

RECORD OF PROCEEDINGS

Minutes of Village of South Amherst

REGULAR COUNCIL

August 26, 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	EA
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

(EA – excused absences)

APPROVAL OF ABSENCE

Councilmember Jeffers moved to excuse Councilmember Troike due to illness. Councilmember Siesky seconded the motion.

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

APPROVAL OF AGENDA

August 26, 2024

with the following amendment(s):

Credit Card Policy Revision

Councilmember Koscho moved to approve the agenda with amendments. Councilmember Jeffers seconded the motion.

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

APPROVAL OF MINUTES

August 12, 2024

Councilmember Koscho moved to approve the minutes as presented. Councilmember Siesky seconded the motion.

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

VISITORS

Cemetery Board Member – Chris Gallagher

Aislin Consulting – Rita McMahon

ORDINANCE COMMITTEE (Aislinn Consulting)

Aislinn Consulting and the Ordinance Committee worked together to clarify the Nuisance Ordinance and develop a Property Maintenance Code that would address the issues that the Village has been facing. The main goal was to streamline the existing ordinances and delete the redundancies.

Chp. 1343 Property Maintenance Code

These standards were set in conjunction with the Vision statement from the Strategic Plan that was developed with input from community members. The code gives a purpose and intent to set basic minimal standards for the upkeep of the exterior structure(s) on the property. It also identifies who is responsible for maintaining the structure(s), such as owner, tenant or agent. This chapter includes how the property is maintained (i.e. grass). A vacant building section was added, so that any vacant building is required to be secure from humans or animals entering the building. If the owner does not properly secure the building, then the Village has the right to

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secure it and be reimbursed. A Village official may legally view a nuisance property from an adjacent property as long as they have the adjacent property owner's permission. Lastly, the chapter sets guidelines for notification and penalties of the violation.

Councilmember Maschari mentioned how there was previous concern about a Property Maintenance Code being too aggressive or controlling and the current committee was concerned about safety issues not color or style of a structure. Safety concerns such as roofs falling in and porch posts/railing missing.

Councilmember Koscho moved to accept the final draft of Chapter 1343 Property Maintenance Code. Councilmember Maschari seconded the motion.

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

Chp. 521 Health, Safety and Sanitation

There were significant changes in this section because it needed to be reorganized for consistency. Section 521.10 was combined with 521.14 in order to streamline procedures. Certain items can be appealed to the Zoning Board of Appeals and the process for an appeal was clarified.

Councilmember Koscho moved to accept the final draft of Chapter 521 Health, Safety, Sanitation. Councilmember Maschari seconded the motion.

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

Both chapters will be drafted as an ordinance and read three times and if approved will be effective 1 January 2025.

MAYOR

Workshop

Discussion was held at the beginning of the year to hold a workshop and that will be set up in the coming weeks in order to set tasks for the next twelve months.

Business Cards

New business cards will be designed with the approved Village seal. An email will be sent to all asking for correct information that will be used on the card.

FISCAL OFFICER

Payment Listing

Presented to council.

Financial Reports

Fund Summary, Appropriation Summary and Revenue Summary as of 8/19/24 were presented to council.

Appropriation Ordinance No. 314

May need an additional supplemental appropriation due to the Cemetery being close to their projected opening/closing costs for the year.

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Credit Card Policy Revision

Fiscal Officer is recommending that the Fire Chief and Utility Administrator be able to have a credit card(s) signed out to them at all times seeing that there are occasions when emergencies arise after hours, and the two departments are in need of supplies. It was reviewed with both the chief and administrator that they must have a purchase order and a receipt for all purchases. Councilmember Maschari inquired as to what the penalty would be if the policy is not followed. The fiscal officer replied that they would lose the privilege, and it would have to go back to signing out a card every time they needed to make a purchase.

Councilmember Maschari moved to accept the revised Credit Card Policy. Councilmember Jeffers seconded the motion.

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

COMMITTEES

Bldg.& Grounds

Councilmember Maschari asked if the Cemetery Board has placed a purchase requisition for the removal of trees at Evergreen. The fiscal officer replied that the purchase order was placed in the cemetery clerk's mail slot for Bob's Tree Service and that the Board would need to schedule. Board member Gallagher and liaison Sangiacomo will follow up.

Mayor Jones commented that he has been receiving calls about fallen branches in the tree lawn.

Councilmember Siesky inquired about branches above the guardrail at Maroy and N. Lake St. The Utility Administrator responded that, if they are high it goes to Ohio Edison, ones along the guardrail the service department takes care of and the department was out there today working in that area.

Audit/ Finance (Councilmember Siesky presented.)

September meeting is changed to September 17th at 7 p.m. and will include a finance meeting.

ORDINANCE

Ordinance No. 1807-24

An ordinance amending Section 921.05 Turn-on fee as it pertains to the fee rate effective 1 October 2024

Councilmember Siesky moved to approve Ordinance No. 1807-24. Councilmember Jeffers seconded the motion.

Discussion: It will be \$50.00 for any reason to turn on/off the water. \$75.00 for after hour
Jeffers x Koscho x Maschari x Sangiacomo x Siesky x Troike EA Motion carried.

RESOLUTION

Resolution No. 743-24

(Emergency) ARPA Funds for SAFD Air Bottle Filling Station
Councilmember Koscho moved to approve Resolution No. 743-24 as an emergency.

Councilmember Siesky seconded the motion.

Discussion:

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

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APPROPRIATION

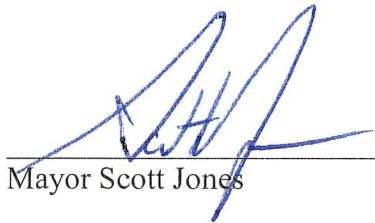
Appropriation Ordinance No. 314

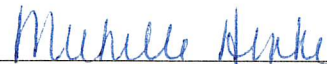
Councilmember Siesky moved to approve Appropriation Ordinance No. 314. Councilmember Maschari seconded the motion.

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

ADJOURNMENT Time 7:37 p.m.

Respectfully submitted,



Mayor Scott Jones

Fiscal Officer Michelle Henke