

**Minutes**  
**Regular Council Meeting**  
**3 South Main Street**  
**Thorrville, OH**  
**April 25, 2022**

**Council Members:**

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

**Other Village Officials:**

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

**Guests Present:** Jason Kidd, Jessica Archer, Quinn Postens

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

Mayor Dan Harmon called the Village of Thorrville Regular Council Meeting to order on April 25, 2022 at 7:00 p.m. by saying the Pledge of Allegiance.

**Roll Call:**

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

**Motion to Approve the Business Agenda for the Regular Council Meeting on April 25, 2022:**

Mayor Dan Harmon requested a Motion to approve the Business Agenda for the Regular Council Meeting on April 25, 2022. 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.

Jill Anderson – aye  
Kim Anderson- aye  
Erica O'Neill- aye  
Lynne Snider- aye  
Sterling Krout- aye  
Motion passed 5-0

**Motion to Approve the Minutes from the Regular Council meeting on March 25, 2022:**

Mayor Dan Harmon requested a Motion to approve the minutes from the Regular Council meeting minutes March 25, 2022. A Motion was made by Councilmember Kim Billman and was seconded by Councilmember Erica O'Neill. A roll call vote was taken with all councilmembers voting aye.

Sterling Krout- aye  
Jill Anderson- aye  
Kim Billman- 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 April 2022. A Motion was made by Councilmember Sterling Krout and was seconded by Councilmember Kim Billman. A roll call vote was taken with all councilmembers voting aye.

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

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

With no further discussion held Councilmember Lynne Snider made a **Motion** to receive the bank reconciliation for March 2022 and was seconded by Councilmember Kim Billman. A roll call vote was taken with all councilmembers voting aye.

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

**Fiscal Officer's Report-** Fiscal Officer Melissa Tremblay advised she has an update on the Letherman fund transfer. We're having an issue with JP Morgan Chase. They had our Tax ID number wrong, then they need a legal document stating that she can do what council wants her to do. She called Attorney Brian Zets and today he is going to make an ordinance or resolution for council to direct her (Fiscal Officer) to take the money out of the investment. Council member Erica O'Neill stated we need to move this back to committees. Melissa stated she told Brian to start getting the resolution ready and try to get us something by committees on Monday. Discussion held on Letherman.

**Fiscal Officer** Melissa Tremblay also stated she received the agreement for the audit for 2020 & 2021 that she has to sign and it also states "Council" on it. She assumes the President of Council needs to sign it because she isn't sure why it just says "Council". Councilmember Erica O'Neil stated Council President Gina Kaetzel is absent tonight. Melissa asked who the Vice Chair of Council is and Village Administrator Traci Sturgill advised we don't have a Vice Chair of Council. Mayor Harmon asked Melissa how soon she needs the agreement signed? She advised she needed it tonight and asked if Council could make a motion to allow Councilmember Sterling Krout to sign it so she could get it sent back? Mayor Harmon felt since it just states "Council" this should be fine. Mayor Harmon asked for a motion to allow Councilmember Sterling Krout to sign off on the audit letter of arrangement. Melissa added it just shows a draft of what the audit reports will look like. **Motion** made by Councilmember Kim Billman and seconded by Councilmember Jill Anderson. A roll call vote was taken with all councilmembers voting aye.

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

**Police Report:** Chief Williams presented his monthly police report and let Council know he will be out of state for a funeral Wednesday- Friday. He does have auxiliary officers scheduled for coverage while he is gone and the County Sheriff's department have also been advised for extra coverage from deputies. Discussion held on the animal at large citation.

**Administrator's Report:** Village Administrator Traci Sturgill introduced Jason Kidd to Mayor and Council. He has been chosen as the replacement General Maintenance Laborer by the Personnel Committee and myself. Traci asked for a motion from Council if they agree upon hiring him to replace Travis Hagan's. **Motion** made by Councilmember Erica O'Neill and seconded by Councilmember Kim Billman. A roll call vote was taken with all councilmembers voting aye.

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

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**Public Hearing's:**

Mayor Harmon opened the public hearing for Ordinance #22-05 at 7:13 pm

- **ORDINANCE #22-5 AN ORDINANCE TO AMEND ORDINANCE 21-14 (THE ANNUAL APPROPRIATION ORDINANCE), THEREBY REVISING SUMS FOR OPERATING EXPENSES AND DECLARING AN EMERGENCY.**  
2<sup>nd</sup> Reading

Mayor Harmon closed the public hearing for Ordinance #22-05 at 7:14 pm

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

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

Mayor Dan Harmon asked for a motion to receive the monthly water report to Perry County Commissioners for March 2022. With no discussion held a motion was made by Councilmember Jill Anderson to receive the Monthly Water Report to the Perry County Commissioners for March 2022 and was seconded by Councilmember Erica O'Neill. A roll call vote was taken with all councilmembers voting aye.

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

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

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

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

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

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

**Committee Reports for April 2022**

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**3 South Main Street**  
**Thorrville, OH**  
**April 25, 2022**

**Parks & Recreation Committee:** Committee Chair Lynne Snider stated the committee discussed the upgrade of the new playground and scheduling the special parks and recreation meeting to choose the playground equipment they like. They did decide on

replacing with fiber mulch due to the cost of the poured in place. We are still waiting on the updated quotes for the pool or possibly a splash park. Mayor Harmon feels it would be a big change to switch to a splash park so we would need the community's input if we decide we may want to do that since it is such a huge asset.

