RECORD OF PROCEEDINGS
Minutes of Village of South Amherst
REGULAR MEETING
October 26, 2026

CALL TO ORDER
The council meeting was called to order by Council Pro Tempore Jeanne Maschari at 7:00 p.m.
LORD'S PRAYER AND PLEDGE OF ALLEGIANCE
ROLL CALL

Councilmember Michele Jeffers	P	Fiscal Officer Michelle Henke	EA
Councilmember Robb Koscho	P	Records Clerk Laurie Beran	P
Councilmember Mark Leshinski	P	Law Director Matthew Mishak	EA
Councilmember Anthony Savage	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 October 26, 2026 Amendments: Public Hearing, Ordinance Discussion
Councilmember Savage moved to approve the agenda as amended for October 26, 2026. Councilmember Jeffers seconded the motion.
Jeffers x Koscho x Leshinski x Maschari x Savage x Troike x Motion carried.

APPROVAL OF MINUTES October 13, 2026
Councilmember Jeffers moved to approve the minutes as presented for September 28, 2026. Councilmember Savage seconded the motion.
Jeffers x Koscho x Leshinski x Maschari x Savage x Troike x Motion carried.

SPECIAL PRESENTATION – Key to the Village Andrew Sittinger
Mayor and Council recognized Andrew Sitinger and expressed their support for him and his family during his ongoing fight. It was noted that the entire Village stands beside Andrew and his loved ones during this time.

On behalf of Andrew, his sister Kaylee accepted a Key to the Village and a proclamation designating October 28, 2026, as "Andrew Sitinger Day" in the Village of South Amherst. The Mayor shared that the Key to the Village symbolizes Andrew's special place within the community and serves as a reminder of how much he is valued and supported by South Amherst residents.

The public was encouraged to show support for Andrew by wearing his favorite color, blue, on October 28. It was also announced that information regarding ways to support Andrew, including donation opportunities and the purchase of fundraising shirts, would be shared through the Village's social media platforms.

The Mayor formally presented the proclamation and Key to the Village to Kaylee on Andrew's behalf and thanked her for attending the meeting.

VISITORS
Jill & Kaylee Sittinger 207 Annis Rd
Chris Gallagher 390 Annis Rd
Chris Hevener 311 N Lake St
Tim Moore II 197 Oakdale Dr – Stated his concerns regarding the proposed amendments to the current code.

Jeff & Donna Riddell – Mr. Riddell a candidate for Lorain County Commissioner, spoke regarding his candidacy and outlined key aspects of his campaign platform.

MAYOR

Social Media

The Mayor reminded Council members to remain mindful of the Sunshine Law and public records requirements when using social media to discuss Village business. Council members were advised to retain records of any social media posts or comments related to Village matters by maintaining copies, such as screenshots, in designated folders. It was clarified that these requirements apply only to communications regarding Village business and not to personal social media activity. The Mayor confirmed that retaining screenshots of Village-related social media communications has been the established practice and helps ensure compliance with public records obligations.

Councilmember Maschari suggested that proposed ordinances be posted on the Village's official Facebook page and that, when amendments are proposed, the posting include the adoption date of the original ordinance being amended.

Council Activities & Updates

Councilmember Savage – working to advance pending ordinances, improve the ordinance review process, and enhance communication with the public before year-end.

Councilmember Jeffers – reviewing the Utility Administrator position, including the original job description, current responsibilities, salary history, and compensation. The purpose of the ongoing review is to evaluate whether current compensation aligns with the scope of duties and value provided to the Village, while considering budgetary and financial constraints. She stated that a well-researched recommendation will be presented at a future date.

Councilmember Leshinski - reviews financial reports and payment listings prior to meetings, and working on the agenda and forms that he wants to have completed for records for the Building and Grounds committee.

Councilmember Koscho - working to identify potential occupants for the vacant building (101 E Main). He is also researching the Hello OK senior monitoring program, which provides wellness check calls for seniors. In addition, he is revisiting the council microphone improvement project and exploring the possibility of completing approximately 470 feet of sidewalk to connect the existing sidewalk network to the park.

