

Minutes  
Regular Council Meeting  
3 South Main Street  
Thornville, OH  
August 26, 2019

**Council Members:**

Kristina Roshon  
Lynne Snider  
Josh Hultgren - Absent  
Abby Frick  
Daria Carr  
Erica Cook

**Other Village Officials:**

Dan Harmon, Mayor  
Traci Sturgill, Village Administrator  
Melissa Tremblay, Fiscal Officer  
Darrell Ball, Chief of Police  
Gina Kaetzel, Council Clerk

**Guests Present:** Trista Kosch Rob Kosch

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

Mayor Dan Harmon called the Village of Thornville Regular Council Meeting to order on August 26, 2019, at 7:00 p.m. by saying the Pledge of Allegiance.

**Roll Call:**

Roll Call taken was taken with Council President Kristina Roshon, Councilmember Lynne Snider, Councilmember Daria Carr, Councilmember Erica Cook, and Councilmember Abby Frick present. Councilmember Josh Hultgren was absent.

Councilmember Abby Frick made a **motion** to approve councilmember Josh Hultgren's absence. Council President Kristina Roshon seconded the **motion**. A roll call vote was taken with all members voting aye.

**Motion Passed 5-0**

**Motion to Approve the Business Agenda for Monday, August 26, 2019:** Mayor Dan Harmon requested a **Motion** to approve the Business Agenda for the Regular Council meeting on Monday August 26, 2019. **Motion** made by Council President Kristina Roshon, and seconded by Councilmember Daria Carr. A roll call vote was taken with all Councilmembers voting aye.

**Motion passed 5-0**

**Motion to Approve the Minutes from Regular Council Meeting July 22, 2019:** Mayor Dan Harmon requested a **Motion** to approve the minutes from the regular council meeting on July 22, 2019. **Motion** was made by Councilmember Erica Cook and was seconded by Council President Kristina Roshon. A roll call vote was taken.

Erica Cook - aye  
Kristina Roshon - aye  
Lynne Snider - aye  
Daria Carr - aye  
Abby Frick - Abstain  
**Motion passed 4-0**

**Motion to Approve the Minutes from the Special Council Meeting on August 5, 2019:** Mayor Dan Harmon requested a **motion** to approve the minutes from the special council meeting on August 5, 2019. **Motion** was made by Council President Kristina Roshon and was seconded by councilmember Erica Cook. A roll call vote was taken.

Kristina Roshon - aye  
Erica Cook - aye  
Abby Frick - Abstain  
Daria Carr - aye  
Lynne Snider - aye  
**Motion passed 4-0**

**Motion to Approve the Minutes from the Special Council Meeting on August 11, 2019:** Mayor Dan Harmon requested a **motion** to approve the minutes from the special council meeting on August 11, 2019. **Motion** was made by Councilmember Erica Cook and was seconded by councilmember Abby Frick. A roll call vote was taken.

Erica Cook - aye  
Abby Frick - aye  
Lynne Snyder - Abstain  
Daria Carr - aye  
Kristina Roshon - aye  
**Motion passed 4-0**

Minutes  
Regular Council Meeting  
3 South Main Street  
Thornville, OH  
August 26, 2019

**Presentation of Bills:**

Discussion Held: Village Administrator Traci Sturgill explained the itemized payments from the registers.

With no further discussion held, a **Motion** was made by Council President Kristina Roshon and seconded by Councilmember Lynne Snider to pay the bills for July 2019. A roll call vote was taken with all members voting aye.  
**Motion passed 5-0**

**Bank Reconciliation:** Mayor Dan Harmon presented the Bank Reconciliation.

With no further discussion held Councilmember Abby Frick made a **motion** to receive the bank reconciliation for July 2019 and was seconded by Councilmember Lynne Snider. A roll call vote was taken with all members voting aye.  
**Motion passed 5-0**

**Fiscal Officer's Report-** Fiscal Officer Melissa Tremblay

- A check for \$12,500 was written to Paul Brown concrete for the Thorn Hill sidewalk
- A check will be written for \$15,000 to Thorn Township for the firehouse if the appropriation change is approved tonight. A P.O. will need to be signed by finance in order for that check to be sent.
- One mistake on the appropriation change resolution with the codes – Traci made the change and everyone has the correct information
- Melissa will be in Italy from September 15<sup>th</sup> thru September 27<sup>th</sup>. Anna Cox will be handling payroll while Melissa is gone.

