

RECORD OF PROCEEDINGS
Minutes of Village of South Amherst Meeting
REGULAR COUNCIL
April 24, 2023

Call to order:

7:02 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 April 24, 2023

Keep Lorain County Beautiful Day, Branches.

Councilmember Siss moved to approve the agenda with the amendments. Councilmember Jones seconded the motion.

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

APPROVAL OF MINUTES April 10, 2023

minutes as presented. Councilmember Siesky seconded.

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

VISITORS

Fire Chief Dennis Hevener

MAYOR

Annis Rd. Bridge

On May 1, repair work of the bridge will begin with an estimated completion date of May 26.

LCPH – Home Sewage Treatment Systems

Recap from the meeting that the mayor attended on April 19th at New Russia Twp. Hall:

Certified letters will be sent out probably in the third quarter of this year to all homeowners with septic systems. There will be a \$40.00 annual inspection fee. If the fee is not paid after the third letter is sent, it will automatically be placed on the tax duplicate. The initiative will officially begin in 2024. The mayor will further research if there is a different fee and mandate for residents with the MPDS systems.

Councilmember Siss would like further information, so that our residents understand that this is an EPA mandate, not county or village mandate.

Vision Planning

The mayor distributed a proposal (Aislinn Consulting) for council to review. The proposal covers Community Visioning Planning and Zoning Code Revisions. Aislinn Consulting comes highly recommended from Bramhall Engineering to help the Village begin the process of a feasibility study for potential growth and updated utility infrastructure.

RECORD OF PROCEEDINGS
Minutes of Village of South Amherst Meeting

Mayor's Meeting

Commissioners are focused on development with parcels that could have multiple uses. The best place for development currently is the County Airport. Another promising area is 800 acres outside of Grafton.

Mayor's Court

Over the past weekend a resident received a citation, and their spouse had a dialogue with the mayor regarding the incident. For the record, "Even though the police chief reports to me, I never have or never will tell him how to tell his men to write tickets and who should get a ticket. I do not tell the fire chief how to respond to an emergency...I'm not an expert in police protection and law enforcement. I will not ever say you have a quota; they are the ones trained and do a fantastic job." The person did acknowledge that they broke the law. The vast majority of citations are not even residents.

Village Hall Holding Tank

The grass to the side was growing pretty well. The issue was the women's toilet was frequently running and causing the tank to overflow. The warning light for the system was burnt-out which added to the issue.

2023 NOPEC Grant

Mayor submitted the grant form. The Park Board and Fire Department each submitted a request for the remaining funds.

Councilmember Maschari moved for the Park to receive \$300.00 from the NOPEC Grant for a motion activated light. Councilmember Jones seconded.

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

Dumpster Day

The weather was not very cooperative. Dumpsters were not as full this time, probably due to bulk trash pickup being the same week.

Keep Lorain County Beautiful

Will be held the Saturday, May 20th from 9-12, if anyone has a project to be done it can be organized at the town hall, contact the mayor. Leaf bags and trash grabbers will be available.

LAW DIRECTOR

Records Retention Clarification

Provided Audited means

Record has been retained for 3 years

Has the record been audited

If it has met both of the stated criteria, then it can be disposed of.

Public Nuisance Assessment

Can minor misdemeanor fines for village nuisances be included in charges sent to the Records Office to file as a special assessment. No, minor misdemeanor fines cannot be placed on the tax duplicate only the actual cost of abatement.

FISCAL OFFICER

Payment Listing 4/7 – 4/20/23 was presented.

Financial Reports: April Fund Summary, April Revenue Summary, and April Appropriation Summary were presented.

March Bank Reconciliation

RECORD OF PROCEEDINGS
Minutes of Village of South Amherst Meeting

Appropriation Ordinance No. 301

Q notes quarterly appropriation, notes were emailed in the packet

2022 Fire Training Reimbursement Grant

Received \$6,000.00 from 2022 Fire Grant, can this be reappropriated in the next quarter? The issue was sent to committee.

2022 Oberlin Municipal Court Assessment

Court Cost Analysis for the last three years (attached) was provided for council to review. The estimated cost has significantly been reduced due to Mayor's court.

