

VILLAGE OF HEBRON

COUNCIL MEETING

MINUTES

January 25, 2023

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

Hebron representatives in attendance: Mayor James Layton, Village Fiscal Officer/Interim Administrator Deborah Morgan, Village Solicitor Wesley K. Untied, Attorney Jarod Rose, Water Superintendent Jason Figgins, Community Development Coordinator Bonnie Miller, and Clerk of Council/Administrative Assistant Christina Furbee.

Hebron representatives in attendance remotely: Public Works Superintendent Cliff Ward Jr.

Visitors in attendance: Sean McMickle, Carson Showe, Scott Harold, and Tracy Sturgill

Remote Visitors: None

ACKNOWLEDGE VISITORS

Mayor Layton said there were no visitors in attendance.

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.

APPROVAL OF MINUTES

December 14, 2022 Council Meeting

Dr. Mockus moved to approve the January 11, 2023 Organizational Meeting minutes as presented, seconded by Mrs. Seymour. A roll call vote was taken with all Councilmembers present voting in favor.

Mrs. Seymour moved to approve the January 11, 2023 Council Meeting minutes as presented, seconded by Mr. Wolf. A roll call vote was taken with all Councilmembers present voting in favor.

VISITOR COMMENTS

None

DEPARTMENT HEAD REPORTS-Water Dept

Water Supt Jason Figgins provided his report and briefly discussed production, facility operations, department activities, completed/ongoing/upcoming projects, and notable issues.

Mr. Figgins presented a piece of connecting pipe that was originally installed in 1995. He said this pipe looks as good today as it did when it was installed. He said there is no scale build up, which is reflective of the quality of water running through the pipes.

Mr. Figgins said he has been working with the Interim Village Administrator and Utility Billing Coordinator to fix issues within the Utility Billing System. He said he is now 99% confident about the reliability of the bills that are currently being produced.

Mr. Figgins discussed the intense winter storm on December 23rd. He said the sub-zero temperatures caused the heater to fail and the plumbing at the East Main Water Tower to freeze within a matter of minutes. He said there were homes with pipes freezing and water leaks as well. Mrs. Morgan said due to the diligence of the staff, the leaks were found before the residents were even aware. Mr. Figgins said some of the pipes were in crawl spaces and exposed to outside elements. He suggested using items such as insulation, heat, heat tape, barriers to drafts, letting water drip, etc to help keep pipes from freezing. Dr. Mockus said sharing these tips and tricks with the community is important. She asked about Mr. Figgins' statement that we are using 30% of our water capacity. Mr. Figgins said the Water Treatment Facility is currently using 226 million gallons of water per year, but is capable of producing 788 million gallons of water in a year. He said the 622 thousand gallons a day average is 30% of what we are capable of producing. He said the facility operates at 52% of its capable rate: we are treating water at a rate of 850 gallons a minute, and are capable of treating 1500 gallons a minute. So we produce and treat water faster than what the demand calls for. Dr. Mockus added that our team is prepared and capable for any expansion. Mr. Figgins concurred.

Mrs. Porter asked about the relationship between Water and Water Reclamation capacities. Mr. Figgins said he does not know that answer at this time, and will look into it; however, he said for a variety of reasons, the sewer plant most often takes on more water than the water plant uses.

Mr. Figgins closed his report with a fun fact: the Village was pumping more water in 1999 than it is now, as a result of water efficient appliances.

LEGISLATION

RESOLUTION 22-17- A RESOLUTION AUTHORIZING THE MAYOR AND FISCAL OFFICER TO ENTER INTO AN AGREEMENT WITH NEIGHBORHOOD STRATEGIES LLC FOR ECONOMIC DEVELOPMENT SERVICES FOR THE VILLAGE OF HEBRON, LICKING COUNTY, OHIO, AND DECLARING AN EMERGENCY- **Third Reading**

Mrs. Seymour moved to adopt Resolution 22-17 as presented, seconded by Mrs. Porter. Mayor Layton said Mr. Lenner and Grow Licking County are working together. He said the most important item at this time is the Comprehensive Plan, and there is a good group of people working on that. A roll call vote was taken with all councilmembers present voting in favor.

