

RECORD OF PROCEEDINGS
Minutes of Village of South Amherst Meeting
July 25, 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
Law Director Matthew Mishak	P

(EA – excused absences)

APPROVAL OF AGENDA July 25, 2022, change order with executive session to the end, 323 W Main St.

Councilmember Troike moved to approve the agenda for July 25, 2022, with revisions. Councilmember Siss second.

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

APPROVAL OF MINUTES July 11, 2022

Councilmember Troike moved to accept the minutes of July 11, 2022, as presented. Councilmember Siesky second.

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

VISITORS

Service Worker: David Valentine

SAFD: Fire Chief Dennis Hevener, Andrew Lawrie

SERVICE DEPARTMENT

New service worker, David Valentine was introduced to all in attendance. The past week was spent organizing the street garage, getting familiar with procedures and the village as a whole, plus roadkill pick-up. Councilmember Maschari added that old tires have been removed, cleaning up grounds around the service garage, making piles for scraping. Suggested projects from council were to replace the scattered stone from the water breaks and to work with Councilmember Troike on the equipment items for auction. Ms. Maschari reminded everyone that the procedure for work orders is to email Councilmember Jones with your “asks” and he will create the workorder. Council was in agreeance that Mr. Valentine had the authority to make decisions regarding tools, scraping of old items, purchasing of new equipment.

Councilmember Troike moved to approve keys to the treatment plant. Councilmember Jeffers second.

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

MAYOR

NOPEC – If resident electric bills are high and they would like to have them lowered, call the mayor directly and he will explain how to adjust your account with NOPEC to save money.

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Nextera – superficial discussion with IRG and Nextera about building a sewage system to encompass the Quarry Project and the Village. Councilmember Siss inquired of the SABPA was aware of this conversation with Nextera and if it was a prearranged conference call. The mayor responded that yes it was a scheduled phone call and that the SABPA was not aware of the call at this time.

Emails during meetings – City of Lorain is being sued currently for councilmembers emailing during the meeting.

FISCAL OFFICER

Financial Reports

Payment listing 7/7/2022-7/21/2022, June bank reconciliation

July Financial Reports: Fund Summary, Revenue Summary, Appropriation Summary were presented. Councilmember Maschari reminded everyone to sign the bank reconciliations binder, as proof that they have reviewed the presented reports.

Mayor Leshinski questioned why there are 2 Cemetery Opening/Closing Funds. The fiscal officer explained that 9976 it was a trust account and the accounting board changed it to a custodial fund with 9901 being the current account number. By keeping the 9976 account on file, the historical information is easier to access. The change in account numbers occurred two years ago. The next item is in the Revenue Summary under general fines, license and permits that the percentage is at 157%, does that include the Mayor's Court? Yes, it does. Last item is 2091 Law Enforcement Fund some clarification of why it is budgeted for \$25.00 but is over 4000% higher. The difference is due to a state disbursement for training.

Service Budget

Councilmember Maschari had a discussion with the fiscal officer about the \$26,000.00 budgeted toward a dump truck. The fiscal officer had clarified that the \$26,000.00 was a 2023 budget line item. Ms. Maschari suggested that if possible, a reappropriation be made this year. Further discussion was held regarding necessary tools in order for the service worker to perform his required tasks. Councilmember Maschari recommended \$5000.00 for tools, (hand, yard, truck toolbox, snowblower) etc. Councilmember Troike was in agreeance on the amount for tools as long as the current and newly acquired items will be inventoried and tagged. The Village's accounting program has an inventory program that can be implemented, along with the appropriate tags. There will be a future meeting between the fiscal officer, service worker and Councilmember Maschari to review the service budget. Councilmember Troike asked if there would be computer access. Mr. Valentine does currently have a smart phone, tablet, the GIS system and will be looking into a laptop, due to unreliable internet connections.

Mayor's Court June 2022 Village: \$3670.00 County/State: \$1150.00

Councilmember Siss inquired to when is the one-year anniversary of Mayor's Court? September 1. It was then asked if a yearend report could be given and if the fees collected go into the general fund? Yes, a report will be given, and the fees do go into the general fund.

