

RECORD OF PROCEEDINGS
Minutes of Village of South Amherst
REGULAR COUNCIL
August 11, 2025

CALL TO ORDER

The council meeting was called to order by Mayor Jones at 7:00 p.m., commencing with the recitation of the Lord's Prayer followed by the Pledge Allegiance.

LORD'S PRAYER AND PLEDGE OF ALLEGIANCE

ROLL CALL

Councilmember Jeffers	P	Fiscal Officer Michelle Henke	P
Councilmember Robb Koscho	P	Records Clerk Laurie Beran	P
Councilmember Michael Sangiacomo	P	Law Director Matthew Mishak	EA
Councilmember Becky Siesky	P	Utility Admin. David Valentine	P
Councilmember David Troike	EA	(EA – excused absences)	
Council Pro Tempore Jeanne Maschari	P		

Councilmember Jeffers moved to approve the absence of Councilmember Troike due to a work conflict. Councilmember Sangiacomo seconded the motion.

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

APPROVAL OF AGENDA August 11, 2025

Councilmember Siesky moved to approve the agenda as presented/amended. Councilmember Koscho seconded the motion.

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

APPROVAL OF MINUTES July 14, 2025

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

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

VISITORS

CED Chair Penny Becker

SAFD Chief Grim, Assistant Chief Zaleha

Richard Ramsey – Oberlin Municipal Judge Candidate

Ohio 811 Call Before You Dig Rep. Jack Bennett – In accordance with ORC 3781.26 utilities that own or operate underground facilities must register their locations with a local protection service serving the area. Those who are fully participating are also required to use the service's affiliated positive response system to communicate with excavators regarding potential conflicts at proposed excavation sites. Membership would be a little more than \$100.00 per year.

Councilmember Maschari moved to table a decision until the 8/25 meeting. Councilmember Jeffers seconded the motion.

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

Joe Cole 216 Charles St. – Inquired as to what is considered the tree lawn or right-of-way and that grants are available through Ohio Urban Forestry that could pay for removal of trees. A decision regarding the tree will be made after Executive Session.

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MAYOR

NOACA Dues

Councilmember Koscho moved to approve annual membership dues (\$323.00) to NOACA.

Councilmember Maschari seconded the motion.

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

Halloween Fest

Last year the Halloween Fest brought over 250 people to South Amherst for an amazing day of community fun and this year, we want to make it even better. We are looking for enthusiastic residents to join our Halloween Fest Committee. This is your chance to create a safe and exciting, unforgettable night for our families, friends and neighbors. If interested, please contact our CED Chair Penny Becker at SACommEconDev@southamherst.org.

Flag Commission

Thanked the commission for their support in maintaining the integrity of our flags.

Meet the Candidate Night

Residents are invited to submit questions in advance for the moderated Q&A session, which will be live-streamed on October 22nd at 6 p.m. Questions may be submitted by email to recordsclerk@southamherst.org by Friday, October 10th.

FISCAL OFFICER

Payment Listing 7/11-8/7/25

Presented to council.

Financial Reports

The following August Financial Reports were presented to council: Revenue Summary, Fund Summary, Appropriation Summary.

June Bank Reconciliation

Completed and ready for signatures.

2023-2024 Financial Audit

Currently in progress, onsite portion should be done this week.

Supplemental Appropriation No. 328

General Fund Increases:

- Fire Department: Estimated payroll increase of \$30,000 plus \$160 in taxes due to approved raises and new education pay. Training budget increased by \$5,600 for Firefighter II training.
- CED: \$1,000 allocated for Halloween and Holiday events.
- Mayor's Staff: \$750 added for appointment compensation.
- Mayor/General: \$5,000 added to Contracted Services (1000-710-349-0000) if needed by year-end.
- Capital Purchase: \$20,000 allocated for ambulance (Motor Vehicle, 1000-800-550-0000).

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Special Revenue Increase:

- Street Department: \$50,000 for down payment/purchase of replacement vehicle (F-250).

Enterprise Fund Increase:

- Water Department: \$25,000 for vehicle replacement (F-250), \$1,500 for increased postage, and \$30,000 for water break repairs.

