

RECORD OF PROCEEDINGS
Minutes of Village of South Amherst Meeting
BUDGET HEARING
June 26, 2023

CALL TO ORDER

6:45 p.m. – The public hearing was called to order by Mayor David Leshinski.

ROLL CALL

The roll was called:

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

Ex officio members:

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

(EA – excused absences)

There were no visitors present.

FISCAL OFFICER

The fiscal officer wanted to reiterate that the estimated unencumbered balance for 2024 is as follows: General Fund \$740,000.00; Special Revenue Fund \$390,000.00; and Capital Project Fund \$39,000.00. those numbers can change as we reappropriate funds during the remainder of this year.

ADJOURNMENT Councilmember Jones moved to adjourn at 6:57 p.m. Councilmember Siesky seconded the motion.

REGULAR COUNCIL
June 26, 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	P
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)

APPROVAL OF AGENDA June 26, 2023 Amend the agenda with the addition of the Board of Cemetery Trustees agreement with United Methodist Episcopal Church. Councilmember Siss motioned to amend the agenda with the addition. Councilmember Maschari seconded the motion.

Jeffers x Jones x Maschari x Siesky x Siss x Troike x

Motion passed.

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APPROVAL OF MINUTES June 12, 2023

Councilmember Maschari motioned to approve the minutes as presented. Councilmember Jones seconded the motion.

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

VISITORS

SAFD Interim Chief John Crawford, Lt. Andrew Lawrie

Jolene Friel (9950 Quarry Rd. Amherst) representing The Sandstone Community Church – does the village have an emergency plan in the event of an emergency such as a tornado, etc. Mayor Leshinski said it would be a county wide effort through EMA. The Church has offered their facility to feed residents in such an event.

Further discussion was held regarding an emergency plan for the Village. At this time no, there is not a specific plan for the Village. Lorain County EMA would handle overall logistics along with the SAFD. Yes, the first person on scene with appropriate training would take command until the SAFD arrived or another more qualified person and/or agency. At the present time it is unknown if the SAFD has a SOP regarding a village wide emergency. Councilmember Troike stated that he would be an instructor for a beginner class on NIMS. Interested council and staff need to contact the Safety Chair. Councilmember Maschari stated that the Village needs to reach out to the remaining churches in the Village to see what they could provide in case of emergencies.

MAYOR

Mayor's Conference

Department of Development is setting up programs to be applied for. The programs that were discussed however, do not cover operational expenses. Councilmember Siss asked the mayor to ~~find the contact information.~~ *provide a list of grant money/programs available and for contact information. (corrected 7/10/23)* 

Cyber Security – Mayor requested that Holland Computers be contacted for clarification that our network security settings are at the highest possible.

Housing Development – TIFF's nice to have the growth and development but what is the outlay of the village over the time of the projects.

Infrastructure – ODOT, the gas tax revenue is decreasing because more electric vehicles on the roads and the cost of maintaining the roads is going up. ODOT is exploring ways to even out the disparity. ODOT told Bellville that they are responsible for maintenance of the 2 highways that run through, they will go through and plow and every 7-10 years they will pave it, all other maintenance is on the village.

State Budget

Is still in flux. The mayor feels that we should be able to decide how to spend our funds, not have to go through numerous programs to receive additional funding. Smaller municipalities are the last to receive additional funding, seeing that it starts with the larger cities first.

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Holding Tank

Still waiting for the permit to install. Will be updated later this week on the status from the engineer.

FISCAL OFFICER

Payment Listing 6/8 –6/22/2023

Presented to council.

June Financial Reports

Fund Summary, Revenue Summary, Appropriation Summary were presented.

2024 Tax Budget (attached)

Councilmember Maschari motioned to approve the 2024 Tax Budget. Councilmember Siesky seconded the motion.

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

Buckeye Bank ICS Agreement

The account is an assured cash sweep, and we will be restructuring our account. There is a money market account that if we need to transfer money into our checking we can, and some different investment options were reviewed. An assured cash sweep is highly recommended by the State Auditor because it earns a higher interest rate and easier to balance.

Mc. B Paving

A preconstruction meeting will be held later this week to review the project with the mayor, fiscal officer, engineer and the contractor.

State Audit

Officially started today.

RECORDS CLERK

2024 Calendar

Board and council meeting schedules turned in by August 14.

Halloween Parade & Trick or Treat same day or the 27th & 31st (Thursday).

Councilmember Maschari motioned to have the Halloween Parade and Trick-or Treat on October 27, 2024. Councilmember Siesky seconded the motion.