Engineering Study / ARPA Funds

At the April 10th meeting the proposal to be sent to the Lorain County Commissioners for an engineering study on the water, storm and sewer lines throughout the village. The estimate for the study was \$1,092,800.00. A discussion was held between the fiscal officer and the mayor with the conclusion that a 10% in kind ask to the commissioners would be appropriate. There is a remaining balance in the ARPA Fund of \$41,469.39 which could be used, and the remainder come from the General Fund. Councilmember Maschari asked if the fiscal officer felt comfortable with the requested amount of \$109,280.00. the fiscal officer replied that yes, she was comfortable with the in kind ask of \$109,280.00 in order to receive a million dollars to begin the process of an engineering study that is needed.

Councilmember Troike moved to approve the remaining ARPA Funds of \$41,469.39 and General Funds of \$67,810.61 be reappropriated for an In Kind ask of 10% of the \$1,092,800.00 for an engineering study to the Lorain County Commissioners. Councilmember Jeffers seconded the motion.

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

RECORDS CLERK

OMCA Institute Approval

Councilmember Siss moved to approve the attendance of the Records Clerk to the 2023 OMCA Institute. Councilmember Siesky seconded.

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

DEPARTMENTS

Fire

Appointment of Administrative Assistant

Firefighter Andrew Lawrie to formally start as the department's administrative assistant on May 1.

Lieutenant Promotions

Firefighter Kyle Urig will be promoted to lieutenant effective May 1.

There will be a second round of interviews for the remaining lieutenant spot. Both candidates did well in the interview process, but was too close to call. There would be a probationary period if a new lieutenant did not go through the Lieutenant in Training program.

GPS

The fire chief requested use of the GPS system to map the locations of fire hydrants. This will be coordinated with the Service Department.

RECORD OF PROCEEDINGS
Minutes of Village of South Amherst Meeting

BOARDS

Cemetery (Mayor Leshinski presented.)

Signs

Entrance sign has been raised to 14 ft. truck clearance should be fine.

Road sign – the mayor is looking for a bracket to hold up the metal sign and will place the sign back to its original location.

SABPA (Councilmember Siss presented.)

Vac Truck

There is a backlog on the truck rentals, looking at another two weeks.

Map Project

Verified with board member Leshinski that the maps once scanned, the paper copies would be disposed.

Chlorinator

Test date is April 25th. Cory Timko will be present for any questions.

Valves

The valve inspection schedule and GPS will be completed simultaneously.

Rate Study Work Session

The board has reviewed the RLCWA Rate Study which shows an eleven percent increase in the water rate effective January 1, 2024. From the findings presented the board is proposing to increase the Minimum Monthly Charge of the first 1000 gallons from \$12.77 to \$19.00, which would generate an additional \$4000.00 annually. The User Fee would increase from \$15.25 to \$20.00, which would generate an additional \$3400.00 annually. The increases would be effective for the remainder of 2023, 2024 and a 3% increase for 2025.

The board will request that Ordinance No. 1749-22 be repealed/rescinded and a new ordinance be drafted with the appropriate figures once final approvals are received. A request for wording in the ordinance to include that if RLCWA has an additional rate increase during the proposed period, that SABPA would automatically increase the rates. Councilmember Maschari recommended that a letter be drafted to the residents regarding the proposed rate increases.

Vehicle Issue

Vehicle sharing between the SABPA & Service Department to be discussed with the Service Committee. Safety Chair to discuss with the police chief if there is an available vehicle for the SABPA to use.

Phone/Internet Lines

Price quotes will be separated to show the separate estimates for BPA and the Fire Department.

COMMITTEES

Bldg. & Grounds (Councilmember Troike presented.)

May 16th to talk with Cemetery Board at 7 p.m. The committee can not approve it, only council can.

Drainage 103& 105 W Main

Project is being completed this week. A catch basin will not be added to the parking lot, seeing that the blockage was found, new pipe connected properly and water is flowing correctly.

