

RECORD OF PROCEEDINGS

Minutes of Village of South Amherst

REGULAR COUNCIL

July 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 Robb Koscho	P
Councilmember Michael Sangiacomo	P
Councilmember Becky Siesky	P
Councilmember David Troike	P
President Pro Tempore Jeanne Maschari	P

Ex officio members:

Fiscal Officer Michelle Henke	P
Records Clerk Laurie Beran	EA
Law Director Matthew Mishak	EA
Utility Admin. David Valentine	P

(EA – excused absences)

APPROVAL OF AGENDA July 15, 2024 additions of Eastwood Environmental, Inc. contract and Fallen 14 Memorial placement.

Councilmember Jeffers moved to approve the agenda as presented. Councilmember Siesky seconded the motion.

Jeffers x Koscho x Maschari x Sangiacomo x Siesky x Troike x Motion carried.

APPROVAL OF MINUTES June 24, 2024

Councilmember Maschari moved to approve the Minutes of June 24, 2024 as presented.

Councilmember Koscho seconded the motion.

Jeffers x Koscho x Maschari x Sangiacomo x Siesky x Troike x Motion carried.

APPROVAL OF MINUTES June 26, 2024

Councilmember Troike moved to approve the Minutes of June 26, 2024 as presented.

Councilmember Siesky seconded the motion.

Jeffers x Koscho x Maschari x Sangiacomo x Siesky x Troike x Motion carried.

VISITORS

Cemetery Board: Chris Gallagher

CED: Jeri Leigh Siss

SAFD: Assistant Chief Ron Zaleha, Kyle Kudela, Clayton Spiegelberg

Madison Spiegelberg & Lori Zaleha

MAYOR

Swearing-In

Firefighter Clayton Spiegelberg was sworn-in as a fulltime firefighter. The Bible was held by Madison Spiegelberg.

Interim Fire Chief Appointment

Councilmember Koscho moved to approve Ron Zaleha as the Interim Fire Chief.

Councilmember Siesky seconded the motion.

Jeffers x Koscho x Maschari x Sangiacomo x Siesky x Troike x Motion carried.

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Assistant Fire Chief Ron Zaleha was sworn-in as the Interim Fire chief.

FISCAL OFFICER

Payment Listing

Presented to council.

Financial Reports

The following reports were presented to council: Fund Summary, Revenue Summary, Appropriation Summary.

June Reconciliation

Completed and ready for council signatures.

“Then & Now” Purchase Order #312-2024

The purchase order was for Locke’s Go Green who had changed their invoice protocol and the fiscal officer had not been receiving invoices. There was an outstanding invoice from May for foundations at a total of \$4164.55

Councilmember Troike moved to approve the “Then & Now” Purchase Order #312-2024.
Councilmember Maschari seconded the motion.

Jeffers x Koscho x Maschari x Sangiacomo x Siesky x Troike x Motion carried.

RECORDS CLERK

June Construction Report

B/Z	ADDRESS	DESCRIPTION
B	416 Leonard	Garage, electrical
B	106 Wallu	HVAC
BZ	117 Buckeye	Deck, roof
B	432 Annis	Siding
B	239 S Lake	Re-roof
B	324 Fern	Re-roof
B	20E Main	Re-roof
B	6271 Russia	Re-roof
B	109 Kenwood	Windows
Z		garage
Z		Pole barn
Z		concrete
Z		fence

2025 Calendar

Councilmember Troike moved to table the 2025 Village Calendar until August 12, 2024.
Councilmember Jeffers seconded the motion.

Jeffers x Koscho x Maschari x Sangiacomo x Siesky x Troike x Motion carried.

Records Retention Approval

The Mayor’s Court and Fire Department Retention Schedules have been approved by the State.

Fraud Training

Friendly reminder to please do your State Auditor Fraud training and email a copy to

recordsclerk@southamherst.org

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UTILITY ADMINISTRATOR

Consumption Report – June

The report has come down by 900,000 gallons. A service line leak was found and corrected on S. Lake St. There is 110,800 gallons unaccounted in June for which is a major improvement from a million.

