcoming legislation

Solicitor Services

Engineering Services

2023 Employee Compensation

Committees:

Finance/Audit

Mrs. Morgan said she issued a check to ODOT for the Waterline West Project. She said if the Village gets the loan, this will be the first draw on that loan.

Safety

Mr. Wolf said a Fire District board meeting was held and the purpose of the meeting was to pay remaining bills for the Refugee-Canyon Joint Fire District. Dr. Mockus noted the Refugee-Canyon Joint Fire District website has not yet been taken down.

Mrs. Morgan said there are some questions about the titles for fire equipment that were signed over to the Village of Hebron from Refugee-Canyon Joint Fire District. Mr. Wolf said the West Licking Fire District believes the titles should be transferred to them, as part of their agreement when the transfer from Refugee-Canyon Joint Fire District took place. Mrs. Morgan said the contract states "The Village shall permit the District to use all equipment and vehicles in the Village's possession and currently used for Fire and EMS services in the Village on the effective date of this MOU. In consideration of using this

equipment the District shall be responsible for maintaining, replacing, repairing, etc. the equipment as needed. The District shall also be responsible for providing appropriate insurance for the vehicles and equipment. These obligations shall continue as long as the Village is a member of the District. Upon the Village ceasing to be a member of the District the obligations of the District shall terminate and the District shall deliver possession of the equipment still in service at that time to the Village.” There was some discussion about equipment ownership, expectations, repairs, and surplus. Mayor Layton said he will call the Village Solicitor to see what should be done.

Public Works/Utility Services

West North Street Trees

Mrs. Morgan said a resident at 820 W. North Street has five trees that they feel the Village of Hebron should take care of. They said a tree company provided a quote stating that three of the trees need to be trimmed, and two need to be removed. Mrs. Morgan said she asked the Public Works Superintendent to contact an arborist to have the trees evaluated.

Utility Billing

Mrs. Morgan said the Utility Billing Coordinator estimated some water/sewer utility accounts due to some meters not reading properly, and some discrepancies were created in the process. She said Water Superintendent Jason Figgins volunteered to do a complete audit of the billing system and he has done a thorough job of evaluating all of the accounts. Mrs. Morgan said Mr. Figgins put together a spreadsheet of the errors he found in the billing system and he is working with the Utility Billing Coordinator to fix the issues. Mrs. Morgan said some residents have experienced higher bills. She said a log has been kept and some credits are being applied when appropriate. Mrs. Morgan said she hopes the issues will be resolved by the next billing cycle, and Mr. Figgins will oversee at least the next two billing cycles. Mayor Layton said anyone with concerns should contact the Utility Billing Coordinator. He said the Village will have MuniLink, the water billing software company, provide an 8-hour on-site training and a 4-hour online training, as the Utility Billing Coordinator did not receive this training when she was hired. He believes the training will help Ms. Boyce be more efficient in her position. Mrs. Morgan said she feels confident that all the issues will be resolved.

Mayor Layton said the Village is working through various issues. He said someone called with complaints about the lighting at the softball field and the Village is looking for funds to help fix the issue, as it is very costly.

Property Discussion

Mrs. Morgan said the Village is looking to have five acres of property west of the Village appraised with the hope of purchasing the land to construct a water tower or whatever might be needed in the near future. She said the Village Engineers recommended the Village look into purchasing the property for future needs. Mrs. Morgan said this item may be appropriate for an Executive Session discussion at a future Council Meeting.

Planning & Visioning

Mayor Layton said Jim Lenner facilitated a meeting last night about the Village’s Comprehensive Plan. He said great thoughts were shared and there are many properties being looked at. Mrs. Stoner thanked Mrs. Furbee for sharing Mr. Lenner’s report with Council.

Mrs. Morgan said three public hearings have been scheduled for December 5th, to be held at the beginning of the Planning & Zoning Meeting. She said the public hearings are regarding a Billboard, Hopewell Cottages, and a site plan development for Canal Crossing. She said Community Development Assistant Bonnie Miller is working on scheduling, and advertising for, another public hearing for a variance request regarding sidewalks on Cumberland Street. Mrs. Morgan said there are a couple other meetings scheduled and she looks for more site plans to come in.

Other Items not listed

Local Businesses Open House

Dr. Mockus said the hope is to offer an Open House targeted toward local businesses to facilitate a Meet and Greet with the new Fire Staff. She said West Licking Fire District Chief Magers has indicated he is open to it. Mrs. Morgan suggested reaching out to him to see what they want to do and follow their lead.

Mrs. Porter said a company across the street from the Hebron Post Office is for sale and appears to be empty. Mayor Layton said the business has moved and they are trying to sell the building.

