Metamora Village Council met in regular session on Monday, June 5, 2023 at 7:00 p.m.

Council members present: President Karon Lane, Cindi Pawlaczyk, Karen Siefker, John Hudik, John Pupos and Cathy Mossing.

Other officials present: Mayor Richard Sauerlender, VFO Heather Lumbrezer, Village Administrator/Zoning Inspector Jeff Pawlaczyk and Solicitor, Kevin Whitlock.

**Mayor Sauerlender opened the meeting with the Pledge of Allegiance.**

**Guests-** Michael Fischer (Metamora Chamber of Commerce); Robert Armstrong (observing) and Chris Ruetz (volleyball).

Michael indicated he dropped off the required lease fee & deposit and signed the lease earlier today. Cathy provided a copy of the F permit and proof of liability insurance for this weekend’s Chamber event, Party in the Park. Fulton County will be out on Friday to inspect and issue the food permit.

Chris spoke regarding this year’s number of volleyball teams for the summer league as well as the weekend tournament. Had to turn a couple teams away. Inquired about adding one or two additional volleyball courts at the park for the future. Suggestion was made to utilize the 5 acres across the drive. Chris will submit a drawing of dimensions. Topic to be tabled for the next L&B committee meeting on June 21st.

**Minutes** – John Pupos motioned to approve the May 15, 2023, minutes as written. Seconded by John Hudik. Approved by council with Cathy Mossing abstaining.

**Reading of the bills-**

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| **DATE** | **CK #** | **PAYROLL PAYMENTS** |  | **AMOUNT** |
| 5/23/2023 | 25757 | Heather Lumbrezer | biweekly payroll 5/4-5/17 | 834.73 |
| 5/23/2023 | 25758 | Anthony Jagodzinski | biweekly payroll 5/4-5/17 | 1,366.63 |
| 5/23/2023 | 25759 | Kyle Condon | biweekly payroll 5/4-5/17 | 1,259.47 |
| 5/23/2023 | 25760 | Debbie Lietzke | biweekly payroll 5/4-5/17 | 423.60 |
| 6/6/2023 | 25769 | Karen Siefker | Monthly payroll for June | 128.61 |
| 6/6/2023 | 25770 | Heather Lumbrezer | biweekly payroll 5/18-5/31 | 764.40 |
| 6/6/2023 | 25771 | Jeffrey Pawlaczyk | Monthly payroll for June | 279.50 |
| 6/6/2023 | 25772 | Anthony Jagodzinski | biweekly payroll 5/18-5/31 | 1,330.87 |
| 6/6/2023 | 25773 | Kyle Condon | biweekly payroll 5/18-5/31 | 1,223.71 |
| 6/6/2023 | 25774 | Debbie Lietzke | biweekly payroll 5/18-5/31 | 420.24 |
| 6/6/2023 | 25775 | Richard Sauerlender | Monthly payroll for June | 312.72 |
| 6/6/2023 | 25776 | Mikael Stiles | Monthly payroll for June | 569.40 |
| 6/6/2023 | 25777 | Catherine Mossing | Monthly payroll for June | 128.61 |
| 6/6/2023 | 25778 | Cynthia Pawlaczyk | Monthly payroll for June | 128.61 |
|  |  | **CHECKS:** |  |  |
| 5/22/2023 | 25761 | Habitec | security | 240.45 |
| 5/22/2023 | 25762 | Verizon | maintenance cell phone | 58.09 |
| 5/22/2023 | 25763 | Maumee Valley Memorials | nameplates for Simons | 150.00 |
| 5/23/2023 | 25764 | Metamora State Bank | Sewer & Street bond semi-annual loan payments | 36,239.21 |
| 5/24/2023 | 25765 | Toledo Edison | electricity | 1,343.07 |
| 5/24/2023 | 25766 | Zimmerman Sheet Metal | batters box for park  | 190.51 |
| 5/30/2023 | 25767 | Spectrum | village phone, fax, internet | 174.96 |
| 5/30/2023 | 25768 | Village of Swanton | street sweeping | 250.00 |
| 6/2/2023 | 25779 | Bills Service Inc. | 3 sets of mower blades | 341.91 |
| 6/2/2023 | 25780 | Metamora Post Office | annual box rental fee | 146.00 |
| 6/2/2023 | 25781 | Treasurer- State of Ohio | annual dam safety fee | 300.28 |
| 6/2/2023 | 25782 | Tri-County Fuels | 10 chevron delo & 37 gal low sulf | 177.95 |
| 6/2/2023 | 25783 | Zimmerman Sheet Metal | materials for flag holders/truck | 36.96 |
| 6/5/2023 | 25784 | Fessenden Hardware | Misc. supplies | 79.93 |
| 6/5/2023 | 25785 | Voided | wrong vendor used | 0.00 |
| 6/5/2023 | 25786 | NWO Control | May - mosquito spray | 182.29 |
|  |  | **ACH/EFT Payments** |  |  |
| 5/17/2023 | EFT051723 | OPWC-OH Treas. | semi-annual loan pmts for water & Parker Rd. | 5,319.50 |
| 5/23/2023 | 2038991DS | Ohio Deferred Comp | payroll deduct  | 95.00 |
| 6/1/2023 | ACH | EFTPS | village-medicare & social security | 195.32 |
| 6/1/2023 | ACH | OPERS | village contribution | 1,639.44 |
| 6/2/2023 | ACH | Anthem Insurance | Anthony & Kyle | 579.10 |
| 6/2/2023 | ACH | Ohio Deferred Comp | payroll deduct  | 95.00 |
|  |  |  | **GRAND TOTAL** | **57,006.07** |

Karen Siefker motioned to pay bills as read. Seconded by John Pupos and approved by all council.

