

RECORD OF PROCEEDINGS
Minutes of Village of South Amherst Meeting
REGULAR COUNCIL
May 22, 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
Councilmember Scott Jones
Councilmember Becky Siesky
Councilmember Jeri Leigh Siss
Councilmember David Troike
President Pro Tempore Jeanne Maschari

P (7:09 p.m.)
P (7:14 p.m.)
P
P
P
P

Ex officio members:

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

(EA – excused absences)

APPROVAL OF AGENDA May 22, 2023 Amended quote from Holland for underground wiring. Safety – Bike Week Festivities at Whiskeyville, Motorcycles, Cemetery Sidewalk
Councilmember Maschari moved to accept the agenda with amendments. Councilmember Siesky seconded the motion.

Jeffers **AB** Jones **x** Maschari **x** Siesky **x** Siss **x** Troike **P** Motion passed.

APPROVAL OF MINUTES May 8, 2023

Councilmember Troike moved to accept the agenda with amendments. Councilmember Maschari seconded the motion.

Jeffers **AB** Jones **AB** Maschari **x** Siesky **x** Siss **x** Troike **P** Motion passed.

VISITORS

SAFD Assistant Chief Crawford, Firefighter Andrew Lawrie

- Presented a training schedule through the end of the year.

MAYOR

Community Development Update

Have not received a reply from Mr. Duncan as of today regarding the request of funds for the engineering study on water, storm water, sewer project.

NOPEC Grant Update

As of now there is not enough in the fund for the solar speed signs, there will be a request in October for a disbursement of the NOPEC Aggregation.

Aislinn Consulting

Contact Rita McMahon to meet with council on either June 6th or June 20th at 6 p.m. to discuss zoning and planning development.

FISCAL OFFICER

Payment Listing 5/5 – 5/18/23 presented.

Financial Reports

Presented were the May: Fund Summary, Revenue Summary, Appropriation Summary

RECORD OF PROCEEDINGS
Minutes of Village of South Amherst Meeting

Councilmember Maschari stated that the last water financials showed a -\$48,000.00, that expenditures need to be reduced and the only way for that to occur was by not fixing water breaks and cutting payroll. The fiscal officer said they would be in a Catch 22 if they did not fix water breaks and that they will need to begin making cuts in July so that revenue equals expenditures.

Bank Reconciliation - April

Completed and in the binder awaiting signatures.

Village Audit by State

Waiting for Managerial approval from the State Auditor due to the previous theft in office, for the start date of the audit.

Tax Budget Update

Budgets are due June 3rd to fiscal officer, then Finance Committee will review on June 13th, Public Hearing is scheduled for June 26th at 6:45 p.m. and the vote will take place that evening at the Regular Council Meeting.

Holding Tank

Per the engineer we are required to have a PTI (permit to install), waiting to receive it from the State.

Parking Lot

Will be published in the Chronicle on May 25 and June 1, 2023. Bids will be opened at the village hall on June 13th.

Amended quote from Holland for underground wiring.

The first quote was just for the FD. This quote is for SABPA to get wiring to the water tower and the invoice would be billed to the water department.

Councilmember Maschari moved to accept the quote from Holland for the underground wiring to the water tower. Councilmember Troike seconded the motion.

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

DEPARTMENTS

Potholes

Work to begin on May 23 or 24th.

Nuisance properties

The current list was emailed and the property on Leonard St has been mowed.

BOARDS

Cemetery (Presented by Councilmember Jones.)

Financials were presented.

The board has not moved forward with finding a replacement for the clerk whose last day is May 31st. Five weeks' notice was given and there will be an exit interview. Unfortunately, there is nobody to train any potential clerk. Job description was posted on the website earlier today.

Annul flowers will be planted at Evergreen Cemetery by the U.S. Flag and at the Memorial Garden.

SABPA (Councilmember Siss presented.)

RECORD OF PROCEEDINGS
Minutes of Village of South Amherst Meeting

Hydrant Flushing

Is underway.

Vehicle

Currently, waiting on the police department to receive their new cruiser in order for the Water Department to have use of a spare cruiser to use for the department. Any money received from the sale of 2009 Silverado goes into the fund that it was purchased from.

Water Tower Chlorine Level

The level was high on 5/21/23, the water level was lowered to flush the system with the help of the SAFD. Councilmember Maschari asked if any reports were run to find out when the chlorine spiked and were there any resident complaints. No there were no complaints.

COMMITTEES

Bldg.& Grounds (Councilmember Troike presented.)

Cemetery Sidewalk

The committee met with the Cemetery Board on May 17th and suggested that the storm sewer should be their top priority. At this time a secondary entrance project is tabled but the board is recommending approval for the sidewalk entrance to proceed with the following stipulations:

- By June 30th the grant monies (\$2,500.00) need to be spent.
- Not to exceed \$5,000.00 for the sidewalk near the Section L turnaround.
- Any construction being done, they need a letter of approval from the church seeing that the sidewalk connects to the church parking lot.
- More detailed scope of work.

Councilmember Troike moved not to exceed \$5000.00 for a sidewalk near the Section L turnaround if the afore mentioned stipulations are met. Councilmember Jones seconded the motion.

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

Cemetery Road Flooding

The road itself does not flood but the drain to the west of the road needs to be scoped. The committee would like the SABPA when there is available "storm money" to scope the drain to see if it is plugged and where it goes.

Audit/Finance (Councilmember Siesky presented.)

Credit Card Monthly Statement Verification

The Mayor or President Pro Tempore may sign the verification form.

Purchase Requisitions

The committee requested more information on purchase requisitions. The fiscal officer reiterated that council preapproves departmental budgets when the yearly appropriation budget is approved, account codes are listed, the department head approves the purchase, along with the mayor and fiscal officer prior to a purchase being made. The fiscal officer will send an email requesting personnel to list which department is responsible and a brief summary of the intended use of the purchase.

June 13th Finance will meet to review the 2024 Tax Budget, with Audit meeting to follow.

RECORD OF PROCEEDINGS
Minutes of Village of South Amherst Meeting

Ordinance

Rate of Compensation Elected Official

Prior to the motion Mayor Leshinski outlined his objections to the rate reduction for the position of mayor. Councilmember Maschari called point of order if we are going to discuss the position and finances, she was ignored. Further comments were made and Councilmember Troike called for question (ends debate immediately).

Councilmember Jones moved to approve the revised rate of compensation for the position of mayor effective January 1, 2024. Councilmember Maschari seconded the motion.

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

Safety (Councilmember Jefferis presented.)

Fire

Training

A calendar was presented to council so that they may attend a training session. They are welcome to stop in at any time.

