

# ***VILLAGE OF HEBRON***

## COMBINED COUNCIL COMMITTEES MEETING MINUTES

September 21, 2022

6:00 pm

This meeting was held both remotely and in person.

### **Pledge of Allegiance**

Village Administrator John Trujillo asked everyone to stand for the Pledge of Allegiance and to remain standing to remember Georgia Motes who recently passed away.

### **Roll Call**

Councilmembers in attendance: Dr. Valerie Mockus, Paige Seymour, Kenney Nauer, Randy Wolf and Annelle Porter. Councilmember Stacy Stoner was not in attendance, it was noted that her absence was excused.

Others in attendance: Mayor James Layton, Village Administrator John Trujillo, Fiscal Officer Deborah Morgan, Chief of Police Larry Brooks, and Sgt. Tony Oliver

Others in attendance remotely: Bonnie J. Biller

Visitors: Alexis Fitzsimmons and Hayley Feightner from Grow Licking County, Logan Harrah, representative from Flock Camera System

### **Acknowledge Visitors**

Mr. Trujillo introduced Alexis Fitzsimmons and Hayley Feightner from Grow Licking County.

### **Visitor Comments**

Alexis Fitzsimmons and Hayley Feightner of Grow Licking County addressed members of Council and provided a PowerPoint presentation outlining Grow Licking County's mission and highlighted many things that Grow Licking County has been actively working on. Items of discussion throughout the presentation were: Economic development trends in Licking County, how "requests for information" from companies are handled, statistics of how many "requests for information" has been received, highlighting how many were directed to The Village of Hebron, area housing issues, workforce issues, and transit needs. Ms. Fitzsimmons and Ms. Feightner detailed the increased sense of urgency and interest from outside developers and how this has changed since the announcement of Intel. It was noted that Hebron sites were recommended 22 times and 2 site visits came from those recommendations. After the presentation was completed Administrator Trujillo opened the floor to Councilmembers for questions. Councilmember Dr. Valerie Mockus stated that part of the reason why Council wanted Grow Licking County to come was to explain the benefit to paying the extra amount above the basic membership prices. Ms. Fitzsimmons stated they are happy to provide more assistance when needed, because of that additional investment. Working with Jim Lenner, of Neighborhood Strategies, to formulate what direction the Village wants to row in is a positive step, Ms. Fitzsimmons went on to state that Grow Licking County is there to help execute the plans that the Village makes. It is not within their bandwidth to make the plans, but working within the Village to create the plans and then Grow Licking County will help execute those plans. Ms. Fitzsimmons stated that Grow Licking County will help the Village with their economic development goals, but it is the Village that will need to decide what those goals are. Ms. Fitzsimmons congratulated the Village of Hebron on recognizing the need to set those goals and working with Jim Lenner to get to the point the Village is now.

### **Pending Legislation**

Current legislation:

**ORDINANCE 17-22** AN ORDINANCE APPROVING THE PROJECT INVOLVING THE INTERSECTION OF US 40 (MAIN STREET) AND HIGH STREET IDENTIFIED AS PID NO. 109934, LIC CR 79 00.00-Third Reading

**ORDINANCE 19-22** – AN ORDINANCE TO CREATE A WATER CAPITAL PROJECT FUND SO THE VILLAGE MAY RECEIVE FUNDS RELATED TO THE DIVISION OF ENVIRONMENTAL AND FINANCIAL ASSISTANCE (DEFA) LOAN FOR THE WATERLINE WEST PROJECT-Second Reading

ORDINANCE 20-22 – AN ORDINANCE TO CREATE A WATER DEBT SERVICE FUND SO THE VILLAGE MAY SERVICE PAYMENTS RELATED TO THE DIVISION OF ENVIRONMENTAL AND FINANCIAL ASSISTANCE (DEFA) LOAN FOR THE WATERLINE WEST PROJECT-Second Reading

**ORDINANCE 21-22** – ORDINANCE FOR ZONING RECOMMENDATION – WAITING ON DRAFT FROM SOLICITOR OFFICE-First Reading

**RESOLUTION 22-13** – A RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR-First Reading

**Committees:**

**Finance/Audit** (*Valerie Mockus-Chair, Stacy Stoner, Randy Wolf*)

Reparations to Township

Fiscal Officer Deborah Morgan distributed documents to Council regarding the reparation amounts to the township. Mrs. Morgan stated that she wanted to clarify, as there may have been some confusion. Mrs. Morgan explained that the Village will receive more proceeds due to the recent .8 mill inside levy addition, in the amount of \$67,021, however, that will be the only additional amount, in connection with the conforming of the boundaries. By conforming the boundaries, the change was on the Township, as they will lose levy funds. Therefore, the Village is required to pay reparations to the Township over a 12-year period. The documents that was distributed were reviewed and discussed. Mrs. Morgan also distributed a copy of the ORC section (ORC 709.19) regarding reparation payback. Administrator Trujillo questioned if Attorney Pete Griggs has reviewed this information. Mrs. Morgan stated that this information from the Auditor has not been sent to Attorney Griggs yet. Administrator Trujillo stated that he feels Attorney Griggs should review it, Mrs. Morgan agreed. Attorney Pete Griggs will be notified to set up a time to review and discuss.