Time Sheets

The fiscal officer is researching free time sheet apps for the hourly employees to use after a request from the Audit Committee. Councilmember Jones asked the fiscal officer to send him a list of exactly what she requires, and he will try to narrow down a feasible list,

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RECORDS CLERK

2023 Calendar Reminder – Board/Committee schedules due August 8

Village Wide Rummage Sale 8/12-14

2022 Halloween Parade Sunday, October 30, Trick-or-Treat on Monday, October 31

Councilmember Maschari moved to approve dates for the parade and Trick-or-Treat. Councilmember Troike second.

Jeffers Jones Maschari Siesky Siss Troike Motion passed.

Request for Communications Special Ad Hoc Committee

Councilmember Troike moved to add into the Special Admin Committee, Councilmember Siss second.

Jeffers Jones Maschari Siesky Siss Troike Motion passed.

ORDINANCE

Ordinance No. 1741-22 An ordinance fixing the rate of compensation for part-time members of the South Amherst Police Department effective January 1, 2023. (*Final Reading*)

Councilmember Maschari moved to approve Ordinance No. 1741-2. Councilmember Siss second

Jeffers Jones Maschari Siesky Siss Troike Motion passed.

Ordinance No. 1744-22 An ordinance repealing existing South Amherst Codified Ordinance Section 143.02 Street Commissioner Duties; enacting new South Amherst Codified Ordinance Section 143.02 Street Commissioner Duties (*Emergency*)

Councilmember Maschari moved to suspend the rules and pass as an emergency Ordinance No. 1744-22. Councilmember Siss second.

Jeffers Jones Maschari Siesky Siss Troike Motion passed.

RESOLUTIONS

Resolution No. 663-22 SAPD 2022 Special Event Compensation (*Final Reading*)

Be It Resolved, *by the Council of the Village of South Amherst*

WHEREAS, declaring the rate of compensation for special events for the South Amherst Police Department for the remainder of the 2022 calendar year.

WHEREAS, declaring the rate of compensation to be \$40.00 p/h.

WHEREAS, declaring a minimum of four (4) hours paid for the Halloween Parade and Trick-or Treat.

Councilmember Troike moved to approve Resolution No. 663-22. Councilmember Siesky second.

Jeffers Jones Maschari Siesky Siss Troike Motion passed.

BOARDS

Cemetery (Councilmember Jones presented,)

Drainage- Two bids were received, the board selected GoGreen.

Columbarium – a follow-up will be done with Kevin from Franklin Monument. Councilmember Troike asked how we can be discussing a columbarium when there are the drainage issues. Councilmember Jones explained that the cost would be covered on consignment. Final paperwork has not been produced as of yet, There is still further discussion and legalities to be sorted out, the project is still in the preliminary stages, Councilmember Siesky stated that at the Audit meeting there was discussion regarding the crane for putting the columbarium in, would not fit under the entrance sign, unless there was a secondary

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access. The mayor has not heard any comment regarding inadequate access. Councilmember Troike stated that a secondary access would cost additional funding and that it seems a number of projects are being planned when there is not adequate funding. If the columbarium was done free of charge great, but there are more important projects that need funding at this time. Councilmember Siss wanted clarification if the board is asking the village for funds or are they self-sufficient? Councilmember Troike, yes, they are asking for funds. What is more important, water to residents or additional funds for a secondary access.

Drainage Project (further discussion by Councilmember Maschari)

The project was discussed at the finance meeting, where it was stated that there were already changes to the plans. If the board has the money in their budget, a contract should be drawn-up, reviewed and discontinue the bi-weekly discussion on the topic.

SABPA (Councilmember Siss presented.)

Inactive accounts – clarification was given by the law director that our current ordinances allow for assessing fees to property taxes.

Water Operator II – job posting.

Annis Rd & Russia Rd berms – scheduled to be mowed July 29th by GoGreen.

Pressure monitor – done on Russia Rd from Friday to Wednesday, final report on results will be ready for the SABPA meeting on August 1.

Doghouse - COMPLETED, all appropriate entities will be contacted to finish installing their equipment.

Lorain County Commissioners – a PowerPoint project was put together for the Commissioners regarding the financial strain that the water tower/waterline issues have caused the Village. Councilmember Siss has been in touch with J.R. White at the commissioner's office to schedule a meeting between the appropriate parties (Commissioners, Economic Development, Engineers, etc.) to see if there is financial help.

Fire Department Tank – the engineer will be starting on the project.

