

Minutes
Regular Council Meeting
3 South Main Street
Thornville, OH
May 23, 2022

Council Members:

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

Other Village Officials:

Mayor Dan Harmon
Traci Sturgill, Village Administrator
Dan Williams, Chief of Police

Guests Present: Dale Brussee, Jim Royer, Travis Hagans, Debbi Hagans

Call to Order/ Pledge of Allegiance:

Mayor Dan Harmon called the Village of Thornville Regular Council Meeting to order on May 23, 2022 at 7:00 p.m. by saying the Pledge of Allegiance.

Roll Call:

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

Mayor Dan Harmon asked for a motion to amend the business agenda to add Ordinance #22-08 to new business. Council President Gina Kaetzel made a **motion** to amend the business agenda for May 23, 2022 and was seconded by Council member Kim Billman. A roll call vote was taken with all Council members voting aye.

Roll Call:

Kim Billman- aye
Jill Anderson- aye
Erica O'Neill- aye

Lynne Snider- aye

Sterling Krout- aye

Gina Kaetzel – aye

Motion passed 6-0

Motion to Approve the amended Business Agenda for the Regular Council Meeting on May 23, 2022:

Mayor Dan Harmon requested a **motion** to approve the amended Business Agenda for the Regular Council Meeting on May 23, 2022. A **motion** was made by Council President Gina Kaetzel and was seconded by Council member Jill Anderson. A roll call vote was taken with all Council members voting aye.

Roll Call

Gina Kaetzel – aye

Erica O'Neill- aye

Lynne Snider- aye

Kim Billman- aye

Sterling Krout- aye

Jill Anderson- aye

Motion passed 6-0

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Motion to Approve the Minutes from the Regular Council meeting on April 25, 2022: Mayor Dan Harmon requested a **motion** to approve the minutes from the Regular Council meeting minutes April 25, 2022. A **Motion** was made by Council member Jill Anderson and was seconded by Council member Kim Billman. A roll call vote was taken with all Council members voting aye.

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

Motion to Approve the Minutes from the Special Council meeting on May 16, 2022:
Mayor Dan Harmon requested a **motion** to approve the minutes from the Special Council meeting May 16, 2022. A **motion** was made by Council member Kim Billman and was seconded by Council member Jill Anderson. A roll call vote was taken with all Council members voting aye.

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

Mayor Harmon opened the public hearing for Ordinance #22-06 at 7:02 pm

- ORDINANCE #22-06 AN ORDINANCE ADOPTING THE 2023 TAX BUDGET FOR THE VILLAGE OF THORNVILLE AND DIRECTING THE VILLAGE ADMINISTRATOR AND FISCAL OFFICER TO SUBMIT THE 2023 BUDGET TO THE COUNTY AUDITOR.
2nd Reading

Mayor Harmon closed the public hearing for Ordinance #22-06 at 7:03 pm

Police Report: Chief Williams presented his monthly police report and added it is shorter than normal due to him being out of town for a funeral and then out ill.

Fiscal Officer's Report: Absent

Mayor's Report for April 2022:

Mayor Dan Harmon recognized Travis Hagans and thanked him for his service to the Village. This is his last couple days here. All Council members and Administrator Traci Sturgill thanked him also and let him know he will be very missed and good luck in his future adventures.

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Mayor Dan Harmon presented the Mayors Report for April 2022.

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

Mayor Dan Harmon asked for a **motion** to receive the monthly water report to the Perry County Commissioners for April 2022. With no discussion held a **motion** was made by Council President Gina Kaetzel to receive the Monthly Water Report to the Perry County Commissioners for April 2022 and was seconded by Council member Jill Anderson. A roll call vote was taken with all Council members voting aye.

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

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

Mayor Dan Harmon asked for a **motion** to receive the monthly water report to Council for April 2022. With no discussion held, Council member Sterling Krout made a **motion** to receive the Water Report to council for April 2022 and was seconded by Councilmember Kim Billman. A roll call vote was taken with all Council members voting aye.

