

**VILLAGE OF HEBRON  
COUNCIL MEETING MINUTES  
April 27, 2022**

This meeting was held both remotely and in person.

**CALL TO ORDER**

Mayor Layton called the meeting to order at 6:00pm

**PLEDGE OF ALLEGIANCE**

Mayor Layton asked everyone to join in the Pledge of Allegiance.

**ROLL CALL**

Councilmembers in attendance: Councilmembers Paige Seymour, Kenney Nauer, Annelle Porter, and Rich Moore.

Mayor Layton said Council President Dr. Valerie Mockus, Councilmember Stacy Stoner were excused from this meeting.

Councilmembers attending remotely: None

Others in attendance: Mayor James Layton, Village Administrator John Trujillo, Village Solicitor Wesley K. Untied, Village Fiscal Officer Deborah Morgan, Public Works Superintendent Cliff (CJ) Ward, and Clerk of Council/Administrative Assistant Christina Furbee.

Visitors: Randy Wolf, Emma Brown, Keith Mitchell, Erica Mitchell, Jacki Mitchell

Remote Visitors: Patty Costello, Chris Clancy, Brian Coghlan, Jace Purdue, Chris Tucker

**ACKNOWLEDGE VISITORS**

None

**NOTICE: MEETING DOCUMENTATION**

Mayor Layton said the minutes for this meeting are being recorded and a written summary will be available by request at a later date.

**DEPARTMENT HEAD REPORT- Public Works**

Public Works Superintendent Cliff (CJ) Ward provided his report and discussed items the Public Works Department has been working on, including a radar sign, mulching at the parks, BWC trainings, welcome signs at Village entrances and new vendor for cold mix.

Mr. Ward said he met with V3 Engineering Company on Hamilton Avenue to discuss the drainage and sidewalk project. He said a survey is needed to determine the elevation and drop from Warden Street to the culvert. Mr. Ward provided a cost estimate for South Hamilton Avenue drainage improvements. He said \$100,000 was appropriated for Hamilton Avenue sidewalks, and he would now like to reappropriate the funds for Hamilton Avenue sidewalks and drainage.

Mrs. Morgan said during the budget discussion when \$100,000 was appropriated for the Hamilton Avenue culvert project, Council stated the funds were only to be used if our grant application was approved. Mrs. Morgan said there is currently \$25,000 allocated for drainage improvements, but as the Village was not selected for the grant funds, Council would need to move to use the \$100,000 for the sidewalks and drainage on Hamilton Avenue. Mayor Layton said we reapplied for grant funding, but if awarded, the funds will not be available until next year.

Mrs. Porter expressed concern about having pavement laid and then having to reopen it. Mr. Trujillo said the Village has some waterline projects coming up, and some of those streets need to be paved, so the Village would hold off on paving until later. He said he is working with the Village engineers to establish better utility coordination in areas where any cutting will need to be done.

Mayor Layton said we will be looking for a motion at the next Council Meeting to reappropriate the \$100,000 .

Mr. Ward said Public Works staff walked along Main Street to see damage caused by the contractor who installed underground fiber. He said he has been in contact with the contractor and repairs have been started.

Mr. Ward said the new truck for the Public Works Department was received last week. He said the Hope Drive extension is in the final stages and the Strawser Company is constructing a new crosswalk on Burch Street.

Mr. Ward said his staff members attend pretreatment/stormwater inspections with V3 Engineering Company.

He said Talon Gerber's last day of employment was April 8<sup>th</sup>, and the Village conducted three Equipment Operator I interviews yesterday and ultimately promoted Hunter Hall from laborer to Operator I, so there are now two positions open in the Public Works Department.

The locks at the parks were changed out to electronic locks, with the leagues contributing a 50% cost share with the Village. New trash cans and dog waste stations were added to the parks, as well as new signs, and a new cemetery sign.

At the request of Councilmember Seymour, a baby swing was added at Canal Park.

Asphalt grindings were added to the disc golf course, baseball fields, and around the bleachers.

All aluminum benches from National Trails Raceway were placed at Evans Park.

Mr. Ward said the Public Works Department is working on updating the cemetery map. Mr. Trujillo added they are also working actively to get this information added to the GIS system.

Mr. Ward said Water Superintendent Jason Figgins gave the Public Works Department a roller skeleton to utilize in the parks and cemetery.

Mrs. Seymour said she appreciates the efficiency of all the Public Works Department does.

Mr. Ward said some manhole lids were missing on Canal Road. He said Hunter and Jason moved the recycling bin at Canal Park last week to mow and found them all.

Council thanked Mr. Ward for coming and giving his report.

#### **APPROVAL OF MINUTES**

##### April 13, 2022- Special Council Meeting

Mrs. Seymour moved to approve the April 13, 2022 Special Council Meeting minutes as presented, second by Mrs. Porter. A roll call vote was taken with all Councilmembers present voting in favor.

