

RECORD OF PROCEEDINGS
Minutes of Village of South Amherst Meeting
August 8, 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	P
Councilmember Jeri Leigh Siss	P
President Pro Tempore David Troike	P

Ex officio members:

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

APPROVAL OF AGENDA August 8, 2022, with the addition of 449 W Main St and sidewalks done by Infosource on the E. Main St.

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

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

APPROVAL OF MINUTES July 25, 2022

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

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

VISITORS

Service Worker: David Valentine

Paula Knodel (resident 314 Fern St. & Cemetery Clerk) speaking as a resident the following statement:

My name is Paula Knodel, and I am the Cemetery Clerk for the village. My address is 314 Fern Street in S. Amherst. I wasn't at the last council meeting. I did listen to the YouTube taping of it – just as village residents and others can now do. I was discouraged to hear disparaging remarks made about the Cemetery Board, as were member of the Cemetery Board themselves.

At the beginning of this year, I was told during a council meeting that information on Cemetery Board activities was not being given to council. I stated that no council liaison came to meetings last year from the time that I was hired in July. I stated that I could prepare information to give to council. Scott Jones was assigned as our 2022 liaison. He has been reading our reports during your meetings just as he will later in this meeting.

Remarks were made at the last council meeting saying that Cemetery Board was suddenly planning too much. For the record, the Cemetery Board has in recent years done a great deal of work keeping the cemetery grounds in excellent appearance and has been taking steps to address the current project list that council is just now becoming aware of.

A report was given to council in January showing the major flooding issues at the cemetery. This project is the Board's main focus. Section L is more urgent now that more burials are happening there. Photos show where the equipment used to open and close graves sinks into the ground and causes damage to equipment and leaving the ground a mess. Under the direction of office personnel, procedures were followed to get bids for the project.

A couple of weeks ago, the board went to Finance Committee to request \$35k in ARPA funds for the project. The Board had not only a right, but a duty, to request the help of these funds. Council has the final say in all contracts and funding. The Board's duty is to research, plan and provide Council with their best guidance on cemetery issues. ARPA funds were awarded to the entire village, it is up to Council to approve the spending.

Jeanne Maschari, who attended the Finance Committee meeting although she is not a member of it, indicated that all ARPA funds are to be used for water issues in the village. Other future projects were mentioned so that the committee would be aware of the total financial needs of the cemetery. Jeanne indicated that the Board should plan on using the funds they have available.

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Building Report

July – total 12 1 accessory structure, 3 concrete, 1 electrical, 1 remodel, 3 roof, 2 siding,
1 solar array

Zoning Report

July – total 4 2 accessory structures, 2 concrete

Councilmember Siss asked if there were any zoning infractions for the months. For the current month, no. The one that was previously reported in July for work done without a permit has been paid.

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 Ordinance No. 1745-55 as an emergency. Councilmember Jones second.

Discussion: Councilmember Siss stated that we have not seen any backup on the increase and the reason for the increase. The Records Clerk stated, "It was approved by the board, and we are asked to put it through." Councilmember Maschari asked if there was an annual review of this person. Mayor stated that he has not seen a review, it would be done by the SABPA. Councilmember Troike said if council is not comfortable with this, I will retract my motion. Councilmember Siss moved to enter executive session to discuss personnel at 7:21 p.m. Councilmember Maschari second. Council returned to regular session at 7:32 p.m.

Councilmember Troike moved to amend Ordinance No. 1745-55 to a first reading and requesting more documentation. Councilmember Siss second.

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

Ordinance No. 1746-22 An ordinance creating the position of Service Worker I, fixing the rate of compensation effective July 18, 2022 and declaring an emergency.

Councilmember Maschari moved to suspend the rules and pass Ordinance No. 1746-22 as an emergency.

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

RESOLUTIONS

Resolution No. 664-22 SAPD 2013 Ford Taurus Unfit for Public Use (Emergency)

Councilmember Troike moved to pass Resolution No. 664-22 as an emergency. Councilmember Maschari second.