**Old Business** - Cathy Mossing moved to hire Bailey Lumbrezer to clean the office once a month at $40.00; seconded by Karon Lane. Approved by council.

New resident information packets – Karon Lane moved to approve new resident packets that consist of a welcome letter, business information sheet; important contact phone numbers and new resident information form to be completed for our office. Motion seconded by Cathy Mossing. Approved by council.

The park lease needs to be looked at and possibly reviewed/revised for the future. Deadlines, possible late fees and terms/conditions need to be reviewed. Gary Loar has shown Kyle Condon how to set up the sound system for the memorial dedication. Karon Lane will be present at the dedication to pass out the programs.

Resident filed a verbal complaint about a neighbor’s property conditions. Village indicated that a “formal” complaint in writing needs to be filed. The village will work on drafting a formal complaint form. A follow-up to Metamora Operation Clean Up will take place with re-inspections being done. More specific letters to be mailed with exact violation codes, penalties and appeal info. to be included. Attorney Whitlock indicated he could draft the letters on our behalf if the council later decides. Cathy indicated she will be drafting a more specific letter for council’s review.

Fin Farm - reservoirs. Quote provided of $1200.00 to treat both reservoirs for filamentous algae and submerged weeds. Pupos indicated the village has treated the reservoirs in the past with copper sulfate. Adding some tilapia or white amur was also discussed. Decided to have our maintenance guys add copper sulfate to treat as of now until we run out and then re-visit later with the possibility of using Fin Farm. Need to reach out to Fin Farm for a quote on White Amur or grass carp and Tilapia and how many are needed based on the size of our reservoirs. Maybe add some fish this year.

ODOT bridge project mtg. was scheduled by Mr. Truckor. A meeting took place with ODOT, MS Consultants, Jeff Pawlaczyk, Jeff & Brandon Truckor & Mr. Truckor’s attorney via phone. Discussions took place regarding ODOT’s project, Mr. Truckor’s construction plans for both his new commercial business on W. Main Street as well as the new apartment complex he purchased. Revised plans will be drafted with elevations, submitted to Jeff P. here at the village & shared with ODOT prior to any permits being approved by the village. Temporary ramps will be constructed during ODOT’s construction period with permanent ramps being installed after bridge construction is finalized.

Back wall- Jeff P. will follow up and contact someone to come inspect the wainscot in the back room of the office.

Infiltration list – Cathy asking for updates on where we stand as a village with correcting some of our issues from the smoke testing. Some caps have been replaced as well as added several rain guards in the manholes. Work is still being done on E. Main Street with DGL. Still some problems on Garnsey Ave. near Rick Meiring’s. Also sealing some joints at the interceptor inside the manholes on E. Main Street is on the radar to be worked on in future. No problems with either of the pump stations with high levels. Had some fuses blow but those have been replaced.

**New Business** – Heather asking for fence permit clarification. Discussions were had amongst the council and Attorney Whitlock. A fence constructed on common property line only needs written permission from the abutting property owner. No variance is needed. If the abutting property owner does not give written permission, further steps need to be taken before a permit can be issued.

Zoning – Mike’s garage has questions about after the ODOT project and they re-build, will a permit be needed? On the new construction of the building, yes, a building permit will be needed. No re-zoning will need to be done.

Metamora Community Library – asking to install a Storybook Trail along the walking path at The Metamora Park. Pupos made a motion to approve the idea; seconded by Mossing. Council approved. Projected installation to be completed by October 2023.

**Fiscal Officer’s Report** – relayed information about call received from F.C.H.D. regarding our concession stand.

Council meeting of July 3rd. Pupos made a motion to re-schedule to July 5th due to holiday; seconded by Karon Lane. Approved by council.

ODNR NatureWorks Grant – finalized color scheme and items for ordering playground equipment for the new toddler playground area that will be established in Spring of 2024 near the T-Ball field. APC will donate time and equipment to the village and will hopefully begin breaking ground in the fall of 2023.

F.C. Health Dept., Jeff Crisenbeery – reported a sewage issue here within the village at a residence on Swanton Street. The health department is working with the family to get it resolved.

Mowing ditch banks – Parker-Hannifin. Parker inquired about the village mowing their ditch bank. This same issue was discussed and researched back in 2021 by our solicitor, Alan Lehenbauer, at the time. Heather to forward Al’s response to Parker re: that same issue. The village is not responsible for mowing certain areas as requested by Parker.

Update provided to council on Tom Carr and mowing at the park.

Discussion re: bookshelf in the hallway. If made by Mr. Gormley, ask Historical Society if they want the bookshelf. If not, it can be disposed of.

**Executive Session** - Motion to enter executive session at 8:19 pm made by Pupos; seconded by Hudik regarding the potential purchase of property. Roll call vote: Lane-yes, Hudik-yes, C. Pawlaczyk-yes, Siefker-yes, Mossing-yes, Pupos-yes. Motion passed.

Motion to exit executive session made by Mossing at 8:44 pm; seconded by Siefker. Mossing moved to authorize Attorney Whitlock to send a letter to a property owner regarding a potential purchase. Seconded by Cindi Pawlaczyk.

**Mayor’s Report** – Nothing to report.

**Other** - Mossing asked questions about getting new flags made with our new logo. Topic tabled.

Mossing also indicated that the storage area of Shelter A needs to be looked at. It smells musty. No apparent leaks were noticed.

**Adjournmen**t- Cathy Mossing motioned to adjourn at 8:46 p.m. Seconded by Karen Siefker and approved by all council.

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 **Mayor- Richard Sauerlender VFO – Heather Lumbrezer**