

**Minutes**  
**Regular Council Meeting**  
**3 South Main Street**  
**Thornville, OH**  
**February 28, 2022**

**Council Members:**

Lynne Snider  
Erica O'Neill  
Sterling Krout  
Kim Billman  
Gina Kaetzel  
Jill Anderson

**Other Village Officials:**

Mayor Dan Harmon  
Traci Sturgill, Village Administrator  
Melissa Tremblay, Fiscal Officer  
Dan Williams, Chief of Police

**Guests Present:** None

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

Mayor Dan Harmon called the Village of Thornville Regular Council Meeting to order on February 28, 2022 at 7:00 p.m. by saying the Pledge of Allegiance.

**Roll Call:**

Roll Call was taken with Council President Gina Kaetzel, Councilmember Sterling Krout, Councilmember Jill Anderson, Councilmember Erica O'Neill, Councilmember Kim Billman and Councilmember Lynne Snider present.

**Motion to Approve the amended Business Agenda for the Regular Council Meeting on February 28, 2022:**

Mayor Dan Harmon requested a Motion to approve the Business Agenda for the Regular Council Meeting on February 28, 2022. A Motion was made by Council President Gina Kaetzel and was seconded by Councilmember Erica O'Neill. A roll call vote was taken with all councilmembers voting aye.

Gina Kaetzel – aye  
Kim Billman – aye  
Sterling Krout – aye  
Lynne Snider- aye  
Erica O'Neill- aye  
Jill Anderson- aye  
**Motion passed 6-0**

**Motion to Approve the Minutes from the Regular Council meeting on January 24, 2022:**

Mayor Dan Harmon requested a Motion to approve the minutes from the Regular Council meeting minutes on January 24, 2022. A Motion was made by Councilmember Kim Billman and was seconded by Councilmember Sterling Krout. A roll call vote was taken with all 5 (five) councilmembers voting aye and 1 (one) abstain.

Jill Anderson – aye  
Kim Billman – aye  
Gina Kaetzel – abstain  
Sterling Krout- aye  
Lynne Snider- aye  
Erica O'Neill- aye  
**Motion passed 5-0**

**Presentation of Bills:**

Mayor Dan Harmon asked for a Motion to pay the bills for February 2022. A Motion was made by Councilmember Sterling Krout and was seconded by Councilmember Jill Anderson. A roll call vote was taken with all councilmembers voting aye.

Gina Kaetzel– aye  
Jill Anderson – aye  
Sterling Krout – aye  
Kim Billman- aye  
Erica O'Neill- aye

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Lynne Snider- aye  
Motion passed 6-0

**Bank Reconciliation: Mayor Dan Harmon presented the Bank Reconciliation for January 2022.**

With no further discussion held Council President Gina Kaetzel made a **Motion** to receive the bank reconciliation for January 2022 and was seconded by Councilmember Sterling Krout. A roll call vote was taken with all councilmembers voting aye.

Lynne Snider - aye  
Erica O'Neill- aye  
Jill Anderson- aye  
Sterling Krout- aye  
Kim Billman- aye  
Gina Kaetzel- aye  
Motion passed 6-0

**Fiscal Officer's Report-** Fiscal officer Melissa Tremblay advised council they should have all received the reports for January and if anyone had any questions to let her know. She also let Council know she will be absent for the March council meeting due to being out of town. Village Administrator Traci Sturgill also noted we need to start looking at the 2023 Budget. Melissa added the first reading needs to be in April to be passed and down to the county by July.

**Police Report for February 2022 –** Chief Dan Williams advised everyone should have received his monthly report as well and he would be happy to answer any questions they have. He does have a couple grand jury cases coming up at the county.