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

Mayor's Court Report for April 2022: Mayor Dan Harmon asked for a **motion** to receive the Mayor's Court Report for April 2022. A **motion** was made by Council member Sterling Krout and was seconded by Council member Jill Anderson. A roll call vote was taken with all Council members voting aye.

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

Administrator's Report: Village Administrator Traci Sturgill advised council the new bleachers are arriving Wednesday and that was all she had for now.

Presentation and Payment of the Bills: Village administrator Traci Sturgill advised all the monthly reports are here for review. We will have a special meeting for the payment of the bills for this month once the interim Fiscal Officer is hired and has them printed for payment approval from Council.

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Mayor Harmon asked for a **motion** to receive the bank reconciliation. **Motion** made by Council member Kim Billman and was seconded by Council member Erica O'Neill. A roll call vote was taken with all Council members voting aye.

Roll Call

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

Committee Reports for May 2022:

Parks & Recreation Committee: Committee Chair Lynne Snider advised the committee discussed the playground and the decision was made to use mulch instead of the poured in place due to the cost. Tyra is responsible for the restrooms. Discussions were held on the pool upgrades for next year. Pictures were presented from Traci showing the bad shape of the pool. Doug Pershon of Buckeye Aquatics is still in the process of the quotes.

Public Facilities Committee: Committee Chair Gina Kaetzel advised the committee spoke about the purchase of the water leak detector and Traci had a meeting planned with the PC Commissioners scheduled in regards to the sewer plant.

Finance Committee: Committee Chair Sterling Krout advised the committee discussed the Letherman fund. Sterling asked Village Administrator Traci Sturgill if there was any clarification with this fund. Traci advised no, just that she did find an interest statement from last year and the interest it made was \$9500. Sterling advised Gina had discussed with Melissa Tremblay the \$20,000 b/c she had given them to sign off on but not knowing what it was for. This was for the purchase of the sewer department mower of \$10,454 but Council doesn't know why or what the remaining amount was written for on the b/c. Traci advised we can just leave that difference and note where it is if it is needed in the future. Sterling asked which fund this came out of? Traci advised the capital outlay line. Sterling asked how we move the difference back to the fund? Traci advised we would have to reappropriate it back to the fund but she feels we should just leave it where it is for now.

Unfinished Business:

Mayor Harmon asked for a **motion** to amend ordinance #22-05 for the additional appropriations in the water operating fund for the engineering retainer. Village Administrator Traci Sturgill also wanted to update Council that she did talk to Attorney Zets in regards to amending ordinances and appropriations. Melissa had told them we were unable to amend them on 3rd readings but this was incorrect. Attorney Zets advised we can amend any ordinance or resolution on any reading as long as we first make the motion to amend it and then pass the amended version. **Motion** made by Council member Erica O'Neill to amend Ordinance #22-05 and was seconded by Council member Jill Anderson. A roll call vote was taken with all Council members voting aye.

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Roll Call

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

Mayor Harmon advised this is the 3rd reading for Ordinance #22-05 so he will need a **motion** to adopt amended Ordinance #22-05.

AMENDED ORDINANCE #22-05 AN ORDINANCE TO AMEND ORDINANCE
#21-14 (THE ANNUAL APPROPRIATION ORDINANCE), THEREBY REVISING
SUMS FOR OPERATING EXPENSES AND DECLARING AN EMERGENCY.
3RD Reading

Motion to adopt amended Ordinance #22-05 and pass it as an emergency was made by Council member Jill Anderson and seconded by Councilmember Kim Billman. A roll call vote was taken with all Council members voting aye.

Roll Call:

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

Mayor Harmon advised this is the 2nd reading for Ordinance #22-06.

ORDINANCE #22-06 AN ORDINANCE ADOPTING THE 2023 TAX BUDGET FOR THE VILLAGE OF THORNVILLE AND DIRECTING THE VILLAGE ADMINISTRATOR AND FISCAL OFFICER TO SUBMIT THE 2023 BUDGET TO THE COUNTY AUDITOR.
2nd reading

Mayor Harmon advised this is the 1st reading for Resolution #22-03 and I will need a motion to suspend the rules and pass this resolution as an emergency.