Increase Revenue

A brief discussion was led by Assistant Chief Crawford on information received for the department to recoup cost through insurance claim recovery.

Interim Fire Chief and Assistant Chief

Codified ordinance states the mayor appoints the Chief and Assistant Chief. Councilmember Maschari clarified that at this time the mayor does not have to make the appointment by June 10th, that is why there is an assistant chief which would be the interim chief. The mayor needs to devise a procedure for his appointments of the next chief and assistant.

Fiscal officer stated that an ordinance would need written to include the positions of interim chief and interim assistant chief for the June 12th meeting and they are retroactive to June 11, 2023.

Police

Bike Week

Councilmember Siss discussed how Bike Week begins May 26th through, June 3rd. Whiskeyville plans on having a dunk tank, burnout pit, plus liquor outdoors. Ms. Siss requested of Mayor Leshinski to have the police chief take this opportunity to have a discussion with the owners if correct permits are in order (outside liquor permits are through the State), consideration of the surrounding residential area and children at the park. Ms. Siss also asked the safety chair to reach out to the chief.

Motorcycles at the Bars

Midnight to 2 a.m. all week squealing tires, revving the engines needs to be discussed with the bar owners.

Council mentioned that there is a white Kawasaki motorcycle doing 80 mph through town doing wheelies. Our police and the Sheriff's Department have been unable to apprehend the individual. Any viable information would be appreciated.

Community & Economic Development

Memorial Day Parade

- Flags are up, thank you to the volunteers.

RECORD OF PROCEEDINGS
Minutes of Village of South Amherst Meeting

- 25 various participants
- Flags for the cemetery still need to be placed, U.S. and Military flags.
- New wreath – Sally Hyster volunteered to decorate it.

ORDINANCE

Ordinance No. 1768-23 *(Second Reading)* An ordinance repealing existing South Amherst Codified Ordinance Section 921.01 Water Rates; enacting new South Amherst Codified Ordinance Section 921.04 Water Rates and declaring an emergency.

Ordinance No. 1769-23 *(Emergency)* An ordinance repealing existing South Amherst Codified Ordinance Chapter 713 Sections .01; .03 and enacting new South Amherst Codified Ordinance Chapter 713 Peddlers, Solicitors and Canvassers Section .01; .03 and declaring an emergency.

Councilmember Maschari moved to suspend the rules for Ordinance No. 1769-23. Councilmember Jones seconded the motion.

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

Councilmember Maschari moved to pass ordinance No. 1769-23. Councilmember Jones seconded the motion.

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

Councilmember Maschari requested that the police chief receive a copy of the ordinance.

Ordinance No. 1770-23 *(First Reading)* Rate of Compensation for Elected and Certain Appointed Officials. *(Mayor)*

EXECUTIVE SESSION

Possible pending litigation

Councilmember Jones moved to enter executive session at 8:34 p.m. to discuss possible litigation.

Councilmember Siss seconded the motion.

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

Returned to regular session at 8:50 p.m.

ADJOURNMENT Time 8:50 p.m. Councilmember Siss moved to adjourn. Councilmember Jones seconded.

Respectfully submitted,

Fiscal Officer Michelle Henke

Mayor David Leshinski

RECORD OF PROCEEDINGS
Minutes of Village of South Amherst Meeting

June 6, 2023
SPECIAL MEETING

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	EA
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	EA
Records Clerk Laurie Beran	P
Law Director Matthew Mishak	EA

(EA – excused absences)

Excused absence of Councilmember Jones.

Councilmember Siss moved to excuse Councilmember Jones due to a family obligation.

Councilmember Maschari seconded the motion.

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

APPROVAL OF AGENDA June 6, 2023

Councilmember Siss moved to accept the agenda. Councilmember Siesky seconded.

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

VISITORS

Aislinn Consulting – Rita McMahon

Bramhall Engineering – Aaron Appell

MAYOR

Presentation by Aislinn Consulting, LLC

Ms. McMahon gave a brief verbal resume. Most recently she has consulted with the Village of Peninsula for updating their long-range plan and the zoning code as they are under an EPA order to bring sanitary sewers into the village. Ms. McMahon feels that she could contribute to the Village after a previous discussion with the mayor, fiscal officer and engineer, she understands better some of the issues that the Village is facing.

A zoning code is not one size fits all, it needs to fit your community. Her job is to make sure that we get something that works for us based on what we want to achieve. What are the Village's goals of what you want and what you don't want to achieve. Part of the proposal is to develop a vision statement. The proposal was two-fold with the first phase to help you through the visioning process and then to rewrite the zoning code to make sure that everything is legal.

RECORD OF PROCEEDINGS
Minutes of Village of South Amherst Meeting

Mayor Leshinski thanked Mr. Appell for recommending Aislinn Consulting to help us get organized in the whole process of determining the proper direction forward. Mr. Appell gave the example of how we want sewers but how do you decide if you need a 6" or 18" line. That decision cannot be made until you have a vision of what you want the village to be or not be.

At this point the floor was open for questions from council, below is a summary:

Cost of the proposal packet:

- Maximum for the whole project is \$7,800.00 calculated by the maximum number of hours projected for 12 months. If the project is done in less time, then the cost would be reduced. As the project coordinator, she will keep the group on task.
- If there is needed support from Bramhall, the charges would be worked out between Aislinn and Bramhall.
- The law director will need to be involved in finalizing the zoning code, that cost will need to be determined.
- Funds are currently available for the project and the cost could be spread out between 2023 and 2024.

Community Involvement:

- Important to have a varied perspective.
- Suggested reaching out to IRG.
- The best time to begin the visioning process would be September/October once school is back in session and people are back from summer vacations.
- Advertise for community involvement.

Increase Commercial Business:

- When the time is appropriate Aislinn Consulting can provide assistance with ways to attract more commercial business.
- Would be a separate agreement.

Election Year:

- The core body of council will stay the same, so even if there are differences of opinion with new members, the majority rules.
- Modifications can be made throughout the visioning process; it is when it comes to finalizing the zoning code that it will become more difficult to modify.

Council Involvement:

- All of the council should be involved with the visioning process.
- Not all of the council needs to be involved with the zoning revisions.
- Steering committee needed – council members need to organize to get the ball rolling.
- If funds are not available to start the water/sewer/stormwater project, why go through this process?

“It’s not what is going to happen tomorrow, it is what would happen in 10-15 years.”

RECORD OF PROCEEDINGS
Minutes of Village of South Amherst Meeting

Problem Solving

- Various examples were given by Ms. McMahon of how she has dealt with stalemates, long-winded people, overly opinionated personalities.
- Forced rankings.
- Visual examples.