RLCWA – The mayor stated he had an unsolicited conversation with Joe Waldecker and RLCWA volunteered to come to a SABPA meeting and help in any way that they can,

DEPARTMENTS

Fire

Councilmember Maschari met with the fire chief and
Status of the truck : truck is getting started, being sent for

Police

Traffic: 25 speed, 1 running red, 2 right on red
Calls for service: 6
LCSO: not available

Received 3 cruiser from EPD. Decals and e-check are being done. Vehicles will go in service as soon as possible. Will send pictures to be posted on social media. Working on a thank you plaque for the EPD. A
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traffic enforcement blitz is in the works with multiple cars on the road throughout the day. Safety Committee will be notified of the date. Firearm training is being scheduled along with Force Updates. Columbia Gas informed the department that they are almost finished with the main line and are working on residential service lines.

Councilmember Maschari stated that the Chief wants to keep the landline number for vendors and residents who have requests. Emergencies should always use 9-1-1.

COMMITTEES

Bldg. & Grounds (Councilmember Maschari presented)

HVAC - at the ordinance committee mtg, black stuff kept flying on papers and there were black chunks on the floor. She contacted Shagovac Heating & Air to investigate the issue. Findings were that the two (2) different types of filters need to be cleaned. In order for the metal filters to be cleaned, the system needs to be turned off. To reduce the humidity, it was suggested of putting cold air returns by the lobby doors.

Treatment Plant - Lorain Port Authority will be meeting on August 10th to decide the disbursement of the 500K for county projects.

Street Garage

Councilmember Jones moved to dispose of the fluorescent bulbs. Councilmember Siss second. Jeffers x Jones x Maschari x Siesky x Siss x Troike x Motion passed.

NOPEC Grant

Councilmember Maschari moved to have Shagovac Heating Cooling bid on the project this week, go with lowest and best. Councilmember Jones second.

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

Street-Sidewalk-Service

Councilmember Maschari said the sidewalk at Juanita & N. Lake has been replaced by Columbia Gas. Councilmember Troike said that he talked with a rep from Columbia Gas and they did E Main because of the number of leaks on E Main St., there is no immediate plans for any other replacements at this time.

Audit/Finance (Councilmember Siesky presented)

Audit meeting recap

- Questioned payment to Nextiva – village phone system
- Purchase order binder will be left in the work area
- Audits will be every 6 weeks instead of every 3 months

Ordinance

Committee meeting August 11th at 11 a.m.

323 W Main St - notification regarding debris left in driveway.

449 W Main St - Councilmember Maschari moved to post the notice including the estimate, give 10 days to rectify the issue. Councilmember Troike second.

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Discussion: Councilmember Troike for the record I am all for working with the resident, but this property has been an issue for years along with a number of complaints. Hopefully, this will be a message to the rest of the village that residents are being heard.

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

Safety

Councilmember Maschari asked if the Fire and Police Department reports could be under safety. The records clerk responded that they were listed towards the beginning in case officers had to leave for calls or did not need to sit through till the end of the meeting, Will try to work out a compromise.

Special Committee

Administrative – working with the fiscal officer on the employee handbook.

Community & Economic Development (Councilmember Siss presented)

Update will be sent out on Tuesday regarding the newsletter. Would like to have out by the beginning of August, still waiting on some bios and articles.

Councilmember Siss did suggest from a community perspective to live stream the committee meetings, in order to give the residents more access to our meetings.

MISCELLANEOUS

Office coverage

Councilmember Maschari responded to the email that was received by council saying that, there is pretty much someone here all the time, there are going to be times when there is no one here. Councilmember Siss suggested to add short blurb to the closed sign of who to call.

Vacant lot mowing price – lot on N. Lake St., Councilmember Maschari and Code Enforcement to meet for further discussion

Executive Session – Personnel

Councilmember Maschari moved to enter into Executive Session to discuss personnel at 9:03 p.m.

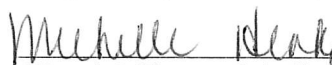
Councilmember Siss second.

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

Returned to regular session 9:24 p.m. _____

ADJOURNMENT Time: 9:25 p.m. Councilmember Siss moved to adjourn. Councilmember Jones second.

Respectfully submitted,



Fiscal Officer Michelle Henke


Mayor David Leshinski