Fiscal Officer Morgan informed Council that Resolution 22-13, the resolution accepting the amounts and rates from the County, has a deadline to reach the County Auditor's Office by October 1<sup>st</sup>, therefore, the need to waive the readings and passing the resolution at the next Council meeting is needed.

Budget 2023 Process & Timeline Discussion

Fiscal Officer Deborah Morgan reported that all departments submitted the 2023 Budget/Appropriation Requests and she has prepared rough drafts of the budget. A meeting with all departments has been scheduled for tomorrow September 22nd to review. After that review she will work to prepare a final 2023 budget/appropriation to present to the Finance Committee for review. A tentative date of September 29th was reported as a possible date for this meeting with the Finance Committee.

Council President Dr. Mockus stated that since Councilmember Wolf is a new member, would there be any interest in having a mock finance meeting, as was done for a previous new member. Mrs. Morgan stated that she is willing to do that, if there is interest. Mr. Wolf stated that he did not feel that was necessary. Mrs. Morgan noted that all council members are welcome at this finance committee meeting, as it will be appropriately advertised.

**Safety** (*Kenney Nauer-Chair, Randy Wolf, Paige Seymour*)

Police – Flock Camera System Representative

Chief Larry Brooks reported to Council that this presentation is about license plate readers. Chief Brooks is interested in placing four cameras in the Village, one at each corporation line on Rt. 79 and at Rt. 40. Chief Brooks explained that the cameras are not face recognition cameras, it is just plate readers telling them the criminal history of the registered owners. The cameras are programmable and they are searchable. Chief Brooks further explained some of the benefits of this system and what it could provide as a crime fighting tool for the police department. Chief Brooks introduced Logan Harrah from Flock Camera System. Mr. Harrah provided a PowerPoint presentation, this presentation explained how and why this system and company was formed. The presentation also outlined the following: How the cameras/LPR's (License Plate Readers) work, the information that can be provided, how the police can program to search for images from the cameras, it is a motion based and infrared camera, the cameras follow all federal laws, they do not keep any personal information, they are not used for traffic enforcement, data is never stored beyond 30 days, alerts from cameras can be sent to the officers within 7 to 15 seconds, and other benefits of this system. Examples of how this camera system helped other agencies were given. It was also explained that information received from the system can be shared with other agencies, when indicated by the Chief. Councilmember Nauer questioned if Buckeye Lake has this system, Mr. Harrah stated that he is in talks with Buckeye Lake and he is hopeful that they will soon. Mr. Harrah explained some more of the details of what this camera system can provide. Protecting privacy was discussed. Mr. Harrah stated that all the information is not owned by the company, it is owned by the Village's police department. All data is secured, and the system can be audited. The safety features were explained further. Councilmember Porter questioned, who if anyone is their competition. Mr. Harrah stated that there isn't an LPR camera company like them. Their camera system is more advanced, then previous LPR models. Councilmember Porter questioned the cost of this program. Mr. Harrah stated that the cost of this program is the same for every department. The cost is \$2,500 per camera per year, with a \$350 installation fee per camera. The \$350 installation fee is a one time set up fee. Chief Brooks stated that he is looking to have four (4) cameras, which would be a total of \$10,000, plus the installation fees for each camera. Fiscal Officer Morgan questioned the Chief if he had placed these figures in his 2023 budget request that was submitted. Chief Brooks stated that he did have those figures included. Chief Brooks stated the cameras are maintenance free, the company handles all maintenance. Councilmember Seymour wanted to know if they could be moved. Mr. Harrah stated that there is a \$750 fee to move a camera once it has been installed. Mr. Harrah stated that the company will work with the department to make sure they have the appropriate location selected, they stress the importance of planning the placement of the cameras. Right-of-way permitting was discussed, Mr. Harrah stated that all permits, if required, will be obtained prior. A written notification must be received by the company stating the requirements or no requirements of a permit before any installation team would arrive.

After the presentation was completed Chief Brooks stated that he feels this is a good program and would like to ask Council for their support for the program. It was stated that this item will be placed on the agenda for the next Council meeting on September 28<sup>th</sup>, as an action item.