Discussion: The mayor said the chief would like a reserve on it and it will be sold as is. The chief will handle the sale of the 2013 Ford Taurus

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

APPROPRIATIONS

Appropriation Ord. No. 289

Councilmember Troike moved to pass Appropriation Ordinance No. 289, Councilmember Siesky second.

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

BOARDS

Cemetery (Councilmember Jones presented)

Main entrance road

Develop a scope of work to repair the main entrance road, large pothole just past the sign.

Drainage

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Pits continue to be monitored for pressure changes. Reports have been sent to the board for review.

Water Supply Operator

Interviews have been held.

FD holding tank

The chief has forwarded the EPA requirements to the engineer. Currently, soap is not being used to wash the trucks.

Inactive/delinquent accounts

Further clarification on the verbiage in the current ordinance regarding inactive/delinquent accounts and interest to be charged on the accounts, will be discussed with the law director. The clerk has spoken with the company that does the billing program, to see what steps need to be taken.

Lorain County Commissioners

The board, fiscal officer, and Councilmember Siss are continuing to work together regarding the fund request in order to recoup some money on the infrastructure that has been replaced in the last couple of months due to the water tower being down.

Road repair

Councilmember Siesky asked if there were any plans to going back and repairing the roads where there were water breaks. Councilmember Siss said, it is on the boards radar, but they are waiting to make sure the breaks are done and everything is settled and will go through and do all the repairs at once.

COMMITTEES

Bldg.& Grounds (Councilmember Maschari presented)

HVAC -

Filters were changed and has relieved the black substance from coming out of the vents. Two techs from Gundlach came and yes, the concrete footer is holding moisture, which was at 97%. Gundlach is designing a dehumidifier system.

Storage of income tax records

At the end of September, we will be receiving six years' worth of records from Peck & Gambish to be stored at the village. A request was made of Councilmember Troike to inspect the utility room to see if there would be adequate storage.

Equipment 5-year plan

Service worker stated that the Ferris mower is on its last leg. Councilmember Troike emphasized a five-year plan for service equipment regarding what will be needed.

Garage clean-up

Councilmember Maschari commented on the big improvement of the organization of the garage. The dumpster will be gone by the end of September.

SOP

Councilmember Jones emailed council and departments how to submit work orders for the Service Department.

Street-Sidewalk-Service Councilmember Siesky presented)

Sidewalk

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Newsletter

To be circulated the week of August 15th.

Special Committee: Administrative (presented by Councilmember Maschari)

Employee Handbook

Working with the fiscal officer on the employee handbook on Tuesday afternoons. Suggested to follow the Federal Holiday Guidelines and if a council meeting falls on a listed holiday, it will meet on Tuesday. Boards will need to decide their own schedule.

- Suggested Holiday Schedule
NYD, **MLK**, Memorial Day, **Juneteenth**, Independence Day, Labor Day, **Columbus Day**, **Veteran's Day**, Thanksgiving & day after, Christmas Eve & Christmas Day, **NYE**

Councilmember Maschari moved to approve the Holiday Schedule as presented. Councilmember Troike seconded.
Discussion: Councilmember Troike said, that it would be a good thing to approve the holiday schedule, seeing that we do not have a lot to offer our employees.

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

MISCELLANEOUS

Water & Sewer Levy

Councilmember Siss was under the impression that the Law Director was going to see about our timeline for an ordinance and what the steps are to get on the ballot. The records clerk responded that the law director did give us the information required for the procedure to create a levy. Further information is needed on the scope of work and cost of the project. There was not enough time from mid-July to August 10th to get all the steps done correctly and approval from the county, in order to have a levy put on for this November and yes it would be better to place on a fall ballot for better turnout.

ADJOURNMENT Time: 9:19 p.m. Councilmember Siss moved to adjourn. Councilmember Jones second.

Respectfully submitted,

Fiscal Officer Michelle Henke

Mayor David Leshinski