

# Village of Harveysburg

## Village Council

May 23, 2022 – 7:00 PM

### Present:

- Jim Nelson – Councilman
- Kim Herberth – Councilwoman
- Randy Carruthers – Councilman
- Charles Juniel – Councilman
- Mark Tipton – President of Council

### Absent:

- Pat Bennett – Councilman
- Mayor Richard Verga

### Village Staff Present:

- Chase Kirby – Village Solicitor
- Richard Pottenger – Police Chief
- Mary Wilkie – Fiscal Officer
- Heather Matuszak – Clerk of Council

### Visitors / Guests:

- Charles Camp – Harveysburg Resident

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*This is a summary of the meeting of the Harveysburg Village Council held May 23, 2022, at 7:00 PM.  
Upon request, a recording of the meeting is available for review.*  
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Mark Tipton, President of Council, calls the meeting to order at 7:08pm.  
Roll Call: Nelson, Herberth, Carruthers, Juniel, Tipton

Motion made by Mr. Tipton to excuse the absent members of council: Pat Bennett and Mayor Verga.  
Second by Mr. Juniel. Vote – Nelson, Herberth, Carruthers, Juniel, Tipton – Aye, Nay – None. Motion passed.

### Disposition of Previous Minutes:

Motion made by Mr. Carruthers to approve the May 9, 2022 minutes as written. Second by Mr. Juniel.  
Vote – Nelson, Herberth, Carruthers, Juniel, Tipton – Aye, Nay – None. Motion passed.

### Mayors Report: Mr. Verga

NONE

**President of Council Report:** Mr. Tipton

NONE

**Fiscal Officer:** Ms. Wilkie

Ms. Wilkie states she provided council members with a copy of the cash summary fund for this year to date. The general fund is down \$40k from the beginning of the year, but we transferred \$90k to the police fund. The 2011 fund is down due to paying for the new plow truck.

Ms. Wilkie states the Finance Committee recommended giving Joe Nelson and Bill Hubble a \$0.50 raise beginning in July 2022. This would raise their pay from \$16/hr to \$16.50/hr.

Motion made by Mr. Juniel to approve the \$0.50 raise for Joe Nelson and Bill Hubble. Second by Mr. Tipton. Vote – Herberth, Carruthers, Juniel, Tipton – Aye, Abstain – Nelson. Motion passed.

Ms. Wilkie states we need to have a public hearing for the budget on July 11.

Ms. Wilkie states that she recommended moving \$150k from the LCNB bank account to StarOhio because the StarOhio account is earning more than double compared to the LCNB account.

Motion made by Mr. Nelson to move \$150k from LCNB to StarOhio. Second by Juniel. Vote – Nelson, Herberth, Carruthers, Juniel, Tipton – Aye, Nay – None. Motion passed.

Ms. Wilkie states she will be getting quotes on having someone come in and perform a deep clean of the building office areas once a month.

Ms. Wilkie states that security cameras have been discussed for the garage, maintenance building, and possibly update the cameras in the office. Costco will have some at a discounted price during Memorial Day weekend.

Ms. Wilkie provided copies to council members for the upcoming OML conference which will be held in Mason on June 24<sup>th</sup>.

Mr. Tipton states that everyone is of the opinion that we should be charging the Renaissance Festival for the use of our police cruisers. He has some more research to do regarding hours of vehicle use and cost for cruiser maintenance/gas. This will be something discussed further at the next council meeting.

Motion made by Mr. Nelson to pay bills and accept bank reconciliation. Second by Mr. Juniel. Vote – Nelson, Bennett, Carruthers, Juniel, Tipton – Aye, Nay – None. Motion passed.

**Village Attorney Report:** Mr. Kirby

Mr. Kirby reports that he is one-for-one in trials after successfully trying a speeding ticket case.

Mr. Kirby reports he spoke with Mr. Webb regarding the annexation and they are in the process of speaking with the Board of Commissioner's.

Mr. Kirby states that he is finishing up the process to become an official Village employee.

Mr. Tipton asks Mr. Kirby if he brought the Resolution for his appointment. Mr. Kirby did not so that will be on next meetings agenda.

**Guests:**

NONE

**Old Business:**

Mr. Tipton reports that he has not received an official update regarding the turn lane, but he has heard that the project has been cancelled.

Mr. Tipton reports that the PASER study was to be started last week. However, it can only be done with nice weather. He has received no update.

Mr. Tipton reports that PY37 preliminary work has begun. We should receive the 30% plans by July. ChoiceOne will then come brief council on how they will proceed.

Mr. Tipton references an email he sent to council members regarding 2024 sewer projects (Main Street down Stewart Street to South Street and down to Grant Street). This project will be dependent on grant money and the estimate is \$290K. The 2023 sewer project is currently at \$430k but will likely rise due to inflation.

Mr. Tipton reports the 5 letters have been sent to residents regarding overgrown lots. There has been action on one lot so far.

Mr. Tipton states that the printers in the records room did not have hard drives so they will be recycled.

Mr. Tipton states he has not received an update about the Warren County Broadband.

Mr. Tipton states the new truck is ready to be picked up.

**New Business:**

Mr. Tipton states a Planning meeting is scheduled for May 24<sup>th</sup> at 6:30pm.

Mr. Tipton reports that our new building inspector has begun performing inspections.