RESOLUTION #22-03 A RESOLUTION AUTHORIZING AND DIRECTING THE VILLAGE ADMINISTRATOR AND MAYOR TO EXECUTE AN ENGINEERING CONSULTING SERVICES CONTRACT WITH ADR & ASSOCIATES, LTD, AND DECLARING AN EMERGENCY.
1st reading

Councilmember Lynne Snider asked why this resolution needed passed as an emergency? Village Administrator Traci Sturgill advised we need the engineers asap for the discussions with the County on the sewer plant issues and also the water wells. We previously discussed this in committees.

Council President Gina Kaetzel made a **motion** to suspend the three-reading rule and pass Resolution #22-03 and declare as an emergency. **Motion** seconded by Council member Kim Billman. A roll call vote was taken with all Council members voting aye.

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Roll Call

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

Council President Gina Kaetzel made a **motion** to adopt Resolution #22-03 and pass it as an emergency. Motion **seconded** by Council member Erica O'Neill. A roll call vote was taken with all Council members voting aye.

Roll Call

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

Did we not know that this Resolution was going to be coming? Village Administrator Traci Sturgill advised her yes. This resolution has been being discussed in committee meetings in the past couple months. We were just waiting on Attorney Zets to get it back to us. He was off on vacation and just got it back to me approved. No vote response.
Motion passed 5-0

Mayor Harmon advised this is the 1st reading for Resolution 22-05 and he will also need a **motion** to suspend the three-reading roll and pass it as an emergency.

RESOLUTION #22-05 A RESOLUTION AUTHORIZING PERRY COUNTY ENGINEER KENT CANNON TO PREPARE AND SUBMIT AN APPLICATION TO PARTICIPATE IN THE OHIO PUBLIC WORKS COMMISSION STATE CAPITAL IMPROVEMENT AND/OR LOCAL TRANSPORTATION IMPROVEMENT PROGRAM AND TO EXECUTE CONTRACTS AS REQUIRED AND DECLARING AN EMERGENCY.
1st Reading

Village Administrator Traci Sturgill stated this is the yearly resolution for the co-op with the Perry County Engineers for paving yearly.

Council President Gina Kaetzel made a **motion** to suspend the three-reading rule for Resolution #22-05 and declare as an emergency. **Motion** seconded by Council member Erica O'Neill. A roll call vote was taken with all Council members voting aye.

Roll Call

Jill Anderson- aye
Erica O'Neill- aye
Lynne Snider- aye
Kim Billman- aye

Sterling- Asked why we need to suspend the three-reading rule? Village Administrator Traci Sturgill advised the county has a deadline to submit your resolution and this is one of them that they only give us 30 days to pass. He asked in the future if we are able to work on not passing this as an emergency? Citizen Dale Brussee spoke up and stated the County doesn't give you that much time to have the

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three-readings and it's always been this way. Traci added there are some ordinances and resolutions that we have no choice but passing as an emergency every year.

Dale added, yes this is correct. Sometimes only a month is given to pass them. Mayor Harmon advised we may be seeing some more of these this year since we may be applying for grants for the sewer plant and all those sorts of things. We do try our best to limit these as much as possible.

Sterling Krout- aye

Gina Kaetzel- aye

Motion passed 6-0

Council President Gina Kaetzel made a **motion** to adopt Resolution #22-05 and pass it as an emergency. **Motion** seconded by Council member Erica O'Neill. A roll call vote was taken with all councilmembers voting aye.

Roll Call

Lynne Snider-aye

Jill Anderson- aye

Erica O'Neill- aye

Kim Billman- aye

Gina Kaetzel- aye

Sterling Krout- aye

Motion passed 6-0

New Business:

Letherman Investment Fund: Council President Gina Kaetzel advised this is in regards to the Letherman fund where she made a **motion** to remove the Letherman investment and move it into the General fund. Melissa had advised council they had the incorrect verbiage on the **motion** and they could not rescind the motion. After she spoke with Attorney Zets along with Traci, this **motion** can be rescinded to keep a clean record for the future in our meeting minutes. Attorney Zets felt we should rescind the **motion** and state it correctly for the minutes.

