

RECORD OF PROCEEDINGS
Minutes of Village of South Amherst
REGULAR COUNCIL
January 15, 2024

Call to order:

7:00 p.m. – The council meeting was called to order by Mayor Scott Jones and opened with the Lord's Prayer followed by the Pledge of Allegiance.

The roll was called:

Councilmember Michele Jeffers	P
Councilmember VACANT	
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
Utility Admin. David Valentine	P
<i>(EA – excused absences)</i>	

APPROVAL OF AGENDA January 15, 2024 Amendments: Executive Session, Personnel, 2024 Eclipse.

Councilmember Troike moved to accept the agenda with the following amendments: executive session to discuss council vacancy, housekeeping items and the 2024 Eclipse planning. Councilmember Siss seconded the motion.

Jeffers Maschari Siesky Siss Troike Motion carried.

APPROVAL OF MINUTES December 11, 2023

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

Jeffers Maschari Siesky Siss Troike Motion carried.

VISITORS

Chris Gallagher 390 Annis Rd.
Rita McMahon – Asilinn Consulting
Fire Chief Crawford

John Matuska 314 N Lake St. is requesting the help of the Village to have the property at 318 N. Lake St. cleaned-up. Councilmember Siss briefly explained that once we receive a complaint, we attempt to rectify the situation with the resident, if the issue is not rectified than we can proceed to following the steps in the codified ordinances. Councilmember Troike stated that 318 N. Lake St. was brought to the attention of the previous mayor, and nothing was accomplished. The Law Director stated that he could research the issue of removing vehicles from private property. The Zoning Inspector will follow up on the issue.

MAYOR

Appointment(s)

Cemetery Board – Chris Gallagher

Councilmember Maschari moved to approve the appointment of Chris Gallagher to the Cemetery Board. Councilmember Jeffers seconded the motion.

Jeffers Maschari Siesky Siss Troike Motion carried.

After the approval of Chris Gallagher to the Cemetery Board of Trustees, she was sworn-in by Mayor Jones.

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RECORD OF PROCEEDINGS

Minutes of Village of South Amherst

Street Commissioner

Councilmember Maschari moved to approve the appointment of David Valentine as the Street Commissioner for 2024. Councilmember Siss seconded the motion.

Jeffers x Maschari x Siesky x Siss x Troike x Motion carried.

Prevailing Wage Coordinator

The fiscal officer stated that the Prevailing Wage Coordinator verifies that any company we would hire to do a project such as the proposed Waterline and Wastewater Project pays their employees prevailing wage.

Councilmember Maschari moved to open nominations for Prevailing Wage Coordinator for 2024, Councilmember Jeffers seconded the motion. Councilmember Maschari nominated Councilmember Siesky. Councilmember Siesky accepted. Councilmember Maschari moved to approve Councilmember Siesky as the Prevailing Wage Coordinator for 2024. Councilmember Jeffers seconded the motion.

Jeffers x Maschari x Siesky x Siss x Troike x Motion carried.

Committee & Liaison assignments

At this time, all council assignments for committees and boards will stay the same.

Council Pro-Tempore

Councilmember Maschari moved to open nominations for Council Pro-Tempore for 2024. Councilmember Siss seconded the motion. Councilmember Siss nominated Councilmember Maschari. Councilmember Maschari accepted. Councilmember Maschari moved to close nominations. Councilmember Siss seconded the motion. Councilmember Siss moved to approve Councilmember Maschari as the Council Pro-Tempore for 2024. Councilmember Jeffers seconded the motion.

Jeffers x Maschari x Siesky x Siss x Troike x Motion carried.

Asilinn Consulting – Steering Committee Presentation

Ms. McMahon gave a brief explanation of why the Steering Committee was formed and what they accomplished in their meetings. The information was compiled into a booklet. The committee is recommending the following two (2) items be approved:

1. The Vision Statement: South Amherst is a charming historic village blending rural traditions with a welcoming community spirit for a brighter tomorrow.

2. The Strategic Goals:

- Diversifying and creating sustainable revenue sources.
- Communicating and informing the community.
- Planning for infrastructure.
- Enhancing community aesthetics.
- Community engagement.
- Public safety.
- Managing growth and development.

RECORD OF PROCEEDINGS

Minutes of Village of South Amherst

Councilmember Maschari moved to approve the recommendations of the Steering Committee.

Councilmember Siss seconded the motion.

