

**VILLAGE OF SOUTH AMHERST
COMMITTEE MINUTES**

February 14, 2022

CALL TO ORDER 8:39 p.m.

ROLL CALL All present

VISITORS:

Cemetery- Rosemary Leshinski, Paula Knodel

SABPA - Mark Leshinski, Thomas Pellittieri

SAFD - Dennis Hevener, Andrew Lawrie

LAW DIRECTOR

Do's and don'ts of email communication as it pertains to the Sunshine Laws

Email is another form of communication, if it discusses village business it can be subject to a public records request.

Group email - all decisions are made in a council meeting, not in an email

Records Policy - how councilmembers manage their email, needs to be formed

Legal opinions and executive correspondence would be permanent

Who should maintain the record? Ex. If safety committee has an email conversation going, should the records clerk be copied on it or who maintains it. **Policy needs to be made, further discussion with the Special Administrative Committee**

BOARDS

Cemetery – **raises to be discussed under Finance.**

Park – **apply for a reimbursement grant through Lorain County Health for a basketball court, Noxious Weed ordinance change.**

SABPA –

STORM Operator's Report:

Great Lakes was scheduled to jet rod at 217 W Main St; not completed due to weather

Leak Seekers was out on January 18 to search for a leak in the South Lake area; leak found and fixed.

Virtual meeting with Laura (EPA) on January 21. She had a few follow up questions for the Village before the report is sent out. Two ordinances are being revised to go to committee upon completion.

Catch Basins at 333, 580, & 582 S Lake St. observed by water operator; nothing blatantly abnormal was seen. The SABPA chair had clarified that the suspected issue is water flowing in the middle catch basin while the others are dry. Leak Seekers sounded the hydrant and surrounding areas no leak was found.

WATER

Meter pits ordered will be in mid to late April.

SABPA Approved Ohio Municipal Clerk's Association membership.

Clerk is working on the tasks from work session - reviewing the contingency plan and SOPs for operator and Asset Management.

Committee M – February 14, 2022

Second phase of integrating the new Paystar online payments is underway. Next billing cycle residents will be able to view their bill online. First step to paperless billing options which should be up and running within the next few months.

Water operator will select between Deichlers's or Vaughn's to service the water truck to establish the least burden to the village. Operator confirmed that any issues with meter / pit signals are communicated to data command for resolution.

LCRWA is doing a rate study, so they will not be raising rates this year. The village will hold off on increasing rates to residents for 2022 until further information from rural water on any rate changes.

User fee increase of 25 cents per bill will be enacted to cover the cost of water testing. Village uses approx. 3000-4000 gallons every month for testing purposes, she suggested adding this cost to the user fee.

Water loss reports reflect a significant improvement on unaccounted for water. It was at 35% for the last 8 years. Now is less than 10%. EPA limit is 15%.

MISC

Given the posting of village property videos on you tube by Councilmember Maschari, the SABPA would like to enact censure of Ms. Maschari from any communication with SABPA as well as restriction of voting on any matters SABPA for the next year. Any requests of or communication with SABPA from Ms. Maschari must go through the mayor. **Councilmember Maschari stated that the videos were being taken for the demolition grant that was being applied for. Clarification was made that the posting was not public but on a private YouTube account and she did notify the mayor of when she would be in the building. Councilmember Maschari stressed that the video was taken to show the condition of the water plant and not to accuse anyone of wrongdoing. Councilmember Siss stated that the concern was, "that the link could have been disseminated To anyone, even though it was non-public it was only available by clicking the link. If anyone passed on the link, technically it was on social access. It did not paint the village in a very good light, especially with the commentary. The video came across confrontational, instead of collaboration oriented."** Councilmember Jones recommended that going forward that any videos that need to be shared should be in a different format and suggested that going forward there should only be photographs taken. Councilmember Troike asked the board what could be a solution. Board member Pellittieri wants a plan, a solution in order to work together with council, not just individuals going off on their own. There needs to be better communication between council and boards, no surprises.