Councilmember Siss asked the engineer if moving forward on the things we have asked you to do predicated on completion of Phase I and Phase II of the proposal? Mr. Appell answered that there is a lot that can be done while the zoning code is being revised, things would move ahead on a similar timeline. Councilmember Maschari then asked if waiting until November would make a difference? Mr. Appell replied that it would depend on whether we would get the funding, if any, to begin the plans for the waterline, sewer, storm project. The sooner the better, there are a lot of very important issues for the council to figure out.

Councilmember Maschari moved to approve the agreement with Aislinn Consulting LLC. by resolution, to be read three times, not to exceed seven thousand eight hundred dollars (\$7,800.00) and to begin September 2023. Councilmember Troike seconded the motion.

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

Councilmember Maschari moved to appoint the Records Clerk as the point person to disseminate information between Aislinn Consulting, council and committee members. Councilmember Siss seconded the motion.

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

ADJOURNMENT Time 7:00 p.m. Councilmember Jones Siss moved to adjourn.
Councilmember Siesky second.

Respectfully submitted,

Fiscal Officer Michelle Henke

Mayor David Leshinski

Payment Listing

UAN v2023.2

5/19/2023 to 6/8/2023

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
383-2023	05/22/2023	05/22/2023	CH	First National Bank Of Omaha	\$27.00	O
384-2023	05/22/2023	05/22/2023	CH	First National Bank Of Omaha	\$916.22	O
385-2023	05/26/2023	05/23/2023	EP	Laurie J Beran	\$651.13	O
386-2023	05/26/2023	05/23/2023	EP	Dennis M Hevener	\$1,092.59	O
387-2023	05/26/2023	05/23/2023	EP	Paula S Knodel	\$312.79	O
388-2023	05/26/2023	05/23/2023	EP	Stephanee Moore Koscho	\$555.17	O
389-2023	05/26/2023	05/23/2023	EP	David A Valentine Jr	\$1,223.64	O
391-2023	05/26/2023	05/24/2023	EP	Alexandra Sabine	\$232.56	O
393-2023	05/24/2023	05/26/2023	CH	RLCWA	\$4,619.20	O
394-2023	05/24/2023	05/26/2023	CH	RLCWA	\$10,354.45	O
395-2023	05/30/2023	05/26/2023	CH	Ohio Edison	\$117.14	O
396-2023	05/30/2023	05/26/2023	CH	Ohio Edison	\$337.50	O
397-2023	05/30/2023	05/26/2023	CH	Ohio Edison	\$213.97	O
398-2023	05/30/2023	05/26/2023	CH	Columbia Gas	\$271.96	O
399-2023	05/30/2023	05/26/2023	CH	Columbia Gas	\$44.93	O
400-2023	05/30/2023	05/26/2023	CH	Columbia Gas	\$96.36	O
401-2023	06/01/2023	05/26/2023	EP	Laurie J Beran	\$224.86	O
402-2023	06/01/2023	05/26/2023	EP	Michael M Frazier	\$132.46	O
403-2023	06/01/2023	05/26/2023	EP	Michelle M Henke	\$1,752.35	O
404-2023	06/01/2023	05/26/2023	EP	Michele Jeffers	\$225.32	O
405-2023	06/01/2023	05/26/2023	EP	Andrew Johnson	\$76.20	O
406-2023	06/01/2023	05/26/2023	EP	Scott Jones	\$225.32	O
407-2023	06/01/2023	05/26/2023	EP	David J Leshinski	\$1,096.60	O
408-2023	06/01/2023	05/26/2023	EP	Mark Leshinski	\$139.46	O
409-2023	06/01/2023	05/26/2023	EP	Rosemary Leshinski	\$75.93	O
410-2023	06/01/2023	05/26/2023	EP	Jeanne Maschari	\$236.20	O
411-2023	06/01/2023	05/26/2023	EP	Matthew A Mishak	\$1,292.40	O
412-2023	06/01/2023	05/26/2023	EP	Thomas Pellittieri	\$119.59	O
413-2023	06/01/2023	05/26/2023	EP	Becky A Siesky	\$185.90	O
414-2023	06/01/2023	05/26/2023	EP	Jeri L Siss	\$215.90	O
415-2023	06/01/2023	05/26/2023	EP	Corey Timko	\$435.37	O
416-2023	06/01/2023	05/26/2023	EP	David T Troike	\$215.90	O
417-2023	06/01/2023	05/26/2023	EP	Zoltan Zoltai	\$139.19	O
419-2023	06/01/2023	05/26/2023	EP	Robert Abfall	\$146.72	O
420-2023	06/01/2023	05/26/2023	EP	James Becker	\$151.17	O
421-2023	06/01/2023	05/26/2023	EP	Jessica Beran	\$80.21	O
422-2023	06/01/2023	05/26/2023	EP	John Bloom	\$29.97	O
423-2023	06/01/2023	05/26/2023	EP	John R Crawford	\$407.35	O
424-2023	06/01/2023	05/26/2023	EP	John R Crawford III	\$215.39	O
425-2023	06/01/2023	05/26/2023	EP	Alexander J Gerakis Jr	\$159.90	O
426-2023	06/01/2023	05/26/2023	EP	Dennis M Hevener	\$502.60	O
427-2023	06/01/2023	05/26/2023	EP	Eric Jones	\$10.05	O
428-2023	06/01/2023	05/26/2023	EP	Timothy J Moore	\$30.14	O
429-2023	06/01/2023	05/26/2023	EP	Blaze R Olejko	\$69.95	O
430-2023	06/01/2023	05/26/2023	EP	Kyle Urig	\$148.05	O
431-2023	06/01/2023	05/26/2023	EP	Ronald Zaleha	\$207.74	O

