

## RECORD OF PROCEEDINGS

Minutes of **VILLAGE OF GETTYSBURG MONTHLY COUNCIL MEETING** Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held \_\_\_\_\_ January 11, 20<sup>18</sup>

### CALL TO ORDER

Mayor Jason Lance led attendants in the Pledge of Allegiance and called the meeting to order at 7:00 PM.

Before roll call, Mayor Jason Lance swore-in Michael Shives as new Councilmember for the Village of Gettysburg, Ohio. After swearing in Shives, Mayor Lance briefed attendants on the open Council seat, and how the appointment process works. Lance went on to state there were four individuals who submitted letters of interest in the open seat, and each individual would have a few minutes to discuss why they would make a good Councilmember; and in the end, if any sitting Councilmember had questions for any of the candidates, they could ask. The four candidates were former Councilman John Archey, and Villagers Cheryl Byers, Susan Meadows-Hart, and Paula Harshbarger. After each candidate spoke, the floor was handed over to Council President Karla Harmon. Harmon stated that of the four candidates, Archey and Harshbarger were the only ones who ran for the seat; and of those two candidates (Archey and Harshbarger), Archey was the only one who had enough valid signatures on his petition to run for Council. Harmon went on to outline all the volunteer hours of physical labor Archey has put into the Village over the years, as well as his many years' service and experience as a Councilman; and it is for these reasons she motioned to nominate John Archey to fill the vacant Council seat. There were no questions, comments, or discussions. Councilman Tim Bryan seconded. **Roll Call:** Karla Harmon - yes; Chris Miller -absent; Robert Williams - yes; Michael Shives - yes; Tim Bryan – yes; and John Archey was officially appointed Councilman. After roll call, Mayor Jason Lance swore John Archey in as Councilman for the Village of Gettysburg, Ohio.

Once swearing-in of new Councilmembers concluded, Fiscal Officer/Village Administrator Jesse J. Berry called roll.

**PRESENT:** Jason Lance, *Mayor*; Karla Harmon, *Council President*; John Archey, *Councilmember*; Tim Bryan, *Councilmember*; Robert Williams, *Councilmember*; Michael Shives, *Councilmember*; Jesse J. Berry, *Fiscal Officer/Village Administrator*; Matt Pierron, *Village Solicitor*

**ABSENT:** Chris Miller, *Councilmember*

**CITIZENS:** Paula Harshbarger, Michael Harshbarger, Susan Hart, Cheryl Byers, Patsy Riley

**GUESTS:** None

**ALSO IN ATTENDANCE:** Rocke Parkman, *Park Board Vice Chair*, Susan Parkman, *Village Employee and Park Board Member*; Jay Roberts, *Village Water Operator*

Mayor Lance then went on to inform attendants that a lot of changes are happening in the Village. He spoke about various seats open on the various Boards and Committees of the Village; including the Planning Commission. He encouraged those in attendance to get involved. Mayor Lance also informed Council that there are various Local Government training seminars throughout the year for Council and Officers. Mayor Lance then made Committee appointments for Boards and Committees of the Village of Gettysburg, Ohio.

### AGENDA REVIEW

There were no questions, comments, or changes.

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**APPROVAL OF MINUTES**

Council read over the minutes of the December 21, 2017 Council Meeting. There were no questions or comments from Council. Councilman Tim Bryan motioned to approve the minutes. Councilman Robert Williams seconded and the minutes of the December 21, 2017 Council Meeting were approved.

**BILLS REVIEW**

Council read over the Payments Report for December 1, 2017 through December 31, 2017. There were no questions or comments. Councilwoman Karla Harmon motioned that payments made in the month of December 2017 be approved. Councilman Tim Bryan seconded and expenditures for the month of December 2017 were approved.

**GUEST SPEAKER**

None

**COMMENTS FROM PUBLIC**

None

**MAYOR'S REPORT**

Mayor Lance informed attendants that he was going to be scheduling Mayor's Forums. He expressed his hopes that the forums will be a platform for Villagers to constructively express comments and concerns, ask questions and share ideas. Mayor Lance went on to commend Council, Village Officers, and Village Employees on a great 2017. He went on to state that Council has taken more ownership in decision making processes, and in some cases, the execution of decisions; as well as exercised more oversight. The Mayor also stated that the Administration as a whole has exercised more and better transparency. Mayor Lance also expressed his satisfaction in the beautification efforts; stating the efforts are visibly recognizable throughout the Village. Finally, the Mayor expressed his satisfaction in Zoning efforts – particularly yard maintenance – and attributes some of the beautification of the Village to the aforementioned efforts; and further expressed hope the administration keeps the momentum going.

