

RECORD OF PROCEEDINGS
Minutes of Village of South Amherst
REGULAR COUNCIL
November 10, 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 Michele Jeffers	P	Fiscal Officer Michelle Henke	P
Councilmember Robb Koscho	P	Records Clerk Laurie Beran	P
Councilmember Michael Sangiacomo	P	Law Director Matthew Mishak	P
Councilmember Becky Siesky	P	Utility Admin. David Valentine	P
Councilmember David Troike	P	Assistant F.O. Wendy Kolmorgen	P
Council Pro Tempore Jeanne Maschari	P	(EA – excused absences)	

APPROVAL OF AGENDA November 10, 2025

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

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

APPROVAL OF MINUTES October 27, 2025

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

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

VISITORS

CED Penny Becker

Chad Arcaba 6230 Russia Rd

S Lake St.: Kevin Machovina 268, Mark Leshinski 592, Anthony Savage 667

FISCAL OFFICER

Payment Listing 10/24-11/6/25

Presented to council.

Financial Reports

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

October Mayor's Court Financials

<u>Gross Receipts</u>	<u>Ohio Reparations</u>	<u>City of Oberlin</u>	<u>Total net Receipts to SA</u>	<u>Computer Fund Clerk</u>	<u>Computer Fund Court</u>	<u>General Fund</u>
<u>\$5,725.00</u>	<u>\$1,132.50</u>	<u>\$43.50</u>	<u>\$4,549.00</u>	<u>\$310.00</u>	<u>\$93.00</u>	<u>\$4,164.00</u>

RECORDS CLERK

NOPEC Community Grant

All purchases must be completed by 11/25 and a copy of the receipts and/or purchase req's submitted to the records clerk. Proper paperwork must be completed and submitted to the fiscal officer for reimbursement.

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The Councilmember Maschari requested clarification on allowable purchases under the grant. The Records Clerk explained that there are two distinct grants: the Energized Grant, which funded upgrades to the fire station's lighting and electrical systems, and the Community Grant, which is designated for a community event.

October Construction Report

<u>B/Z</u>	<u>ADDRESS</u>	<u>DESCRIPTION</u>	<u>B/Z</u>	<u>ADDRESS</u>	<u>DESCRIPTION</u>
B	515 W Main	Re-roof	Z	889 S Lake	Deck
B	102 Buckeye	Pole Barn	Z	268 S Lake	Carport
B	108 W Main	Windows	Z	320 N Lake	Fence
B/Z	107 Kenwood	Shed	Z	459 Annis	Deck
B/Z	482 Annis	Shed	Z	500 W Main	Concrete
B	1721 Pyle/SA	New home			
B	6291 Russia	Siding			

Statement on Ohio Ethics Compliance for All Public Officials and Employees

In accordance with the Ohio Ethics Law (Ohio Revised Code Chapter 102 and related statutes), all individuals serving in public roles—whether elected, appointed, compensated, or serving in a volunteer capacity—are considered public officials or employees and are subject to the same ethical standards and legal obligations.

This includes strict adherence to ordinances and the prohibition against using one's position to secure unwarranted privileges, exemptions, or treatment. For example, requesting a fee reduction or waiver from a paid staff member due to one's public role may constitute an improper use of position and could violate the Ethics Law.

Violations may result in enforcement actions by the Ohio Ethics Commission, including fines and other penalties. These consequences apply equally to all public servants, regardless of compensation status. Upholding these standards ensures fairness, transparency, and public trust in municipal operations.

Land Use Plan

At the October 27, 2025 meeting, the county requested a Land Use Plan. The Records Clerk explained that the village does not currently have one and is not required to have one. A Land Use Plan outlines desired future land uses in general categories such as residential, commercial, or industrial. It often serves as the foundation for creating a Zoning Map, which provides more detailed classifications—for example, distinguishing agricultural residential and single-family residential within the broader residential category.

The Zoning Map in South Amherst fulfills the roll of a Land use Plan, per Aislinn Consulting. After conferring with Rob Duncan that this statement was accurate, the approved zoning map from November 12, 2024 along with the Strategic Plan were emailed to Rob Duncan who is the OhioCED Director for Lorain County.