**Administrator's Report-** Village Administrator Traci Sturgill updated Council on the Chief's emergency door repair and the cost only being around \$600 with Travis installing it. The water wellhead project is officially out for bid. She also spoke with the PNC Realty department and let them know we are getting calls from individuals wanting to know the asking price of the bank building. They advised to tell interested parties to bring them offers between \$350,000-\$500,000. The property at 7 E Columbus has been approved for an assessment from the Brownfield funds the Perry County Commissioners have available. It will take approximately 3-4 months for the paperwork to be completed then if approved, it will then be demolished. The current owner is stating he already has secured funding to rebuild a single level storefront in its place to lease out. Traci advised she spoke with Josh Hultgren in regards to the AEP lights for TYRA. He advised the committee at AEP that was putting that all together has disbanded. Village Administrator Traci Sturgill asked if we needed to vote on giving Bonnie Goldsberry the \$200 for the flowers that was decided at the last meeting. Fiscal Officer Melissa Tremblay stated to just have them purchase the flowers and bring us the receipt for reimbursement up to \$200. Traci advised she had been speaking with the County in regards to the future growth they have coming in Thornport. She had Water/Sewer Superintendent Matt Stevens run numbers for our sewer plant for the past year. The outcome was not good. Our plant is at daily capacity and on some days (weather related) we are going over our flow capacity. We did have to restrict taps to the County immediately. I & I (Infiltration and Inflow) do effect some of these numbers but Matt & our engineers (ADR) are saying all we can do about the I&I is slow it down but it won't decrease the volume. Melissa stated an I & I project was started years ago but they never moved on to Phase II. Traci will get with Matt and see what all they can find on the prior I&I project. She advised our next option is to share with the County the expense of upgrading our current Sewer plant to have the capability to provide water & sewer to the future development of Thornport/ Thorn Township areas. Melissa asked how much the cost is for the upgrade to the plant. Traci advised it is approximately \$50,000 for ADR to give us preliminary estimate. She also stated the County would need to split that cost and Mayor Harmon agreed. This is the County's growth. Traci advised we do receive revenue for supplying the County the water & sewer. Traci said her question tonight is does Council want to move forward getting this preliminary engineering report completed? Should she go to the Commissioners and ask them to split the cost of the report? We will need this report even if the upgrade is in future years. Traci let Council know of many more grants coming soon for water/sewer infrastructure, loan forgiveness and low interest loans so this is the time to see if we can possibly be approved for any of the funds for this project. Melissa said the Village completed Phase 1 of the I & I project with a loan which

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included a smoke test. Phase II was going to require the Village to force residents to complete their own repairs of drainage / sump pumps tied into the sewer drains causing the I & I issue. The project just stopped there. We need to look at the cost to fix the I & I issue also. Matt did advise we have enough water to supply an additional 680 customers just not the sewer that may need to come along with it that we can't handle. Melissa also feels we need to look at what we need to do with our water plant if that is the max number of additional customers we can provide and the future of Thornport is sounding like it is going to need more than 680 additional water taps. Matt had advised Traci we would need to add an additional well. It was decided to look at getting an engineer's estimate for upgrading both the water and sewer plant.

Village Administrator Traci Sturgill asked for a motion to pay ADR Engineers for the bidding phase for the water wellhead project of \$7500. **Motion made by Council President Gina Kaetzel and seconded by Council member Lynne Snider. A roll call vote was taken with all members voting aye.**

Sterling Krout-aye  
Jill Anderson-aye  
Kim Billman-aye  
Gina Kaetzel-aye  
Lynne Snider-aye  
Erica O'Neill-aye  
**Motion passed 6-0**

Village Administrator Traci Sturgill advised there was a construction crew over at the old restaurant and they advised they would be starting the rehab soon. Council President Gina Kaetzel has a friend from Millersport that took a look at the property but she believes they may be more interested in the empty lot across the street. They are interested in building a two-story building for her to move her Millersport business here. She has yoga classes, local artists display their art, kids cooking classes. The other lady has an antique type store with lake merchandise and she also rents out kayaks and bikes.

Traci advised she received the quote back on the trench box we had previously discussed purchasing. She had been doing some research and we can actually rent a trench box when they are needed for a jobsite. The price to purchase one is \$13,000 and we rarely are in need of it so it would just sit at the plant when not in use. It is much more cost effective for the Village to rent one when needed.

Discussion held on the new storage building and office at the Sewer plant. The funds can come from the \$100,000 we already appropriated in 2022 in Sewer for the match on the grants we did not receive. **Motion made by Council President Gina Kaetzel to move forward with the new storage building and new office space in the new building and was seconded by Council member Jill Anderson. A roll call vote was taken with all council members voting aye.**

Sterling Krout-aye  
Gina Kaetzel-aye  
Jill Anderson-aye  
Kim Billman-aye  
Erica O'Neill-aye  
Lynne Snider-aye  
**Motion passed 6-0**

**Public Hearing's:**

Mayor Harmon opened the public hearing for Resolution #22-01 at 7:23 pm

- **RESOLUTION # 22-01 A RESOLUTION AUTHORIZING THE SALE, BY INTERNET AUCTION DURING CALENDAR YEAR 2022, OF MUNICIPALLY OWNED PERSONAL PROPERTY WHICH IS NOT NEEDED FOR PUBLIC USE OR WHICH IS OBSOLETE OR UNFIT FOR THE USE FOR WHICH IT WAS ACQUIRED**  
2<sup>nd</sup> Reading

