Metamora Village Council met in regular session on Tuesday, January 16, 2024, at 8:00 p.m.

Council members present: President Karen Siefker, Rob Armstrong, Gary Loar, Lee Ann Miller, Cindi Pawlaczyk and John Pupos

Other officials present: Mayor Cathy Mossing, VFO Heather Lumbrezer, Village Administrator/Zoning Inspector Jeff Pawlaczyk, Maintenance Supervisor Anthony Jagodzinski, Maintenance Employee Kyle Condon and Deputy Clerk Debbie Lietzke.

Guest(s): Village Reporter employee

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

Lee Ann Miller was sworn in as a Village Council Member.

**Minutes** – Loar motioned to approve the January 3, 2024, minutes as written. Seconded by Pupos and approved by council.

**Reading of the bills-** Pupos motioned to pay bills as read. Seconded by Armstrong and approved by council.

**Mayor Report-**

* Discussed training opportunities for council members and village employees. Every council member and any village employee that deals with public records requests must take Sunshine Law training, at least once during their term.

Pupos motioned to approve 1 night hotel stay and travel for each of our 3 new council members to attend OML meetings. Seconded by Siefker and approved by council.

* Mossing gave an update on our outside committees: Planning Commission, Zoning Appeals, Records Retention and Shade Tree Committee. A list of who is on each committee was passed out. We are still looking for residents to sit on the Planning Commission, Records Commission and 2 residents are needed for the Shade Tree Commission.
* The best viewing for the solar eclipse on April 8, 2024, will be in Fulton County. Mossing suggested buying glasses for the viewing and maybe opening up the park. She would also like notices sent out to residents that there could be a lot of people coming to the area. Will be discussed more at a future meeting.

**Fiscal Officer’s Report** –

* Pupos motioned to suspend the rules for Ordinance #2024-01 amending the appropriations, during the fiscal year ending December 31, 2024. Increasing expense line #1000-710-322-0000 by $1,400.00 for postage to ship our sewer camera for repairs. Seconded by C. Pawlaczyk. Roll call vote: Loar-yes, Miller-yes, Armstrong-yes, Siefker-yes, C. Pawlaczyk-yes, Pupos-yes. Pupos motioned to pass Ordinance #2024-01 amending the appropriations, during the fiscal year ending December 31, 2024, under emergency measures. Seconded by Loar. Roll call vote: Loar-yes, Miller-yes, Armstrong-yes, Siefker-yes, C. Pawlaczyk-yes, Pupos-yes. Motion passed.
* Pupos motioned to suspend the rules for Ordinance #2024-02 establishing an UAN debt service fund #3901 and allowing Chief Financial Officer to make any necessary changes so it is fully operational, this includes creating Revenue and Appropriation funds. This Ordinance also authorizes the deactivation of enterprise fund #5721. Seconded by Armstrong. Roll call vote: Loar-yes, Miller-yes, Armstrong-yes, Siefker-yes, C. Pawlaczyk-yes, Pupos-yes. Pupos motioned to pass Ordinance #2024-02 establishing an UAN debt service fund #3901 and deactivating the enterprise fund #5721, under emergency measures. Seconded by Loar. Roll call vote: Loar-yes, Miller-yes, Armstrong-yes, Siefker-yes, C. Pawlaczyk-yes, Pupos-yes. Motion passed.
* DGL Engineering’s invoice for surveying our Mill St. property is only for their surveying cost and locating the pins, it does not include any paperwork of the survey. It was suggested to take pictures of the lot/pins for documentation as to where the pins are.
* The County Auditor sent a Levy renewal for Parks & Recs that expires in 2025. We will need to look into putting this on the ballot for November of 2024.

**Personnel, Finance** **& Security**-

* Pupos was appointed as the chairperson of this committee.
* Approval was given to reallocate monies within the same fund.

**Environment, Planning & Properties Report** –

* Loar was appointed as the chairperson of this committee.
* Loar motioned to approve entering into contract with NWO Control, LLC for mosquito spraying in 2024. There will be 7 sprays at $193.22 starting the week of May 20th. Seconded by Pupos and approved by council.
* Planning needs to start for the installation of the NatureWorks Grant playground, which needs to be done by the end of 2024. Discussion took place if we need to hire a park planner/engineer to layout where the playground should go. They may have better ideas and suggestions than what we planned. Loar and Mossing will discuss this together and then review with council.

**Streets, Transportation & Utilities-**

* J. Pawlaczyk was appointed as the chairperson of this committee.
* There is a recall on our ExMark lawnmower.
* Discussed sewer repairs at 410 Swanton St.
* HPH Contractors came out to look at E. Main St. for sewer repairs. We are waiting for their quote.

**Old Business** –

* Council was given an updated sidewalk repair list for review.

**New Business**-

* Pupos volunteered to be our representative for the Fulton County Emergency Management Agency.
* Loar and Miller volunteered to be our representatives for the Fulton County Regional Planning Commission. If we are able to have 2 representatives they will share going to the meetings, depending on whether it works with their schedules.

**Zoning Inspector Report**-

* Two fence permit applications were turned in. One was approved, J. Pawlaczyk has a few questions about the other before approval.
* J. Pawlaczyk had a discussion with a resident at 202 W. Main St. re: pool that is a hazard. A fence needs to be around it, or it needs to be filled in.
* J. Pawlaczyk requested that the office should not take money for permits until they are approved. Questions came up if there is an application fee, permit fee or both. This will be looked into.

**Adjournmen**t- Pupos motioned to adjourn at 9:01 p.m. Seconded by Loar and approved by all council.

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**Mayor- Catherine Mossing VFO – Heather Lumbrezer**