

RECORD OF PROCEEDINGS
Minutes of Village of South Amherst Meeting
August 22, 2022
REGULAR MEETING

Council meeting

7:00 P.M. – The council meeting was called to order by Mayor David Leshinski and opened with the Lord's Prayer followed by the Pledge of Allegiance.

The roll was called:

Councilmember Michele Jeffers	P
Councilmember Scott Jones	P
Councilmember Jeanne Maschari	P
Councilmember Becky Siesky	EA
Councilmember Jeri Leigh Siss	P
President Pro Tempore David Troike	P

Ex officio members:

Fiscal Officer Michelle Henke	EA
Records Clerk Laurie Beran	P
Assistant Law Director	
Jacob Homolya	P
<i>(EA – excused absences)</i>	

Approval of absence for Councilmember Siesky due to a funeral. Motion made by Councilmember Troike. Councilmember Siss second.

Jeffers x Jones x Maschari x Siesky **absent** Siss x Troike x Motion passed.

APPROVAL OF AGENDA August 22, 2022, with the addition of ordinance revision and approval of three (3) Auxiliary Firefighters.

Councilmember Maschari moved to approve with additions. Councilmember Jones second.

Jeffers x Jones x Maschari x Siesky **EA** Siss x Troike x Motion passed.

APPROVAL OF MINUTES August 8, 2022

Councilmember Troike moved to approve minutes as presented. Councilmember Maschari second.

Jeffers x Jones x Maschari x Siesky **EA** Siss x Troike x Motion passed.

VISITORS

Paula Knodel Cemetery Clerk

Mark Leshinski 592 S Lake St: submitted a list to council of 10 (ten) addresses that were in violation of various ordinances. Councilmember Siss asked M. Leshinski what the main concern of the violations were. His reply was tall grass and abandoned vehicles.

MAYOR

Village wide rummage sale

Visited about 90% of the residents who had sales. Once concern was to have village advertising, actual physical signs posted coming into the village.

Road Striping

Only 1 (one) bid was received and that was from the county. Mayor has the bid N & S Lake, Russia, and Annis roads. At this time, the bid process will go back to committee for further review.

Snow Plowing

At this time, there are no bids for snow removal. Committee will review options.

FISCAL OFFICER

Payment listing 8/7-8/18/2022 and July Financial Reports were presented. July Bank Reconciliation will be done for the next council meeting.

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Appropriation Ordinance #290

- a. Increase in General Fund for codified ordinance updating expense and Mayor's Court clerk training.
- b. Increase in Cemetery Fund for payroll related to clerk and service worker compensation. Increase in professional services for Digger's opening and closing of more graves than anticipated.

RECORDS CLERK

Columbia Gas Project Follow-up

Sidewalk/driveway replacement portion of the project is in the process of being completed. Some property owners have not scheduled convenient days for the replacement work to proceed.

Councilmember Troike had concerns about a number of properties on the south side of E. Main St. that currently have gravel sidewalks instead of concrete sidewalks. Resident issues can be addressed through the end of the year and a final walk through of the project will be done with Columbia Gas, Village Engineer, Mayor and Water Operator.

Columbia Gas Charitable Donation

Councilmember Maschari moved to divide the donation between South Amherst First United Methodist Church and the Sanctuary, providing they are both a non-profit. Councilmember Jones second.

Discussion: First United Methodist sponsors the local food bank and the Sanctuary holds a monthly free meal. Each church would receive one-thousand dollars (\$1000.00). The records clerk will contact Ben Cutler to see if the split would be allowable. If one or the other churches are not a non-profit, the donation will go to just the one church.

Jeffers x Jones x Maschari x Siesky EA Siss x Troike x Motion passed.

Code Enforcement

- 449 W Main St. - nothing further can be done on the back side of the garage until the homeowner turns off the breaker or disconnects the wire to the garage. It is not Ohio Edison's line, SAFEbuilt will be contacted regarding the code violation.
- 305 E Main St. – property is in transition through a Sheriff's Sale, Councilmember Maschari has spoken with the tentative new owner regarding the violations.
- 162 E Main St. – resident has an extension until September 22 to clear. Extension was granted due to work schedule and illness.
- 207 Maple St. – Councilmember Troike asked to check with SAFEbuilt about an electrical code violation. The law director stated that if necessary, an administrative warrant could be issued.