Discussion: Councilmember Maschari spoke with the PD Chief, and he asked if it could continue to be all one day because of scheduling. Councilmember Siss stated that it also needs to be coordinated with the FD.

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

BOARDS

Cemetery

New clerk will begin training this Wednesday, she will be an independent contractor, Roxanne Blair.

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SABPA (~~Councilmember Siss~~ **Mayor Leshinski** presented.) (*corrected 7/10/23* ) Hydrant flushing was completed. Two hydrants that were leaking have been turned off, one is out of service, one has rusty nuts and one is hard to open. Interim Fire Chief requested the location of the hydrants with issues. Councilmember Maschari stated that she believes that hydrants that are not in working order are to be bagged.

The temporary clerk turned in her resignation, with her last day as July 13.

COMMITTEES

Audit/Finance (Councilmember Siesky presented.)

Finance met on June 11th to review 2024 Budget.

Audit Committee asked for clarification on the location of SAFD personnel time sheets. The fiscal officer explained that the firefighters pay sheet information is stapled to the back of the fire chief's paysheet.

Ordinance

Time has changed to 9 a.m.

Safety (Councilmember Jeffers presented.)

An emergency meeting was held on June 22 and was held entirely in executive session to discuss SAFD personnel issues. Councilmember Jeffers and Maschari attended a department training session on hoses.

Interim Fire Chief explained that EMS training will be held at Amherst FD on the third Thursday of each month. A revised meeting/training calendar will be coming out.

Sandstone Ambulance District

April	19 calls
May	12 calls

Meeting with Lifecare, City of Amherst, Amherst Township and Village of South Amherst

- Lifecare is looking at contracts with each municipality to charge an assessment of cost (similar to what is done with Oberlin Municipal Court).
- For over thirty years, Lifecare has not billed the district.
- For the whole district the cost would be \$183,000.00. That amount would insure a dedicated ambulance for this district which comes out to \$67.00 per call.
- The Village's cost would be between nine to ten thousand dollars annually.
- Current agreement expires December 31, 2023.
- Cost per call comes from the Village's portion of assessment and from Lifecare billing the resident's insurance.
- The funds for this would come from the General Fund.
- The Safety Committee will review options.

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Interim Fire Chief

Councilmember Maschari motioned to recognize John Crawford as the Interim Fire Chief and to receive the appropriate compensation. Councilmember Siss seconded the motion.

Discussion: Mr. Crawford confirmed that he has been with the fire department for 35 years.

Jeffers Jones Maschari Siesky Siss Troike Motion passed.

Fire Lieutenant Probation

Councilmember Maschari motioned to have the SAFD Lieutenant probationary period set at one (1) year as stated in the department's SOP's. Councilmember Siss seconded the motion.

Discussion: Former Chief Hevener's promotion letter for lieutenant stated a 30-day probationary period, the Village Handbook states 90 days, and the Fire Department's SOP's states one (1) year.

Jeffers Jones Maschari Siesky Siss Troike Motion passed.

Fire Department Personnel Files

Councilmember Maschari motioned to have all Fire Department personnel files be maintained by the Village's Human Resource designee (Fiscal Officer) and to be turned over by July 31, 2023.

Councilmember Jones seconded the motion.

Jeffers Jones Maschari Siesky Siss Troike Motion passed.

Community & Economic Development (Councilmember Siss presented.)

Ms. Siss commended Amherst Historical Society for their programing in how they represent both Amherst and South Amherst.

ORDINANCE

Ordinance No. 1770-23 (Final Reading) Rate of Compensation – Mayor

An ordinance fixing the rate of compensation for elected and certain appointed officials.

Councilmember Maschari motioned to approve Ordinance No. 1770-23. Councilmember Jones seconded the motion. Jeffers Jones Maschari Siesky Siss Troike Motion passed.

Ordinance No. 1772-23 (Emergency) An ordinance repealing existing South Amherst Codified Ordinance Chapter 1305 Section .02 and enacting new South Amherst Codified Ordinance Chapter 1305 Section .02 Building Fee Schedule and declaring an emergency.

Councilmember Maschari motioned to suspend the rules and pass Ordinance No. 1772-23. Councilmember Siss seconded the motion.

Jeffers Jones Maschari Siesky Siss Troike Motion passed.

Councilmember Maschari motioned to pass ordinance No. 1772-23. Councilmember Jones seconded the motion.

Jeffers Jones Maschari Siesky Siss Troike Motion passed.