Frey Software

The Utility Administrator contacted the Village of Attica which has been served by Frey for 10+ years and Shelby County who has been served for 24 years both entities gave positive reviews. The Village of New Holland was not available.

Councilmember Troike moved to approve the purchase of Frey Software. Councilmember Koscho seconded the motion.

Discussion: Councilmember Maschari requested to see the company presentation. The Utility Administrator stated that he could set up a one-on-one presentation.

Jeffers x Koscho x Maschari Nay Sangiacomo x Siesky x Troike x Motion carried.

Shut offs

Total of 9 shut offs for the month. Currently, 2 are still shut off.

DEPARTMENTS

Fire (Interim Fire Chief Zaleha presented.)

June Call Report

Fire	EMS	MVA	Mutual	Other
1	15	3	4	2

Interim Fire Chief Zaleha thanked the mayor and council for their support.

Radio issues have been resolved with the 700 frequency for the new frequency. A new programming issue has occurred but only affects the department with what we see on the radios. There was evidently a miscommunication between former Chief Crawford and Cleveland Communications Inc. In order to fix the issue, it would cost \$2,900.00 to get the original channel settings back. We are able to work on the issue and live with what we have. A request was made to see the original paperwork and I was sent a signed copy of the agreement, so there is no recourse. There is one programming glitch in the program which has nothing to do with our radios that CCI is looking into.

Several department members have stepped up during the transition. Fortunately, there have been no major incidents and area departments have offered help as needed. A few members have expressed concern about the village taking over the department, which Interim Chief Zaleha has reassured those individuals that is not the case. Some former members have expressed an interest in returning to the department.

Grants – in need of turnout gear. Expired gear needs to be eliminated due to liability. 10-12K balance remaining on current grant. There are some outstanding invoices from former Chief

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Crawford that have not been processed as of yet, that is why there is not an exact balanced amount. A meeting will be scheduled with Elyria Township Assistant Chief Art Mead to discuss additional grant opportunities.

SCBA fit testing (air masks) has been completed. The Cascade System used to refill air bottles is out of NFPA compliance. The estimated cost to bring the system up to compliance would be \$27,000.00. Also, the large bottles used for the system are supposed to be pressure checked every 5 years and that was not done. The pressure testing needs to be done at least within the next couple of months.

Association officers are in the process of acquiring the financial records and account access from Mr. John Crawford.

There is one auxiliary member who has enrolled at EHOVE for the FF I Training. Lorain County Chiefs Association is only offering FF II class this fall.

Exterior door replacement for the chief's office is needed. Lakeland Glass will provide an estimate for the door and installation.

BOARDS

Cemetery (Board member Chris Gallagher presented.)

Ohio Department of Commerce Grant

At this point it is 90% completed. If approved the grant would be used for the Fallen 14 Memorial which would be a beautiful addition to Evergreen Cemetery because people could visit the memorial year-round to reflect on the contributions of our military.

COMMITTEES

Bldg.& Grounds (councilmember Troike presented.)

Fallen 14 Location

Councilmember Troike moved to approve the Fallen 14 Memorial at Evergreen Cemetery. Councilmember Maschari seconded the motion.

Jeffers x Koscho x Maschari x Sangiacomo x Siesky x Troike x Motion carried.

Jeri Leigh Siss did reach out to IRG regarding the possibility of using sandstone from the South Amherst Quarries for the columns. A request was also made to a quarry in Birmingham.

Town hall roof painting quote

Only 2 vendors in this area paint metal roofs. The one estimate that was received was in the council packet.

Parking lot seal quote

Now that the town hall parking lot has been in place for a year, it does need to be sealed. Only 1 company submitted an estimate, Anything Asphalt.

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Councilmember Troike moved to have the town hall parking lot sealed by Anything Asphalt.
Councilmember Maschari seconded the motion.

Jeffers x Koscho x Maschari x Sangiacomo x Siesky x Troike x Motion carried.

Street-Sidewalk-Service (Service presented.)