Committees Design

Dr. Mockus said there has been some previous discussion about no longer having a Personnel Committee for the Village. She said in 2020, a different Committees design structure was in place, and she believes Council is in support of having a Personnel Committee, as there is not an internal Human Resources Department. She also asked if Council might support separating Public Works & Parks/Recreation from Water and Water Reclamation, as they are now combined into the Public Works/Utility Services Committee. She said previously, each Councilmember had the responsibility of Chairing a specific Committee. Mayor Layton said Mrs. Porter sent him a proposal and he will forward it to Council. Mayor Layton said he will follow Council's direction regarding what Committees to create, and then appoint the members at the Annual Organizational Meeting in January. Dr. Mockus said she appreciates that Mayor Layton asks Council who would be interested in serving on each Committee.

Administration Position Restructuring Discussion

Mrs. Morgan said recent talk has been focused on hiring a new Village Administrator as soon as possible, but she suggested first hiring a new Community Development Coordinator to do Zoning and Code Enforcement and work with the Community Development Assistant, before filling the Village Administrator position. She said the previous Community Development Coordinator was handed a lot of duties that were outside of her realm, so she suggests making sure potential new Village Administrators know the job scope so that they do not put their duties on the Community Development Coordinator. Mrs. Morgan said Jim Lenner of Neighborhood Strategies is currently handling Planning, and Brian Coghlan of V3 Companies, Ltg is handling floodplain regulations. Mrs. Porter said this is an ideal time to rebuild the departments and employees. She said she would like to see teamwork in solving the Village's issues. Mrs. Morgan said Mrs. Miller has been doing a great job facilitating things for Planning & Zoning. Mr. Nauer said he agrees with the proposed changes to the hiring plan. Mrs. Seymour said she would be in favor of contracting out what we feel is necessary to fill the positions. Mayor Layton said workforce zoning has doubled and it will continue to grow. There was some discussion about the previous Community Development Coordinator duties vs current needs.

Mrs. Morgan asked for Council's guidance and said advertising and posting the positions is next, but Council will need to decide on a salary.

Mrs. Porter said she would like to consult a headhunter to find an Administrator. Dr. Mockus wondered what number of people in the County are actually qualified to do the Community Development Coordinator job and suggested posting it further than just Licking County. Mrs. Morgan said the pay for the previous Community Development Coordinator increased because of the number of various duties that were placed on her. Mrs. Seymour said she would be willing to help Dr. Mockus with research to gather pay information for other Villages, and then set a pay range. Dr. Mockus suggested utilizing the information provided by the Ohio Municipal League. Mrs. Morgan suggested Council consider a pay range between \$52,000 and 60,000 for the year. This item will be added as a Council Action Item on a Council Meeting agenda.

Mrs. Porter asked if Council can expect consistent reports from Mr. Lenner. Mayor Layton said the 6-month contract with Mr. Lenner ended but he will still do Planning for the Village on an hourly rate. He said Mr. Lenner apologized for not getting his report to Council

sooner; he has been overwhelmed with the amount of work he has taken on. Mayor Layton said Mr. Lenner will send a new proposal for services to Council.

Open Discussion

Dr. Mockus passed around a thank you card from the Pie Committee in charge of the recent Annual Pie Festival.

Dr. Mockus said during previous discussions leading up to the transition from the Refugee-Canyon Joint Fire District to West Licking Fire District, there was a lot of reticence about relinquishing the fire equipment to the West Licking Fire District. She said she, Village residents, previous Councilmember/Refugee-Canyon Joint Fire District Board Member Rich Moore, and maybe others, felt better about Hebron retaining the equipment. She said there was reference to this discussion in the May 18, 2022 Combined Council Committees Meeting minutes and she believes the modification in the agreement was made intentionally.

Dr. Mockus said she would like to speak to Clerk of Council/Administrative Assistant Furbee about participation in this year's United Way campaign.

Dr. Mockus said the Hebron Historical Society will have an Open House at the "Chouse" (a former church transformed into a residence) from 12-4pm. She said the cost will be \$5 per person and will be used as a fundraiser for the Hebron Historical Society. She asked everyone to share the information.

Dr. Mockus thanked Mrs. Morgan for her insight about the open positions.

Mr. Wolf asked how often the codified ordinances are updated, as the Council Meeting times and Village Roster need to be updated. Mrs. Morgan said the codified ordinances are typically updated at the beginning of each year.

Mrs. Morgan said she and Mrs. Furbee have been discussing possibly starting an internal newsletter for employees. She said they tossed around ideas such as an Employee Highlight section and a "Did You Know" section.

Mayor Layton said the Mayors Message column on the Village website needs updated. He said Council is welcome to write a blurb to be added to the website if they wish.

Visitor Comments

None

Adjourn

Mrs. Seymour moved to adjourn the meeting at 7:29pm, second by Dr. Mockus. A roll call vote was taken with all Councilmembers present voting in favor.

_____(on file)_____
Mayor James Layton

Attest:

_____(on file)_____
Deborah Morgan, Village Fiscal Officer