

Minutes  
Regular Council Meeting  
3 South Main Street  
Thornville, OH  
February 24, 2020

**Council Members:**

Kristina Roshon  
Lynne Snider  
Josh Hultgren  
Daria Carr  
Erica O'Neill  
Sterling Krout

**Other Village Officials:**

Dan Harmon, Mayor  
Traci Sturgill, Village Administrator  
Melissa Tremblay, Fiscal Officer  
Stephanie Reyher, Council Clerk

**Guests Present:** Dale Brussee, Sharon Brussee, Gina Kaetzel, Richard Buell

**Call to Order/ Pledge of Allegiance:**

Mayor Dan Harmon called the Village of Thornville Regular Council Meeting to order on February 24, 2020 at 7:00 p.m. by saying the Pledge of Allegiance.

**Roll Call:**

Roll Call taken was taken with Council President Kristina Roshon, Councilmember Lynne Snider, Councilmember Daria Carr, Councilmember Erica O'Neill, Councilmember Josh Hultgren and Councilmember Sterling Krout present.

**Motion to Amend the Business Agenda for Monday, February 24, 2020:** Mayor Dan Harmon requested a **Motion** to amend the Business Agenda for the Regular Council meeting on Monday February 24, 2020 to add accepting the Council President Kristina Roshon's new resignation letter, the election of the open council seat and the election of a new Council President . A **Motion** was made by Council President Kristina Roshon, and seconded by Councilmember Josh Hultgren. A roll call vote was taken with all members voting aye.

Kristina Roshon – aye  
Lynne Snider – aye  
Josh Hultgren – aye  
Daria Carr – aye  
Erica O'Neill – aye  
Sterling Krout - aye  
**Motion passed 6-0**

**Motion to Approve the Amended Business Agenda for Monday, February 24, 2020:** Mayor Dan Harmon requested a **Motion** to approve the amended Business Agenda for the Regular Council Meeting on Monday February 24, 2020. A **Motion** was made by Council President Kristina Roshon and was seconded by Councilmember Erica O'Neill. A roll call vote was taken with all members voting aye.

Kristina Roshon – aye  
Lynne Snider – aye  
Josh Hultgren -aye  
Daria Carr – aye  
Erica O'Neill – aye  
Sterling Krout – aye  
**Motion passed 6-0**

**Motion to Approve the Minutes from Special Council Meeting on January 23, 2020:** Mayor Dan Harmon requested a **Motion** to approve the minutes from the Special Council meeting on January 23, 2020. **Motion** was made by Councilmember Josh Hultgren and was seconded by Councilmember Erica O'Neill. A roll call vote was taken with all members voting aye.

Kristina Roshon – aye  
Lynne Snider – aye  
Josh Hultgren -aye  
Daria Carr – aye  
Erica O'Neill – aye  
Sterling Krout – aye  
**Motion passed 6-0**

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**Motion to Approve the Minutes from Regular Council Meeting on January 27, 2020:** Mayor Dan Harmon requested a motion to approve the minutes from the Regular Organizational meeting on January 27, 2020. **Motion** was made by Councilmember Josh Hultgren and was seconded by Council President Kristina Roshon. A roll call vote was taken with all members voting aye.

Kristina Roshon – aye  
Lynne Snider – aye  
Josh Hultgren -aye  
Daria Carr – aye  
Erica O'Neill – aye  
Sterling Krout – aye  
**Motion passed 6-0**

**Presentation of Bills:**

Discussion Held: Councilmember Lynne Snider asked if the \$107 for the email accounts was a monthly expense. Village Administrator Traci Sturgill explained that it is a monthly expense but includes 25 accounts and our domain.  
Council President Kristina Roshon asked what the need was for a shelter canopy. Village Administrator Traci Sturgill explained that we needed shelter for one of our pumps that went out because the workers were dealing with electric and it needed to be covered during the rain.

**A Motion** was made by Council President Kristina Roshon and seconded by Councilmember Erica O'Neill to pay the bills for January 2020. A roll call vote was taken with all members voting aye.  
Kristina Roshon – aye  
Lynne Snider – aye  
Josh Hultgren -aye  
Daria Carr – aye  
Erica O'Neill – aye  
Sterling Krout – aye  
**Motion passed 6-0**

**Bank Reconciliation:** Mayor Dan Harmon presented the Bank Reconciliation.

With no further discussion held Councilmember Daria Carr made a **Motion** to receive the bank reconciliation for January 31, 2020 and was seconded by Council President Kristina Roshon. A roll call vote was taken with all members voting aye.