RESOLUTION 22-18- A RESOLUTION AUTHORIZING THE MAYOR AND FISCAL OFFICER TO ENTER INTO AN AGREEMENT WITH BROSIUS, JOHNSON AND GRIGGS FOR CERTAIN LEGAL SERVICES FOR THE VILLAGE OF HEBRON, LICKING COUNTY, OHIO, AND DECLARING AN EMERGENCY - **Third Reading**

Mayor Layton said Brosius, Johnson and Griggs are working on the Waterline West project, and will possibly assist with some annexation work as well.

Dr. Mockus moved to adopt Resolution 22-18 as presented, seconded by Mrs. Porter. A roll call vote was taken with all councilmembers present voting in favor.

ORDINANCE NO. 01-23- AN ORDINANCE TO ELIMINATE PARKING ON THE WEST SIDE OF LAKEWOOD DRIVE, TO ERECT SIGNAGE DENOTING THE SAME AND MAKING VIOLATIONS OF THE SAME SUBJECT TO MUNICIPAL ORDINANCES-**Second Reading**

ORDINANCE 02-23 - AN ORDINANCE TO AWARD THE CONTRACT TO MOW ALONG STATE ROUTE 79 WITHIN THE VILLAGE OF HEBRON TO MOW-TIVATED MOWERS AND TO AUTHORIZE AND DIRECT THE MAYOR AND FISCAL OFFICER TO ENTER INTO AN AGREEMENT FOR SUCH SERVICE- **Second Reading**

RESOLUTION 23-01 - A RESOLUTION DECLARING A VILLAGE OF HEBRON 2003 HORTON CUTAWAY VAN PERSONAL PROPERTY NOT NEEDED FOR PUBLIC USE AND DECLARING THE VILLAGE'S INTENT TO DONATE THE SAME TO THE WEST LICKING JOINT FIRE DISTRICT – **Second Reading**

Mayor Layton said he will see if the Police Department has anything to surplus as well.

ORDINANCE 03-23- AN ORDINANCE WHEREBY THE VILLAGE OF HEBRON, OHIO ESTABLISHES ITS MEETING DATES, TIMES, AND LOCATION AND AMENDS ORDINANCE 121.01 TO REFLECT THE SAME- **First Reading**

RESOLUTION 23-02- A RESOLUTION DECLARING THAT THE CIVIL EMERGENCY DECLARATION IS HEREBY LIFTED - **First Reading**

Mayor Layton said a Civil Emergency was declared during the COVID-19 pandemic, but it was never lifted.

DISCUSSION ITEMS

Zoning Amendment Request – 129 N. High Street

Mrs. Miller said this amendment request is to allow for the development of Hopewell Cottages Phase 2. She said the Planning & Zoning Board recommended that Council approve the request.

Mr. Wolf moved to accept the recommendation of the Planning & Zoning Board to approve the zoning amendment request for 129 N. High Street, and to direct the Village Solicitor to draft legislation for this amendment, seconded by Mrs. Seymour. A roll call vote was taken with all councilmembers present voting in favor.

Street Signs

Mrs. Morgan said Superintendent Ward brought this item to the January 18th Combined Council Committees Meeting for Council to discuss, and it has been added to this agenda to give Council the option to decide if they want to act on it tonight.

Mr. Ward said the reason for the need to replace signage throughout the Village is because they have reached their limit on retro-reflectivity. He said the Ohio Department of Transportation is trying to enforce specifications on the size and style of the wording as well. They state the first letter must be a capital letter and the following letters must be lower case. Mr. Ward said most of the current street signs have all capital letters.

Mr. Nauer asked who will make the signs. Mr. Ward said he will get three quotes from vendors. He said the Village has used Osborn Signs in the past. Mr. Nauer asked if the same poles will be used. Mr. Ward said that is correct for now, though they may be changed out later.

Dr. Mockus moved to authorize the Public Works Department to purchase blue street signs with white letters and moving forward with the sign changes as presented by the Public Works Superintendent, seconded by Mrs. Seymour. A roll call vote was taken with all councilmembers present voting in favor.