**Police Report for July 2019: Police Chief Ball**

Chief Ball reported several incidents in the Village for the month of July 2019. A copy was distributed to all Councilmembers.

**Administrator's Report: Village Administrator Traci Sturgill**

- The Village received a nice card from Mr. and Mrs. Packer on the Thorn Hill sidewalk
- A railing will be going up next week on the drop off side at the Thorn Hill sidewalk
- Firehouse – the deed is ready to be filed and a copy of the deed transfer and resolution is in your folder. We will decide in committee, public facilities, what we are going to do with the firehouse and the parking lot
- Prioritized list – Not coming from Shelly Funds. Traci was asked to present a want/need list for the Village by Daria Carr:

Pool system upgrade, we are trying to get a price from the old Cherry Valley system for the pool.

The Village is in need of upgrades for the water system and other items for the Water/Sewer Department. We are not eligible for grants and we need to decide on a \$0 percent loan that would cost about \$4,900 a year. The biggest issue being the pressure valves. If the pressure valves would break, the town would lose water. We need to decide if we need to go ahead with the loan.

Melissa said that we may not be eligible for grants, we do not score high enough for grants, but will be eligible for \$0 percent loans.

Melissa Tremblay, Fiscal Officer, said that if we go ahead with the loan, we would divide the loan amount by the number of residents and add it to the water/sewer bill – it would add about \$.75 cents per month to the bill.

Council President Kristina Roshon feels the other loan on the water/sewer bill will be paid off in 2022.

Traci said that the applications for the loan are due at the beginning of October.

The following are wants for the Village:

New Bleachers for the ballfield. They are from the 1970s

Minutes  
Regular Council Meeting  
3 South Main Street  
Thornville, OH  
August 26, 2019

Speed calculators

New playground equipment - Traci will look into a grant for this

Mayor Dan Harmon asked if we should have a special meeting in regards to this want/need list. Traci will bring the remainder of the Village want/need list to committee to discuss and vote on.

- Rob Kosch suggested sharing the second defibrillator with the pool
- Spoke to Shirley Packer about moving the flower pot in front of the new parking lot for the post office. Shirley received permission from John Ridenour to move it in front of his building.
- Traci spoke to Jason Roshon regarding the batting cages and they are still on the schedule to be fixed.
- Jason Roshon said that AEP is donating six poles and wiring on field 2 for lighting. He is going to use the lights that we kept from the previous poles.
- Special Event Application for a 5K run from the Lions Club

Mayor Dan Harmon asked for a **motion** to approve the 5K run for the Lions Club. Councilmember Lynne Snider made a **motion** to approve the Special Events 5K run for the Lions Club. Council President Kristina Roshon seconded the **motion**. A roll call vote was taken with all members voting aye.