RECORDS CLERK

July Construction Report

B/Z	ADDRESS	DESCRIPTION	B/Z	ADDRESS	DESCRIPTION
B	213 N Lake	Re-roof/siding	Z	109 Maroy	Fence
B	390 Annis	Re-roof	Z	1719 Pyle/SA	Pool House
Z	667 S Lake	Fence	Z	104 N Lake	Gravel Parking Lot
Z	110 W Main	Concrete	Z	1719 Pyle/SA	Accessory Structure
Z	601 W Main	Shed	Z	609 W Main	Accessory Structure

2026 Calendar

Councilmember Jeffers moved to approve the 2026 Village Calendar. Councilmember Siesky seconded the motion.

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

Cornerstone

Cornerstone Pregnancy Services has one remaining item to submit for the proposed Maternity Home at 333 S. Lake Street: the Conditional Use Permit. Once the permit is submitted and deemed complete by the Administrator, it will be forwarded to the Planning Commission to schedule a hearing. A written notice will be sent via first-class mail at least 10 days prior to the hearing to the applicant and surrounding property owners. The Planning Commission will have 60 days from the date the application first appears on its agenda to approve, modify, or deny the request.

Liquor Permit Renewal

Councilmember Maschari moved to approve the renewal of Retail Liquor Permits for 2026. Councilmember Koscho seconded the motion.

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

Petition to Annex PP# 0500010102029

Councilmember Siesky moved to approve the petition to annex municipally owned property PP# 0500010102029. Councilmember Jeffers seconded the motion.

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

UTILITY ADMINISTRATOR

Water/Storm

Monthly Consumption Report was presented to council.

Shut off's

There were five for the month, with only one remaining which is vacant.

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Street

Paving

Mid-to-late August for Kenwood-Vivian,-Charles and Buckeye E.-Erie-Juanita.

DEPARTMENT

Fire

July Call Report

Fire	MVA	EMS	Mutal Aid	Other
1	1	17	1	11

Resignation

Councilmember Maschari moved to approve the resignation of Lt. Kyle Urig. Councilmember Jeffers seconded the motion.

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

Pre-owned Ambulance (Chief Grimm presented.)

The committee discussed advancing the fire department by establishing in-house EMS services. The department is close to meeting the requirements for full transport , while still planning to use Life Care as needed. Collaboration with Medical Director Dr. Singer (University Hospital – Elyria) is ongoing to meet transport criteria. To support this initiative, the department may purchase a 2007 ambulance (83,000 miles) for \$20,000. Henreitta, Brownhelm, and New Russia Townships have each agreed to contribute \$5,000. The vehicle was inspected by three department members, including the chief.

Council asked about additional costs:

- Drug license application: \$500
- Initial drug box (hospital restocks): cost covered
- Vehicle lettering: approx. \$2,000
- Stock items are already available; a distributor is in place for replenishment.

The department is also researching billing software to help recover service costs.

Councilmember Jeffers moved to approve the purchase of a pre-owned ambulance not to exceed \$20,000.00. Councilmember Maschari seconded the motion.

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

Police

Blotter

As of July 31, 2025, the Police Department has conducted 635 traffic stops, resulting in over 445 citations, including 19 for right-on-red violations (approximately 3%). The majority of citations were issued for speeding and other miscellaneous traffic violations. A recent traffic enforcement incident led to a motorcycle crash; the driver was charged with Reckless Operation, Speeding, Failure to Control, Fleeing, and other offenses after being caught speeding through town.

Another accident occurred when a semi-truck traveling on West Main at Quarry struck a low-hanging tree branch, causing damage to the trailer. Officers continue to patrol identified problem areas throughout town during their shifts. The department attended the funeral of fallen Lorain Officer Phillip Wagner. A LEADS audit is currently underway, and successful completion—expected in the coming weeks—will ensure continued certification as a law enforcement agency.

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Additionally, two new applicants have submitted applications, and background checks are in progress.

COMMITTEES

Safety

Swearing-in of Safety Personnel

Councilmember Maschari moved to swearing in of Safety personnel at the second meeting of the month. Councilmember Koscho seconded the motion.

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

SOP's (Councilmember Maschari presented.)

The question presented to Council is as follows: When the committee submits a recommendation, is it sufficient to receive only the recommendation itself, or is there a need to review all supporting documentation? The committee's understanding is that only the recommendation is required.