2021	GROSS RECEIPTS	OHIO REPARATIONS	CITY OF OBERLIN	TOTAL NET RECEIPTS TO SOUTH AMHERST	COMPUTER FUND CLERK FUND 2904	COMPUTER FUND COURT FUND 2093	GENERAL FUND 1000
SEPTEMBER	\$2,110.00	\$487.50	\$19.50	\$1,603.00	\$130.00	\$39.00	\$1,434.00
OCTOBER	\$3,470.00	\$830.00	\$30.00	\$2,610.00	\$220.00	\$66.00	\$2,324.00
NOVEMBER	\$3,934.00	\$929.00	\$36.00	\$2,969.00	\$250.00	\$75.00	\$2,555.00
DECEMBER	\$4,790.00	\$975.00	\$39.00	\$3,776.00	\$260.00	\$78.00	\$3,438.00
TOTAL	\$14,304.00	\$3,221.50	\$124.50	\$10,958.00	\$860.00	\$258.00	\$9,751.00
2022							
JANUARY	\$3,715.00	\$862.50	\$34.50	\$2,818.00	\$230.00	\$69.00	\$2,519.00
FEBRUARY	\$3,500.00	\$787.50	\$31.50	\$2,681.00	\$210.00	\$63.00	\$2,408.00
MARCH	\$10,875.00	\$2,289.00	\$90.00	\$8,496.00	\$610.00	\$183.00	\$7,703.00
APRIL	\$7,190.00	\$1,567.50	\$61.50	\$5,561.00	\$410.00	\$121.00	\$5,030.00
MAY	\$4,385.00	\$1,000.00	\$42.00	\$3,343.00	\$276.00	\$83.00	\$2,984.00
JUNE	\$4,820.00	\$1,106.50	\$43.50	\$3,670.00	\$300.00	\$90.00	\$3,280.00
JULY	\$4,715.00	\$1,117.50	\$43.50	\$3,554.00	\$290.00	\$87.00	\$3,177.00
AUGUST	\$4,185.00	\$1,037.50	\$40.50	\$3,107.00	\$270.00	\$81.00	\$2,756.00
SEPTEMBER	\$5,375.00	\$1,312.50	\$49.50	\$4,013.00	\$325.00	\$99.00	\$3,589.00
OCTOBER	\$8,830.00	\$2,194.00	\$87.00	\$6,549.00	\$599.00	\$178.00	\$5,772.00
NOVEMBER	\$10,085.00	\$2,340.00	\$93.00	\$7,652.00	\$640.00	\$194.00	\$6,818.00
DECEMBER	\$6,335.00	\$1,462.50	\$55.50	\$4,817.00	\$370.00	\$111.00	\$4,336.00
TOTAL	\$74,010.00	\$17,077.00	\$672.00	\$56,261.00	\$4,530.00	\$1,359.00	\$50,372.00
2023							
JANUARY	\$8,550.00	\$2,033.00	\$81.00	\$6,436.00	\$560.00	\$164.00	\$5,712.00
FEBRUARY	\$7,480.00	\$1,800.00	\$72.00	\$5,608.00	\$490.00	\$149.00	\$4,969.00
MARCH	\$18,362.00	\$4,289.00	\$171.00	\$13,902.00	\$1,142.00	\$346.00	\$12,414.00
APRIL	\$9,722.00	\$2,156.50	\$85.50	\$7,480.00	\$598.00	\$180.00	\$6,702.00
MAY	\$19,641.00	\$4,784.00	\$189.00	\$14,668.00	\$1,300.00	\$386.00	\$12,982.00
JUNE							
JULY							
AUGUST							
SEPTEMBER							
OCTOBER							
NOVEMBER							
DECEMBER							
TOTAL	\$63,755.00	\$15,062.50	\$598.50	\$48,094.00	\$4,090.00	\$1,225.00	\$42,779.00

VILLAGE OF SOUTH AMHERST PUBLIC RECORDS POLICY

MISSION STATEMENT

Openness leads to a better informed citizenry, which leads to better government and better public policy. Consistent with the premise that government at all levels exists first and foremost to serve the interests of the people, it is the mission and intent of The Records Commission to at all times fully comply with and abide by both the spirit and the letter of Ohio's Public Records Act.

DEFINING PUBLIC RECORDS

All records kept by the Village of South Amherst are public unless they are exempt from disclosure under Ohio law. All public records must be organized and maintained in such a way that they can be made available for inspection and copying.

A record is defined to include the following: A document in any format: paper, electronic (including, but not limited to, business e-mail) – that is created, received by, or comes under the jurisdiction of the Village of South Amherst that documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office.

RESPONSE TIMEFRAME

Public records are to be available for inspection during regular business hours, with the exception of published holidays. Public records must be made available for inspection promptly. Copies of public records must be made available within a reasonable period of time. "Prompt" and "reasonable" take into account the volume of records requested; the proximity of the location where the records are stored; and the necessity for any legal review and redaction of the records requested.

~~It is the goal of the Records Commission that all requests for public records should be acknowledged in writing or, if possible, satisfied within five business days following the office's receipt of the request.~~

HANDLING REQUESTS

~~No specific language is required to make a request for public records. However, the requester must at least identify the records requested with sufficient clarity to allow the office to identify, retrieve, and review the records. If it is not clear what records are being sought, the office must contact the requester for clarification, and should assist the requester in revising the request by informing the requester of the manner in which the office keeps its public records.~~

~~The requester does not have to put a records request in writing, and does not have to provide his or her identity or the intended use of the requested public record. It is this office's general policy that this information is not to be requested. However, the law does permit the office to ask for a written request, the requestor's identity, and/or the intended use of the information requested, but~~

~~only (1) if a written request or disclosure of identity or intended use would benefit the requestor by enhancing the office's ability to identify, locate, or deliver the public records that have been requested; and (2) after telling the requestor that a written request is not required and that the requestor may decline to reveal the requestor's identity or intended use.~~

Any person can make a request for public records by asking a public office or person responsible for public records for specific, existing records. The requester may make a request in any manner the requester chooses: by phone, in-person, or in an email or letter. A public office cannot require the requester to identify themselves or indicate why they are requesting the records, unless a specific law permits or requires it. However, a discussion about the requester's purpose or interest in seeking information can aid the public office in locating and producing the desired records more efficiently.

In processing the request, the office does not have an obligation to create new records or perform new analysis of existing information. An electronic record is deemed to exist so long as a computer is already programmed to produce the record through simple sorting, filtering, or querying. Although not required by law, the office may accommodate the requestor by generating new records when it makes sense and is practical under the circumstances.

In processing a request for inspection of a public record, an office employee must accompany the requester during inspection to make certain original records are not taken or altered.

~~A copy of the most recent edition of the Ohio Sunshine Laws manual is available via the Attorney General's internet website (www.ohioattorneygeneral.gov) for the purpose of keeping employees of the office and the public educated as to the office's obligations under the Ohio Public Records Act, Open Meetings Act, records retention laws and Personal Information Systems Act.~~

ELECTRONIC RECORDS

Records in the form of e-mail, text messaging, and instant messaging, including those sent and received via a hand-held communications device (such as a Blackberry) are to be treated in the same fashion as records in other formats, such as paper or audiotape.

Public record content transmitted to or from private accounts or personal devices is subject to disclosure. All employees or  representatives of this office are required to retain their e-mail records and other electronic records in accordance with applicable records retention schedules.