**Motion passed 5-0**

- Parking Lot signs for the Village parking lot. We can customize a sign to say what we want it to say for around \$25.00. Council President Kristina Roshon has looked into different signs and verbiage. Mayor Dan Harmon likes the idea of stating the lot being recognized as Village parking. If we put any rules on the parking lot sign, we need to have an ordinance. Council President Kristina Roshon asked that we establish rules in committee for the parking lot signs.
- Traci spoke to the state a couple of times regarding the guardrail for the Thorn Hill sidewalk. The state does not provide guardrails as it could prove a hazard to the traveling public. Traci spoke to the Street department and asked about a new curb around the Thorn Hill sidewalk. Travis Hagans, from the Street Department, said that additional curbing could affect the catch basin and could cause water to come up and over the sidewalk.
- Dentist office parking. The employees park in front of the dentist office. We are going to mark the curb yellow so that they no longer can park in front of the dentist office. According to the State there is not enough space for parking there, but that is up to the Village.
- We are going to Un-table the speed calculators and send back to committee and send to finance. Fiscal Officer Melissa Tremblay said that it only goes to finance if we have to change appropriations.
- We have drained the water tower at the Shelly Company and power washed the inside. There was no water loss in the Village.
- We need to re-hire Scott Vest as a sub-contractor. The EPA requires the water department to have an operator of record at all time and Matt can not take any time off right now. Scotty has agreed to come on as a subcontractor, at \$25 an hour in order for Matt to take time off for vacations or if he is sick.

Council President Kristina Roshon made a **motion** to re-hire Scott Vest in the Water/Sewer Department as a sub-contractor at \$25 an hour. Councilmember Erica Cook seconded the **motion**. A roll call vote was taken with all members voting aye.  
**Motion passed 5-0**

### Public Hearing

- Mayor Dan Harmon opened the meeting to the public at 7:34 p.m.

### RESOLUTION #19-07 A RESOLUTION ADOPTING AN UPDATED VILLAGE OF THORNVILLE PERSONNEL MANUAL AND DECLARING AN EMERGENCY 2nd READING

Councilmember Lynne Snider asked why does this need to be an emergency. Council President Kristina Roshon explained that all the changes can take effect immediately rather than 30 days after the 3<sup>rd</sup> reading.

With no further comments, the Public Hearing for Ordinance #19-07 closed at 7:36 p.m.

Minutes  
Regular Council Meeting  
3 South Main Street  
Thornville, OH  
August 26, 2019

**Mayor's Report for July 2019:** Mayor Dan Harmon presented the Mayors Report

- **Monthly Water Report to Perry County Commissioners for July 2019:**

Mayor Harmon asked for a **motion** to receive the monthly water report to Perry County Commissioners for June 2019. With no discussion held, a **motion** was made by Council President Kristina Roshon to receive the Monthly Water Report to the Perry County Commissioners for July 2019 and was seconded by Councilmember Daria Carr. A roll call vote was taken with all members voting aye.  
**Motion passed 5-0.**

- **Monthly Water Report to Council for July 2019:**

Mayor Harmon asked for a **motion** to receive the monthly water report to Council for July 2019. With no discussion held, Council President Kristina Roshon made a **motion** to receive the Water Report to Council for July 2019 and was seconded by Councilmember Erica Cook. A roll call vote was taken with all members voting aye.  
**Motion passed 5-0.**

- **Mayor's Court Report for July 2019:**

Mayor Harmon asked for a **motion** to receive the monthly Mayor's Court Report for July 2019. With no discussion held, Council President Kristina Roshon made a **motion** to receive the Mayor's court report for July 2019 and was seconded by Councilmember Abby Frick. A roll call vote was taken with all members voting aye.  
**Motion passed 5-0**

**Committee Reports for July 2019:**

- **Special Events – Ad Hoc – Abby Frick**

- The Committee will be hosting a booth for the Country Fair. We will accept donations for walking tacos and bottled water. Parks and Rec will be the beneficiary. We do not need a permit as long as we do the booth in front of the Village offices. Erica Cook is working on a cart with a sneeze guard for the Village booth.
- We are working on putting up a "Picture Set" for Halloween for a donation.

- **Finance Committee – Daria Carr**

- Please note for the next meeting to put the Finance Committee report at the end
- Old Business: we need to appropriate new funds for the apparel of the employees.
- Firehouse purchase: Village Administrator Traci Sturgill and Fiscal Officer Melissa Tremblay had a meeting to discuss where the funds will be coming from. We will be going over that later this evening.
- We are going to un-table the speed calculators and discuss the speed calculators in committee and where the funds will be coming from
- New Business: we are going to schedule a meeting for the 2020 appropriations. We are looking for a date and time for that meeting.
- Credit Card update: there will be a report given for who has what credit cards.
- Resolution 19-10: we will discuss later at tonight's meeting.