##### April 13, 2022-Council Meeting

Mr. Moore moved to approve the April 13, 2022 Council Meeting minutes as presented, second by Mrs. Porter.

A roll call vote was taken with all Councilmembers present voting in favor.

#### **VISITOR COMMENTS**

None

Village Fiscal Officer Deborah Morgan said with the ARP money received, the Village of Hebron is required to have a procurement policy in place. She said she drafted guidelines to meet the State's requirements and where the requirements fell less than the Federal level, she matched it. She said Village Solicitor Wesley K. Untied approved the policy. She disbursed copies to Council and will send electronically as well. Mrs. Morgan said the Village has not received the second round of the ARP money yet; and we will utilize it as a standard revenue loss reduction. She is guessing we will receive it in the next two weeks or so.

#### **LEGISLATION**

##### **RESOLUTION 22-02- A RESOLUTION IN SUPPORT OF THE UPDATE OF THE COSHOCTON FAIRFIELD LICKING PERRY SOLID WASTE DISTRICT MANAGEMENT PLAN -Third Reading**

Mrs. Porter moved to adopt Resolution 22-02 as presented, second by Mrs. Seymour. A roll call vote was taken with all Councilmembers present voting in favor.

##### **RESOLUTION 22-05 - A RESOLUTION AUTHORIZING PARTICIPATION IN THE ODOT ROAD SALT CONTRACTS AWARDED IN 2022- First Reading**

Mr. Ward said the Village is asking for 125 tons of road salt this year, which equates to the average amount requested over the last five years. He said the Village currently has about 30-40 tons available. In order to meet the contract terms, Mr. Ward said we would need to order a minimum of 113 tons and no more than 138 tons.

**RESOLUTION 22-06-** A RESOLUTION AUTHORIZING THE VILLAGE OF HEBRON TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH THE LICKING COUNTY HEALTH DEPARTMENT-First Reading

Mayor Layton said this legislation has to do with a crosswalk the Village is funding. Mr. Ward said in February 2022, we learned that the Village was going to be awarded with a grant in the amount of \$6800 to help improve Village sidewalks, crosswalks, and pedestrian safety. Mr. Ward said he and Mrs. Nicodemus met with Brianna Bretzfelder of the Licking County Health Department and Creating Healthy Communities (CHC) in March. After conversation with Bri and Alex from the Licking County Area Transportation Study, it was recommended we reconstruct the Burch Street crosswalk, due to the curb ramp directing pedestrians into the middle of five lanes of traffic. He said it will also help in lining up the crosswalk for a potential sidewalk across the cemetery.

Mr. Ward said he met with contractors to receive bid proposals and awarded the job to Strawser Paving, who is currently constructing the Hope Drive Extension. They were \$3,134 under the other bids as their concrete crew will already be in the area during the week of May 2<sup>nd</sup>, pouring the sidewalk on Hope Drive. Strawser's bid comes in under the \$6,800 grant from the LCHD. The remaining monies will go towards pedestrian crosswalk marking and warning signage at Burch Street.

**ORDINANCE 04-22-** AN ORDINANCE TO AUTHORIZE THE MAYOR TO ENTER INTO A CONTRACT WITH V3 FOR PROFESSIONAL ENGINEERING SERVICE FOR THE SOURCE WATER ASSESSMENT AND PROTECTION (SWAP) PROGRAM AND A NEW PUBLIC GROUND WATER WELL (PW-7) AND DECLARING AN EMERGENCY-First Reading

Mayor Layton said this legislation is presented as an emergency but there are not enough Councilmembers present to pass it tonight. Mayor Layton said this is part of the agreement for the Waterline West project. Mayor Layton said if timing is an issue, we may have to call a Special Council Meeting next week. Brian Coghlan of V3 Companies said this is something the Ohio EPA has been requesting for some time in regards to the Waterline West project. He said it will also be important for the Village's water supply.

**ORDINANCE 05-22-** AN ORDINANCE TO APPROVE CURRENT REPLACEMENT PAGES TO THE HEBRON CODIFIED ORDINANCES, AND DECLARING AN EMERGENCY-First Reading

**COUNCIL ACTION ITEMS**

Military Leave Option

Mrs. Morgan said a fulltime Village employee is being deployed. She said Officer Nethers has a little over 300 hours left of the amount the Village is obligated to pay during his deployment. Mrs. Morgan said the law states the Village can choose to pay differential pay, the difference between his pay from the Village and his military pay, not to exceed \$500 a month for up to 24 months. She said the other option the Village has is to pay 100% of his pay during his deployment. She said if Council chooses not to pay 100% of his pay, Officer Nethers would be considered to be taking a break in service and he can apply to have his pension paid back once his deployment ends. She said the Village pays 19% of his pension.

Mayor Layton said he recommended differential pay, as the Police Department will need to cover his position while he is gone.