DENIAL OR REDACTION OF RECORDS

If the requester makes an ambiguous or overly broad request or has difficulty in making a request for public records, the request may be denied, but the denial must provide the requester an opportunity to revise the request by informing the requester of the manner in which records are maintained and accessed by the office.

Any denial of public records requested must include an explanation, including legal authority. If the initial request was made in writing, the explanation must also be in writing. If portions of a record are public and portions are exempt, the exempt portions may be redacted and the rest released. When making public records available for public inspection or copying, the office shall notify the requestor of any redaction or make the redaction plainly visible. If there are redactions, each redaction must be accompanied by a supporting explanation, including legal authority.

COPYING AND MAILING COSTS

Those seeking public records may be charged only the actual cost of making copies, not labor. The charge for paper copies is **five cents** per page. The charge for electronic files downloaded to ~~a compact disc~~ **an external drive** is the actual cost the Village pays for the electronic media. **Only an external drive purchased through the Village may be used for the downloading of electronic files.**

A requester may be required to pay in advance for costs involved in providing the copy. The requester may choose whether to have the record duplicated upon paper, upon the same medium in which the public record is kept, or upon any other medium on which the office determines that the record can reasonably be duplicated as an integral part of the office's normal operations.

If a requester asks that documents be mailed, ~~he or she~~ **they** may be charged the actual cost of the postage and mailing supplies. There is no charge for documents e-mailed.

MANAGING RECORDS

The Village of South Amherst records are subject to records retention schedules. The office's current schedules are available at 103 W Main St, a location readily available to the public as required by §149.43(B)(2), Ohio Revised Code **or on the Village website:**
villageofsouthamherst.com

Procedure for Public Records Request

All requests shall be made to the ~~Secretary of the Public Records Commission,~~ **Records Clerk** who shall determine the appropriate department of the Village to respond. The ~~secretary clerk~~ shall inform the person making the request the anticipated time for the completion of the response and coordinate the completion of the request.

Contact information for the clerk is (440-986-2222 ext. 5 or
recordsclerk@southamherst.org

RECORD OF ORDINANCE VILLAGE OF SOUTH AMHERST

Ordinance No. 1768-23

Passed:

AN ORDINANCE REPEALING EXISTING SOUTH AMHERST CODIFIED ORDINANCE SECTION 921.04 WATER RATES; ENACTING NEW SOUTH AMHERST CODIFIED ORDINANCE SECTION 921.04 WATER RATES, AND DECLARING AN EMERGENCY

WHEREAS it is deemed in the best interest of the citizens of the Village of South Amherst that Ordinance No. 1749-22 pertaining to Codified Ordinance 921.04 (a), (c), (d) User Fees and Water Rates passed on the 22nd day of November 2022 be repealed.

WHEREAS it is deemed in the best interest of the citizens of the Village of South Amherst that Ordinance No. 1768-23 pertaining to Codified Ordinance 921.04 (a), (c), (d) User Fees and Water Rates become effective on the 28th day of June 2023.

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE
OF SOUTH AMHERST, LORAIN COUNTY, STATE OF OHIO THAT:**

SECTION 1: The Council of the Village of South Amherst hereby repeals existing South Amherst Codified Ordinance Section 921.04 (a), (c), (d) and enacts new South Amherst Codified Ordinance Section 921.04 (a), (c), (d)

921.04 USER FEES AND WATER RATES

- (a) The Village does hereby establish water rates for the Village of South Amherst Board of Trustees of Public Affairs with an initial increase to \$19.00, then an annual increase of three percent (3%) through 2026

	Remainder of 2023	Jan-2024	Jan-2025	Jan -2026
p/first 1000 gallons/monthly minimum	19.00	19.57	20.16	20.76
p/1000 gallons over the first 1000 gallons	19.00	19.57	20.16	20.76

- (c) The Village does hereby establish user fees of \$20.00 per month. User fee shall be used for capital improvements for the Village water distribution system and shall not be applied to payment of salary, wages, and benefits of Board of Trustees of Public Affairs employees.
- (d) Current rates for water usage for the minimum 1,000-gallon p/month and usage above the minimum of 1,000 gallons p/month shall remain in effect until the effective date of the new rates.

SECTION 2: This Ordinance shall repeal all Ordinances in conflict herewith.

SECTION 3: That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 4: Council declares this to be an emergency measure immediately necessary for the preservation of the public health, safety and welfare, of the citizens of the Village. Wherefore, this Ordinance shall be in full force and effect from and immediately upon passage and approval.

First Reading: May 8, 2023

Second Reading:

PASSED:

David Leshinski, Mayor

ATTEST: _____
Fiscal Officer

I, Michelle Henke, Fiscal Officer of the Village of South Amherst, certify there is no newspaper of general circulation published in the municipality and the publishing of this Ordinance No. 1768-23 was made by posting true copies thereof in at least five of the most public places in the said Village, determined by Council, for a period of not less than fifteen (15) days, following the passage.

Fiscal Officer

APPROVED AS TO FORM:

Matthew A. Mishak, Law Director
SA\1768-23..Repeal/Enact Water Rates Section 921.04 (a,c,d)

**RECORD OF ORDINANCE
VILLAGE OF SOUTH AMHERST**

Ordinance No. 1770-23

Passed:

AN ORDINANCE FIXING RATE OF COMPENSATION FOR ELECTED AND CERTAIN APPOINTED OFFICIALS

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF SOUTH AMHERST, LORAIN COUNTY, STATE OF OHIO THAT:

SECTION 1: The Council of the Village of South Amherst hereby approves and authorizes the Fiscal Officer to implement and pay the compensation hereinafter set forth:

ADMINISTRATION

Mayor	\$13,000.00 per annum
Secretary to Mayor	\$1,302.00 per annum
Fiscal Officer.....	\$25,000.00 per annum

COUNCIL MEMBERS

Council Members.....	\$2,976.25 per annum
President Pro Tempore.....	additional \$341.25 per annum

BOARD OF PUBLIC AFFAIRS

Members.....	\$1,838.52 per annum
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CEMETERY BOARD

Members.....	\$1,046.64 per annum
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SECTION 2: The new compensation for the Mayor shall be effective 1 January 2024. Otherwise such elected officials and paid board officials shall be paid the current compensation rate.

SECTION 3: This Ordinance hereby repeals any and all provisions of Ordinances which are in conflict herewith.