RECORD OF PROCEEDINGS
Minutes of Village of South Amherst Meeting

Street-Sidewalk-Service

W Main St. Bridge (btw 154 & 208 W Main St.) JM – sidewalk needs replaced – is it the village or county. Service Worker to make calls to ODOT & County on who would be responsible because it is a state route. 12-15' needs to be replaced

Paving

Councilmember Maschari moved not to exceed \$6500.00 for pothole repairs. Councilmember Jeffers seconded the motion.

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

Tree Removal

A potential buyer for 214 E Main St. is asking if they may remove a tree that is located in the right-of-way at their expense, so that they are able to get there camper in the driveway.

Councilmember Siss moved to allow the removal of the tree at 214 E. Main St. at the proposed owners expense. Councilmember Jones seconded the motion.

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

Branches

Councilmember Maschari will develop a letter for the Zoning Inspector to deliver to specific residents as a reminder that the Village no longer has a branch pickup program. Republic Services will take branches if they are 4'long, 40 lbs. and bundled.

Audit/Finance

The Finance committee discussed the quarterly appropriation report and the Audit committee reviewed the Mayor's Court Reports.

Mayor Leshinski asked the council to be more prudent on spending. Councilmember Maschari asked the mayor, to have 10 items where spending could be reduced and to present at the May 8th council meeting.

Ordinance (Councilmember Jones presented.)

Code Enforcement

The committee devised a scoring system in order to prioritize which code violations are the most significant and should be addressed by the Zoning Inspector first. The most common code violations have to do with tall grass/weeds, debris and junk vehicles.

Mayor Leshinski suggested that the committee review grass clippings in the roadways. Councilmember Siss stated that over the years the committee has reviewed the issue. The State does not have a specific law against the issue.

Safety (Councilmember Jeffers presented.)

Fire

- Holding Tank status - still waiting on the engineer.
- Fire Fighter II class will be offered in the fall.
- Additional fire contracts have not been sought, but the Chief stated that contacts can be made with surrounding entities. Brownhelm and New Russia Township contracts are up for renewal at the end of the year.
- Security Clearance for the Administrative Assistant is covered by the Village Handbook and the SOPs of the Fire Department.

RECORD OF PROCEEDINGS
Minutes of Village of South Amherst Meeting

- Memorial Day the Department will be line-up before 10 a.m. and 2 firefighters will lay the wreath with a Gold Star Mother.

Police

- The new cruiser is in transit.
- Weekend coverage is available.

Community & Economic Development (Councilmember Siss presented.)

Parade Flyers will be reposted on social media and the deadline for the Parade Entry Form is May 8th.

Administrative (Councilmember Maschari presented.)

Budgeted Projects

A clarification was made that departments get estimates for the areas they are responsible for, such as for paving & striping should be done by the Street Department. Even if the project is budgeted, the estimates need to be reviewed by council.

Councilmember Maschari moved to have all budgeted project estimates approved by council.

Councilmember Jones seconded the motion.

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

ORDINANCE

Ordinance No. 1767-23 An ordinance to rescind Ordinance 1757-23 and to authorize the Lorain County Auditor's Office to remove a Special Delinquency Assessment levied against Parcel No. 0500011105052, 305 East Main Street South Amherst, OH 44001 and declaring an emergency.

Councilmember Maschari moved to suspend the rules for Ordinance No. 1767-23. Councilmember Siss seconded the motion.

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

Councilmember Maschari moved to pass ordinance No. 1767-23. Councilmember Siss seconded the motion.

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

RESOLUTION

Resolution No. 696-23 Division of State Fire Marshal 2022 Fire Department Training Grant Acceptance.

Councilmember Maschari moved to suspend the rules for Resolution No. 696-23. Councilmember Jones seconded the motion.

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

Councilmember Maschari moved to pass Resolution No. 696-23. Councilmember Siesky seconded the motion.

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

APPROPRIATION

Appropriation Ordinance No. 301

Councilmember Maschari moved to pass Appropriation Ordinance No. 301. Councilmember Siss seconded the motion.

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

RECORD OF PROCEEDINGS
Minutes of Village of South Amherst Meeting

ADJOURNMENT Time 8:9:05 p.m. Councilmember Siss moved to adjourn. Councilmember Jones seconded.

Respectfully submitted,

Fiscal Officer Michelle Henke

Mayor David Leshinski