Councilmember Jeffers moved to approve the following SOP's: 102 Policy Manual, 200 Organizational Structure, 201 Department Directives, 202 Training Policy, 204 Electronic Mail, 205 Administrative Communications, 206 After Action Review, 1001 Promotions, 1002 Position Descriptions, 1019 Uniform Regulations. Councilmember Maschari seconded the motion.

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

There will be a committee meeting on August 19th to discuss in-class training pay for the SAFD.

Ordinance (Councilmember Koscho presented.)

Hybrid Wolf

Further discussion was held regarding the issue of hybrid wolves. According to the state, a hybrid wolf is considered a dog. If the dog is at a certain percentage of wolf DNA, then it must be registered with the State. There have only been two instances of attacks in the whole state by a hybrid wolf. The issue will go back to committee for further review.

ORDINANCE

Ordinance No. 1841-25 An ordinance repealing existing South Amherst Ordinance 1841-25 enacting new Mayor's Court rate of compensation and declaring an emergency.
(*Clerk Rate of Compensation*)

Councilmember Koscho moved to approve and pass as an emergency Ordinance No. 1841-25. Councilmember Jeffers seconded the motion.

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

Ordinance No. 1842-25 An ordinance creating the position of Community Economic Development Director, fixing the rate of compensation and declaring an emergency.

Councilmember Siesky moved to approve and pass as an emergency Ordinance No. 1842-25. Councilmember Maschari seconded the motion.

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

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Swearing-in of Penny Becker as the Community Economic Development Director took place.

Ordinance No. 1843-25 An ordinance authorizing the annexation of municipal owned property Permanent Parcel 0500010102029 to the Village of South Amherst and declaring an emergency.

Councilmember Maschari moved to table Ordinance No. 1843-25 until the August 25th meeting. Councilmember Sangiacomo seconded the motion.

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

APPROPRIATION

Appropriation No. 328

Councilmember Siesky moved to approve Appropriation Ordinance No. 328. Councilmember Koscho seconded the motion.

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

EXECUTIVE SESSION

Councilmember Maschari moved to enter Executive Session to consider personnel issues in accordance with ORC 121.22 (G)(1) and security arrangements in accordance with ORC 121.22 (G)(6) at 8:13 p.m. Councilmember Jeffers seconded the motion.

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

Re-enter regular meeting at 8:13 p.m.

MISCELLANEOUS

Assistant Fiscal Officer

Councilmember Koscho moved to create the position and rate of compensation for Assistant Fiscal Officer. Councilmember Siesky seconded the motion.

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

203 N Lake St

Councilmember Jeffers moved to reimburse \$1035.00 of provided material receipts.

Councilmember Sangiacomo seconded the motion.

Jeffers x Koscho **Abstain** Maschari x Sangiacomo x Siesky x Troike **EX** Motion carried.

216 Charles St

Councilmember Jeffers moved to approve a reimbursement payment for a tree removal upon receipt of paid invoice from Bob's Tree Service. Councilmember Koscho seconded the motion.

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

CED – Needs

Future considerations for the committee are to have \$500.00 each for sound and mailer, money towards food, lapel microphones to reduce static, 2 pop-up tents and having secondary contact for the Firelands High School band.

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Ward Hill

August 26th, council asked to attend. Chief Frazier had recommended that driveway behind town hall be named Miranda Way.

Councilmember Maschari moved in favor of Miranda Way and for a sign and pole not to exceed \$300.00. Councilmember Jeffers seconded the motion.

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

Girl Scout Troop 50768

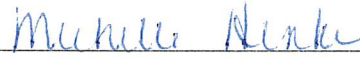
The construction of the Boxes has been delayed. The troop was reassured that it was not an issue.

JEDD

Councilmember Maschari briefly discussed a Joint Economic Development District with New Russia Township after she attended a Township meeting that discussed a forced main sewer line that would run on the north side of Russia Rd from the County Airport to Baumhardt Rd. The Village Administrator will contact Cory Timko regarding the proposed sewer line.

ADJOURNMENT 9:21 p.m.

Respectfully submitted,



Fiscal Officer Michelle Henke



Mayor Scott Jones