Jeffers x Maschari x Siesky x Siss x Troike x

Motion carried.

FISCAL OFFICER

Payment Listing 12/7/2023 -12/31/2023

Presented to council.

Financial Reports for December 2023 & January 2024

Presented to council.

Bank Reconciliation for December

Presented to council.

December Mayor's Court

<u>Gross Receipts</u>	<u>Ohio</u> <u>Reparations</u>	<u>City of</u> <u>Oberlin</u>	<u>Total net</u> <u>Receipts to SA</u>	<u>Computer</u> <u>Fund Clerk</u>	<u>Computer</u> <u>Fund Court</u>	<u>General Fund</u>
\$5,535.00	\$1,222.50	\$49.50	\$4,263.00	\$351.00	\$105.00	\$3,807.00

Office Furniture

Reorganization of office space will be taking place in order to maximize efficiency. Requesting the purchase of desks for the fiscal officer, Mayor's Court clerk, plus chairs for the staff.

Councilmember Maschari moved to approve the purchase of office furniture. Councilmember Troike seconded the motion.

Jeffers x Maschari x Siesky x Siss x Troike x

Motion carried.

RECORDS CLERK

2023 CURRENT BUILDING PERMITS - December

ADDRESS	DESCRIPTION
235 S Lake	Siding
315 N Lake St	New Electrical Service
518 W Main	Roof
214 E Main St	Roof

UTILITY ADMINISTRATOR

Water

Clerk starting tomorrow, training will be done between the administrator and Alexandra Tuggle. The new clerk is Megan Popke.

Storm

Elm St. Basin – county came out and attempted to jet rod and could not clear it all out and the recommendation was made to place an additional catch basin, located in the middle section of the block. Councilmember Siss inquired if this area has been historically a problem area. The administrator replied that it has been a problem area with resident tie-ins and tree roots.

RECORD OF PROCEEDINGS

Minutes of Village of South Amherst

DEPARTMENTS

Fire

December Call Report

Fire	EMS	MVA	Mutual	Other
3	15	2	1	

2023 Totals

Fire	EMS	MVA	Mutual	Other
30	171	26	48	14

In the past year, the department replaced a HVAC unit, two new garage door openers were installed, holding tank(s) installation has been pushed to 2024, air packs and E-Tools are scheduled to be ordered, along with a new command vehicle.

Councilmember Maschari inquired about the number of firefighters currently on the roster and how do you plan to increase the number? The chief responded, "16...put flyers out and advertise on the bulleting board." The mayor and council suggested using the steak fry and contacting both vocational schools (LCJVS and EHOVE).

Police

2023 Year Review

Citations Issued – 968

Total Traffic Stops – 1157

Security Home/Business Checks – 1156

Warnings – 189

Calls Received – 438

The department sent cookies and cupcakes to the Lorain County Girls and Boys Club for their end of year Christmas Party. In return the children colored Christmas trees which were placed in front of our department door for all to see. I look to continue this for it was a great experience for all. I am extremely proud of my officers for their hard work in 2023 for keeping the Village. safe. In doing so they wrote more citations and stopped more vehicles than any other year in the history of SAPD. Kudos to each officer for their contribution. I look for more success in keeping the village a safe place for all in 2024. I will be sending officers to training in 2024, that will help grow their skills as well as contribute to the village and department safety this coming year.

COMMITTEES

Ordinance

Backyard Chickens February 8th at 7 p.m.

Safety (Councilmember Jeffers presented.)

Request a meeting with the mayor, council, PD, FD, and Historical Society to discuss plans for the 2024 Eclipse.

Administrative (Councilmember Maschari presented.)

A procedural guideline was drafted by the committee on how to submit a project to Building & Grounds/Council for approval. The suggestion was made to reach out again to the engineer for feedback on the document.

RECORD OF PROCEEDINGS

Minutes of Village of South Amherst

ORDINANCE

Ordinance No. 1793-24 An ordinance repealing existing South Amherst Codified Ordinance 123.01 Posting and enacting new South Amherst Codified Ordinance 123.01 and declaring an emergency.

Councilmember Maschari moved to suspend the rules and pass as an emergency Ordinance No, 1793-24. Councilmember Siesky seconded the motion.

Jeffers x Maschari x Siesky x Siss x Troike x Motion carried.

Councilmember Siesky moved to approve Ordinance No. 1793-24. Councilmember Siss seconded the motion.