State Bid/Beagle Hill (Drainage Pipes)

Mrs. Morgan said Mr. Ward discussed this item at the last Combined Council Committees Meeting and is working to obtain pricing information from Beagle Hill for drainage pipes. Mr. Ward said as of this morning, he has not yet received that information. He said Beagle Hill's pricing through state bid is usually about 10% lower than market rate.

COUNCIL ACTION ITEMS

Workplace restructure

Mrs. Morgan said Dr. Mockus asked that this item be placed on the agenda after she presented information at the last Combined Council Committees Meeting. Mrs. Morgan thanked Council for taking the time to listen to her proposal about restructuring the

Public Works, Water and Wastewater Departments, to create Assistant Superintendent positions in all three departments and realign the pay for all positions in those departments.

Dr. Mockus asked about the bottom-line differential. Mrs. Morgan agreed the bottom-line cost of implementing this proposal is negligible.

Dr. Mockus said we have staff in positions that take on responsibility for duties that are not recognized in their titles.

Dr. Mockus moved to approve the workplace restructure plan as presented by the Interim Administrator/Fiscal Officer, and to direct the Village Solicitor to draft the legislation, seconded by Mrs. Porter. A roll call vote was taken with all councilmembers present voting in favor.

CRS Community

Mrs. Morgan said the Hydrologic and Hydraulic (H&H) study that was previously completed changed the Village's floodplain map. She said that map will be filed with the Federal Emergency Management Agency (FEMA). Mrs. Morgan said the Village is working to become a Community Rating System (CRS) Community, which will help residents lower their costs for flood insurance. She said Mayor Layton will need to send in a letter stating the Village's interest in becoming a CRS Community. Mrs. Seymour asked what type of guidelines would need to be met in order to qualify. Mrs. Morgan said they will look at the Village's past history with flooding, and the Village Engineer will provide all of the information. Mr. Nauer asked how the Village plans to get the information out to residents. Mrs. Morgan said if the Village is successful in becoming a CRS Community, we will discuss the best way to get the information out to the public.

Mrs. Seymour moved to authorize the Mayor to sign a letter stating the Village's interest in becoming a Community Rating System (CRS) Community, seconded by Mr. Wolf. A roll call vote was taken with all councilmembers present voting in favor.

ADMINISTRATOR'S REPORT

Administration

Mrs. Morgan said the Village held Civility, Bullying and Harrassment training for employees. She said the training was successful and all staff, Council, Mayor and Solicitor attended. She said she will work on setting up future training opportunities as well.

Mrs. Morgan said all interior and exterior door locks on the Administration and Library sides of the Hebron Municipal Building have been changed. She said a digital entry pad will soon be installed on the Administration side, which will cut down on the cost of rekeying locks in the future.

Mrs. Morgan asked anyone who is interested to let her know they would like to attend the Licking County Chamber of Commerce Groundhog Breakfast.

Mrs. Morgan said the application deadline for the open Community Development Assistant position is this Friday. So far, the Village has received 32 applications.

Mrs. Morgan said the Planning & Zoning Board has scheduled a Public Hearing on February 6th for a zoning amendment request.

Public Works

Mrs. Morgan said new hire Chase Morgan starts February 6th as an Equipment Operator 1.

She said the Public Works crew is working hard to paint, organize and put in new flooring at their facility. She said their cleaning tasks are now completed on a rotation schedule.

Mrs. Morgan said the Public Works Department ordered and received a new push camera to investigate and inspect the storm system.

She said a 2023 paving plan and storm lines discussion was held with V3 Companies.

The wing walls on the east (exit) side of the Administration parking lot have been finished, and the work will be continued on the west (entrance) side.

Mrs. Morgan said 250 gallons of brine have been used so far this winter, and she received many compliments on the condition of the roads this morning. She said the dump truck will go in for service soon, due to a blown seal on the water pump; and the truck that received some damage in the recent winter storm is scheduled to be fixed by Coghlan on April 24th.

Mrs. Morgan said the Village received a sample walking map that the Licking County Health Department did for Newark. She said they have stated they will be happy to work with the Hebron Historical Society, and add historical sites to their proposed walking map for Hebron.