Guardrail Installation

Cuyahoga Fence will be installing the guardrail at Russia & Annis Rd.

Safety (Councilmember Jeffers presented.)

The review of SOP's has been completed by Chris Jeffers and once the new chief has been selected it is recommended to have a meeting to review, between the committee and the new chief. Councilmember Maschari will correlate the SOP's.

At the July 1 meeting, discussion was held concerning the return date of treasurer documents for the SAFD Association that John Crawford has in his possession. In-depth discussion was held on possible alternative uses for the 2015 Ford Explorer that was purchased as a command vehicle but cannot be used as such. A prior recommendation was made for any female firefighter being fitted for gear, that there would be a second female present. The recommendation was never followed through with.

Community & Economic Development (Jeri Leigh Siss presented.)

Halloween

Councilmember Koscho moved to approve that the Halloween Parade & Trick or Treat always be on the 4th Saturday of October. Councilmember Troike seconded the motion.

Discussion:

Jeffers x Koscho x Maschari x Sangiacomo x Siesky x Troike x Motion carried.

Tree Lighting

Councilmember Troike moved to approve Tree Lighting always be on the first Friday of December. Councilmember Siesky seconded the motion.

Jeffers x Koscho x Maschari x Sangiacomo x Siesky x Troike x Motion carried.

Monthly Meetings

To be held the first Tuesday of the month at 5:30 through the end of 2024.

Councilmember Maschari moved to allow access to the town hall for the CED committee.

Councilmember Troike seconded the motion.

Jeffers x Koscho x Maschari x Sangiacomo x Siesky x Troike x Motion carried.

ORDINANCE

Ordinance No. 1807-24 (First Reading) An Ordinance Amending Section 921.05 Turn-on Fee as it pertains to the fee rate effective 1 October 1 2024.

RESOLUTION

Resolution No. 735-24 (Final Reading) Aislinn Consulting, LLC Agreement for 2024707

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Development of Property Maintenance Code

Councilmember Koscho moved to approve Resolution No. 735-24. Councilmember Maschari seconded the motion.

Jeffers x Koscho x Maschari x Sangiacomo x Siesky x Troike Nay Motion carried.

Resolution No. 740-24 (*Second Reading*) Contribution to Qualified Employees' Health Insurance Coverage

MISCELLANEOUS

2015 SUV

Councilmember Maschari moved to have the 2015 Ford Explorer become part of the Service Department fleet. Councilmember Troike seconded the motion.

Jeffers x Koscho x Maschari x Sangiacomo x Siesky x Troike x Motion carried.

Councilmember Troike moved to have the service vehicle lettered properly. Councilmember Koscho seconded the motion.

Jeffers x Koscho x Maschari x Sangiacomo x Siesky x Troike x Motion carried.

Councilmember Maschari moved to approve the Eastwood Environmental, Inc. contract. Councilmember Jeffers seconded the motion.

Jeffers x Koscho x Maschari x Sangiacomo x Siesky x Troike x Motion carried.

EXECUTIVE SESSION

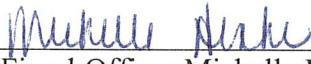
Councilmember Jeffers moved to enter executive session at 7:52 p.m. to discuss personnel for the vacant fire chief position. Councilmember Koscho seconded the motion.

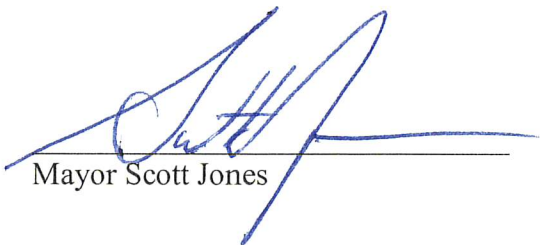
Jeffers x Koscho x Maschari x Sangiacomo x Siesky x Troike x Motion carried.

Return to regular session at 9:23 p.m.

ADJOURNMENT Time 9:23 p.m.

Respectfully submitted,


Fiscal Officer Michelle Henke


Mayor Scott Jones