**SOLICITOR'S REPORT**

Nothing

**FISCAL OFFICER/VILLAGE ADMINISTRATOR:**

Berry went on to inform Council that during appropriations and preparation for final appropriations due to the County Auditor by Jan 31, 2018, he discovered a deficit in the revenue (what Gettysburg is receiving per trash tote) vs. expenditure (what Gettysburg is paying per tote) has depleted the trash fund to the point that Gettysburg will be short approximately \$5,000 for the year 2018. Berry mentioned he brought this discrepancy in the trash fund to the attention of Council at a recent Council meeting. The discrepancy is the result of improper calculation and agreement with Best Way Trash Services. Berry pointed out to Council the contract expires at the end of 2018. Berry went on to inform Council he spoke to Karla Harmon (who at the time was the only member of the Finance Committee), and the Mayor about the issue. Berry stated that upon their input, he recommends that in lieu of a trash rate increase they transfer \$5,000 from the general fund to the trash fund to cover refuse operations through 2018, and correct the discrepancy in the next contract negotiations. Berry also informed Council that during appropriations and preparation for final

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appropriations, he has discovered a more substantial deficit in the sewage fund. Berry explained that the deficit is the result of increases in general expenditures (utilities, maintenance, etc.) as well as more than one sewage treatment increase over the years, and not increasing sewer rates (or any utility rates) to keep up with natural economic expenditure increases. Again, after consulting the Mayor, and Finance Committee member and Council President Karla Harmon, Berry recommended they should transfer \$13,000.00 from the general fund to the sewer fund and increase sewer rates. Berry also noted that in 2019, Gettysburg would need to do another, more modest transfer and rate increase. After that, Gettysburg will have to do regular utility increases across the board to keep up with natural, economic increases in expenditures. Finally, Berry spoke about the expenses and logistics of managing the Cardinal Center; outlining the cost to the Village to operate the Cardinal Center. Berry reminded Council and attendants that the Village advanced \$11,300 to the school fund in 2017 – advancements that will in all likelihood be converted to transfers. Berry went on to state that Gettysburg is poised to do similar advances, or transfers, for 2018 and every year after that. Berry concluded by stating the Village would save thousands of dollars a year by locking the doors, shutting off utilities, and just maintaining exterior property maintenance until a permanent solution is decided upon.

### OTHER REPORTS:

**Water/Sewer:** Water Operator Jay Roberts informed Council of the extensive complications he's had with the industrial generator at the water plant. Roberts pointed out that the generator hasn't functioned properly in years and no one has done anything about it. Roberts then went on to inform Council that Mike's Sanitation was onsite last week because the pump at the main lift station was out. Roberts stated it will need to be on a yearly maintenance program if the trash (from residents flushing items down the toilet) inside the pump continues. Roberts then passed around pictures of some of the trash that was flushed out of the sewer system. Roberts then said he was going to get with Berry to start a website/Facebook program called *Trash It Don't Flush* it to educate residents on what can and can't be flushed. Roberts stated a similar program worked in Bradford; and if followed could greatly extend the life of the pump station. Roberts concluded by saying he still needed to get Winelco to the park to make all the repairs to the lift station there.

**Streets:** None

**Storm Sewer:** None

**Finance Committee:** None

**PDI:** None

**ADA/Hospitality:** None

**Park Board:** None

**Records Commission:** None

### OLD BUSINESS:

1. **Ordinance 2017-10 An Ordinance Updating Membership of the Village of Gettysburg, Ohio Planning Commission** – for review and second reading. There were no questions or comments. Councilwoman Karla Harmon motioned to approve the second reading of Ordinance 2017-10. Councilman John Archey seconded. **Roll Call:** Karla Harmon - yes; Chris Miller - absent; Robert Williams - yes; John Archey - yes; Tim Bryan – yes; Michael Shives - yes; and the second reading of Ordinance 2017-10 was approved.
2. **Board of Tax Review** — tabled
3. **Annexation of West Main Street** — tabled

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**4. Rental Registration Program — tabled****NEW BUSINESS:**