She said the Village will meet with Jim Lenner of Neighborhood Strategies, and Adrienne Eskins from Licking County's Planning Department, to discuss the possibility of utilizing Community Development Block Grant funds for sidewalks at Canal Park, as well as in front of the cemetery.

Water Reclamation

Mrs. Morgan said Water Reclamation Superintendent Tom Coleman will be meeting with Zemba Brothers tomorrow to discuss progress on the sewer cleaning and televising project.

She said the Water Reclamation Department will receive bids to remove blockage at Clean Harbor, and cleaning of the sand filters has begun.

Mrs. Morgan said some lights in the parking lot at the Water Reclamation Facility will be repaired.

COUNCILMEMBER'S REPORTS

Dr. Mockus asked who plows State Route 40. Mayor Layton said the Ohio Department of Transportation takes care of the state route. Dr. Mockus said a resident's mailbox was taken out, and he has reached out to ODOT and they were going to resolve it.

Dr. Mockus listed upcoming meetings and asked Councilmembers if they are able to attend. She said she will send out an email to all Councilmembers to review.

Mayor Layton said the recent Grow Licking County and Licking County Area Transportation meetings went well. He said he will forward information to Councilmembers.

Dr. Mockus asked if there are any updates about an issue with cars driving through residential yards. Mrs. Seymour said she will follow up tomorrow.

Dr. Mockus said she received confirmation about the West Licking Fire District Open House. She said the event will be held at the Hebron fire house on March 23rd at 10:00 a.m. and it would be good for the Village to post this information on the Village Facebook page and website, and invitations should also be sent to the industrial park.

Mrs. Stoner said the Village had a Comprehensive Plan meeting with Mr. Lenner last night. She said the meeting went well. She said traffic lights, etc, were discussed, among other topics. She said the meeting was interesting, and she is interested in seeing what he comes up with.

Mr. Wolf said West Licking Fire District Board member Mark VanBuren visited the Hebron fire house and suggested the Feb 9th Board meeting be held at that location. He said the meeting will be at 7pm that evening.

MAYOR’S REPORT

Mayor Layton said he attended the recent Licking County Area Transportation meeting. He said the Health Department came out and talked to us about funds they have available. Mayor Layton said he would like to try to revitalize the Hebron downtown area and Jim Lenner is working to try to find some money to help with that.

Mrs. Porter asked if alternate diagrams might be made. Mayor Layton said the plan was to use the current diagram as a baseline tool. He asked if there are any other ideas Council would like to explore and said the building owner has to participate in the planning. He said the current plan also includes dressing up the entrance to cemetery and a possible fence around the greenspace on the downtown corner lot.

REVIEW OF EXPENSES

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

VISITOR COMMENTS

Mr. McMickle asked about the process of presenting and approving legislation to amend zoning. He said the deadline to apply for funding is February 9th and they will need to submit a letter signed by Mayor Layton saying the legislation was passed to rezone the property. He requested the legislation be declared an emergency and Council consider waiving the three readings at the February 8th Council Meeting.

Mr. Wolf asked about obtaining rights-of-way and easements for the downtown paving project. Mrs. Morgan said the easements with Park National Bank and Duchess have been taken care of. Mayor Layton said a meeting is scheduled for Thursday at 3pm at the Duchess to discuss this further.

Mrs. Seymour asked if ODOT is doing part of our Waterline West Project at the SR 37 and US 40 intersection. Mrs. Morgan said ODOT is not doing any of our project work; the Village will do its work after their project is completed.

MEETING/EVENT SCHEDULE

- February 2, 2023-6pm, Annual Park Users Meeting, Council Chambers
- February 6, 2023-6:30pm, Planning & Zoning Meeting, Council Chambers
- February 8, 2023-6pm, Council Meeting, Council Chambers
- February 15, 2023-6pm, Combined Council Committees Meeting, Council Chambers
- February 20, 2023-CLOSED for Presidents’ Day
- February 22, 2023-6pm, Council Meeting, Council Chambers

ADJOURN

Mrs. Porter moved to adjourn the meeting at 7:19pm, seconded by Mr. Wolf. A roll call vote was taken with all Councilmembers present voting in favor.

_____(on file)_____
Dr. Valerie Mockus, Council President

Attest:

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