**Public Facilities and Safety Committee:** Committee Chair Erica O'Neill advised the committee also discussed the pool and playground upgrades. They also discussed the police carryover funds for the items Chief is currently in need of. ADR Engineer's annual contract was also discussed.

**Personnel Committee:** Committee Vice Chair Jill Anderson advised the committee discussed the hiring of Jason Kidd and the ordinance for his hiring.

**Finance Committee:** Committee Chair Sterling Krout advised the committee discussed Ordinance 22-06 2023 Tax Budget along with a few amendments. They discussed the error of \$88,000 on the Pool fund certificate that came from the auditor's office. The correct amount should have been \$43,000. Fiscal Officer Melissa Tremblay advised she sent the auditor's office an email correcting it with the right amount and we had received the new certificate. Discussions were held on the Letherman fund.

Fiscal Officer Melissa Tremblay advised she sent a text message to Attorney Brian Zets stating Council wants to know why they do not have to rescind the motion they made to move the money from the Letherman to General fund? He replied that Robert's Rules of Order's do not allow it. Motion had to be made before the last meeting was adjourned and the ORC does not allow the money to be transferred into the general fund. Mayor Harmon stated so if we make a motion and realize it was a mistake, we have to make a motion to rescind it during the same meeting.

**Old Business:**

Mayor Harmon stated this is the 3<sup>rd</sup> (third) reading for ORDINANCE #22-04 AN ORDINANCE AMENDING THE RULES OF THE VILLAGE OF THORNVILLE COUNCIL, SECTION 8 (ORDER OF BUSINESS) and he will need a motion to adopt this ordinance. Motion made by Councilmember Sterling Krout and seconded by Councilmember Erica O'Neill. A roll call vote was taken with all councilmembers voting aye.

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

Mayor Harmon advised this is the 2<sup>nd</sup> (second) reading for ORDINANCE #22-05 AN ORDINANCE TO AMEND ORDINANCE 21-14 (THE ANNUAL APPROPRIATION ORDINANCE), THEREBY REVISING SUMS FOR OPERATING EXPENSES AND DECLARING AN EMERGENCY.  
2<sup>nd</sup> Reading

**New Business:**

Mayor Harmon advised this is the 1<sup>st</sup> reading for 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.  
1<sup>st</sup> Reading

This is also the 1<sup>st</sup> reading for Ordinance #22-07 and I will need a motion to suspend the rules and pass this Ordinance as an emergency tonight as this needs to take effect immediately.



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**ORDINANCE #22-07 AN ORDINANCE ESTABLISHING A NEW COMPENSATION AND PAY SCHEDULE FOR CERTAIN POSITIONS WITHIN THE VILLAGE OF THORNDALE  
REPEALING ALL PRIOR SALARY ORDINANCES AND DECLARING AN EMERGENCY.**

Councilmember Erica O'Neill made a motion to suspend the three-reading rule for Ordinance #22-07 and declare it as an emergency and was seconded by Councilmember Sterling Krout. A roll call vote was taken with all council members voting aye.

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

Mayor Harmon asked for a motion to adopt Ordinance #22-07 and pass it as an emergency. Councilmember Sterling Krout made a motion to adopt Ordinance #22-07 and declare it as an emergency. Motion seconded by Councilmember Kim Billman. A roll call vote was taken with all council member's voting aye.

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

Credit Card Policy Update- Village Administrator Traci Sturgill provided Council with a list of Village issued credit cards, with card numbers redacted, which is required to be kept and updated to Council every three months. Mayor Harmon asked if Travis Hagan's card would be switched to the new employee, Jason Kidd. Village Administrator Traci Sturgill advised yes and asked Fiscal Officer Melissa Tremblay if she could stop by PNC in Lancaster and take care of that and she advised she may be able to do it online.

Council Comments- Council member Sterling Krout asked for an update on the new bleachers. Village Administrator Traci Sturgill advised they should be here in the next 4 weeks. Council member Erica O'Neill asked if the bleacher funds were used from the playground funds. Traci advised no. This was a separate amount from the Shelly donation funds. The new bleachers hold 100 people per unit.

Citizen Comments-Village Administrator Traci Sturgill added we have 2 Lakewood students here tonight fulfilling a high school class project for AP Government. Their parents had contacted her and asked if they could join us tonight.

Fiscal Officer Melissa Tremblay asked Village Administrator Traci Sturgill if we have an update on the contract with the County. Traci asked which contract? Melissa advised the last meeting minutes say Sterling suggested pulling old minutes to see how it was discussed and Traci will also continue researching and contact Attorney Zets for his final copy of the sewer contract. Traci advised it is still in the works but not anything to update yet. Traci advised Mayor Harmon we had previously started discussing this but we will need to go into executive session for the further discussions on it. Mayor Harmon agreed.

Announcements- Council member Erica O'Neill said school's out in a couple weeks. Yay!

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**Adjournment:**

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

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

Meeting concluded at 8:40 p.m.



Mayor Dan Harmon



Traci Sturgill, Acting Council Clerk