

**Village of Higginsport  
Village Council Meeting  
July 8, 2024**

The Council of the Village of Higginsport met in regular session at the Village Municipal Building on Monday, July 8, 2024 at 6:00 p.m. with all members present.

Also, present were: Police Chief Shawn Elliott, Fire Chief Rob Starrett, Dean Miracle, Tina Germann, Duane Germann, Peggy Wood, Linda Fester, Sandy Bear, Anthony Moon, Raegan Moon, Diana Weaver, Patrick Elliott, Scott Wilburn, Tricia Wood, Brian Elliott and Toni Layne.

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

**Police Department Report**

Chief Elliott reported on the following:

- June department statistics
- Citations issued for properties that need cleaned up.
- Annual OPOTA training - reimbursement for up to 40 hours of training.
- Ohio State Highway Patrol has received complaints regarding unlicensed golf carts on village streets. Recommended Council implement a permit process for golf cart use in the village.

A discussion ensued regarding the complaint with general consensus of Council that a committee meeting be held to discuss the matter further. Mr. Null requested Chief Elliott attend the committee meeting when the proposed golf cart regulations are discussed.

**Mayor's Report**

Mayor Bear reported the repairs have completed at Gaine & Main Street. He expressed his appreciation to all the volunteers that assisted.

Mayor Bear presented a copy of the monthly sewer report to Council.

Ms. Wills inquired if the locks had been installed on the sewer vaults. Mayor Bear reported that they had not been installed yet.

**Fire Department Report**

Chief Starrett reported on the following:

- The department did not receive the equipment grant through the State. He would be obtaining quotes for new department radios which would most likely cost approximately \$6000.00 to \$8000.00.
- The pump testing has been completed and the report has been received.

Mayor Bear provided Chief Starrett with a list of documents he still needed to see. Chief Starrett reviewed the list and expressed that no testing was required for ladders or mask. Mr. Miracle expressed they needed copies of everything for the village to have a file. Chief Starrett stated Mr. Miracle had reviewed all of the fire department records when they had previously met. A discussion ensued regarding the request for records. Mrs. Adams inquired as to why Mr. Miracle did not make copies of the records he wants. Chief Starrett expressed that he had been the village fire chief for forty years and has worked with multiple mayors and council members and has never had an issue.

A discussion ensued regarding records retention. Mr. Miracle inquired as to whom was the public records officer of the village. Mrs. Dufau confirmed the village fiscal officer is the public records officer for the village.

Chief Starrett brought in all of the fire department records for 2010 to the present in order for Mr. Miracle to copy those that were needed. Mayor Bear took possession of the records provided by Chief Starrett.

#### **Minutes Approval**

**Motion by: Mr. Fester, seconded by: Ms. Wills** to approve the June 10, 2024 regular meeting minutes. **Motion passed unanimously.**

**Motion by: Mr. Smith, seconded by: Mrs. Adams** to approve the June 24 2024 special meeting minutes. **Motion passed unanimously.**

#### **Administrator's Report**

Mr. Miracle announced that future council meetings will be held following an agenda format. Anyone wishing to address Council will need to request to be put on the agenda two weeks prior to the council meeting.

#### **Old Business**

Mr. Null inquired the status of the sewer tap-in at the campground at the west end of the village. Mayor Bear and Mr. Miracle confirmed that the village solicitor was addressing the matter.

Mr. Null inquired if Mrs. Dufau had obtained contact information for the sewer management company utilized by the Village of Moscow. Mrs. Dufau confirmed she had the information and would provide it to the sewer committee members.

Mr. Miracle reported that Mayor Bear did not accept Chief Elliott's resignation and he would be remaining the village police chief.

#### **New Business**

Chief Elliott inquired if anyone had an update on the Brownfield Grant for the demolition of the old school building. Mayor Bear reported nothing is scheduled to be done until fall.

Mr. Miracle reported there were abandoned gas tanks in the village that needed addressed as well. A discussion ensued regarding the matter. Chief Starrett informed council there were also a couple cisterns on village property that should be addressed as well.

#### **Public Participation**

Mr. Patrick Elliott reported that Georgetown Marble & Granite are making the dedication plaque as discussed at a previous council meeting.

#### **Fiscal Officer's Report**

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

- 2025 Tax Budget
- Monthly paid bills

**Resolution 24-20**

**Motion by: Mr. Adams**

**Seconded by: Mr. Smith**

Whereas, the Village Fiscal Officer, Sheila Dufau, has presented the proposed 2025 Tax Budget to the Village Council, and

Whereas, the Council of the Village of Higginsport has reviewed the proposed budget,

Therefore, be it resolved, that the proposed 2025 Tax Budget be approved and submitted to the Brown County Auditor's Office.

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

**Motion by: Mr. Null, seconded by: Ms. Wills to approve and pay the bills. Motion passed unanimously**

**Additional Business**

Mr. Fester presented a copy of a proposed appreciation certificate for those that have helped the village which would be available for anyone Council would like to send one to.

Mr. Fester reported the first ILCAO meeting for the Appalachian Grant will be June 9, 2024 and will be held every two weeks for the next two years.

Mr. Fester reported that he had received a quote from DLZ for the sewer engineering study but had not yet had time to review it. He expressed it may be necessary to hold a special meeting in August dependent upon the grant deadline.

Mrs. Fester reported she and Mayor Bear had completed the READY Local Government Training program. The village would now be eligible to apply for a \$50,000.00 grant that can be used for relevant training, software, internal controls, computer, IT and infrastructure.

Mr. Miracle reported he is working with Chief Starrett and Chief Elliott on the unsecured buildings in the village.

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

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**Lester Bear, Mayor**

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**Sheila G. Dufau, Fiscal Officer**

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**Kathy Adams, Council Member**

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**Matt Adams, Council Member**

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**Linda Wills, Council Member**

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**Scott Null, Council Member**

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**Mark Fester, Council Member**

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**Drew Smith, Council Member**