THE VILLAGE OF PHILLIPSBURG

SPECIAL COUNCIL MEETING

SEPTEMBER 23, 2025

Mayor Simpson called the meeting to order at 7 p.m.

Pledge of Allegiance

The Fiscal Officer took roll call: Heather (absent); Hope – yes; Jill - yes; Chris (absent); Jacob – yes; John – yes.

Hope Hoard motioned to excuse the absence of Heather Craft. Jacob Groh seconded. All in favor. Motion passed.

Hope Hoard motioned to excuse the absence of Chris Steiner. Jacob Groh seconded. Hope – yes, Jill – no, Jacob – yes, John – no. Motion not passed.

Fiscal Officer Hartman stated that this is a variance hearing regarding the property at 70 E. Main Street. A permit request went to the Zoning Administrator, who denied the zoning permit because the proposed building at that address is larger than what is allowed on that size of lot. At the regular council meeting of September 16, 2025, the Council voted to have the variance hearing set for September 23, 2025, and to waive the $300 fee because no fee structure was found in any of the paperwork that was provided. One neighbor (Shirley Sherman) came into the office and stated she did not have an objection to Mr. Lawhorn placing the building on his property. We did not hear from any other residents or neighbors. Mayor Simpson offered the plans for anyone in attendance to view. It's a 30 x 60 that Mr. Lawhorn provided. Mr. Lawhorn explained the size and use of the building. A resident mentioned that the building appears as if it will encroach on the neighbor's property. Fiscal Officer Hartman noted that there is a right of way that used to be an alley. She showed a picture of the plans and lot lines. No one has heard any objections from James Roberts. Mayor Simpson asked for any comments or opposition. No one spoke up. Montgomery County is waiting for the Council's decision regarding the variance. Mayor Simpson called for a vote from the Council. The Council had a short discussion. Fiscal Officer mentioned other properties with similar buildings.

Hope Hoard motioned to approve the variance requested by John Lawhorn for his property at 70 E. Main Street, Phillipsburg, Ohio. Jill Ritter seconded. All in favor. Motion passed.

Mayor Simpson congratulated Mr. Lawhorn. Mr. Lawhorn thanked Mayor Simpson and Council.

Fiscal Officer Hartman stated the next order of business is Ordinance 2025-001. Because the position of Village Administrator was not made correctly and legally and the Auditor's Office has not informed the Fiscal Officer of the procedure to go forward, it will be easier to eliminate the position by ordinance and have the three readings. The Village will then re-establish a Board of Public Affairs. Mayor Simpson stated that Ordinance 2025-001is an Ordinance to Abolish the Position of Village Administrator in the Village of Phillipsburg, Ohio. It will be read by title three times and voted on each time.

Hope Hoard motioned to approve Ordinance 2025-001 to abolish the position of Village Administrator. Jacob Groh seconded. Jake – yes, Hope - yes, Jill – yes, John – yes. Motion passed.

Fiscal Officer Hartman stated that the next order of business is resolution 2025-0065. This is something that the Council does each year accepting the amounts and rates as determined by the County Budget Commission and authorizing the necessary tax levies and certifying them to the County Auditor. The Fiscal Officer explained the budget and levies. This is a County resolution. She asked that the three-reading rule be waived because this needs to be approved and submitted to the County before October 31, 2025.

Hope Hoard motioned to waive the three-reading rule for Resolution 2025-0065. Jill Ritter seconded. Hope – yes. Jill – yes, Jacob – yes, John – yes. Motion to waive the three-reading rule passed.

Hope Hoard motioned to approve Resolution 2025-0065 accepting the amounts and rates as determined by the County Budget Commission and authorizing the necessary tax levies and certifying them to the County Auditor. Jacob Groh seconded. Hope – yes. Jill – yes. Jacob – yes, John – yes. Motion passed.

Mayor Simpson allowed questions, comments, or concerns from those in attendance. No one spoke up.

Mayor Simpson talked about Wendell Harleman retiring and finding someone to replace his position. Some companies have offered volunteer work. Our baseball fields have been raked and sprayed by volunteers. The Hunters Club is having work done on it. Another company (Matt's Lawn Care) has offered snow removal and to extend the pad on the four-bay garage to make a place to store salt and other materials in a dry storage dome in return for several projects for the Village, removing weeds, grass abatement issues, and snow removal if needed. There will be a contract vote at the next meeting. Mayor Simpson spoke about various tasks that need to be taken care of around the Village.

The Fiscal Officer mentioned the ordinance to establish a maintenance code. She found multiple property maintenance codes that she was told the Village didn't have. All resolutions and ordinances need to be pulled and reviewed to see if they fall within the Ohio Revised Code. If they do not, adjustments need to be made. The matter of zoning cannot be decided at this meeting. John Ritter has also been working on the zoning code and making sure it's O.R.C. compliant.

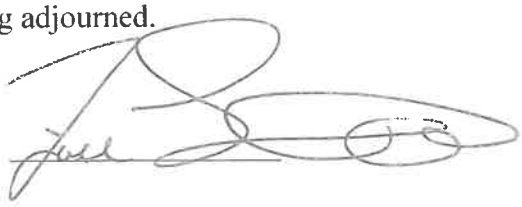
Mayor Simpson discussed the change of contract for the Operator of Record, Derek Shell, due to the retirement of Wendell Harleman. Derek will take on Wendell's water duties, and he will work 7 days a week as opposed to the 3 days a week he has been working for the Village, and do daily water checks, meter reads, maintenance for a limited time. He will then train any new employee hired to do those duties. The Council has been asked to add $1,000 per month to the Operator of Record salary for the extra work that Derek will be performing for the Village. The Council discussed the situation, letters of interest from others regarding taking over Wendell's duties, and training of new person.

Hope Hoard motioned to make changes to the Operator of Record contract adding several job duties and adding $1000 per month until a new hire is trained. Jill seconded. Hope -yes, Jill – yes, Jacob – yes, John – yes. Motion passed.

The public was offered an opportunity to make comments. No one spoke up.

Hope Hoard motioned to adjourn the meeting. Jacob seconded. All in favor. Motion passed.

Meeting adjourned.

Mayor: 

Fiscal Officer:_____