

RECORD OF PROCEEDINGS
Minutes of Village of South Amherst Meeting
REGULAR COUNCIL
June 12, 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	EA
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	P
Records Clerk Laurie Beran	P
Law Director Matthew Mishak	EA

(EA – excused absences)

Approve Councilmember Jones and Councilmember Jeffers absence due to illness.

Councilmember Maschari moved to excuse Councilmembers Jones and Jeffers, Councilmember Siesky seconded the motion.

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

APPROVAL OF AGENDA

June 12, 2023 with the addition of Fire Chief criteria.

Councilmember Maschari moved to approve the amended agenda. Councilmember Siesky seconded the motion.

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

APPROVAL OF MINUTES

May 22, 2023

Councilmember Troike moved to approve the minutes as presented. Councilmember Maschari seconded the motion.

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

APPROVAL OF MINUTES

June 6, 2023

Councilmember Maschari moved to approve the minutes as presented. Councilmember Troike seconded the motion.

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

VISITORS

Thomas Gallagher 390 Annis Rd

Street Supervisor – David Valentine

SAFD: Interim Chief John Crawford; Lt. Andrew Lawrie; Firefighters Tim Moore, Alexander Gerakis, Jacob Lawrie, Kyle Kudela, Blaze Olejko

MAYOR

Proclamation

Retirement of Fire Chief Dennis Hevener

2024 Eclipse

EMA is putting a lot of time into planning for the eclipse, expecting over a million people to the area, schools are to be off that day, more info will be coming out.

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FISCAL OFFICER

Payment Listing 5/5 – 6/8/22

Presented to council.

Bank Reconciliation

Completed and ready for signatures.

Mayor's Court Financials – May

Gross Receipts	Ohio Reparations	City of Oberlin	Total net Receipts to SA	Computer Fund Clerk	Computer Fund Court	General Fund
19,641.00	4,784.00	189.00	14,668.00	1300.00	386.00	12,982.00

Councilmember Maschari inquired if there have been any candidates for the clerk's position. There has been one candidate and she is also considering the cemetery position.

Appropriation Ordinance 302 – Fund Balance Adjustment

Balance remained from Annis Rd. project and the funds are required to sit for a year. The appropriation ordinance can be voted on today because $\frac{3}{4}$'s majority is needed for a vote.

C.E. Harris Notes to Financial Statement Contract

Three-year contract for the Hinkle Note preparation done annually for the village for the State Auditor.

The mayor recognized Mr. Gallagher who asked, "Yes, I have a few questions on the Kim Green Saga. How much has she paid, how much does she owe, what is the projected payoff date?" The mayor responded that Ms. Green has met her court order obligation and she currently continues to pay \$200.00 monthly. The fiscal officer stated that Ms. Green has paid to date \$80,268.12 and no, the remainder of the initial \$677,000.00 will not be paid in her lifetime. Mr. Gallagher recalled that the house was supposed to be sold and the proceeds went to the village. Mayor Leshinski stated that would only happen if the home was sold.

RECORDS CLERK

Monthly Building/Zoning

2023 CURRENT BUILDING PERMITS - May

ADDRESS	DESCRIPTION
6290 Russia Rd	Fence
202 S Lake St	Deck
6280 Russia Rd	Waterproofing chimney demo
408 Leonard	fence
121 Buckeye St	Fence
6281 Russia Rd	Pool
251 W Main St	Fence
483 Annis Rd	Roof

2023 CURRENT ZONING PERMITS - May

ADDRESS	DESCRIPTION
6290 Russia Rd	Fence
408 Leonard	fence
121 Buckeye St	Fence
6281 Russia Rd	Pool
251 W Main St	Fence

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Commercial Building Plan Review Fee

Recommending the Commercial Plan Review fee be increased to \$125.00 per hour from \$95.00 per hour.

Councilmember Siss moved to increase the Commercial Plan Review Fee to \$125.00.

Councilmember Troike seconded the motion.

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

Public Records Policy Revision

The Records Commission recommends the approval of the Public Records Policy.

Councilmember Maschari moved to accept the revised Public Records Policy. Councilmember Siesky seconded the motion.