1. **Ordinance No. 2018-01 An Ordinance Approving A Contract For Employment Between The Village Of Gettysburg, Ohio, And Jesse J. Berry, As Village Fiscal Officer For The Village Of Gettysburg, Ohio And Declaring An Emergency** – for reading and approval. Fiscal Officer/Village administrator Berry explained that there needed to be an ordinance to approve the renewal of his contracts. There was no discussion. Councilman Bryan motioned to suspend the three reading rule. Councilman Archey seconded. **Roll Call:** Karla Harmon - yes; Chris Miller - absent; Robert Williams - yes; John Archey - yes; Tim Bryan – yes; Michael Shives - yes; and the three reading rule was suspended. Councilwoman Karla Harmon motioned to approve Ordinance 2018-01. Councilman Bryan seconded. **Roll Call:** Karla Harmon - yes; Chris Miller - absent; Robert Williams - yes; John Archey - yes; Tim Bryan – yes; Michael Shives - yes; and Ordinance 2018-01 passed.
2. **Ordinance No. 2018-02 An Ordinance Approving A Contract For Employment Between The Village Of Gettysburg, Ohio, And Jesse J. Berry, As Village Administrator For The Village Of Gettysburg, Ohio And Declaring An Emergency** - for reading and approval. There was no discussion. Councilwoman Harmon motioned to suspend the three reading rule. Councilman Archey seconded. **Roll Call:** Karla Harmon - yes; Chris Miller - absent; Robert Williams - yes; John Archey - yes; Tim Bryan – yes; Michael Shives - yes; and the three reading rule was suspended. Councilman Williams motioned to approve Ordinance 2018-02. Councilman Bryan seconded. **Roll Call:** Karla Harmon - yes; Chris Miller - absent; Robert Williams - yes; John Archey - yes; Tim Bryan – yes; Michael Shives - yes; and Ordinance 2018-02 passed.
3. **Ordinance 2018-03 An Ordinance Approving Contract for Employment of Rocke Parkman as Village of Gettysburg, Ohio Zoning Officer, and Declaring an Emergency** - for reading and approval. There was no discussion. Councilwoman Harmon motioned to suspend the three reading rule. Councilman Archey seconded. **Roll Call:** Karla Harmon - yes; Chris Miller - absent; Robert Williams - yes; John Archey - yes; Tim Bryan – yes; Michael Shives - yes; and the three reading rule was suspended. Councilman Archey motioned to approve Ordinance 2018-03. Councilman Bryan seconded. **Roll Call:** Karla Harmon - yes; Chris Miller - absent; Robert Williams - yes; John Archey - yes; Tim Bryan – yes; Michael Shives - yes; and Ordinance 2018-03 passed.
4. **Resolution 2018-01 A Resolution For The Transfer Of Funds And Declaring An Emergency Due To Insufficient Balances In The Trash Collection Fund 5301** - for reading and approval. The purpose of this Resolution was explained during the Fiscal Officer/Village Administrator report. There was no questions or comments. Councilwoman Harmon motioned to suspend the three reading rule. Councilman Archey seconded. **Roll Call:** Karla Harmon - yes; Chris Miller - absent; Robert Williams - yes; John Archey - yes; Tim Bryan – yes; Michael Shives - yes; and the three reading rule was suspended. Councilman Bryan motioned to approve Resolution 2018-01. Councilman Williams seconded. **Roll Call:** Karla Harmon - yes; Chris Miller - absent; Robert Williams - yes; John Archey - yes; Tim Bryan – yes; Michael Shives - yes; and Resolution 2018-01 passed.
5. **Resolution 2018-02 A Resolution For The Transfer Of Funds And Declaring An Emergency Due To Insufficient Balances In The Sewer Fund 5201** - for reading and approval. The purpose of this Resolution was explained during the Fiscal

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Officer/Village Administrator report. There was no questions or comments.

Councilman Archey motioned to suspend the three reading rule. Councilwoman Harmon seconded. **Roll Call:** Karla Harmon - yes; Chris Miller - absent; Robert Williams - yes; John Archey - yes; Tim Bryan – yes; Michael Shives - yes; and the three reading rule was suspended. Councilman Williams motioned to approve Resolution 2018-02. Councilwoman Harmon seconded. **Roll Call:** Karla Harmon - yes; Chris Miller - absent; Robert Williams - yes; John Archey - yes; Tim Bryan – yes; Michael Shives - yes; and Resolution 2018-02 passed.

- 6. Ordinance 2018-04 An Ordinance Amending The Base Rate Charges For Sewer For The Residents Of The Village Of Gettysburg, Ohio** – for discussion and first reading. The purpose of this Ordinance was explained during the Fiscal Officer/Village Administrator report. There was no questions or comments. Councilwoman Harmon motioned to approve first reading of Ordinance 2018-04. Councilman Archey seconded. **Roll Call:** Karla Harmon - yes; Chris Miller - absent; Robert Williams - yes; John Archey - yes; Tim Bryan – yes; Michael Shives - yes; and the first reading of Ordinance 2018-04 was approved.

**EXECUTIVE SESSION:** Councilman Tim Bryan motioned to enter *executive session* for potential and pending litigation matters. Councilwoman Harmon seconded. **Roll Call:** Karla Harmon - yes; Chris Miller - absent; Robert Williams - yes; John Archey - yes; Tim Bryan – yes; Michael Shives - yes; and the Council for the Village of Gettysburg entered *executive session*.

Council exited *executive session* at 8:43 PM and resumed New Business.

- 7. Ordinance No. 2018-05 An Ordinance Adopting A Social Media Policy For Village Employees And Contractors** - for discussion and first reading. There was no discussion. Councilman Bryan motioned to approve first reading of Ordinance 2018-05. Councilman Archey seconded. **Roll Call:** Karla Harmon - yes; Chris Miller - absent; Robert Williams - yes; John Archey - yes; Tim Bryan – yes; Michael Shives - yes; and the first reading of Ordinance 2018-05 was approved.

**ADJOURNMENT:** Councilman Bob Williams motioned that the January Council Meeting be adjourned. Councilman John Archey seconded. The motion carried and the meeting adjourned at 8:44 PM.



JESSE J. BERRY, FISCAL OFFICER



JASON D. LANCE, MAYOR

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