Conformity of Boundaries & Parcel Annexation

Councilmember Maschari provided an update on the annexation project initiated earlier this year to compile all village annexations. Sixteen annexations were identified, and all related paperwork and ordinances were delivered to KS Associates. Initial estimates for annexing 15.83 acres

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behind the cemetery were \$13,000 and \$14,000. This prompted consideration of a broader project to address the entire village boundaries.

The engineer suggested a cost-saving approach using the county's GIS mapping system to create legal descriptions. Revised estimates are approximately \$3,000 for annexation and \$13,000 for boundary conformance, totaling about \$16,000 (details included in the meeting packet). If boundaries are conformed, the village would no longer be part of Amherst Township or New Russia Township. A new tax ID would be created exclusively for the Village, and voting jurisdictions would change. Councilmember Maschari and Fiscal Officer Henke met with the Auditor's Department, which confirmed potential additional revenue for the village. However, under ORC 709.19, the village must reimburse the townships for 12 years at a declining percentage. Despite this, the village would still gain revenue not currently received. The fiscal officer clarified that the village pays Amherst Township approximately \$29,000 annually in real estate taxes and New Russia Township about \$7,000, with no services provided. Public hearings were recommended to inform residents and gather feedback before proceeding.

The council previously passed Ordinance 1843-25 on August 11 authorizing annexation. Councilmember Maschari recommended moving forward with a public hearing and obtaining an estimate from legal counsel for filing and compliance requirements.

Councilmember Jeffers moved to hold a public hearing and request an estimate for legal fees pertaining to conforming boundaries of the village. Councilmember Troike seconded Jeffers x Koscho x Maschari x Sangiacomo x Siesky x Troike x Motion carried.

Public Hearing has been scheduled for November 24th from 6:15 – 6:45 p.m.

UTILITY ADMINISTRATOR

Street/Service

Leaf Bags

The village does not pick up leaves. They need to be bagged and put at the curb for Republic. However, leaf bags are available at village hall.

Water

Shut offs

There were five shut offs for the month of October and all have been returned to service.

Consumption Report

Presented to council. Councilmember Maschari noted that the reported water loss of 32,845 gallons was considered very good. The Administrator added that the variance may be due to the timing difference between when Rural Water reads the meter and when the village report is generated.

Hydrant Information

New educational pamphlets to be released quarterly explaining the benefits of EPA mandated flushing of hydrants.

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Park

Aluminum Cans

The effort is to generate additional revenue for park projects through a community recycling program called "Cans for our Park." The initiative encourages residents to bring aluminum cans to the service garage for recycling. Funds collected will be reinvested into the park for improvements such as: new trash cans, additional signage, horseshoe pits and other enhancements to make the park safer and more inviting. This would be an ongoing program, not limited to specific months. Residents can drop off cans even if staff are unavailable by leaving tied bags in designated areas. A dedicated container for cans will also be provided. Staff will collect bags each morning. The plan is to collaborate with local bars and businesses to secure additional donations of cans. All proceeds will go directly toward park improvements.

There is no target dollar amount set, any amount helps reduce strain on the general fund for repairs and upgrades. Suggestions included ensuring clear instructions for drop-off to avoid littering. The initiative aims to foster community involvement and continuous improvement of the park.

DEPARTMENTS

Fire

Fire	EMS	MVA	Mutual	Other
5	11	4	0	8

Police

Citations 9/5-11/6

Total 80: Speeding 68, Right on Red 4, Failure to Control 1

Reports Taken

Annis Rd: warrant served	Leonard: neighbor dispute
E Main: juvenile complaint; private property accident, debris in roadway	
Maroy: telecommunication harassment	N Lake: suspicious activity
Quarry: failure to control	Russia: driving without permit
S Lake: euthanized animal	

COMMITTEES

CED

Tree Lighting

Councilmember Maschari moved to approve the Tree Lighting for December 4th at 6 p.m.

Councilmember Jeffers seconded the motion

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

ORDINANCE

Ordinance No. 1848-25 (Second Reading) An ordinance authorizing the Village of South Amherst Fiscal Officer to prepare and/or accept Blanket Certificates and Super Blanket Certificates for the fiscal year.