**Public Works/Utility Services** (*Annelle Porter-Chair, Kenney Nauer, Paige Seymour*)

Storm Water Utility Discount for Non-Profits

Council President Dr. Mockus stated that she has observed what was proposed only helps two of the six non-profits in the Village and she is not sure if anyone else cares about the topic. Councilmember Seymour questioned Dr. Mockus on her concerns. Dr. Mockus stated that she serves on these strapped non-for-profits and we ask them do these things in our community because we don't want to ask our government to do these things in our community and they are strapped for cash. Dr. Mockus stated that she worries that this would make it just that much harder to survive. Councilmember Seymour wanted to know what Dr. Mockus would recommend. Dr. Mockus stated that she would be thrilled if they

could give the non-profits a 50% discount. Administrator Trujillo stated that the non-profits that would qualify would receive a 70% discount. The memo received by Solicitor Untied concerning this storm water utility was reviewed in relation to non-profits and briefly discussed. Administrator Trujillo stated that he understands the concerns for the non-profits but explained the reasons why they would need to pay something, in order that they could also receive the benefit of the storm water utility. Councilmember Porter questioned who manages the ERU and how is it determined. Administrator Trujillo stated that it is done through the GIS system, they work from a photo to determine it. Dr. Mockus stated that she hears and understands what they are saying about contributing and paying the 1 ERU, and hopes that 1 ERU would cover the cost of the program. She understands the five being a cut-off but that would still leave 4 non-profits. A rough figure of \$32.00 was determined to be an average amount charged for the non-profit calculation. Councilmember Seymour stated that the amount of \$32.00 is not terrible but she has not worked in the financial end of a non-profit, therefore, is not sure if that amount would be an issue.

### **Planning & Visioning** *(Stacy Stoner-Chair, Valerie Mockus, Annelle Porter)*

#### **Water Line Extension**

Administrator Trujillo reported that a meeting was recently held with EPA. Discussion on the training that they are asking 50% of Council to take was discussed. Mayor Layton stated that Councilmember Randy Wolfe has already taken the classes. A brief discussion was held on details of the online classes. Mr. Layton stated he would send out the information. Councilmember Wolf stated that the information in these classes are a must for Council, it is very informative concerning water lines and how things work. It was also stated that the EPA's reasoning behind asking for Council participation on this training is due to the loan forgiveness, they want the legislative body to be informed and active in this process. Councilmember Seymour wanted to know the deadline to have these classes completed. Administrator Trujillo stated that it was October 1<sup>st</sup>.

### **Other Items not listed**

#### **Administration Position Restructuring**

Administrator Trujillo stated that the restructuring is mostly in job descriptions, also going from salary to hourly. Mr. Trujillo stated that he would ask that this be on the next agenda as an action item and would ask that a motion be made to create these positions and make the necessary changes. Mayor Layton, stated that we would be creating one position. Councilmember Porter wanted to know where this person's workspace could be located. Discussion was held with the subjects of utilizing the Fiscal Officer and Income Tax Administrator's office part-time and eventually adding more space by utilizing some of the lobby area. The physical location of where added personnel would have a workspace was discussed further.

Council President Dr. Valerie Mockus stated that in her organization, if they were going to do this they would provide a before and after organizational chart. Information regarding what percentage of job X would be going here what percentage is going there should also be provided. Dr. Mockus stated that for her to make a good decision she wants to make sure that we are not moving a bunch of responsibility from a person that is already full time and then take a significant amount of labor from another position and move that to the same spot. Dr Mockus stated that those are some things that she would need to look at to feel good about voting for this.

The job description of the proposed Economic Planner was discussed. Administrator Trujillo reported that he and Public Works Superintendent CJ Ward would be sharing the duties of the storm water and Brian Coghlan from V3 would be handling the flood plain management, as a way of spreading out the duties of what former employee Linda Nicodemus was handling. Having Jim Lenner, of Neighborhood Strategies, to lean on would also assist as well. Councilmember Porter questioned if these positions would be hourly or salary. Administrator Trujillo stated that all proposed positions would be hourly. Discussion was held on hourly versus salary, with concerns about the Economic Planner being hourly voiced by

Councilmember Wolf and Councilmember Porter. Councilmember Porter voiced her concerns of the elimination of the Personnel Committee. Mrs. Porter stated that what they are hearing now is, this is being done and that is being done and Council has no input, its like it is a done deal until they get to vote, and Council has not had any input and this does not jibe with her. She is not sure how the rest of Council feels, but she thinks it is important to have the Personnel Committee re-established. Administrator Trujillo stated that he thought this is what they are doing now. Councilmember Porter stated that they were not asked about hourly versus salary. Mayor Layton clarified that no one has been asked to vote on anything. Councilmember Seymour stated that we should have so much trust in the Administrator and Mayor to handle the normal office duties, they know or should know what everyone is doing in the office and they should have trust that they know what is needed. Mrs. Seymour stated that she understands that sometimes trust isn't as easy but she believes that they hired and voted for these people to do their jobs and should have trust in them. Councilmember Porter clarified to Mrs. Seymour that she did not insinuate that she didn't have trust in them. Administrator Trujillo stated that discussion can be held at any time and if they want to sit down to discuss these issues would be fine.