ORGANIZATION

Street Commissioner

- **Only oversees street projects**
- **Councilmember Siss - her concern is the follow through and detail, historically don't have faith in the self-appoint of the mayor.**
- **Thomas Pellittieri recommends that you have a council member, BPA, cemetery & mayor. Councilmember Troike recommend for a vote**

Special Committee Administration – **Jeanne Maschari, Scott Jones, David Troike**

Economic Development Committee – **Chair Jeri Leigh Siss, she will contact prospective**

Committee M – February 14, 2022

committee members

Committee roles and responsibilities – move to work session discussion. Council will hold a work session on 2/20 4 p.m. to interview candidates for the vacant council seat and discuss committee organization.

AUDIT/FINANCE

Councilmember Siss had asked to be taken off as chair, new council member will be chair.

A: 2022 schedule – new chair to handle.

Fiscal Officer did state that according to the state, audits only need to be done quarterly. The council itself switched it to monthly after the Green issue.

F: Income Tax credit – Councilmember Maschhari recommends for a vote to decrease the tax credit .1 (10%), have 3 readings and public hearings ---- good communication including media.

Paula Knodel volunteered to help with the finance committee as a resident.

Pay increase for Cemetery Board – was discussed at the finance committee meeting. Biggest concern is liability issues and will the board still be able to handle the increase if the number of burials decrease. The committee is pursuing the hiring of a service worker.

Pay increase for clerk – committee does recommend the pay rate of \$15 effective 2/13. Records clerk to get information to Law Director.

BPA ARPA Funds - Councilmember Troike recommends ordinance for use of ARPA: Maroy Dr eastern portion ties into Thompson Drive. Grant writer on jumpstart for sanitary sewers and water meter pits.

SERVICE, BUILDING & GROUNDS

HVAC – Law Director to send a demand letter to Gundlach, next step litigation which is an upfront cost, ASAP

Mowing Bids – contacted Lockes, Blades of Grass and Millstone Properties. No responses at this time. Last year's specs were used. Park specs need needs to be modified. Council asked for Irvin's to be contacted for a bid. Committee should review the specs.

2022 Branch Pick-up – no decision made

Dumpster Days – Dennis Hevener has said he can work on Saturday unless of water break. Scheduled for 4/8-9, 10/7-8

Service worker – Councilmember Maschhari collecting the job descriptions.

Water Plant – need to remove Ferris Mower, any tools. BPA will go in and look through what is of value, check the maps and records that might be in there. Ferris Mower and some other items need to be removed before demolition, needs to be decided on how, when and by whom. BPA will go through and take out the appropriate items. Dennis Hevener asked if the Historical Society would want the old sign. Councilmember

Maschari stated there are old maps and possible records that need to be reviewed, prior to disposal.

Pick-up truck blade was broke, when left at the FD for plowing.

Pothole season is upon us, what is going to be done.

ORDINANCE

Meeting February 16, 2022, at 7 p.m.

MISCELLANEOUS

Live Stream meetings – **Councilmember Jones said Live Streaming is all about transparency, see the email for further information, will discuss in more detail at work session.**

Trash Service

- **If you want Mayor to ask Republic to come in to speak, he can do it and ask other waste haulers.**

Grant Writer – **village needs a grant writer, check at LCCC in Professional Development, will be discussed further at work session**

Business Cards – **Councilmember Jones made a demo card for approval, Councilmember Maschari recommends a vote for the card to be used for all village personnel.**

Website – contact form, **to be discussed at another date.**

Contracts up for renewal: PEP Contract (3/22) **Fiscal Officer has sent information ahead**
Nextiva Contract (4/22), Sedgwick (continual???), VFIS (4/22)

ADJOURNMENT 10:37 Councilmember Troike Councilmember Siss second

Respectfully submitted,



Laurie J. Beran
Records Clerk