Jeffers x Maschari x Siesky x Siss x Troike x Motion carried.

Ordinance No. 1794-24 An ordinance enacting Section 133.08 ACH and Electronic Transactions and declaring an emergency.

Councilmember Maschari moved to suspend the rules and pass as an emergency Ordinance No, 1794-24. Councilmember Siesky seconded the motion.

Jeffers x Maschari x Siesky x Siss x Troike x Motion carried.

Councilmember Maschari moved to approve Ordinance No. 1794-24. Councilmember Siesky seconded the motion.

Jeffers x Maschari x Siesky x Siss x Troike x Motion carried.

Ordinance No. 1795-24 An ordinance creating the position of Cemetery Sexton and fixing the rate of compensation and declaring an emergency.

Councilmember Maschari moved to suspend the rules and pass as an emergency Ordinance No, 1795-24. Councilmember Siesky seconded the motion.

Jeffers x Maschari x Siesky x Siss x Troike x Motion carried.

Councilmember Maschari moved to approve Ordinance No. 1795-24. Councilmember Siesky seconded the motion.

Jeffers x Maschari x Siesky x Siss x Troike x Motion carried.

Ordinance No. 1796-24 An ordinance to approve current replacement pages to the South Amherst Codified Ordinances and declaring an emergency.

Councilmember Maschari moved to suspend the rules and pass as an emergency Ordinance No, 1796-24. Councilmember Siesky seconded the motion.

Jeffers x Maschari x Siesky x Siss x Troike x Motion carried.

Councilmember Maschari moved to approve Ordinance No. 1796-24. Councilmember Siesky seconded the motion.

Jeffers x Maschari x Siesky x Siss x Troike x Motion carried.

Ordinance No. 1797-24 An ordinance repealing existing South Amherst Codified Ordinance 333.11 Texting & Driving and enacting new South Amherst Codified Ordinance 333.11 Distracted Driving and declaring an emergency.

RECORD OF PROCEEDINGS

Minutes of Village of South Amherst

Councilmember Maschari moved to suspend the rules and pass as an emergency Ordinance No. 1797-24. Councilmember Siss seconded the motion.

Jeffers x Maschari x Siesky x Siss x Troike x

Motion carried.

Councilmember Maschari move to approve Ordinance No. 1797-24. Councilmember Siss seconded the motion.

Discussion: Councilmember Maschari requested clarification on what exactly she can't do, the fine can be waived if a person attends a Distracted Driver Course, who is to give out those instructions? Further discussion was held, and it was decided to work with the Police

Department on what information will be distributed. The Safety committee will follow up.

Jeffers x Maschari x Siesky x Siss x Troike x

Motion carried.

MISCELLANEOUS

Office 365

Training will be offered for all staff/council.

Emails

Please copy the Mayor and Records Clerk.

Personnel

Councilmember Siss read her letter of resignation.

Councilmember Jeffers moved to accept the resignation of Councilmember Siss effective January 31, 2024. Councilmember Troike seconded the motion.

Discussion: Councilmember Maschari expressed her gratitude to Ms. Siss for service to the community.

Jeffers x Maschari x Siesky x Siss x Troike x

Motion carried.

Executive Session – Council Vacancy at 8:26 p.m.

Councilmember Troike moved to enter Executive Session at 8:26 p.m. to discuss council vacancies. Councilmember Siesky seconded the motion.

Jeffers x Maschari x Siesky x Siss x Troike x

Motion carried.

Return to regular session at 8:41 p.m.

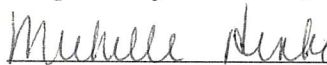
Councilmember Troike moved to accept Annesia Truman as a Councilmember. Councilmember Siss seconded the motion.

Jeffers x Maschari x Siesky x Siss x Troike x

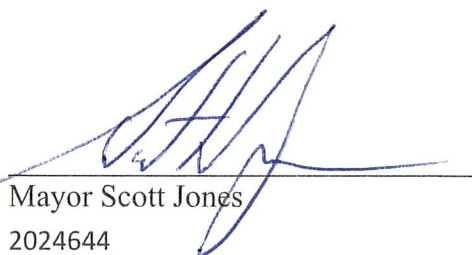
Motion carried.

ADJOURNMENT Time 8:43 p.m.

Respectfully submitted,



Fiscal Officer Michelle Henke



Mayor Scott Jones

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