Mayor Harmon closed the public hearing for Resolution #22-01 at 7:24 pm

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Mayor Harmon opened the public hearing for Ordinance #22-01 at 7:24 pm

- **ORDINANCE #22-01 AN ORDINANCE ENACTED BY THE VILLAGE OF THORNVILLE, PERRY COUNTY, OHIO GIVING CONSENT TO THE OHIO DEPARTMENT OF TRANSPORTATION FOR RESURFACING OF ROADWAYS WITHIN THE VILLAGE DECLARING AN EMERGENCY**  
2<sup>nd</sup> Reading

Fiscal officer Melissa Tremblay wants us to check and be sure there isn't anything we need to fix or repair on the street they are paving prior to them doing it. Mayor Harmon feels this would need to be on the Public Facilities committee. Traci can have Matt come in and discuss it also.

Mayor Harmon closed the public hearing for Ordinance #22-01 at 7:26 pm

**Mayor's Report for January 2022:** Mayor Dan Harmon presented the Mayors Report for January 2022.

- **Monthly Water Report to Perry County Commissioners for January 2022:**

Mayor Dan Harmon asked for a **Motion** to receive the monthly water report to Perry County Commissioners for January 2022. With no discussion held a **Motion** was made by Council member Kim Billman to receive the **Monthly Water Report** to the Perry County Commissioners for January 2022 and was seconded by Councilmember Jill Anderson. A roll call vote was taken with all councilmembers voting aye.

Jill Anderson-aye  
Erica O'Neill- aye  
Lynne Snider- aye  
Sterling Krout- aye  
Gina Kaetzel- aye  
Kim Billman- aye  
**Motion passed 6-0**

- **Monthly Water Report to Council for January 2022:**

Mayor Dan Harmon asked for a **Motion** to receive the monthly water report to Council for January 2022. With no discussion held, Councilmember Jill Anderson made a **Motion** to receive the **Water Report** to Council for January 2022 and was seconded by Councilmember Erica O'Neill. A roll call vote was taken with all councilmembers voting aye.

Jill Anderson- aye  
Erica O'Neill – aye  
Lynne Snider- aye  
Kim Billman- aye  
Gina Kaetzel- aye  
Sterling Krout- aye  
**Motion passed 6-0**

**Mayor's Court Report for January 2022:** Mayor Dan Harmon asked for a **Motion** to receive the **Mayor's Court Report** for January 2022. A **Motion** was made by Councilmember Jill Anderson and was seconded by Councilmember Erica O'Neill. A roll call vote was taken with all councilmembers voting aye.

Kim Billman - aye  
Sterling Krout – aye  
Gina Kaetzel- aye  
Erica O'Neill- aye  
Lynne Snider- aye  
Jill Anderson- aye  
**Motion passed 6-0**



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**Committee Reports for February 2022**

**Finance Committee:** Committee Chair Sterling Krout advised there was no old business and the new business were a couple re-appropriations with Ord 22-03. The decision was made to appropriate \$200,000 of the donation funds to pay for the new sidewalk, roof, door and bleachers. Each committee was told to have a priority list ready asap. The new building to store the new equipment was discussed as top priority. Mayor Harmon advised he read the Committee reports and he just wants to echo what the Fiscal Officer said in regards to hoping that the donation money will last a good long time and that we don't rush to spend it. He feels the priority lists are a very smart way of looking at things but also, we should look at it as a many years' impact on the Village versus immediate. Also, Mayor Harmon and Committee member Lynne Snider had a conversation and he does feel something that would make an impact to the Village would be good to use the funds for, something that isn't just in the general course of business items. He wasn't sure how many current council members were around when they got the money to build the pool, and think about the impact that had and still has on the people that were on council at that time and running the Village and what a windfall that was and the impact it has made for decades for this Village. He's thinking things like this should be focused on when using the donation funds. He wants to be careful not to just spend away these funds but keep that opportunity to make a generational impact on the Village. He liked Fiscal Officer Melissa Tremblay's comments that were made in the minutes, when he read them, in regards to the donation funds.

**Parks & Recreation Committee:** Committee Chair Lynne Snider stated the committee discussed the purchase of the picnic table and the new bleachers which are all in very bad shape. The draining at the playground was also discussed. Traci has already spoken to Travis about this and he will be installing drainage. Lynne added they talked about the special mulch and she said how badly she has always wanted a new playground for the kids. She feels a lot of kids utilize the playground when ballgames are going on. She hopes that her committee will agree and she feels a new playground would be a very big impact to the Village. Mayor Harmon feels this is something he also agrees with and he likes the idea of putting the investment into the park and park area. Lynne really hopes this is something we use the donation funds towards. Village Administrator added Shelly Co has agreed to bring their grindings to us this summer for the new parking area where the volleyball courts were.