ORDINANCE

Ordinance No. 1745-22 An ordinance authorizing compensation increase for Water Distribution I Operator effective August 8, 2022, and declaring an emergency

Councilmember Troike moved to suspend the rules and pass as an emergency Ordinance No. 1745-22.

Councilmember Siss second,

Jeffers x Jones x Maschari x Siesky EA Siss x Troike x Motion passed.

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Ordinance No. 1747-22 An ordinance repealing existing South Amherst Ordinance 1700-21; enacting new South Amherst Ordinance 1747-22; creating the position of Water Supply Operator and fixing the rate of compensation effective August 1, 2022, and declaring an emergency. Councilmember Troike moved to suspend the rules and pass as an emergency Ordinance No. 1747-22. Councilmember Siss second,
Jeffers x Jones x Maschari x Siesky EA Siss x Troike x Motion passed.

APPROPRIATIONS

Appropriation Ord. No. 290

Councilmember Troike moved to approve Appropriation Ordinance No. 290. Councilmember Maschari second.
Jeffers x Jones x Maschari x Siesky EA Siss x Troike x Motion passed.

BOARDS

Cemetery (Councilmember Jones presented)

Drainage

Each section will be handled independently. A meeting was held at the cemetery that included the following:

Emil Ruth – Locke’s GoGreen Landscaping
Don Romancak – Lorain County Stormwater & Community Development Coordinator
Peter Zwick – Lorain County Engineer
Adam Yaryk – Lorain County Stormwater outreach & Maintenance Manager
Lyn Akis – Lorain County Stormwater Outreach & Maintenance Manager
Cemetery Board Members - Rosemary Leshinski, Marylin Makruski
Mayor Leshinski and Cemetery Clerk Paula Knodel

Summary: The drainage project for Evergreen Cemetery would go towards Ludwig Ditch. Council asked if the village or the county is covering the cost. Romancak has asked the county for ARPA funds, New Russia Twp. will cooperate with the project. The village amount at this time is undetermined. Councilmember Siss (liaison to SABPA) stated that, we want to make sure that no one is committing another department’s funds, is there a time frame for this project, plus who and when follows up on this? The mayor responded that the funds could come from the General Fund. Councilmember Maschari stated that the SABPA is responsible for stormwater management and should be included on any discussion that takes place regarding stormwater.

Miscellaneous points of concern were: all meetings need to be posted; outside entities discussing village matters without village representation (law director said anyone could discuss, but can’t make decisions), plus one contractor talking with the county before others know of the project, lastly proper procedure for RFP’S (Request for Proposal).

Cemetery Roadway

Large pothole just past entrance sign. Will be cold patched prior to winter.

Park (Board member Laurie Beran presented)

Drainage

Project on the east side of the driveway entrance has been completed.

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Basketball court

Basketball court project has been started, weather permitting concrete will be poured.
Councilmember Siss will take pictures of the start of the project.

Yoga

The board is requesting to continue the Seated Yoga Flow program in council chambers for the colder months.

Councilmember Maschari moved to allow the Yoga Program to continue and to waive the usage fee.
Councilmember Troike second.

Jeffers x Jones x Maschari x Siesky EA Siss x Troike x Motion passed.

Service worker

Councilmember Siss commented on how the service worker is doing a tremendous job at the park!!!

SABPA (Councilmember Siss presented)

Pressure Studies

Studies are being reviewed by the board.

County Commissioners

Topic of money request to the county is still ongoing, trying to set up a meeting with at least one 1 board member, fiscal officer, liaison and commissioners. It doesn't seem that the county is open to reimbursement for the water line issues from early summer, so the request will be for new infrastructure

Inactive accounts

Water clerk went through how inactive is designated in the system versus how it applies to the ordinance regarding collection of fees. Further review to be done by the clerk and the ordinance committee, prior to the law director review.

COMMITTEES

Bldg.& Grounds (Councilmember Troike & Maschari presented)

Truck quotes

Will give the information to service worker. Brunswick Ford has 4 trucks in stock.

