

**Village of Higginsport
Village Council Meeting
December 8, 2025**

The Council of the Village of Higginsport met in regular session at the Village Municipal Building on Monday, December 8, 2025 at 6:00 p.m. with all members present except Scott Null.

Also, present were: Fire Chief Rob Starrett, Police Chief Shawn Elliott, Eddie Crawford, Leslee Hasenstab, Scott Wilburn, Linda Fester, Sandy Bear, Dean Miracle, Haley Roehm, Ben Miller, and Patrick Elliott.

Mayor Bear called the meeting to order and led everyone in the Pledge of Allegiance.

Public Participation

Ms. Haley Roehm and Mr. Ben Miller addressed Council regarding the car show that they previously had spoke to Council about at the September council meeting. They provided information regarding the proposed date for the event being May 16, 2026. Ms. Haley expressed she would email the information to council regarding the proposed event.

Old/New Business

Mrs. Adams reported that a village resident at the west end of the village had requested additional police presence at that end of the village to deter speeders.

Ms. Wills inquired if it had been determined if someone could be buried in the village cemetery. Mr. Fester confirmed that burials could take place in the village cemetery.

Ms. Wills inquired as to the status of the vending machine that was to be installed at the municipal building. Mr. Fester reported that revisions needed to be made to the proposed contract with the vendor.

Police Department Report

Chief Elliott reported on the following:

- Department truck has been serviced and repaired.
- Officer Mountjoy has started with the department.
- Property owners at 600 Columbia Street have complied and cleaned up the property.
- Participated in the Mt. Orab Christmas Parade
- Shop-with-a- Cop scheduled for December 16, 2025.
- Village Christmas is scheduled for December 13, 2025. Donations will be accepted until December 9, 2025.
- Requalification for LEADS and firearm training has been completed.

Fire Department Report

Chief Starrett reported on the following:

- Heater has to be replaced in the old council room in the firehouse/municipal building.

- Lights in the firehouse/municipal building need replaced. Will be replacing them with LED lights which will save \$60.00 per unit.
- Township/Village clean-up days will be held in April 2026. Council will need to determine where they would like the dumpsters set-up in the village.

Chief Starrett informed Council that he would be willing to bring his own equipment or the township's equipment for street clearing during inclement weather however he would need something from Council that covers the liability. A discussion ensued regarding the use of personal equipment and liability for such. Mr. Fester expressed the village may need an umbrella policy to cover volunteers using their own equipment for the village.

Additional Business

Mr. Fester reported on the following:

- ARC Capacity grant audio/visual equipment has been installed and should be up and running in the next couple months.
- OPWC grant application for the sewer project did not score well. Researching OPWC small government funding.
- The riverfront ballfield project is in process. Most of the concrete work is scheduled to be installed this month.

Mr. Fester expressed his appreciation to Mr. Smith and Ms. Wills for their service as council members for the last four years.

Additional Public Participation

Mr. Miracle expressed his appreciation to all those that helped with the snow removal in the village. He also thanked those that put up the village's Christmas lights.

Mr. Miracle inquired if Council would approve for Dustin Faul to salt the village streets as there was inclement weather predicted. A discussion ensued with Mrs. Adams reminding Council that the current contract with Mr. Faul does not expire until December 31, 2025.

Mrs. Sandy Bear congratulated all those that had recently won elected positions in the village and township.

Chief Starrett expressed his appreciation to those that supported his election as Lewis Township Trustee.

Fiscal Officer's Report

Mrs. Dufau presented the following for Council's approval:

- October 13, 2025 Meeting Minutes
- Paid Bills
- Re-appropriation Resolution
- 2026 Temporary Appropriations
- New Hire Resolution

Resolution 25-22

Motion by: Mr. Fester

Seconded by: Ms. Wills

WHEREAS, the village’s property and liability insurance are due for renewal, and

WHEREAS, the village has received a quote for the insurance renewal from Hylant Administrative Services for an annual amount of \$16,038.00 through Ohio Plan Risk Management, Inc. which provides cost savings to the village without compromising adequate coverage,

THEREFORE, BE IT RESOLVED, that Council approves the property and liability insurance coverage for policy year 2025 - 2026 through Hylant Administrative Services/Ohio Plan Risk Management, Inc. at an annual cost of \$16,038.00.