Council President Gina Kaetzel made a **motion** to rescind the Letherman **motion** made at the regular council meeting on March 28, 2022. **Motion** was seconded by Council member Jill Anderson. A roll call vote was taken with all Council members voting aye.

Roll Call

Erica O'Neill- aye

Kim Billman- aye

Jill Anderson- aye

Lynne Snider:

Has a question about this also? So, when Gina is saying rescind it, you want to leave the money there or put it back in the Letherman investment? What do you want to do? Gina explained from what she understands Melissa had Attorney Zets re-write the resolution. Gina asked Attorney Zets exactly what did council do wrong, could he explain it to her and he explained to her that the Letherman investment has to remain the name of the Letherman fund in its own Letherman separate account. We can't just take the funds form the investment and move it to the General Fund but we can remove it from the investment fund and put it in the Letherman fund to make it more accessible for the Village to use. Village Administrator Traci Sturgill advised Gina is rescinding the motion previously made and then we are going to start back in

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committees with the new Letherman resolution. Gina had tabled the resolution until our next committee meetings. Mayor Harmon added we are essentially starting over in committees.

Lynne Snider-aye.

Sterling Krout- aye

Gina Kaetzel -aye

Motion passed 6-0

Mayor Harmon advised he needs a **motion** to approve the purchase of the used ultrasonic leak detector for \$2000 using funds from the water operating budget.

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.

Roll Call

Gina Kaetzel- aye

Kim Billman- aye

Sterling Krout- aye

Jill Anderson- aye

Erica O'Neill- aye

Lynne Snider-aye

Motion passed 6-0

Mayor Harmon advised he needs a **motion** to hire the following pool personnel:

Kassidy Cox

Payge Nihiser

Katie Bango

Hazel Jarrett

Maddie Jarrett

Sera Nihiser

Kendall Harter

Josie Ramey

Rilyn Reedy

Makayla Vest

Motion made by Council member Sterling Krout and was seconded by Council member Kim Billman. A roll call vote was taken with all Council members voting aye.

Roll Call

Gina Kaetzel- aye

Jill Anderson- aye

Lynne Snider- aye

Erica O'Neill- aye

Sterling Krout- aye

Kim Billman- aye

Motion passed- 6-0

Mayor Harmon asked for a **motion** to approve the TAC July 4th parade and celebration. They will be using the Lyons club liability insurance. **Motion** made by Council member Kim Billman and seconded by Council member Jill Anderson. A roll call vote was taken with all Council members voting aye.

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

Mayor Harmon advised next on the agenda is the discussion of the Interim Fiscal Officer. Personnel Committee Chair Gina Kaetzel advised the committee met tonight at 6pm prior to this meeting. They met and interviewed Somerset's Fiscal Officer Kelly Beem. Her impressive resume is in your folders. She has been with Somerset for 8 years as their Fiscal Officer and her job duties also include the water and sewer billing clerk and council clerk. Village Administrator Traci Sturgill had discussions with Attorney Zets and had a resolution ready for tonight's meeting. It does state it will be an hourly rate and a max of 20 hours per month unless directed by council to work more than the 20. Traci & the personnel committee agreed upon the wage of \$25.00 per hour. Hiring Kelly has an interim will give us an idea of how many hours are needed to perform the fiscal job. Traci will then get the job posted for interviews for the permanent replacement. Traci added then if Kelly is interested in staying on, she can then apply for the permanent position.

Councilmember Lynne Snider asked if Kelly was going to continue working with Somerset. Traci advised yes. She has Monday's off there and can come here and work and the Somerset Council meetings are all on Tuesday's making her available for our Monday night meetings. Mayor Harmon added she is also available every other Thursday for payroll and account payables. Gina advised she has also already cleared everything with her Mayor in Somerset. Traci added she has 8 years' experience working in UAN software and has a lot of grant knowledge. Sterling stated her hourly would be \$25 per hour and asked what the prior fiscal officer's pay was? Traci advised Melissa was paid salary. This will save the Village approximately \$1500 per month or more for this position. Previous fiscal monthly salary was \$2200 per month. She is highly recommended and willing to step in and help us out right away.