SECTION 4: That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

First Reading:
Second Reading:
PASSED:

David J. Leshinski, Mayor

ATTEST: _____
Fiscal Officer

I, Michelle Henke, Fiscal Officer of the Village of South Amherst, certify there is no newspaper of general circulation published in the municipality and the publishing of this Ordinance No. 1770-23 was made by posting true copies thereof in at least three of the most public places in the said Village, determined by Council, for a period of not less than fifteen (15) days, following the passage.

Fiscal Officer

APPROVED AS TO FORM:

Matthew A. Mishak, Law Director
SA/1770-23 Compensation Mayor

**RECORD OF ORDINANCE
VILLAGE OF SOUTH AMHERST**

Ordinance No. 1771-23

Passed: _____

**AN ORDINANCE FIXING RATE OF COMPENSATION FOR PART-TIME
MEMBERS OF SOUTH AMHERST VILLAGE FIRE DEPARTMENT
EFFECTIVE 11 JUNE 2023, AND DECLARING AN EMERGENCY**

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE
OF SOUTH AMHERST, LORAIN COUNTY, STATE OF OHIO THAT:**

SECTION 1: The Council of the Village of South Amherst hereby approves and authorizes the Fiscal Officer to implement and pay the compensation for paid part-time members of the Village of South Amherst Fire Department hereinafter set forth:

Chief	\$4,000.00 per annum
Interim Chief	\$4,000.00 per annum
Assistant Chief	\$3,100.00 per annum
Interim Assistant Chief	\$3,100.00 per annum
Captain.....	\$750.00 per annum
Lieutenant.....	\$500.00 per annum
Administrative Assistant.....	\$500.00 per annum
Auxiliary Firefighter.....	\$120.00 per annum
Firefighter.....	\$11.00 per hr./with a minimum of \$11.00 per call out per fire (the hourly rate applies for assigned/required duties other than fires or call outs)
Firefighter/Auxiliary Firefighter.....	\$11.00 per hr./mandatory training

Specialized Teams:

USAR Team Members, HAZMAT Team Members, Swift water/Water rescue/ Dive Team Members, Arson Investigators, any other team that the County may create in the future.

(These Specialized Teams shall be paid \$11.00 an hour per call out and trainings.)

SECTION 2: The rate of compensation for employees paid hourly shall be effective 11 June 2023.

SECTION 3: This Ordinance hereby repeals any and all provisions of Ordinances which are in conflict herewith.

SECTION 4: It is found and determined that all formal actions of this Council and relating to the adoption of this Ordinance were in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 5: That this Ordinance is declared to be an emergency measure necessary for the efficient and orderly operation of the Village of South Amherst, and the immediate preservation of the public health, safety and welfare of the Village, wherefore, this Ordinance shall be in full force and effect from and immediately after its passage and approval.

First Reading:

Second Reading:

PASSED:

David J. Leshinski, Mayor

ATTEST: _____
Fiscal Officer

I, Michelle Henke, Fiscal Officer of the Village of South Amherst, certify there is no newspaper of general circulation published in the municipality and the publishing of this Ordinance No. 1771-23 was made by posting true copies thereof in at least three of the most public places in the said Village, determined by Council, for a period of not less than fifteen (15) days, following the passage.

Fiscal Officer

APPROVED AS TO FORM:

Matthew A. Mishak, Law Director
SA Ord. 1771-23 SAFD Rate of Compensation- Interim

RESOLUTION NO. 698-23

*Charles E. Harris & Associates, Inc.
Hinkle Notes Contract*

Lorain County, Ohio

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

WHEREAS, this date, July 10, 2023, Council moved to adopt the following Resolution:

WHEREAS, the Village of South Amherst authorizes the Mayor to enter into a contract with Charles E. Harris & Associates, Inc. for the preparation of the year-end Hinkle notes for the fiscal years ending December 31, 2024 through December 31, 2026.

NOW THEREFORE, it is hereby **RESOLVED** by the Council that:

The Village of South Amherst wishes to enter into a contract with Charles E. Harris per the terms listed in the attached contract (Exhibit A) and;

BE IT FURTHER RESOLVED: that it is hereby found and determined that all formal actions of the Village of South Amherst concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Village of South Amherst Council, and that all deliberations of the Village of South Amherst Council and any of its committees that resulted in such formal action, were in a meeting open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Adopted the 10th day of July, 2023

First Reading: June 12, 2023

Second Reading: June 26, 2023

PASSED:

David Leshinski, Mayor

ATTEST: _____
Fiscal Officer

I, Michelle Henke, Fiscal Officer of the Village of South Amherst, certify there is no newspaper of general circulation published in the municipality and the publishing of this Ordinance No. 698-23 was made by posting true copies thereof in at least five of the most public

RESOLUTION NO. 698-23

*Charles E. Harris & Associates, Inc.
Hinkle Notes Contract*

Lorain County, Ohio

places in the said Village, determined by Council, for a period of not less than fifteen (15) days, following the passage.

Fiscal Officer

APPROVED AS TO FORM:

Matthew A. Mishak, Law Director
SA/2023 Res. 698-23 Harris – Hinkle Notes

Charles E. Harris & Associates, Inc.

Certified Public Accountants

5510 Pearl Road, Suite 102

Parma, Ohio 44129-2527

Phone - (216) 575-1630

Fax - (216) 436-2411

April 21, 2023

Village of South Amherst
Lorain County
ATTN: Michelle Henke, Fiscal Officer
103 W. Main Street
South Amherst, Ohio 44001

Dear Ms. Henke:

You have requested that we prepare the notes to the financial statements of the Village of South Amherst (the Village), in accordance with the Auditor of State regulatory basis of accounting for the years ended December 31, 2024 through December 31, 2026. We are pleased to confirm our acceptance and understanding of this engagement to prepare the notes to the financial statements of the Village by means of this letter.

Our Responsibilities

The objective of our engagement is to prepare notes to the financial statements in accordance with the Auditor of State regulatory basis of accounting based on information provided by you. We will conduct our engagement in accordance with Statements on Standards for Accounting and Review Services (SSARSS) promulgated by the Accounting and Review Services Committee of the AICPA and comply with the AICPA's Code of Professional Conduct, including the ethical principles of integrity, objectivity, professional competence, and due care.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion or a conclusion, or provide any assurance on the notes to the financial statements.

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations.