- **Parks and Rec – Lynne Snider**

- We made it through with the pool
- Dog Swim – pictures looked great for Facebook – thank you Abby Frick
- Paint has been purchased for the pool
- Traci already updated for the ball fields
- There are four guards that would like to come back for next year and the manager and assistant manager would like to come back also
- New playground equipment. The playground is in bad shape
- The numbers are not in yet for the pool season
- Traci Sturgill reported the pool has been drained and readied for cleaning and painting

Minutes  
Regular Council Meeting  
3 South Main Street  
Thornville, OH  
August 26, 2019

• **Personnel- Committee Chair Kristina Roshon**

- We had the second reading for Resolution #19-07 tonight for the personnel manual.
- Medical Insurance Renewal – Village Administrator Traci Sturgill sent everyone the medical insurance policies to look over so we could make a motion for tonight on renewal.

• **Rules- Council Chair Daria Carr**

- There was not any old business
- New Business: Changing the dates of meetings – the committee decided to move to full council for tonight to change the date of the committee meetings from the 3<sup>rd</sup> Monday to the 1<sup>st</sup> Monday of the month beginning January 2020.

• **Public Facilities & Safety- Committee member Kristina Roshon**

- Old Business: Water Contract – Village Administrator Traci Sturgill updated council that the Village received a copy of the letter that was sent to Glenford and Sheridan regarding the contract today.
- Post Office Parking Lot – they are still expecting to break ground this month
- Noise Ordinance – At this time, we do not feel it is justified to have a noise ordinance for the Village.
- Flooring Quote – this has been tabled along with a paint quote
- Signs for the Village parking lot – we will discuss at the next committee meetings
- New Business: Sidewalk Ordinance for hazards. Zoning is looking into that
- Dannaher Property – Village Administrator Traci Sturgill reported that it is getting there.
- Survey Monkey – We decided to hand out surveys door to door instead of using Survey Monkey
- Resolution to contract with ADR to upgrade Water/sewer projects
- Salt will be ordered in September

**Zoning and Planning Commission:** Councilmember Lynne Snider gave a report on the Zoning and Planning Commission. (The report was read by Council President Kristina Roshon)

- Reviewed the first draft of the Blight Ordinance proposed to the Village about roots, stumps, logs, but the ordinance may be too broadly defined. Mayor Dan Harmon summarized that the Ordinance could be under enforced or over enforced. We need to keep it simple and will continue to research.
- Discussed a survey tool for feedback from the residents
- Voted on moving the Zoning meeting from the 1<sup>st</sup> Monday to the 3<sup>rd</sup> Monday
- A concern about a residence on Church Street near the ball fields about a front porch being changed. Village Administrator Traci Sturgill reported that there was no change to the footprint.
- Questions about chip and seal being used in the Village. It is not a dustless surface so it is not an approved use in the Village.
- High grass ordinance violation for 111 E. Columbus Street. The next step will be to bring it to Mayor's Court. Village Administrator Traci Sturgill checks on the status of the grasses in the Village.
- Kristina Roshon suggested zoning talk about cars parking to the left of the sidewalks. It needs to be measured to make sure there is enough space in front of the houses for parking on the street the same as in front of the dentist office.

**Unfinished Business:**

- **ORDINANCE #19-09 AN ORDINANCE CREATING, ESTABLISHING, AND ADOPTING REGULATIONS GOVERNING THE OPERATION OF A GOLF CART WITHIN THE VILLAGE.**  
3rd Reading

Minutes  
Regular Council Meeting  
3 South Main Street  
Thornville, OH  
August 26, 2019

Mayor Harmon asked for a **Motion** to approve Ordinance #19-09. Council President Kristina Roshon made a **motion** to approve Ordinance #19-09 and was seconded by councilmember Erica Cook. A roll call vote was taken.

