

RECORD OF PROCEEDINGS
Minutes of Village of South Amherst Meeting
REGULAR COUNCIL
October 10, 2023

Call to order:

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 Becky Siesky	P
Councilmember Jeri Leigh Siss	P
Councilmember David Troike	EA
President Pro Tempore Jeanne Maschari	P

Ex officio members:

Fiscal Officer Michelle Henke	P
Records Clerk Laurie Beran	P
Law Director Matthew Mishak	P

(EA – excused absences)

Councilmember Jones moved to approve the absence of Councilmember Troike due to illness. Councilmember Siss seconded the motion.

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

APPROVAL OF AGENDA October 10, 2023 Amend the agenda by postponing vote on Ordinance 1776-23 and Resolution 714-23.

Councilmember Jeffers moved to approve the agenda with amendments. Councilmember Maschari seconded the motion.

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

APPROVAL OF MINUTES September 25, 2023

Councilmember Jones moved to approve the minutes as presented. Councilmember Siesky seconded the motion.

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

VISITORS

SAFD Interim Fire Chief John Crawford

MAYOR

Fire Chief

Interviews and testing were conducted on October 7 by three Lorain County fire chiefs. Once the mayor receives the results, he will forward them to council. The two qualified candidates are John Crawford Sr. and Kyle Kudela.

Yard Waste

Reminder that each individual homeowner has a contract with Republic Services, and they will pick up yard waste. If calling the 1-800 number our residents are told there is no contract for yard waste pickup, which is not true.

Grants

NOPEC – need an invoice not a quote from Shagovac regarding the HVAC for the Fire Department.

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BWC – the Interim Fire Chief was asked to submit a printed copy of the uniform information for fire turnout gear.

Halloween

IRG has given the Village permission to use the parking area of the former middle school for the parade. The Firefighter's Association will provide cider and donuts for the Halloween Parade.

LAW DIRECTOR

Councilmember Siss was under the impression that if the law director was not present, was there not supposed to be a substitute, is this an accurate assumption? Mayor Leshinski will discuss it with the law director.

FISCAL OFFICER

Payment Listing 9/22-10/6/23

Presented to council.

October Financials

Fund Summary, Revenue Summary, Appropriation Summary were presented to council.

Resolution to Accept 2024 Tax Rates

Clarified that the 2024 Tax Rates are set by the Lorain County Auditor.

RECORDS CLERK

Steering Committee Meeting October 11

Information for the first meeting has been distributed and needs to be reviewed prior.

SAFEbuilt Contract Amendment and Building Permit Fees

Discussions are still ongoing with SAFEbuilt regarding the change in how billing is done. Currently we are on a percentage system and the company wants to change over to an hourly rate. Until the correct budgetary information is received, the amendment and building fee legislation will be postponed.

September Building and Zoning Report

2023 CURRENT BUILDING PERMITS - September

ADDRESS	DESCRIPTION
328 N lake St	Roof
206 E Main St	Concrete, pole barn
211 Erie St	Siding
5905 Russia Rd	New electrical service

2023 CURRENT ZONING PERMITS - September

Address	DESCRIPTION
323 W Main	Concrete, shed

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DEPARTMENTS

Fire

December Call Report

Fire	EMS	MVA	Mutual	Other
	10	3		3

Brownhelm Fire Agreement information has been forwarded to the fiscal officer.

BOARDS

SABPA (Mayor Leshinski presented.)

Operator

- Repaired the damaged catch basin at Quarry Rd. & W Main.
- Working on assessment management report.
- Water valve at the corner of S Lake & Russia has been replaced.
- Water valve at Thompson and Oakdale to be replaced in the next week,

The mayor reported that the operator would be off for two weeks due to an injury from outside of work. Councilmember Siss inquired if the operator would be off for two weeks is there a contingency plan to get the asset inventory that had been requested by the fiscal officer completed by the November 1st deadline? The mayor said that, “from the meeting I attended, he (the operator) said he was fairly close to finishing.” Councilmember Siss wants to make sure we are being proactive to make sure that the fiscal officer will have what she had requested by the deadline. Councilmember Maschari added that the operator is not sharing (copying) his files of the asset management with the water clerk as requested, so reports such as the lead and copper and other miscellaneous reports cannot be followed up on by other staff. Also, in question is the quarterly and annual MS4 reporting, which was to be signed off on by the board and the mayor. Evidently, it has not been completed and the county is asking for those reports. The daily chlorine test and monthly bacteria test are to be recorded in the Red Book and needs to be kept on the premises. Ms. Siss asked the mayor, what is the game plan in terms of the day-to-day operations, an emergency, as has anyone contacted the clerk or board? Mayor Leshinski stated, “I thought Mr. Timko was his backup at any time.” Ms. Maschari responded that Mr. Timko does not have an operator’s license, he has a chlorinator license, and he can do the monthly MOR’s. Ms. Maschari added that it is wonderful for the operator to continue doing the daily testing while he is on medical, but if some type of additional injury would occur, the village would be responsible. It would be in our best interest to do the testing by other staff. Any staff member performing a test would still be under the operator’s license.