Management Responsibilities

The engagement to be performed is conducted on the basis that management acknowledges and understands that our role is the preparation of the notes to the financial statements in accordance with the Auditor of State regulatory basis of accounting. Management has the following overall responsibilities that are fundamental to our undertaking the engagement to prepare your notes to the financial statements in accordance with SSARSS:

- a. The design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the notes to the financial statements that are free from material misstatement, whether due to fraud or error
- b. The prevention and detection of fraud
- c. To ensure that the entity complies with the laws and regulations applicable to its activities
- d. The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement to prepare the notes to the financial statements
- e. To provide us with:
 - Documentation, and other related information that is relevant to the preparation and presentation of the notes to the financial statements.
 - Additional information that may be requested for the purpose of the preparation of the notes to the financial statements, and
 - Unrestricted access to personnel within your entity to whom we determine necessary to communicate.

As part of our engagement, we will issue a disclaimer that will state that the notes to the financial statements were not subjected to an audit, review or compilation engagement by us and, accordingly, we do not express an opinion, a conclusion, nor provide any assurance on them.

Our fees for these services will not exceed \$850 for the year ended December 31, 2024, \$900 for the year ended December 31, 2025, and \$950 for the year ended December 31, 2026.

This estimate is based on our conversation and the assumption that unexpected circumstances will not be encountered. If significant additional time is necessary, we will discuss the circumstances with you and arrive at a new fee before we incur additional costs.

You agree to hold us harmless and to release, indemnify, and defend us from any liability or costs, including attorney's fees, resulting from management's knowing misrepresentations to us.

All documents provided to us in connection with our services including financial records and reports, must be redacted of any personal information before submission. Personal information is defined as social security numbers, drivers' license numbers or financial institution account numbers associated with an individual. The Village shall fully black out all personal information from records and electronic records before they are transmitted to us. If personal information cannot be redacted from records or documents, the Village must identify these records to us prior to their submission.

All work papers prepared by our office will remain the property of Charles E. Harris & Associates, Inc. Accordingly, we are responsible for their care and custody. At the conclusion of the project, we will provide copies of any of the work papers you would like to have for your records. However, the work papers should not be regarded as a part of, or a substitute for, your accounting records.

Please sign and return the attached copy of this letter to indicate your acknowledgement of, and agreement with, the arrangements for our engagement to prepare the notes to the financial statements described herein, and our respective responsibilities.

Sincerely yours,



John J. Phillips, VP/Shareholder
Charles E. Harris & Associates, Inc.

It is hereby certified that the above amount required to meet the contract, agreement, obligations, payment or expenditure for the above, has been lawfully appropriated or authorized or directed for such purpose and is in the treasury or in the process or collection to the credit of the funds of Village Council free from any obligation or certification now standing.

Village of South Amherst

David Leshinski, Mayor

Date

Contract for the years ended December 31, 2024 through 2026

RESOLUTION NO. 699-23

*Aislinn Consulting Inc.
Community Visioning Sessions and Zoning Code Revisions*

Lorain County, Ohio

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

WHEREAS, this date, July 10, 2023, Council moved to adopt the following Resolution:

WHEREAS, the Village of South Amherst authorizes the Mayor to enter into an agreement with Aislinn Consulting, LLC for community vision sessions and zoning code revisions.

NOW THEREFORE, it is hereby RESOLVED by the Council that:

The Village of South Amherst wishes to enter into an agreement with Aislinn Consulting, LLC for community vision sessions and zoning code revisions per the terms listed in the attached agreement (Exhibit A) not to exceed seven thousand eight hundred dollars (\$7,800.00) effective September 5, 2023 and;

BE IT FURTHER RESOLVED: that it is hereby found and determined that all formal actions of the Village of South Amherst concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Village of South Amherst Council, and that all deliberations of the Village of South Amherst Council and any of its committees that resulted in such formal action, were in a meeting open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Adopted the 10th day of July, 2023

First Reading: June 12, 2023

Second Reading: June 26, 2023

PASSED:

David Leshinski, Mayor

ATTEST: _____
Fiscal Officer

RESOLUTION NO. 699-23

*Aislinn Consulting Inc.
Community Visioning Sessions and Zoning Code Revisions*

Lorain County, Ohio

I, Michelle Henke, Fiscal Officer of the Village of South Amherst, certify there is no newspaper of general circulation published in the municipality and the publishing of this Ordinance No. 699-23 was made by posting true copies thereof in at least five of the most public places in the said Village, determined by Council, for a period of not less than fifteen (15) days, following the passage.

Fiscal Officer

APPROVED AS TO FORM:

Matthew A. Mishak, Law Director
SA/2023 Res. 699-23 Aislinn Consulting

AISLINN CONSULTING, LLC

March 31, 2023

Dave Leshinski, Mayor
The Village of South Amherst
103 West Main Street
South Amherst, Ohio 44001

**Re: Scope of Services
 Village of South Amherst
 Community Visioning Sessions and Zoning Code Revisions**

Dear Mayor Leshinski:

The Village of South Amherst is facing the potential installation of sanitary sewers throughout the Village. The installation of sewers has the potential to impact the type and speed of development in the community. To be proactive the Village is considering changes to its current zoning code to address the impacts that future development may have on the Village.

Based on our discussions last week, I believe that the first step in creating a useable and implementable zoning code is to identify a future vision for the community. The zoning code is an implementation tool for the Village to achieve a desired future. Without knowing your vision for South Amherst, it will be impossible to establish a code that guides the future direction of the community.

Therefore, I am recommending a two-phase process for the Village's consideration and approval.

Phase 1; Creating a consensus vision for the future direction of the community.

Phase 2; Revising the zoning code to facilitate implementation of the vision.

Phase 1: Community Visioning Sessions

The Village of South Amherst does not have a Long-Range Plan or Master Plan. Typically, these documents set forth a vision for the future growth of the community and identify policies that the community's Council, Planning Commission, Board of Zoning Appeals and Administration use to guide their decision-making on various proposals that are presented to the Village. While it is not a legal requirement to have such a document, it does provide a basis to support and provide direction for other regulations that may be

adopted by the Village. This is particularly critical when significant change or development pressures are facing the community, in this case the potential installation of public sanitary sewers throughout the Village. Given the size of the Village it does not appear necessary to create a formal master plan. However, it is very important to establish the direction that the community wishes to pursue. This will be achieved by facilitating a number of visioning sessions.

Facilitate consensus of the Village's future vision – Aislinn Consulting will work with the Village Council and any other parties identified by the Council to identify the current conditions and desires of the community as it relates to future development. Aislinn will facilitate brainstorming sessions and idea generation meetings. Aislinn will provide information on current trends for various subject areas and identify potential issues that may face the community. The objective is to facilitate discussion with the intent of reaching a consensus on the direction and policy for the Village's future.