Mrs. Porter moved to pay Officer Logan Nethers the difference between his pay from the Village and his military pay not to exceed \$500 a month, for up to 24 months, second by Mr. Nauer. A roll call vote was taken with all Councilmembers present voting in favor.

**DISCUSSION-Fire District Options**

Mayor Layton said he and Mr. Nauer met with Mr. Untied Monday to discuss the process of dissolving a Fire District. He said the Fire vehicles and building are being inspected. Mayor Layton said we need to decide on a final agreement.

Mrs. Seymour asked if the Fire District has to be dissolved before entering into an agreement with another entity. Mayor Layton said Mr. Untied is looking into what needs to be done. He said we want to be sure everyone knows what needs to be done before they vote.

Mr. Moore said the next Fire District meeting is May 12<sup>th</sup>.

Mr. Wolf said there are things that the equipment needs. Mayor Layton said Mr. Ward can assist with getting parts that are needed.

Mrs. Porter said the Fire Service discussion has been an enormous undertaking with many hours spent on it. She expressed appreciation to all involved.

#### **ADMINISTRATOR'S REPORT**

Mr. Trujillo submitted his report and said the Public Works Department has installed dog waste stations at Evans Park.

Mr. Trujillo said the Village met with the Port Authority to discuss the Seminary Ridge property. He said the Village also met with Dr. Gleichauf from Lakewood Schools.

Mr. Trujillo said the Water Reclamation Department is looking at the UV system going back online for this year. He said if anyone wants to take a tour, they will be able to see the UV system in operation.

Mr. Trujillo said the Village is looking into replacement signage for Fitch Bros Way.

Mr. Trujillo said when a set of plans comes in, every Department reviews those plans. He said the Village is trying to track how fast we can get through that process, and is gathering pricing information for a software (Blue Bean) that would enable all Departments to be on the same page and more efficient. Mrs. Porter asked if using the software would inhibit the departments from talking to each other and sharing information in a more personal manner. Mr. Trujillo said instead of a series of emails, the software brings everything into one area. He said staff meetings will still be held to talk about specifics. He said the Village has been averaging 2-3 staff meetings per month, and is also meeting with the Village engineering company at least once a month.

Mr. Trujillo said the Village has been getting a lot of metrics from Jim Lenner, such as ratios between home ownership and rentals. He asked if Council is interested in getting that information as it comes in. Mrs. Seymour said Council likes receiving as much information as possible. Mr. Trujillo said he will forward the information as it is received. Mrs. Porter requested to receive this information via hard copy. Mr. Trujillo said it will be distribute in the same manner as Council meeting packets.

#### **COUNCILMEMBER'S REPORTS**

Mrs. Porter said she is convinced there is a lot of work being done in the Village and it is being done very well.

Mrs. Porter said a citizen complained about being inundated by stray cats. Mayor Layton said there are too many cats at the Humane Society and Health Department, so they won't take them in anymore. Mr. Trujillo said he heard they may take them in and spay them and then release them.

Mr. Nauer said the welcome sign coming into the Village on Canal Road shines very bright from headlights at nighttime. He suggested the sign be angled.

Mr. Moore asked everyone to bear with him through some health issues he has been dealing with. He said he anticipates having to miss some meetings.

#### **MAYORS REPORT**

Mayor Layton thanked Mr. Wolf for his efforts as a concerned citizen and a member of the Fire Board.

#### **REVIEW OF EXPENSES**

Councilmembers acknowledged review of the list of expenditures. There were no questions or concerns about the expenses.

#### **VISITOR COMMENTS**

None

#### **MEETING/EVENT SCHEDULE**

May 2, 2022-6:30pm, Planning & Zoning Meeting, Council Chambers

May 11, 2022-6pm, Council Meeting, Council Chambers

May 14, 2022-8am-12pm, **Village Clean-Up**, Village of Hebron

May 17, 2022-**Chipper Day**, Village of Hebron

May 18, 2022-6pm, Combined Council Committees Meeting, Council Chambers  
May 25, 2022-5:30pm, Records Commission Meeting, Council Chambers  
May 25, 2022-6pm, Council Meeting, Council Chambers  
May 30, 2022-CLOSED for Memorial Day

Mrs. Seymour asked for a definition of Chipper Day and Clean Up Day. Mayor Layton said Chipper Day is when the Village picks up wood pieces around the Village. Clean Up Day is when residents can take trash and junk to a large roll off dumpster at the Public Works Department. Mayor Layton said the Village also helps clean up the community by participating in the River Round Up in September. Mrs. Seymour said she doesn't have trash to dispose of because the trash company the Village contracted with is so good.

**ADJOURN**

Mrs. Seymour moved to adjourn the meeting at 7:10pm, second by Mr. Moore. A roll call vote was taken with all Councilmembers present voting in favor.

\_\_\_\_\_ (on file) \_\_\_\_\_  
James Layton, Mayor

Attest:

\_\_\_\_\_ (on file) \_\_\_\_\_  
Deborah Morgan, Village Fiscal Officer