**Public Facilities and Safety Committee:** Committee Chair Erica O'Neill advised the committee discussed the new TAC committee and grant for the special events committee. They discussed the purchase of the new Street dept vehicle which is on the agenda for a vote later tonight along with the Jetter Vac machine which all are appropriated for in 2022 funds. It was decided to utilize the donation funds for the continuation of the sidewalk to Circle K if all council agrees later tonight. Traci advised she had an update on this subject. She had called and spoke with the homeowner where it will start, Peggy White, and she was very adamant she did not want the sidewalk in front of her house. There was no discussing it with her. She hung the phone up on her. Mayor Harmon and Committee member Lynne Snider advised we have a right-of-way to put the sidewalk in. Traci wanted to get council's opinion on moving forward with installing the sidewalk as planned even with this homeowner disagreeing. Mayor Harmon and all council members agreed to absolutely move forward and exercise our right of way. Council advised it is a hazard for the children who are walking down to Circle K that they see on a daily basis. Property owner Dan Gibson and Chuck Underwood are fine with the install of the sidewalk on their properties.

**Personnel Committee:** Committee Chair Gina Kaetzel advised the committee welcomed new committee member Kim Billman. They also discussed the minimum wage increase for the pool personnel and the open Council Clerk position. Village Administrator Traci Sturgill has agreed to take over the position and Gina thanked her for that. The Streets Maintenance Laborer is leaving and his last day is May 25<sup>th</sup> 2022. We will be posting and interviewing soon for his position.

**Rules Committee:** Committee Chair Erica O'Neill stated the committee discussed the changes being made to the Personnel handbook in regards to the agenda order.

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Old Business:

- RESOLUTION # 22-01 A RESOLUTION AUTHORIZING THE SALE, BY INTERNET AUCTION DURING CALENDAR YEAR 2022, OF MUNICIPALLY OWNED PERSONAL PROPERTY WHICH IS NOT NEEDED FOR PUBLIC USE OR WHICH IS OBSOLETE OR UNFIT FOR THE USE FOR WHICH IT WAS ACQUIRED  
2<sup>nd</sup> Reading

- ORDINANCE #22-01 AN ORDINANCE ENACTED BY THE VILLAGE OF THORNVILLE, PERRY COUNTY, OHIO GIVING CONSENT TO THE OHIO DEPARTMENT OF TRANSPORTATION FOR RESURFACING OF ROADWAYS WITHIN THE VILLAGE DECLARING AN EMERGENCY  
2<sup>nd</sup> Reading

New Business:

- ORDINANCE #22-03 AN ORDINANCE TO AMEND ORDINANCE #21-14 (THE ANNUAL APPROPRIATIONS ORDINANCE). THEREBY REVISING SUMS FOR OPERATING EXPENSES AND DECLARING AN EMERGENCY.  
1<sup>ST</sup> Reading

Mayor Harmon advised this is the 1<sup>st</sup> reading for Ordinance #22-03 and we will need a motion to suspend the rules and pass it as an emergency.

Councilmember Kim Billman made a motion to suspend the three-reading rule and declare Ordinance #22-03 as an emergency. The motion was seconded by Councilmember Erica O'Neill. A roll call vote was taken with all councilmembers voting aye.

Jill Anderson- aye  
Kim Billman- aye  
Gina Kaetzel- aye  
Sterling Krout- aye  
Lynne Snider- aye  
Erica O'Neill- aye  
Motion passed 6-0

Mayor Harmon asked for a motion to adopt Ordinance #22-03 and pass it as an emergency.

Council President Gina Kaetzel made a motion to adopt Ordinance #22-03 and pass it as an emergency. The motion was seconded by Councilmember Jill Anderson. A roll call vote was taken with all councilmembers voting aye.

Gina Kaetzel- aye  
Jill Anderson- aye  
Kim Billman- aye  
Erica O'Neill- aye  
Sterling Krout- aye  
Lynne Snider- aye  
Motion passed 6-0

This is the 1<sup>st</sup> reading for Ordinance #22-04.

- ORDINANCE #22-04 AN ORDINANCE AMENDING THE RULES OF THE VILLAGE OF THORNVILLE COUNCIL, SECTION 7 (ORDER OF BUSINESS)  
1<sup>ST</sup> Reading

Mayor Harmon asked for a motion to accept the donation from the Shelly family. Motion made by Council President Gina Kaetzel and seconded by Council member Erica O'Neill. A roll call vote was taken with all councilmembers voting aye.