Councilmember Maschari - ongoing review of the Village budget and expenditures and noted that changes made to the Audit Committee have improved its effectiveness. She also reported continuing evaluation of Village operations, research of potential programs and initiatives, and collaboration with staff to identify opportunities for improvements and new services. Several ideas remain under consideration and may be pursued as funding and resources become available.

Councilmember Troike - reported serving as a voice for residents, participating on Village committees and Board of Zoning Appeals, and conducting research on matters brought before Council.

Gator
A discussion occurred regarding Council's previous vote to pursue the purchase of a Gator through a sealed bid process. The Mayor raised concerns about whether Councilmember Leshinski's inquiry into potentially purchasing the equipment for personal use could create the appearance of a conflict of interest given access to information obtained through Council service. Councilmember Leshinski stated that he made inquiries about the equipment after the meeting and sought guidance from the Ohio Ethics Commission regarding the matter. He noted that no bid was submitted because the auction had already closed. During the discussion, questions were raised regarding the timeline of the inquiry and whether it was consistent with information provided by the Clerk. Council members discussed transparency, accountability, and the importance of avoiding situations that could create the appearance of personal benefit from information obtained in an official capacity.

Councilmember Maschari moved to amend the Rules of Council so that Council members shall not try to supersede a Village purchase for their own personal benefit based on information learned while serving on Council. Councilmember Jeffers seconded the motion.
Jeffers x Koscho x Leshinski x Maschari x Savage x Troike x Motion carried.

FISCAL OFFICER
Payment Listing 10/10-10/23/26
Presented to council.

Financial Reports
The following Financial Reports for October 2026 were presented to council: Revenue Summary, Fund Summary and Appropriation Summary.

Approve 2027 Tax Rate
Councilmember Savaged moved to approve the 2027 Tax Rate. Councilmember Maschari seconded the motion.
Jeffers x Koscho x Leshinski x Maschari x Savage x Troike x Motion carried.

UTILITY ADMINISTRATOR
Water/Storm
Hydrant Flushing
Fall hydrant flushing begins this week. Sensors have been installed and the first report of collected data will be in approximately 5 weeks.

Streets
Vehicles
All vehicles used for snow operations have been serviced, with the dump truck scheduled for undercoating. Snowplows and salt spreaders are expected to be installed by the third week of November in preparation for winter weather.

Council discussed concerns regarding the availability of road salt, particularly in the event of early winter weather or future supply shortages. It was noted that the Village currently relies on the County's salt supply and does not have a facility to store its own salt. Discussion included recent and potential future salt shortages, the possibility of establishing a salt storage facility, and the benefits of purchasing and

storing salt in advance to improve availability, reduce dependency on outside suppliers, and better manage winter operations. No action was taken.

Service

Mowing/Fall Cleanup

Mowing of Village properties is anticipated to conclude within the next two weeks, after which crews will transition to fall cleanup activities at Village facilities and parks, with completion expected by mid-November.

Cemetery

Memorial Garden

The boxwoods in the Memorial Garden at the cemetery have been affected by boxwood blight and are in significant decline. Because there is no practical cure, the shrubs will need to be removed and replaced. Quotes for replacement options will be obtained and presented to Council in the coming months. It was also noted that the project may provide an opportunity to redesign portions of the Memorial Garden, with improvements anticipated to be addressed next year.

Fall Cleanup

The annual fall clean-up is scheduled for the week after Veterans Day.

COMMITTEES

Ordinance

Councilmember Troike moved for Ordinance 1866-26, 1867-26, and 1868-26 to be tabled and sent to the Ordinance Committee for review. Councilmember Maschari seconded the motion.
Jeffers x Koscho x Leshinski x Maschari x Savage x Troike x Motion carried.

Records Clerk reported that, upon further review of ORC 713.12 and the Village zoning code, a Council public hearing is required prior to the adoption of zoning text amendments. The previous understanding was based on the Village's historical practice of conducting public hearings for zoning district classification changes only. A recommendation was made to schedule the required public hearing and review the Village code provisions governing zoning public hearings for clarification.