Discussion: Councilmember Sangiacomo asked for the definition of a blanket and a super blanket certificate. The fiscal officer replied that a blanket certificate is for no specific vendor

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with a specific line-item account. A super blanket certificate is a one-time certificate for purchases over \$10,000.

Ordinance No. 1849-25 *(Second Reading)* An ordinance adopting the Village of South Amherst Sales Tax Reimbursement Policy.

Ordinance No. 1850-25 *(Second Reading)* An ordinance establishing updated fines, cost and fees for Mayor's Court.

RESOLUTION

Resolution No. 765-25 *(Final Reading)* Employment agreement with Matthew A. Mishak as Law Director for the Village of South Amherst 1 January 2026 to 31 December 2026. Authorizing appointment of prosecutor and administrative assistant.

Councilmember Jeffers moved to adopt Resolution 765-25. Councilmember Koscho seconded the motion.

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

Resolution No. 770-25 *(Emergency Reading)* Transfer Unclaimed Funds in Compliance with ORC § 9.39

Councilmember Jeffers moved to adopt Resolution 770-25 as an emergency measure. Councilmember Troike seconded the motion.

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

MISCELLANEOUS

Audio Optimization

Mayor Jones and Councilmember Maschari will explore multiple strategies to enhance audio performance to be presented for the 2026 budget.

Communication Ideas (Councilmember Maschari presented.)

Council discussed improving communication about water quality and other village topics. Residents often perceive the water as "terrible," but it meets all required standards; issues usually stem from individual plumbing or isolated incidents. Ideas included posting more information on the website, creating videos or Q&A sessions, and possibly fireside chats, though the current platform limits options. Alternatives suggested were short presentations for YouTube or social media, and informational flyers. Sunshine Law restrictions were noted for council participation. The annual Consumer Confidence Report detailing all EPA-mandated tests is already on the website. Current communication channels include the newsletter, YouTube, the website, Facebook, and CodeRED alerts. Overall, communication has improved with technology, but retention remains a concern. Suggestions included creating reusable content like PowerPoint presentations or videos stored online for easy access.

Newsletter

Councilmember Maschari stated that the next issue of the newsletter will be a "Year in Review." Deadline for article submission on January 5, 2026.

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Mega Site Committee (Councilmember Maschari presented.)

A clarification was requested regarding a recent group meeting organized by Jim Cahlik. The meeting was posted on the village website, but it was not an official council or committee meeting. Three council members were present, which raised concerns about participation. It was noted that because the meeting was not publicly posted as a council meeting and was intended as a controlled group discussion of residents, council members felt it was inappropriate to comment or answer questions to avoid violating Sunshine Law requirements.

Councilmember Maschari moved to waive the rental fee for the Mega Site Committee to use village hall for its meetings. Councilmember Jeffers seconded the motion.

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

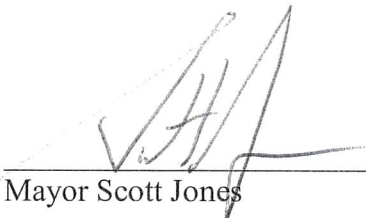
The council discussed concerns about a proposed forced sewer line along Russia Road, which runs through the village. Although the project is outside the village, its impact could be significant. Questions were raised about whether the village should coordinate with other communities or consider legal action. It was noted that legislation has already passed, and the line will likely proceed under state utility regulations, limiting the village's authority to requiring road and property restoration. Members expressed frustration over limited information and suggested further discussions, possibly through another town hall meeting, to clarify project details and potential impacts.

EXECUTIVE SESSION (Optional)

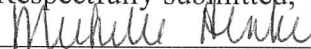
Councilmember Sangiacomo moved to enter Executive Session at 7:52 p.m. to consider litigation in accordance with ORC 121.22 (G)(6).

Re-entered regular session at 8:26 p.m.

ADJOURNMENT Time 8:26 p.m.



Mayor Scott Jones

Respectfully submitted,


Fiscal Officer Michelle Henke