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Gina Kaetzel-aye  
Sterling Krout-aye  
Jill Anderson-aye  
Kim Billman-aye  
Lynne Snide - aye  
Erica O'Neill- aye  
**Motion passed 6-0**

Mayor Harmon asked for a motion to purchase 2 (two) sets of 10 (ten) row bleachers for the ball diamonds for a total of \$14,760 each plus shipping. **Motion made by Council member Erica O'Neill and seconded by Council member Jill Anderson. A roll call vote was taken with 5 (five) councilmembers voting aye and 1 (one) council member voting no.**

Gina Kaetzel-aye  
Jill Anderson-aye  
Kim Billman-aye  
Sterling Krout- no  
Lynne Snider-aye  
Erica O'Neill- aye  
**Motion passed 5-0**

Mayor Harmon asked for a motion to purchase 1 (one) picnic table for the park ball diamond for a total of \$1100. **Motion made by Council member Erica O'Neill and seconded by Council member Jill Anderson. A roll call vote was taken with 5 (five) councilmembers voting aye and 1 (one) council member voting no.**

Gina Kaetzel-aye  
Sterling Krout- no  
Kim Billman-aye  
Jill Anderson-aye  
Erica O'Neill- aye  
Lynne Snider-aye  
**Motion passed 5-0**

Mayor Harmon asked for a motion to extend the sidewalk on E Columbus St in the amount of \$56,500. **Motion made by Council member Sterling Krout and seconded by Council member Erica O'Neill. A roll call vote was taken with all council members voting aye.**

Jill Anderson-aye  
Kim Billman-aye  
Lynne Snider-aye  
Erica O'Neill- aye  
Sterling Krout-aye  
Gina Kaetzel – aye  
**Motion passed 6-0**

Mayor Harmon asked for a motion to order the F250 vehicle for the Streets Maintenance dept in the amount of \$30,195. **Motion made by Council member Jill Anderson and seconded by Council member Erica O'Neill. A roll call vote was taken with all council members voting aye.**

Gina Kaetzel- aye  
Jill Anderson- aye  
Sterling Krout- aye  
Erica O'Neill- aye  
Lynne Snider- aye  
Kim Billman- aye  
**Motion passed 6-0**

Mayor Harmon asked for a motion to order the Jetter Vac machine in the amount of \$69,500. **Motion made by council member Erica O'Neill and seconded by council member Jill Anderson. A roll call vote was taken with all council members voting aye.**

Gina Kaetzel- aye  
Sterling Krout- aye  
Kim Billman- aye  
Jill Anderson- aye  
Lynne Snider- aye

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Erica O’Neill- aye  
**Motion passed 6-0**

Mayor Harmon asked for a motion to install a new roof on the Village office in the amount of \$32,727 from Allied Roofing. Motion made by Council President Gina Kaetzel to approve the new roof install not to exceed the total amount of \$35,000 and was seconded by councilmember Sterling Krout. A roll call vote was taken with all councilmembers voting aye.

Jill Anderson- aye  
Kim Billman- aye  
Sterling Krout- aye  
Gina Kaetzel- aye  
Erica O’Neill- aye  
Lynne Snider- aye  
**Motion passed 6-0**

**Council Comments-** Council member Gina Kaetzel asked if we sent a thank you note to the Shelly Family. Village Administrator Traci Sturgill advised yes it was signed tonight to go out in the mail tomorrow.

Village Administrator Traci Sturgill explained to Council that they have a paving spreadsheet in their folders tonight. She did a breakdown of all the remaining streets and alleys in need of paving and received estimates from the Shelly Company. She then broke it down into having all paving completed by 2028 (if possible) utilizing our Village funds and Co-op with the County. This is just a goal she would like to work towards achieving.

Traci advised council they also have a vehicle breakdown spreadsheet that shows all of our Village vehicles, when they were last purchased along with the year they are planned on being replaced.

**Citizens Comments:** None

**Announcements:** None

**Adjournment:**

Mayor Dan Harmon asked for a **Motion** to adjourn. A **Motion** was made by Councilmember Sterling Krout and was seconded by Councilmember Erica O’Neill. A roll call vote was taken with all councilmembers voting aye.

Erica O’Neill – aye  
Jill Anderson - aye  
Lynne Snider – aye  
Kim Billman- aye  
Sterling Krout- aye  
Gina Kaetzel - aye  
**Motion passed 6-0**

Meeting concluded at 7:55 p.m.



Mayor Dan Harmon



Traci Sturgill, Acting Council Clerk