Kristina Roshon - aye  
Erica Cook - aye  
Abby Frick - aye  
Daria Carr - nay  
Lynne Snider - abstain  
**Motion passed - 3 - 1**

- **RESOLUTION #19-08 A RESOLUTION ADOPTING AN UPDATED COUNCIL RULES OF ORDER FOR THE VILLAGE OF THORNVILLE.**  
**3rd Reading**

Mayor Harmon asked for a **Motion** to approve Resolution #19-08. Council President Kristina Roshon asked for a **Motion** to approve Resolution #19-08 and was seconded by councilmember Lynne Snider. A roll call vote was taken with all members voting aye.  
**Motion passed 5-0**

- **RESOLUTION #19-07 A RESOLUTION ADOPTING AN UPDATED VILLAGE OF THORNVILLE PERSONNEL MANUAL AND DELCARING AN EMERGENCY**  
**2nd Reading**

Council President Kristina Roshon made a **motion** to suspend the 3<sup>rd</sup> reading for Resolution #19-07.

The **motion** was not seconded.

New Business:

- **ORDINANCE #19-12 AN ORDINANCE TO ADMEND ORDINANCE #18-08 (THE ANNUAL APPROPRIATION ORDIANCE), THEREBY REVISING SUMS FOR OPERATING EXPENSES AND DELCARING AN EMERGENCY**  
**1<sup>ST</sup> READING**

Mayor Dan Harmon asked for a **motion** to suspend the rules and pass Ordinance #19-12 as an emergency. Councilmember Daria Carr made a **motion** to suspend the rules and pass Ordinance #19-12 as an emergency. Erica Cook seconded the **motion**. A roll call vote was taken with all members voting aye.  
**Motion passed 5-0**

Daria Carr made a **motion** to change Ordinance #19-12 Section 1 to change the funding to General Fund and description to read Capital Outlay/Buildings. Councilmember Erica Cook seconded the **motion**. A roll call vote was taken with all members voting aye.  
**Motion Passed 5-0**

Mayor Dan Harmon asked for a **Motion** to approve the payment of the property located at 25 E. Columbus Street for \$15,000 and coming out of the general fund.

Council President Kristina Roshon made a **motion** to approve the payment of the property located at 25 E. Columbus Street and was seconded by councilmember Erica Cook. A roll call vote was taken with all members voting aye.  
**Motion passed 5-0**

- **RESOLUTION #19-10 A RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR AND DECLARING AN EMERGENCY**  
**1<sup>ST</sup> READING**

Minutes  
Regular Council Meeting  
3 South Main Street  
Thornville, OH  
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Mayor Dan Harmon asked for a **motion** to suspend the rules and pass Resolution #19-10 as an emergency. Council President Kristina Roshon made a **motion** to suspend the rules and pass Resolution #19-10 as an emergency and was seconded by councilmember Erica Cook. A roll call vote was taken with all members voting aye.

**Motion passed 5-0**

- **RESOLUTION #19-09 A RESOLUTION AUTHORIZING THE VILLAGE ADMINISTRATOR TO PREPARE AND SUBMIT AN APPLICATION TO PARTICIPATE IN THE OHIO PUBLIC WORKS COMMISSION STATE CAPITAL IMPROVEMENT AND/OR LOCAL TRANSPORTATION IMPROVEMENT PROGRAM(S), TO EXECUTE ALL CONTRACTS AND OTHER DOCUMENTS NECESSARY TO ACCOMPLISH THE SAME, AND DECLARING AN EMERGENCY. 1<sup>ST</sup> READING**

Mayor Dan Harmon asked for a **motion** to suspend the rules and pass Resolution #19-09 as an emergency. A **motion** was made by Council President Kristina Roshon to suspend the rules and pass Resolution #19-09 as an emergency. The **Motion** was seconded by councilmember Erica Cook. A roll call vote was taken with all members voting aye.