The issue of the proposed position of the Economic Planner being hourly was further discussed with Councilmember Porter and Councilmember Wolf stating that it would be better if the position be salary, their reasons were discussed. It was stated that the Administrator would review that and come up with a salary range for the position. Council President Dr. Mockus stated that if she would be doing this she would do the math of how many hours former employee Linda Nicodemus worked and calculate that out, how that translates to moving that to people who have never done that job. There would be a learning curve, it would take them longer and they would have to establish relationships with people they have never worked with before. When you translate that from a salary position to an hourly position, you would have to control for those additional hours. Councilmember Porter stated that she would like to see this investigated. Administrator Trujillo stated that the reason he presented this position as hourly is due to speaking with Jim Lenner, who stated that this position is typically hourly. Administrator Trujillo stated that he would review information and come up with a salary range for this position and once he has these completed he will email them to Council for their review before the next meeting.

Administrator Trujillo stated that as we continue to grow the need for the addition of a billing person is critical. Administrator stated that with what is going on he has told Zoning Assistant Bonnie Miller to pull back on the code enforcement and only respond to complaints at this time. Council President Dr. Mockus wanted clarification that this will be a short-term solution. Administrator Trujillo stated yes, it would only be a short-term solution.

Fiscal Officer Morgan wanted to know if there was any feedback from Council concerning the proposed addition of another utility billing position. The reasons for the proposal of adding another person was discussed. It was stated that due to the increased amount of homes and the work involved, such as adding new accounts, setting up appointments for work orders, and processing those work orders were discussed. Fiscal Officer Morgan explained how administration positions are paid in regards to fund accounting. Mrs. Morgan stated that currently the back up for the Utility Billing Coordinator position is the Administrative Assistant/Clerk of Council position. Which currently the employee in that position is on medical leave, therefore, leaving no backup for the Utility Billing Coordinator. When the Administrative Assistant/Clerk of Council does need to step in to cover, it pulls them away from their normal duties. Having a dedicated back-up to the utility billing position is a recommendation. Mrs. Morgan expressed her concerns on a financial level with having no back-up in that position.

Councilmember Porter questioned the number of proposed positions. Administrator Trujillo clarified it would be one new position. Mr. Trujillo also mentioned the concern of having the extra person helping in utility billing on an auditing perspective. More details of the utility billing position duties were discussed further.

Council President Dr. Mockus wanted to know if anyone has talked to the current Zoning Assistant Bonnie Miller to see if she wants this new proposed zoning/code enforcement position. Administrator Trujillo stated that he has discussed it with her. Bonnie Miller was on line and she stated that she has not been privy to a lot of the conversations so she does not know what this job description that has been proposed, she does not know what she would be doing. Mrs. Miller stated that she has not been doing the assistant job for quite some time. Former employee Linda Nicodemus had been moving her into more zoning and doing all code enforcement. Mrs. Miller stated that she has been doing zoning for a while, and she is not aware of what has been said or what has been put on a document, she has no input. Administrator Trujillo questioned Mrs. Miller on her comfortability in doing the zoning and code enforcement duties. Mrs. Miller stated that she is comfortable in it, she is human and she will make mistakes, but she learns from them and tries not to make the again. Mrs. Miller also stated that she feels comfortable in that position.

#### Council Committees

Mayor Layton stated that new committees would be formed at the end of the year. Mayor Layton wanted to know if that was an ok timeframe. Council President Dr. Mockus stated that she felt that would be a reasonable approach. Mayor Layton requested that Council give him what committees they want to be on and what committees they feel they want.

Discussion was held on what constitutes a quorum regarding the committee meetings and council meetings. Mayor Layton stated that he will confirm these discussions with our solicitor.

#### **Open Discussion**

None

#### **Visitor Comments**

None

#### **Adjourn**

Councilmember Wolf moved to adjourn the meeting at 8:46 p.m., seconded by Council President Dr. Mockus. A roll call vote was taken with all Councilmembers present voting in favor.

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James Layton, Mayor

Attest:

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Deborah Morgan, Village Fiscal Officer