Kristina Roshon – aye  
Lynne Snider – aye  
Josh Hultgren -aye  
Daria Carr – aye  
Erica O'Neill – aye  
Sterling Krout – aye  
**Motion passed 6-0**

**Fiscal Officer's Report- Fiscal Officer Melissa Tremblay**

- Fiscal Officer Melissa Tremblay shared that she has not heard from the auditors yet as to when they will be starting the 2018-2019 audit
- Fiscal Officer Melissa Tremblay said that she did submit the 2019 information to the Ohio Checkbook, but did not know if it was up yet because it does have to be approved

**Police Report for January 2020 – Chief Dan Williams**

- In 2018 the Attorney General made it a requirement that newly appointed chiefs attend 40 hours of education. If it is done within the first 6 months of hire, it is free. Chief Williams is completing the training next week.
- Our computers run on Windows 7 software. Microsoft is no longer supporting security patches for Windows 7. Starting at some point this year, not sure of a date, the state will not allow sign on with Windows 7. We need to upgrade the software or equipment as it is essential to operations.
- Chief Williams had the state do an audit and we had 10 people on our books as carrying a commission with the Village of Thornville. Chief Williams sent in the necessary paperwork

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- so that we are now current and down to 5 individuals carrying a commission. Chief Williams got all the equipment back from 3 of the individuals that are no longer on the list. Fiscal Officer Melissa Tremblay suggested making a spreadsheet with a list of equipment that the officers use and have them sign it out.
- Our property room still has items in it from the mid 2000's. An inventory should be done yearly. Auxiliary Officer Thorp is categorizing everything and getting it up to date.
  - Chief Williams has been patrolling the school zones. He has had a couple of traffic stops already.
  - Chief Williams met with the Principal of Thornville Elementary. The Chief will be speaking with the staff at their next meeting. He will also be addressing the students at the Positivity Project event next month
  - Chief Williams is trying to get a mobile and portable radio for the patrol cars. Fiscal Officer Melissa Tremblay suggested looking into available grants
  - Chief Williams handed out a uniform and equipment list of what was ordered, what is requested and what he is providing.

**Administrator's Report: Village Administrator Traci Sturgill**

- Village Administrator Traci Sturgill said that she had spoke with the band director at Sheridan High School and he said that July 3<sup>rd</sup> would be the best date for the band for the Thornville 4<sup>th</sup> of July parade. They are marching in Somerset's parade on July 4<sup>th</sup>.
- Post Office parking lot update – the contract was re awarded and they will be starting, weather permitting
- Village Administrator Traci Sturgill shared that she and Travis are meeting with Cherry Valley lodge to go over any extra pool equipment they may be willing to donate for the Thornville pool. Their pool shut down and they have a basement full of equipment
- Village Administrator Traci Sturgill is meeting with AEP tomorrow morning to get a quote for street lights on Foster Manor. She asked if anyone had any other safety issues they would suggest looking into. Mayor Dan Harmon suggested a sidewalk going down to Circle K. He also suggested looking into something from Foster Manor to the Elementary School to make the walk safer for the kids because they walk up the street to the school with traffic sometimes going a little too fast.

**Public Hearing - none**

**Mayor's Report for January 2020:** Mayor Dan Harmon presented the Mayors Report

➤ **Monthly Water Report to Perry County Commissioners for January 2020:**

Mayor Harmon asked for a **Motion** to receive the monthly water report to Perry County Commissioners for January 2020. With no discussion held, a **Motion** was made by Councilmember Josh Hultgren to receive the Monthly Water Report to the Perry County Commissioners for January 2020 and was seconded by Council President Kristina Roshon. A roll call vote was taken with all members voting aye.

Kristina Roshon – aye  
Lynne Snider – aye  
Hultgren – aye  
Daria Carr – aye  
Erica O'Neill – aye  
Sterling Krout – aye  
**Motion passed 6-0**

➤ **Monthly Water Report to Council for January 2020:**

Mayor Harmon asked for a **Motion** to receive the monthly water report to Council for January 2020. With no discussion held, Councilmember Sterling Krout made a **Motion** to receive the Water Report to Council for January 2020 and was seconded by Councilmember Erica O'Neill. A roll call vote was taken with all members voting aye.