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

The Records Commission approved the revised Records Retention Schedule, minus the Fire Department. It will now be sent to the State for approval.

Visioning Steering Committee

Volunteers at this time for the committee are Mayor Leshinski, Councilmembers Siss and Maschari. Ms. Siss will ask resident Stephanie Koscho if she is interested.

Planning Commission involvement – Councilmember Maschari stated that we have an ordinance for a Planning Commission, but no one assigned to the commission. Ms. Maschari thought it would be best to wait to receive some feedback from Aislinn Consulting.

DEPARTMENTS

Service

Potholes

The fiscal officer informed council how there was a dispute regarding the pothole estimate that was approved on April 24, 2023 for not to exceed \$6,500.00 by council. The contractor, Preventative Maintenance of Ohio, added in excess of 130 additional potholes without proper authorization to do so. The mayor, fiscal officer and street supervisor met with the contractor to discuss a solution to this issue. The contractor agreed to the payment of \$6,500.00 and the additional work would be a donation.

Councilmember Maschari moved to pay Preventative Maintenance of Ohio the original amount of \$6,500.00 as previously agreed upon. Councilmember Siss seconded the motion.

Discussion: Councilmember Siss appreciates that he admits the error and makes the remainder a donation. Councilmember Maschari recommends that from this point forward written documentation is required to proceed.

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

Striping

Russia Rd is marked, start date will be verified.

Mr. Gallagher was recognized and asked the finance department if there was a monthly or quarterly financial statement and is it publicly available. The financial statements are done for the second meeting of the month and can be found on the village website in the council packets.

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Police

Blotter (5/4-6/11/23)

Traffic Citations: 147 Speed, 1 Right on Red, 3 Stop Sign, 2 Red light, 1 Expired License, 3 DUS,
5 Expired Plates

Locations: 57 Russia Rd, 70 W Main, 14 E Main, 17 N Lake, 20 S Lake, 6 Quarry, 1 Annis,
1 Leonard

Calls for Service : 10

Councilmember Siss expressed her public appreciation to the Police Chief for personally speaking with the bar owner and the officers for a smooth Bike Week.

BOARDS

Cemetery

Possible candidate for the clerk position. In the absence of a clerk the mayor has been stepping in.

SABPA (Councilmember Siss presented.)

Vac Truck

Water operator is to contact the County to see what the cost would be for their truck.

Vehicle

The fiscal officer stated that the latest update she received regarding the new police cruiser is still a few months away and the chief has not authorized a release of a vehicle, Further discussion will be held during executive session regarding department sharing of vehicles.

Catch Basin

What fund does cleaning catch basins come from? Councilmember Maschari stated that a formal motion needed to be made in order for it to be clearly stated which fund and what board the money would be allocated from.

Councilmember Maschari moved that storm water management funds are reserved for improving storm sewers that are in existence to remove water from the Village's roadways and managed by the SABPA. Drainage projects on property owned by the Village without revenue will be funded by the General Fund if available and under the management of the Buildings and Grounds Committee. Cemetery Funds will be used for drainage issues on cemetery grounds. SABPA may vote to use the special assessments charged to the cemetery property paid into the Storm Sewer Fund at \$18.00 per year from the time the special assessment started. Councilmember Troike seconded the motion.

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

GPS Mapping

40% complete on hydrants. Councilmember Maschari has requested a utilization report be run and for the audit committee to review the report, seeing that we spend \$1,800.00 annually for the software. A request will be made to the service worker to run the report.

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Chlorinator

On May 21st there was an issue with the chlorinator due to a rapid rise and fall. The operator was contacting the manufacturer to resolve the issue. There was no issue with the water system.

Rural Water

The brown water issue on Annis Rd was due to a 24' water main break on LCRWA system. The issue has been corrected. There were some communication issues that needed to be worked out in the department. Councilmember Siss asked what the hierarchy of the WENS system for the Village is? The records clerk responded that each department: police, fire, water the mayor and herself all have access to WENS, and it is the responsibility of the specific department who has the emergency to initiate the WENS notification. Councilmember Maschari will look further into it.

Unfiled report

EPA violation for an unfiled report. The board is verifying that the report has been filed.