Treatment Plant

Received notice from Nicole Finnerty at the Lorain County Port Authority, that the village has been awarded \$33,425.00 for the demolition of the treatment plant.

NOPEC Grant Award

Councilmember Maschari inquired as to the deadline for funds to be spent. Mayor responded that it is November.

Councilmember Maschari moved to approve Raymond Heating & Plumbing for the installation of the replacement HVAC at the SAFD. Councilmember Siss second.

JM asked when the funds had to be spent, Mayor – believes it November. She

Motion made to approve Raymond Heating & Plumbing 11640.00, JLS second ????

Jeffers x Jones x Maschari x Siesky EA Siss x Troike x Motion passed.

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Street-Sidewalk-Service Councilmember Siesky presented)

Gator/ Cemetery Shed

Key and availability issues have been resolved.

Cemetery

Cemetery clerk should list the days that the service worker is needed and continue to send the workorders through Councilmember Jones.

Equipment

Brush hog can be serviced.

Tree

E Main (west of Metzgers) Councilmember Troike reiterated that, if the tree is in the tree lawn, the village is responsible.

Councilmember Troike moved to get estimates for the tree to be inspected/removed. Councilmember Maschari second.

Jeffers x Jones x Maschari x Siesky EA Siss x Troike x Motion passed.
(Service worker to make calls for estimates on August 23rd.)

Safety (Councilmember Maschari presented)

Committee Meeting

September 1 at 3:30 p.m.

New Fire Truck

Latest pictures of the truck construction were emailed.

Fire

June

EMS	Fires	MVA	MA	Misc.	Tpk.
12	5	0	4	0	2

July

EMS	Fires	MVA	MA	Misc.	Tpk.
19	5	5	5	0	2

- Training included EMS and trucks
- Request to have Alexander Gerakis Jr., Timothy Moore II, and Blaze Plejko to the rolls as Auxiliary members.

Councilmember Maschari moved to approve Gerakis, Moore and Plejko as Auxiliary members once all paperwork is processed. Councilmember Siss second.

Jeffers x Jones x Maschari x Siesky EA Siss x Troike x Motion passed.

Police

July Traffic Citations: 25 speed, 5 Right on Red Calls for Service: 6 LCSO calls: 6

License plates have been received; new cruisers will be put in service. Officers to complete annual firearms training in September. Mandatory CPT continues through December 31st.

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EMS - Lifecare

Councilmember Siss asked for the Lifecare report to be given with the other safety reports at the second meeting of the month.

Community & Economic Development (Councilmember Siss presented)

Newsletter

Draft to be given to records clerk for review.

Special Committee: Administrative (presented by Councilmember Maschari)

Employee Handbook

Work in progress.

SOP for Estimates, RFP's & Public Bids

Working on the Standard Operating Procedures for all departments to follow regarding estimates, RFP's and public bids.

MISCELLANEOUS (Councilmember Maschari presented)

Planning Commission

Councilmember Maschari has done research that the commission was formed in 1952. Changes were made to the Board of Zoning Appeals in 1980 which included those members to be a part of the Planning Commission, however they may not be aware that they are part of the commission. It is noted that the Planning Commission has not met in recent years. Ms. Maschari will be doing further research on the commission and will have information on the rules and procedures of the commission at a later date. It has been requested to have the commission meet quarterly. Both Councilmembers Maschari and Siss feel there should be a collaboration with the Planning Commission and the Community & Economic Development Committee.

HeyGov widget for website

The Citizen Engagement App is an add on to the village's current website. The app would allow citizens to report issues and they would automatically get added to the dashboard. The app would reduce processing time of work orders. Councilmember Siss asked if there could be a council/staff trial period before it would go live. Records Clerk will research the question and forward the agreement to the law director for approval.

Councilmember Maschari moved to approve of the use of the Citizen Engagement App on the website.

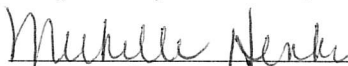
Councilmember Troike second.

Jeffers x Jones x Maschari x Siesky EA Siss x Troike x Motion passed.

ADJOURNMENT Time: 8:46 p.m.
Maschari second.

Councilmember Siss moved to adjourn. Councilmember

Respectfully submitted,



Fiscal Officer Michelle Henke


Mayor David Leshinski