Kristina Roshon – aye  
Lynne Snider – aye  
Josh Hultgren - aye  
Daria Carr – aye  
Erica O'Neill – aye  
Sterling Krout – aye  
**Motion passed 6-0**

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➤ **Mayor's Court Report for January 2020:**

Mayor Harmon asked for a **Motion** to receive the monthly Mayor's Court Report for January 2020. With no discussion held, Councilmember Daria Carr made a **Motion** to receive the Mayor's court report for January 2020 and was seconded by Council President Kristina Roshon. A roll call vote was taken with all members voting aye.

Kristina Roshon – aye  
Lynne Snider – aye  
Josh Hultgren -aye  
Daria Carr – aye  
Erica O'Neill – aye  
Sterling Krout – aye  
**Motion passed 6-0**

Mayor Dan Harmon shared that he attended magistrate training last week. He said it was very valuable and that we should somehow make sure that all future mayors attend. They shared the responsibilities of a Village, risk Villages may encounter and different roles of the Village along with various other subjects.

Mayor Dan Harmon asked about the lines in the crosswalks just out front of our building, he believes they may have put the wrong ones in.

**Committee Reports for February 2020:**

➤ **Parks and Rec – Lynne Snider**

- Discussed getting a GAGA pit, TYRA contract, purchasing balls for the pool
- Set the wages for concession stand workers, lifeguards, assistant manager and manager
- Discussed raising the cost of pool parties \$25
- Discussed raising cost of memberships \$5
- Councilmember Sterling Krout had an idea to do a special night where people could purchase memberships at a discounted rate, as well as still doing the early bird memberships. We'll figure out dates in March

**Personnel - Committee Chair Kristina Roshon**

- Discussed Village Administrator's Contract, it did go to Finance Committee
- Discussed Mayor Court Clerk, also Zoning Clerk and Council Clerk all making same pay

➤ **Public Facilities & Safety- Committee Chair Josh Hultgren**

- Update on the handrail at 111 E. Columbus Street – contractor will be here this week to start
- Update on Post Office parking lot
- Sale of the firehouse property is complete
- Discussed the possibility of sometime in the future purchasing the land where the water wells are located.
- Discussed making a priority list of paving. Looking at Maple, Park and Main Street

➤ **Finance Committee – Committee Chair Daria Carr**

- Set the rate of the zoning clerk and council clerk both to \$14.21/hour
- Determined which lines would be available for re appropriation for the adjusted Village Administrator's salary.
- Discussed the Chief's uniforms and what he felt was needed. We decided on 5 long sleeve shirts, 5 short sleeve shirts and 5 pairs of pants. Mayor Dan Harmon asked if the bullet proof vest was discussed. Committee Chair Daria Carr said it would be discussed at the next Committee meeting.

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➤ Rules Committee – Committee Chair Sterling Krout

Did not meet

Zoning and Planning Commission: Zoning Inspector Traci Sturgill

- The lots in Foster Manor have been sold and they will start building on the 5 lots

Unfinished Business

New Business

- Mayor Dan Harmon asked for a **Motion** to untable the Village Administrator's Employment Contract. A **Motion** was made by Council President Kristina Roshon and was seconded by Councilmember Daria Carr. A roll call vote was taken with all members voting aye.  
Kristina Roshon – aye  
Lynne Snider – aye  
Josh Hultgren -aye  
Daria Carr – aye  
Erica O'Neill – aye  
Sterling Krout – aye  
**Motion passed 6-0**

- Mayor Dan Harmon asked for a **Motion** to accept the Village Administrator's Contract. A **Motion** was made by Councilmember Daria Carr and seconded by Council President Kristina Roshon. A roll call vote was taken with all members voting aye.  
Kristina Roshon – aye  
Lynne Snider – aye  
Josh Hultgren -aye  
Daria Carr – aye  
Erica O'Neill – aye  
Sterling Krout – aye  
**Motion passed 6-0**

- RESOLUTION #20-02 A RESOLUTION REQUESTING THE PERRY COUNTY AUDITOR CERTIFY TO THE VILLAGE OF THORNVILLE THE TOTAL CURRENT TAX VALUATION OF THE VILLAGE OF THORNVILLE AND THE DOLLAR AMOUNT OF REVENUE THAT WILL BE GENERATED BY A RENEWAL TAX OF TWO AND FOUR TENTHS (2.40) MILL LEVIED FOR CURRENT EXPENSES OF THE SUBDIVISION IN EXCESS OF THE 10 MILL LIMITATION AND DECLARING AN EMERGENCY  
1<sup>st</sup> Reading