BE IT FURTHER RESOLVED, that the following re-appropriations be approved in order to process the annual insurance payment:

General Fund (1000)

From: 1000-930-930	Contingencies	\$1,700.00
To: 1000-790-350-0000	Insurance	\$1,700.00

Street Fund (2011)

From: 2011-930-930	Contingencies	\$ 50.00
To: 2011-620-350-0000	Insurance	\$ 50.00

Police Fund (2902)

From: 2902-930-930	Contingencies	\$3,030.00
To: 2902-110-350-0000	Insurance	\$3,030.00

Fire Fund (2903)

From: 2903-930-930	Contingencies	\$3,030.00
To: 2903-120-350-0000	Insurance	\$3,030.00

Sewer Fund (5201)

From: 5201-930-930	Contingencies	\$1,960.00
To: 5201-540-350-0000	Insurance	\$1,960.00

Vote: Mrs. Adams, Yes; Mr. Adams, Yes; Mr. Fester, Yes; Mr. Null, Absent, Mr. Smith, Yes; Ms. Wills, Yes

Resolution 25-23

Motion by; Mr. Smith

Seconded by: Mrs. Adams

WHEREAS, the village has received the 2026 Estimated Resource Certificate from the Brown County Auditor’s office, and

WHEREAS, this information will be utilized for 2026 temporary appropriations,

THEREFORE, BE RESOLVED that the following 2026 temporary appropriations be approved:

General Fund	\$183,030.96
Fire Fund	\$154,806.74
Police Fund	\$ 15,522.38
Street Fund	\$ 36,497.12
State Highway Fund	\$ 1,345.51
Permissive Motor Vehicle	\$ 4,289.58
Parks & Recreation	\$ 1,449.00
Court Computer	\$ 4,400.82
Sewer Fund	\$ 105,406.56
Mayor's Court Fund	\$ 38,000.00

Vote: Mrs. Adams, Yes; Mr. Adams, Yes; Mr. Fester, Yes; Mr. Null, Absent; Mr. Smith, Yes; Ms. Wills, Yes

Resolution 25-24

Motion by: Mr. Smith

Seconded by: Mr. Adams

WHEREAS, Council approved hiring a part-time police officer at their October 2025 council meeting, and

WHEREAS, Chief Shawn Elliott has a candidate for the part-time officer position,

THEREFORE, BE IT RESOLVED, that Anthony Mountjoy be hired as a part-time police officer effective November 29, 2025 at a payrate of \$18.00 per hour.

Vote: Mrs. Adams, Yes; Mr. Adams, Yes; Mr. Fester, Yes; Mr. Null, Absent; Mr. Smith, Yes; Ms. Wills, Yes

Motion by: Ms. Wills, seconded by: Mr. Adams to approve the regular meeting minutes from October 13, 2025. **Motion passed unanimously.**

Motion by: Ms. Wills, seconded by: Mr. Adams to approve the October 2025 and November 2025 bills. **Motion passed unanimously.**

Mrs. Adams inquired about the storage building that had been placed next to the community center. Mr. Fester confirmed that it was part of the river development grant.

Mayor Bear requested an executive session to discuss a personnel matter.

Motion by: Mr. Fester, seconded by: Mr. Adams to go into executive session to discuss a personnel matter. **Motion passed unanimously. Time Out: 6:42 p.m.**

Motion by: Ms. Wills, seconded by: Mr. Fester to return to regular session. **Motion passed unanimously.**

Mr. Fester announced that Mrs. Dufau had submitted her resignation as village fiscal officer effective January 31, 2026.

Motion by: Mr. Fester, seconded by: Mr. Adams to adjourn the meeting. Motion passed unanimously.

Lester Bear, Mayor

Sheila G. Dufau, Fiscal Officer

Kathy Adams, Council Member

Matt Adams, Council Member

Linda Wills, Council Member

Scott Null, Council Member

Mark Fester, Council Member

Drew Smith, Council Member