**Motion passed 5-0**

- Credit Card Policy Update – Gina Kaetzel, Council Clerk, will e-mail an update to everyone every six months.
- Parking on Main Street in front of Homes – already discussed
- MOTIONS FOR THE FOLLOWING ITEMS:

Mayor Dan Harmon asked for a motion to move Committee meetings from the 3<sup>rd</sup> Monday of the month to the 1<sup>st</sup> Monday of the month beginning January 2020.

Council President Kristina Roshon made a motion to move the committee meetings from the 3<sup>rd</sup> Monday of the month to the 1<sup>st</sup> Monday of the month beginning January 2020. The motion was seconded by Daria Carr. A roll call vote was taken.

Kristina Roshon – aye  
Daria Carr - aye  
Abby Frick - Abstain  
Lynne Snider - aye  
Erica Cook – aye

**Motion passed 4-0**

Mayor Dan Harmon asked for a **motion** to renew the medical insurance for Village employees.

Council President Kristina Roshon made a **motion** to renew the medical insurance for the Village employees. The **motion** was seconded by councilmember Abby Frick. A roll call vote was taken with all members voting aye.

**Motion passed 5-0**

Mayor Harmon asked for a **motion** to un-table the Speed Calculator purchase and send back to Public Safety and Finance Committees.

Councilmember Abby Frick made a **motion** to un-table the Speed Calculator purchase and send back to Public Safety and Finance Committee. The **motion** was seconded by Council President Kristina Roshon. A roll call vote was taken with all members voting aye.

**Motion passed 5-0**

Mayor Harmon asked for a **motion** to use Letherman's Fund for the purchase of the Pool Robotic Sweeper for \$3,562.54.

Councilmember Lynne Snider made the **motion** to use the Letherman's Fund for the purchase of the Pool Robotic Sweeper for \$3,562.54 and was seconded by councilmember Erica Cook. A roll call vote was taken.

Minutes  
Regular Council Meeting  
3 South Main Street  
Thornville, OH  
August 26, 2019

Lynne Snider - aye  
Erica Cook - aye  
Abby Frick - aye  
Kristina Roshon - aye  
Daria Carr - nay  
**Motion passed 4-1**

Mayor Dan Harmon asked for a **motion** to accept ADR engineers as our consulting company for well upgrades and OPWC application.

Councilmember Lynne Snider made a **motion** to accept ADR Engineers as our consulting company for well upgrades and OPWC application. The **motion** was seconded by councilmember Abby Frick. A roll call vote was taken with all members voting aye.  
**Motion passed 5-0**

Council comments:

Lynne Snider – Schramm’s looks amazing already. Village Administrator Traci Sturgill said that they are working together every week, the trees are down and the porch is next. Mayor Dan Harmon said that the road behind the Circle K looks amazing.

Kristina Roshon – No comments

Abby Frick – The office looks fantastic. Everything, Traci, that you have done, you have put your nose to the grindstone has been recognized.

Daria Carr – No Comment

Erica Cook – None

Mayor Harmon – asked that the Police Chief and the Fiscal Officer try and make all the committee and council meetings. Melissa Tremblay said that she would not be at the September meeting as she will be in Italy. Chief Ball would like to wait to talk about the speed calculators after Melissa Tremblay gets back in October. Mayor Harmon would like their presence in case the Committee members or council has questions.

Traci Sturgill said that the pizza place is up for sale across the street.

Citizens Comments: -

Trista Kosch said that she is very happy that the Council has passed the golf cart ordinance.

Announcements: None

Adjournment:

Mayor Dan Harmon asked for a **Motion** to adjourn. A **Motion** was made by Councilmember Abby Frick and was seconded by Councilmember Daria Carr. A roll call vote was taken with all members voting aye.  
**Motion passed 5-0**

Meeting concluded at 8:20 p.m.



Mayor Dan Harmon



Gina Kaetzel, Council Clerk