- RESOLUTION #20-03 A RESOLUTION REQUESTING THE PERRY COUNTY AUDITOR CERTIFY TO THE VILLAGE OF THORNVILLE THE TOTAL CURRENT TAX VALUATION OF THE VILLAGE OF THORNVILLE AND THE DOLLAR AMOUNT OF REVENUE THAT WILL BE GENERATED BY A RENEWAL TAX OF ONE (1.00) MILL LEVIED FOR CURRENT EXPENSES OF THE SUBDIVISION IN EXCESS OF THE 10 MILL LIMITATION AND DECLARING AN EMERGENCY  
1<sup>st</sup> Reading

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- ORDINANCE #20-01 AN ORDINANCE AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE AN EMPLOYMENT AGREEMENT WITH TRACI STURGILL AND DECLARING AN EMERGENCY  
1<sup>ST</sup> Reading

- Mayor Dan Harmon asked for a **Motion** to untable Ordinance #20-01. The Motion was made by Council President Kristina Roshon and seconded by Councilmember Josh Hultgren. A roll call vote was taken with all members voting aye.  
Kristina Roshon – aye  
Lynne Snider – aye  
Josh Hultgren -aye  
Daria Carr – aye  
Erica O'Neill – aye  
Sterling Krout – aye  
**Motion passed 6-0**

- ORDINANCE #20-02 AN ORDINANCE ESTABLISHING THE COMPENSATION AND PAY SCHEDULES FOR CERTAIN POSITIONS WITHIN THE VILLAGE OF THORNVILLE AND REPEALING ALL PRIOR SALARY ORDINANCES AND DECLARING AN EMERGENCY  
1<sup>ST</sup> Reading

- Mayor Dan Harmon asked for a **Motion** to untable Ordinance #20-02. The Motion was made by Councilmember Josh Hultgren and seconded by Council President Kristina Roshon. A roll call vote was taken with all members voting aye.  
Kristina Roshon – aye  
Lynne Snider – aye  
Josh Hultgren -aye  
Daria Carr – aye  
Erica O'Neill – aye  
Sterling Krout – aye  
**Motion passed 6-0**

- ORDINANCE #20-05 AN ORDINANCE TO AMEND ORDINANCE 19-16 (THE ANNUAL APPROPRIATION ORDINANCE), THEREBY REVISING SUMS FOR OPERATING EXPENSES AND DECLARING AN EMERGENCY  
1<sup>ST</sup> Reading

Council Comments:

- Councilmember Lynne Snider asked if receiving a letter in the mail about village business was a public record. Fiscal Officer Melissa Tremblay said that it was a public record.
- Councilmember Daria Carr asked with the jump of the insurance rate of 18.3% if we should shop around. Village Administrator Traci Sturgill said we could get the insurance agent to come in for a personnel meeting

Citizens Comments:

- Sharon Brussee asked if we have a records retention schedule. Fiscal Officer Melissa Tremblay shared that is the responsibility of the council clerk. It is also the mayor, attorney, fiscal officer and a citizen as an ad hoc committee.
- Dale Brussee asked for the status of the battling cages. Councilmember Lynne Snider shared that they will have it done by opening day, April 3<sup>rd</sup>.
- Dale Brussee asked if anything was mentioned on possible streets being paved this year. Is it 50/50? Fiscal Officer Melissa Tremblay shared that we don't know yet, but he'll tell us once he gets all of our numbers worked up.
- Dale Brussee asked if we are doing any permanent patching or continuing to do coal patching on streets? Village Administrator Traci Sturgill said to let us know if there were any streets that need looked at. Dale Brussee said intersection of Park and Thornhill.
- Dale Brussee asked Where the money from the sale of the firehouse went. Village Administrator Traci Sturgill said it went to the general fund.

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Announcements:

- Mayor Dan Harmon said thank you to Council President Kristina Roshon for her service

Adjournment:

Mayor Dan Harmon asked for a **Motion** to adjourn. A **Motion** was made by Council President Kristina Roshon and was seconded by Councilmember Josh Hultgren. A roll call vote was taken with all members voting aye.  
Kristina Roshon - aye  
Lynne Snider - aye  
Josh Hultgren - aye  
Daria Carr - aye  
Erica O'Neill - aye  
Sterling Krout - aye  
**Motion passed 6-0**

Meeting concluded at 7:56 p.m.

  
Mayor Dan Harmon

  
Traci Sturgill, Council Clerk