Council President Gina Kaetzel made a **motion** to suspend the three-reading rule for Ordinance 22-08 and declare it as an emergency. **Motion** seconded by Council member Jill Anderson. A roll call vote was taken with all Council members voting aye.

Roll call

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

Council President Gina Kaetzel made a **motion** to adopt Ordinance #22-08 and pass it as an emergency. **Motion** was seconded by Council member Sterling Krout. A roll call vote was taken with all Council members voting aye.

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

Comments and Announcements:

Council Comments:

Council member Lynne Snider stated she has never done a public records request and would like to request a copy of the zoom meeting for last week and she stated she asked in the executive session if she could have a hard copy of what the attorney said about the Letherman money. Traci advised she has a recording she can listen to after the meeting. She also asked if Attorney Zets writes all of our ordinances and resolutions? Administrator Traci Sturgill advised if we have prior ordinance and resolutions that are the same every year, she writes them for the current year information and updates what needs completed then sends everything to Attorney Zets for his approval. He approves everything she presents to council. If she has a brand-new ordinance or resolution, Attorney Zets does write those. Lynne asked if the resolution Melissa submitted was written by Attorney Zets. Traci stated she assumes he did write it himself unless Melissa did and submitted to him? Traci advised as far as the zoom recording; zoom does not record on her iPad. It is my personal iPad and I have the first two full years saved on it from when the pandemic started and we had the previous council clerk using it which has the recording space full. A message pops up and says recording when you start the meeting and then I get an error message saying the zoom meeting is not being recorded due to the recording storage is full. Traci advised she does record everything on her work cell phone if she would like her to send her that. Lynne advised yes that would be fine, just send that to her.

Public Comments:

Citizen Dale Brussee spoke about the \$25 per hour, this is a comment in the form of a question so you don't have to answer it if you don't want too. Will this be put on the pay ordinance because it is not on it yet. Village Administrator Traci Sturgill stated no it is not because she had checked with Attorney Zets in regards to this to be sure she didn't need to pass an emergency amended pay ordinance and he advised not with it being a special circumstance for an emergency interim fiscal officer and she has an email stating this from him. Dale advised the reason they did this in the past, put it all on one is that you have it summarized in one ordinance so that you don't have to keep looking through so much. Traci advised we will be doing that once we hire the permanent replacement. Dale said he didn't know if we were going to keep that \$25 per hours as an open interim pay rate? Mayor Harmon asked, in case we ever need it again? Dale stated yes. Mayor Harmon doesn't think it's a terrible idea. Traci added she will add an Interim Fiscal Officer to the pay ordinance at a rate of pay of \$25 when she updates the pay ordinance for the new permanent fiscal officer position. Dale stated in the past they had 3 different pay ordinances with different items on each one then they combined them all into one. We will also amend the current pay ordinance full time fiscal officer position to reflect the \$25 hourly pay also since that is the rate we are going to offer permanently. Mayor Harmon added we will discuss all this upon hiring this person. He also added we have been very good with keeping the pay ordinance amended and as one ordinance.

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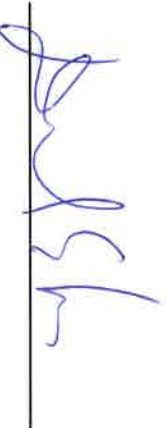
Adjournment: Mayor Harmon asked for a **motion** to adjourn the meeting. **Motion** made by Council member Jill Anderson and was seconded by Council member Kim Billman. A roll call vote was taken with all Council members voting aye.

Roll Call

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

Motion passed 6-0

Meeting concluded at 7:40pm



Mayor Dan Harmon



Traci Sturgill, Acting Council Clerk