RESOLUTION

Resolution No. 698-23 (Second Reading) Charles E. Harris & Associates, Inc. Hinkle Notes Contract

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Resolution No. 699-23 (Second Reading) Aislinn Consulting Inc. Community Visioning Sessions and Zoning Code Revisions.

Resolution No. 700-23 (Emergency) ICS Deposit Placement Agreement with Buckeye Bank

Councilmember Maschari motioned to suspend the rules and pass Resolution No. 700-23. Councilmember Jones seconded the motion.

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

Councilmember Maschari motioned to pass Resolution No. 700-23. Councilmember Jones seconded the motion.

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

Resolution No. 701-23 (Emergency) Agreement with Mc. B Paving for 103 & 105 W Main St. Parking Lot Paving

Councilmember Maschari motioned to suspend the rules and pass Resolution No. 701-23. Councilmember Troike seconded the motion.

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

Councilmember Maschari motioned to pass Resolution No. 701-23. Councilmember Troike seconded the motion.

Discussion: Contingency fee is built into the contract in case the project cost is higher than the bid price.

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

Resolution No. 702-23 (Emergency) Board of Cemetery Trustees Agreement with the United Methodist Episcopal Church for the Pedestrian Walkway.

Councilmember Maschari motioned to suspend the rules and pass Resolution No. 702-23. Councilmember Troike seconded the motion.

Discussion: The fiscal officer clarified that the project has to be committed by June 30th, it does not have to be completed by that date. The church board will meet on June 28th to sign the agreement.

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

Councilmember Maschari motion to pass Resolution No. 702-23. Councilmember Troike seconded the motion.

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

APPROPRIATION

Appropriation No. 302

Councilmember Maschari motioned to pass Appropriation Ordinance No. 302. Councilmember Jones seconded the motion.

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Discussion: Fiscal officer reiterated that the Annis Rd Phase II money is being transferred to Fund 4901.

Jeffers x Jones x Maschari x Siesky x Siss x Troike x

Motion passed.

ADJOURNMENT Time 8:11 p.m. Councilmember Siss moved to adjourn. Councilmember Jones seconded.

Respectfully submitted,

Michelle Henke

Fiscal Officer Michelle Henke

David J. Leshinski

Mayor David Leshinski

VILLAGES TAX YEAR 2024 ANNUAL BUDGET OF ESTIMATED REVENUES and EXPENDITURES

Date: June 26, 2023

Per Ohio Revised Code Section 5705.28.1 The Budget Commission of Lorain County, Ohio requests the following information to be completed and returned to the Lorain County Auditors Office, by July 20th in order to perform its duties.

SOUTH AMHERST VILLAGE

FUND	ESTIMATED UNENCUMBERED BALANCE January 1, 2024	ESTIMATED REAL ESTATE TAXES	ESTIMATED LOCAL GOVERNMENT ALLOCATION 2024	OTHER SOURCES	TOTAL	ESTIMATED EXPENDITURES	OVER/UNDER REVENUE
General Fund	\$ 741,589.14	\$ 119,984.00	\$ 78,267.68	\$ 430,244.73	\$ 1,370,085.55	\$ 692,922.61	\$ 677,162.94
Tif		\$ -			\$ -		\$ -
Special Revenue Funds	\$ 389,648.35	\$ 53,284.00		\$ 144,640.00	\$ 587,572.35	\$ 255,359.06	\$ 332,213.29
Debt Service Funds		\$ -			\$ -		\$ -
Capital Project Funds	\$ 39,485.63	\$ -		\$ 20,090.00	\$ 59,575.63	\$ 48,589.72	\$ 10,985.91
Special Assessment Funds		\$ -			\$ -		\$ -
Enterprise Funds	\$ 273,667.05	\$ -		\$ 568,950.00	\$ 842,617.05	\$ 552,395.56	\$ 290,221.49
Internal Service Funds		\$ -			\$ -		\$ -
Custodial Fund	\$ 37,798.44	\$ -			\$ 37,798.44		\$ 37,798.44
Private Purpose Trust		\$ -			\$ -		\$ -
TOTAL	\$ 1,482,188.61	\$ 173,268.00	\$ 78,267.68	\$ 1,163,924.73	\$ 2,897,649.02	\$ 1,549,266.95	\$ 1,348,382.07

***SUBJECT TO FURTHER REVIEW BY
BUDGET COMMISSION

SOUTH AMHERST VILLAGE - FISCAL OFFICER

SIGNATURE AND TITLE:

Michelle Rando