Councilmember Siss recommended that the water clerk work with the board to develop a course of action for the day-to-day operations and emergencies while the operator is on medical.

COMMITTEES

Street-Sidewalk-Service

Radar Sign Contest

Councilmember Jones will develop a short video in order to win a speed monitoring sign.

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Safety (Councilmember Jeffers presented.)

Fire

- Technology issues are being worked through/ Councilmember Jones suggested that the department use a two person authentication.
- SOP regarding gear – a firefighter can use their own helmet, gloves, boots as long as they sign off that the village has no liability for issues pertaining to their personal equipment.
- Promotion of the Fire Levy –there will be a banner for the parade and a video is being developed.
- Fiscal Officer attended the September Officers meeting, and they are interested in soft billing insurance companies. Further information will be provided at the next Safety meeting.

Holding Tank

Councilmember Maschari asked the mayor to call the engineer for an update on the holding tank and report back to council by October 13th. The fiscal officer reiterated that we are waiting for the EPA to approve the permit to install.

Administrative (Councilmember Maschari presented.)

BPA/Village Administrator

The ordinances for abolishing the BPA and creating the Village Administrator will be read three times and if passed on the third reading, they will take effect immediately, hence the emergency wording.

Job description For Village Administrator was emailed on September 26, 2023. Councilmember Siss asked the general job description and the work environment be more descriptive. Changes were discussed and noted on the draft copy.

ORDINANCE

Ordinance No. 1776-23 **POSTPONED** (*Emergency*) An ordinance repealing existing South Amherst Codified Ordinance Chapter 1305 Section .02 and enacting new South Amherst Codified Ordinance Chapter 1305.02 Building Fee Schedule and declaring an emergency.

Ordinance No. 1777-23 (*First Reading*) An ordinance abolishing the Board of Trustees of Public Affairs for the Village of South Amherst and declaring an emergency.

Ordinance No. 1778-23 (*First Reading*) An ordinance creating the position of Village Administrator and fixing the rate of compensation and declaring an emergency.

Ordinance No. 1779-23 (*First Reading*) An ordinance enacting Section 505.16 of the Codified Ordinances of the Village of South Amherst, Ohio to permit residents to harbor, maintain, keep or control backyard chickens under certain circumstances.

RESOLUTION

Resolution No. 714-23 **POSTPONED** (*Emergency*) SAFEbuilt Ohio, LLC Amendment Two Professional Services Agreement

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Resolution No. 715-23 Resolution accepting the amounts and rates as determined by the Budget Commission and Authorizing the necessary tax levies and certifying them to the County Auditor (2024 Tax Budget)

Councilmember Maschari moved to pass Resolution No. 715-23. Councilmember Jones seconded the motion.

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

Resolution No. 716-23 (*First Reading*) Employment agreement with Matthew A. Mishak as Law Director for the Village of South Amherst 1 January 2024 to 31 December 2024, authorizing appointment of Prosecutor and Administrative Assistant.

MISCELLANEOUS

Emails – Gmail

Discussion was held on Village staff being unsuccessful in sending out group emails to council. The emails were blocked by Gmail for sending too many group emails that they considered spam.

Councilmember Maschari moved to have MS 365 Business Basic for council emails. Councilmember Jones seconded the motion.

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

Grants

Councilmember Jeffers said that resident Christine Gallagher has volunteered to research grants.

Other

Mayor Leshinski gave a shout-out to the South Amherst Historical Society for a successful Oktoberfest.

EXECUTIVE SESSION

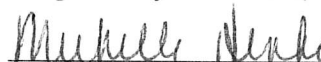
Councilmember Maschari moved to enter Executive Session at 8:21 p.m. to discuss fire personnel and fire contracts. Councilmember Siesky seconded the motion.

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

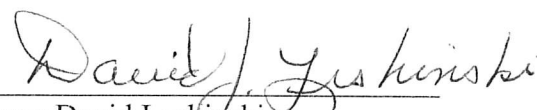
Regular council was resumed at 9:07 p.m.

ADJOURNMENT Time 9:08 p.m.

Respectfully submitted,



Fiscal Officer Michelle Henke



Mayor David Leshinski