Mr. Tipton reports that he spoke with Mr. Rivera today regarding the remodeling at the fire house and Mr. Rivera wants permits pulled for the fire house. Mr. Tipton asks council if we could waive the permit fees for Massie Twp. This would not include the inspection fees. The permit fees would be approximately \$150-200.

Motion made by Mr. Nelson to waive the permit fees for the Massie Twp fire house. Second by Mr. Juniel. Vote – Nelson, Herberth, Carruthers, Juniel, Tipton – Aye, Nay – None. Motion passed.

Mr. Tipton reports that he spoke with Mayor Verga regarding appointing Heather Matuszak as the Zoning Administrator. Mayor Verga agreed with making that appointment.

Motion made by Mr. Tipton to nominate Heather Matuszak as Zoning Administrator. Second by Mr. Juniel. Vote – Nelson, Herberth, Carruthers, Juniel, Tipton – Aye, Nay – None. Motion passed.

Mr. Tipton reports that there was a streetlight out last week near his home. He reported it on Friday and they repaired it this morning.

Mr. Tipton reports that Mike Hatfield will be starting a demolition this weekend.

Mr. Tipton reports that he, Kim Herberth and Heather Matuszak attended a Records Management Webinar today. He states it was very beneficial and he has the links to the training if anybody else would like to go over it. He states Harveysburg has a ton of work ahead of it.

Ms. Matuszak states the main thing that stood out was our historical records and how they are kept. At this moment, we do not have a secondary way of storing/preserving our historical records. This presents a problem when we have historians who enjoy browsing our records and this will deteriorate documents rather quickly. She states that Warren County uses microfilm for some of their documents. She has not looked into the cost but highly suggests this be considered for record keeping.

Ms. Herberth states it was a good reminder of the record keeping from the Sunshine Laws.

Mr. Tipton states that with the new building inspector we will need to redo our zoning and building permit process. All builders and homeowners will need to contact the Village office to be scheduled for any inspections. They will no longer be able to contact the inspector directly. Mr. Rivera initially said he will schedule on Tuesdays or Thursdays; however, he has now stated that depending on his schedule he may be able to come for an inspection at any point.

Mr. Nelson suggests we do away with the Tree Board. It has been 3 years since the board has had a meeting. Mr. Tipton agrees but states that we should wait to vote on that until we have all council members in attendance.

Mr. Nelson states a records meeting should be held in June.

**Police:** Chief Pottenger

Chief Pottenger begins his report:

-All vehicles are running well

-Two backgrounds are underway for possible new hires

-Fishing derby is coming up, Celtic festival, and Village garage sales are coming up in June

-Citing speeds over 70mph on SR73, several stops within the main part of the Village

-B&E charges filed, DUI #4 for an individual with 2 of them occurring in a 12 month period, arrest ordered by the court for violation of pre-arraignment, open burning complaint

-Approved on the last grant which will provide a camera for vehicle #1 and #2. All 3 cars will then be the same camera system. They also approved a computer dedicated to downloading camera footage and taser information. He will have complete information to hand out at the next council meeting. We have a \$3k obligation and about \$9k is what the grant gives us.

-Collins should return to work in 3-4 weeks

Mr. Tipton asks if the ice cream vendor has a vendor license. Chief Pottenger has not seen him yet this year but will check on it as soon as he sees them.

Mr. Carruthers asks if the B&E was a one time occurrence. Chief Pottenger states it was and it occurred at Clabo's.

Mr. Nelson asks if we have gotten any information on who defecated by the trash cans next to the Village Office. Chief Pottenger was not aware of that occurrence.

Chief Pottenger states we should consider an ordinance for no overnight occupancy. Mr. Kirby will look into what would work best.

**Committees:**

Community Relations – Ms. Herberth states all adopt-a-pots have been taken. The community yard sale is set for June 25-26<sup>th</sup> from 9am-3pm and the VFW will have food for donation. Waynesville community yard sale is the same time so she will tag our sale to theirs on Facebook in hopes of bringing in more people.

Ms. Herberth states that the Lebanon Public Library has offered to bring Safety Town to Harveysburg. This is geared more toward young children (4-8 years) and it teaches them how to safely navigate roadways. She would like to ask Massie Twp if this could be held in their fire department parking lot and if we could have a couple police and fire in uniform attend. This is tentatively scheduled on August 7<sup>th</sup>.

Ms. Herberth states that a friend had a celebration of life for her late husband. She donated the extra bottles of water and bags of chips to the Village. Ms. Herberth states they ordered flavor packs for the water.

Ms. Herberth reports she met with Kelly from the Waynesville Public Library. She stated that they had tried a book mobile in Harveysburg in the past, but it was never successful. She would like to start that again and get the word out via social media so people know it's coming.

Mr. Camp suggests asking the fire department if they would do their fire safety program at the same time the book mobile is there.

Finance - None

Grants - None

Planning and Zoning – Meeting May 24<sup>th</sup> at 6:30pm

Records - Mr. Nelson states we should have a meeting in June.

Trees - None

Motion made by Mr. Nelson to adjourn at 7:52pm. Second by Mr. Juniel. Passed by voice vote.

Attest:

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Mayor Richard Verga

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Mark Tipton, President of Council

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Kim Herberth

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Randy Carruthers

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Pat Bennett

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Charles Juniel

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Jim Nelson

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Heather Matuszak, Clerk of Council