A Public Hearing will be scheduled for January 25, 2027 on the amendments to:
Ordinance No. 1866-26 Amend 1125.02 Zoning permit Required
Ordinance No. 1867-26 Amend 1141.02 (d) Permitted Accessory Structures
Ordinance No. 1868-26 Amend 1141.03 (d) Farm Stands

ORDINANCES

Ordinance No. 1869-26 *(Emergency)* AN ORDINANCE TO ADOPT A CYBERSECURITY PROGRAM AND DECALRING AN EMERGENCY

Councilmember Troike moved to approve Ordinance 1869-26 as an emergency. Councilmember Leshinski seconded the motion.
Jeffers x Koscho x Leshinski x Maschari x Savage x Troike x Motion carried.

Ordinance No. 1870-26 *(First Reading)* AN ORDINANCE ENACTING NEW §303.12 OF THE CODIFIED ORDINANCES OF THE VILLAGE OF SOUTH AMHERST TO PROHIBIT

AUTOMATED LICENSE PLATE READER SYSTEMS ON VILLAGE PROPERTY AND RIGHTS-OF-WAY
Records Clerk reported that, due to the timing of receipt of the proposed ALPR ordinance and the Law Director's review prior to the meeting, there was insufficient time for a detailed analysis. The Law Director advised that the ordinance should clarify that the prohibition does not interfere with records retention, disclosure requirements, or other legally required governmental activities. Additional recommendations included ensuring removal requirements remain subject to ownership and legal rights, and confirming Council's intent regarding restrictions on external database access, ALPR alerts, and Village-owned cameras due to the operational implications of those provisions

Ordinance No. 1871-26 *(First Reading)* AN ORDINANCE REPEALING EXISITING CHAPTER 505 OF THE CODIFIED ORDINANCES AND ENACTING NEW CHAPTER 505 ANIMAL AND FOWL

Councilmember Savage moved to table and send back to the Ordinance Committee for final review of Ordinance No. 1871-26. Councilmember Jeffers seconded the motion.
Discussion: First reading would be held on 11/23/2026.
Jeffers x Koscho x Leshinski x Maschari x Savage x Troike x Motion carried.

VISITORS
Tim Moore II – Clarification was given that the public was not privy to certain information regarding the auction for a John Deere Gator. The information shared with the public that it was a used model in good condition and that Mr. Valentine had personally inspected the vehicle.

MISCELLANEOUS
Ordinance Process Discussion
Councilmember Maschari proposed creating a more structured process for reviewing proposed ordinances and resolutions by adding a standing agenda item to discuss upcoming legislation before formal action is taken. The goal would be to provide Council with advance notice, allow discussion of the purpose and impact of proposed legislation, and increase transparency for both Council and the public.
Councilmember Maschari also suggested allowing discussion during ordinance readings and noted that, if successful, the process could eventually reduce the need for Ordinance Committee meetings.

Councilmembers generally supported increasing transparency and providing earlier opportunities for discussion. Several members expressed support for retaining the Ordinance Committee, viewing it as a valuable forum for planning, research, and preliminary review before matters are presented to Council. It was also noted that the proposed process could encourage greater public awareness and participation in legislative matters. No formal action was taken, and Council agreed that procedures could be developed for further consideration.

EXECUTIVE SESSION
121.22 (G)(1) Employment
Councilmember Jeffers moved to enter Executive Session in accordance to ORC 121.22 (G) (1) discipline of a public employee or official at 8:43 p.m. Councilmember Savage seconded the motion.
Jeffers x Koscho x Leshinski x Maschari x Savage x Troike x Motion carried.

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Councilmember Savage moved to enter Regular Session at 9:18 p.m. Councilmember Maschari seconded the motion.
Jeffers x Koscho x Leshinski x Maschari x Savage x Troike x Motion carried.

ADJOURNMENT Time 9:18 p.m.

Respectfully submitted,

Michelle Henke
Fiscal Officer Michelle Henke

Mayor Scott Jones

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