Unencumbered balance

The fiscal officer will be attending the July meeting to review.

Work Session

Scheduled tomorrow at 6 p.m.

COMMITTEES

Bldg.& Grounds

Holding Tanks

EPA licenses permit to install is required, engineer has applied for the permit and his recommendation is needed before the committee moves forward.

Safety

Fire Chief Criteria

Councilmember Maschari listed the suggested criteria for the position of fire chief that was discussed at the Safety Committee meeting on June 8, 2023:

- 10 years of experience as a firefighter
- Should be an officer
- Must have FF2 certification and work towards firefighter inspector
- Should have some paramedic or EMT training
- Provide support for training and qualifications
- All certifications must be current and up to date
- Prospect must meet all ORC requirements pertaining to physical and age limits
- Must have a drug test and background check
- 90-day review which could be extended

Mayor Leshinski stated that the position would be posted and for those interested send a letter of interest and a list of qualifications. Councilmember Maschari clarified that the chief and assistant chief are appoints by the mayor. Firefighter Moore asked what the prior qualifications for chief

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were. Mayor Leshinski responded that, “from my history here, there really weren’t that many and that is why we have decided to come up with some qualifications, to get the best possible candidate possible. In speaking with a few recruiters in my day, if you hit six of the ten criteria, you’re doing really good. Hopefully, the best candidate is in this room.” Firefighter Kudela asked if the list was the same for Assistant Chief. Councilmember Maschari replied that criteria for that position was not discussed. Mr. Kudela did state that through the Ohio Fire Chiefs Association they do testing for these special positions if you are interested. Firefighter A. Lawrie asked if the candidates for the fire chief are also considered for the assistant chief or once you have the fire chief are you reconvening to decide on the assistant chief with the help of the new chief? That would be the mayor’s decision. The records clerk did state that through the Lorain County Fire Chief Association there is additional training for Blue Card Command and Officer Training. Mayor Leshinski stated that he would post by midweek. Councilmember Siss asked who the interim chief is. The mayor responded that in the absence of a chief, the assistant chief takes command, which would be Mr. Crawford.

Community & Economic Development (Councilmember Siss presented.)
Memorial Day

- Thank you to the SAFD for their outstanding job
- Well over 50 participants
- Thank you to the law director for the drone video

Councilmember Siss moved to have a proclamation written for resident, Kathleen Thomas, for her volunteer efforts with helping to organize the parade. Councilmember Troike seconded the motion.

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

ORDINANCE

Ordinance No. 1768-23 (Final Reading) 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.

Councilmember Maschari moved to suspend the rules and pass as an emergency Ordinance No. 1768-23. Councilmember Siss seconded the motion.

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

Councilmember Maschari moved to approve Ordinance No. 1768-23. Councilmember Siss seconded the motion.

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

Ordinance No. 1770-23 (Second Reading) Rate of Compensation – Mayor
An ordinance fixing the rate of compensation for elected and certain appointed officials.

Ordinance No. 1771-23 (Emergency Reading) An ordinance fixing rate of compensation for part-time members of South Amherst Village Fire Department effective 11 June 2023, and declaring an emergency.

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Councilmember Maschari moved to suspend the rules and pass as an emergency Ordinance No. 1771-23.

Councilmember Siesky seconded the motion.

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

RESOLUTION

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

Resolution No. 699-28 (First Reading) Aislinn Consulting Inc. Community Visioning Sessions and Zoning Code Revisions.

APPROPRIATION

Appropriation No. 302

Five (5) councilmembers are required to be present for a vote. The appropriation will be voted on June 24th. On that same evening during the regular meeting there will also be a vote on the 2024 Tax Budget.

EXECUTIVE SESSION

Councilmember Maschari moved to enter into executive session at 8:19 p.m. to discuss personnel issues. Councilmember Siesky seconded the motion. Motion passed.

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

Returned to the Regular meeting at 8:48 p.m.

ADJOURNMENT Time 8:49 p.m. Councilmember Siesky moved to adjourn.
Councilmember Maschari seconded.

Respectfully submitted,



Fiscal Officer Michelle Henke


Mayor David Leshinski