As an option, Aislinn will facilitate a community survey to garner input from residents on their desired future vision for the community. Aislinn will provide a well-designed and scientifically conducted survey that can provide valuable feedback from a wide range of individuals, many of whom do not normally involve themselves in local government. Aislinn will work with the Village to identify survey questions and information. The survey will be provided to the Village to distribute to its residents. Aislinn will summarize the survey results and identify key concerns of the community.

Vision Statement – Based on the discussion and consensus from each meeting, Aislinn will provide a summary that incorporates the consensus achieved at the meeting and survey results, if any. At the conclusion of the visioning meeting a Vision Statement will be prepared that outlines the community's policies with regard to growth and development. The Vision Statement will be reviewed and approved by the Council. Aislinn will provide an electronic copy of the Vision Statement for reproduction by the Village. The Vision Statement will be used to identify changes necessary to the Zoning Code.

PHASE 2: ZONING CODE REVISIONS

Based on the approved Vision Statement, actions will be identified that will assist the Village in realizing its vision and implementing its policies. Not knowing how extensive the actions or changes will be to implement the vision and policies, the following is an estimate of the scope of services required to address the Village's goals.

Zoning Code Amendments and Map Changes - Amendments to the text of the Zoning Code and the Zoning Map will be proposed to implement the vision developed. The text changes may include updating current code language, adding new districts or the creation of overlay districts, establishing standards for design guidelines, signage, landscaping or other criteria to ensure the

community has the tools to move from a vision to reality. All proposals will be implementable and based on the policies established in the Phase 1. Map adjustments will be proposed if needed. The text and map changes will be supported by Aislinn Consulting through the process from proposal to adoption by the Village Council.

Village Commitment

The Village of South Amherst will:

1. Identify and assemble the stakeholders and those persons who will participate in the Visioning Sessions.
2. Work with Aislinn consulting to download and format all requested data and provide planning-related policy documents;
3. Assist in coordinating, advertising, organizing, and hosting all public meetings; and
4. Determine if a community survey is appropriate and necessary, and distribute and collect said document.

Timeframe and Meeting Schedule

Aislinn Consulting anticipates that the project will take nine (9) months to one (1) year depending on the frequency of the meetings with the Council and Stakeholders. In addition, it is estimated that there will be two public meetings, one to be scheduled during the Visioning process and one prior to the adoption of the final documents. Aislinn will support the approval process from Planning Commission recommendations to City Council approval.

Deliverables and Fees

The following is a summary chart of the estimated number of hours of work on each segment of the project, plus the anticipated number of meetings and the associated number of hours for those meetings. The fee is based on an hourly rate of \$100. The following cost is for budgeting purposes and may change based on the actual number of Zoning Code amendments required after the review of the various code sections. The cost established in **Phase 2 Zoning Code Revisions** in the table below is an estimate based on the types of code amendments proposed.

PHASE 1: COMMUNITY VISIONING SESSIONS		
	Hours	Fee
Facilitation of Visioning Sessions - 3 Meetings	12	\$1,200

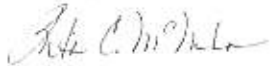
Vision Statement summary	6	\$600
Council Meeting to Adopt Vision Statement	3	\$300
Total Phase 1	21	\$2,100
PHASE 2: ZONING CODE REVISIONS		
	Hours	Fee
Zoning Amendments	30	\$3,000
Other Implementation Tools		
Meetings to review Amendments 3 meetings	12	\$1,200
PUBLIC HEARINGS		
Public Meeting (2)	6	\$600
Total Phase 2		\$4,800
Project Total		\$6,900
OPTIONAL SURVEY		
Survey development	5	\$500
Survey summary	4	\$400
Total Optional Survey		\$900

The project shall be contracted as an hourly rate basis not to exceed \$6,900 unless the Village chooses to impellent the Community Survey then the hourly not to exceed will be \$7,800. The Village will be charged for hours incurred up to the maximum agreed upon amount. If the work is completed with less hours billed than the hour estimates contained in the chart, the Village will only be billed for the hours worked. The Village will be invoiced monthly for time incurred in the previous month with a brief description of the tasks accomplished. In the event the hours worked on the deliverables set forth in this Scope of Services exceeds the hour estimates contained in the chart, the Village will be billed a maximum for the accepted work, as long as the work does extend beyond one year from the date of acceptance through no fault of Aislinn. Any work exceeding the hour estimates contained in the chart that extends one calendar year through no fault of Aislinn shall be billed as an additional charge at the rate of \$100 per hour. If the hours worked on the deliverables set forth in the Scope of Services exceeds the hour estimates contained in the chart and Aislinn is required to attend additional meetings beyond

those set forth in the chart, Aislinn shall be paid an additional \$100 per hour for attending those meetings.

Thank you for the opportunity. I look forward to working with you on this project.

Sincerely,



Rita C. McMahon
Aislinn Consulting, LLC

Cc: Aaron P. Appell, P.E.

Please indicate which portions of the proposed Scope of Services are accepted by The Village of South Amherst.

_____ Accept Total Project - \$6,900

_____ Accept Optional Community Survey - \$900

Accepted By: _____ Date: _____
Dave Leshinski, Mayor

APPROPRIATIONS ORD. NO. 302

A RESOLUTION TO ADJUST FUND BALANCE OF FUND 4906 ANNIS ROAD NORTH PHASE II CAPITAL PROJECTS - \$22,096.15 AND ADJUST FUND 4901 CAPITAL PROJECTS +\$22,096.15 EFFECTIVE JUNE 12, 2023.

BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF SOUTH AMHERST, COUNTY OF LORAIN, STATE OF OHIO, three-fourths of all members elected thereto, concurring that the hereinafter amount of money be adjusted for the appropriations for the current year and expenses of the Village of South Amherst, for the year ending December 31, 2023.

SECTION 1: That there hereby is adjusted Fund 4904 Annis Road North Phase II Capital Projects -\$22,096.15.

SECTION 2: That there hereby is adjusted Fund 4901 Capital Projects +\$22,096.15.

SECTION 3: The 4904 Annis Road North Phase II Capital Project is fully complete.

SECTION 4: It is found and determined that all formal actions of this Council and relating to the adoption of this Ordinance were in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

PASSED: _____

VOTE: AYE _____ NAY _____

David Leshinski, Mayor

ATTEST:

Michelle Henke, Fiscal Officer

I, _____, the Fiscal Officer of the Village of South Amherst, certify there is no newspaper of general circulation published in the municipality and the publishing of this Resolution No. __302__ was made by posting true copies thereof in at least five of the most public places in the said Village, determined by Council, for a period of not less than (15) days, following the passage.

APPROVED AS TO FORM:

Matthew A Mishak, Law Director