Metamora Village Council met in regular session on Monday, November 6, 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 and Village Administrator/Zoning Inspector Jeff Pawlaczyk.

Guests: Rob Armstrong, Gary Loar and Rick Meiring; all in attendance to observe the meeting.

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

**Minutes** –Mossing motioned to approve the October 16, 2023, minutes as written. Seconded by Pupos and approved by all of the council.

**Reading of the bills-**

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| --- | --- | --- | --- | --- |
| **DATE** | **CHECK#** | **PAYROLL PAYMENTS** |  | **AMOUNT** |
|  |  |  |  |  |
| Check #s 25981 & 25990 voided - printing issues with new printer | | | |  |
|  |  |  |  |  |
| 10/24/2023 | 25991 | Heather Lumbrezer | Bi-weekly Payroll: 10/5 - 10/19 | 1,065.86 |
| 10/24/2023 | 25992 | Jeff Pawlaczyk | Monthly Payroll for October | 279.50 |
| 10/24/2023 | 25993 | Anthony Jagodzinski | Bi-weekly Payroll: 10/5 - 10/19 | 1,330.87 |
| 10/24/2023 | 25994 | Kyle Condon | Bi-weekly Payroll: 10/5 - 10/19 | 1,223.71 |
| 10/24/2023 | 25995 | Deborah Lietzke | Bi-weekly Payroll: 10/5 - 10/19 | 521.10 |
| 10/24/2023 | 25996 | Richard Sauerlender | Monthly Payroll for October | 312.72 |
| 10/24/2023 | 25997 | Mikael Stiles | Monthly Payroll for October | 569.40 |
| 10/24/2023 | 25998 | Cathy Mossing | Monthly Payroll for October | 128.61 |
| 10/24/2023 | 25999 | Cynthia Pawlaczyk | Monthly Payroll for October | 128.61 |
| 10/24/2023 | 26000 | Karen Siefker | Monthly Payroll for October | 128.61 |
|  |  | **CHECKS:** |  |  |
| 10/24/2023 | 26001 | Deborah Lietzke | mileage reimb. For training | 33.75 |
| 10/24/2023 | 26002 | Ohio Rural Water Assoc | 2024 membership dues | 72.50 |
| 10/24/2023 | 26003 | H&K Shirt Expressions | 12 shirts for maintenance dept. | 162.00 |
| 10/24/2023 | 26004 | Kyle Condon | uniform reimbursement | 80.43 |
| 10/24/2023 | 26005 | Habitec | park security | 133.35 |
| 10/26/2023 | 26006 | Country Charm | buns for Halloween party | 115.29 |
| 10/30/2023 | 26007 | Kuhlman | repairs to storm drain | 345.75 |
| 10/30/2023 | 26008 | Spectrum | phone, internet, fax | 174.96 |
| 10/30/2023 | 26009 | Toledo Edison | electricity | 1,363.80 |
| 11/6/2023 | 26010 | Fessenden Hardware | sewer repair materials | 61.52 |
| 11/6/2023 | 26011 | Innovatek Solutions Inc | help with speed of internet | 35.00 |
| 11/6/2023 | 26012 | Angela Smith | UAN conversion preparation | 4,100.00 |
| 11/6/2023 | 26013 | Ohio Municipal League | 2024 membership dues | 305.00 |
| 11/6/2023 | 26014 | Forrest Auto Supply LLC | supplies | 177.86 |
| 11/6/2023 | 26015 | Tri-County Fuels | diesel fuel | 78.14 |
| 11/6/2023 | 26016 | Pine Tree Acres | arborvitae trees | 306.00 |
| 11/6/2023 | 26017 | Bills Service | blades, oil, filter for mower | 166.04 |
|  |  | **ACH/EFT Payments** |  |  |
| 10/24/2023 | 9-2023 | Buckeye Pumps - ARPA acct | repair pumps | 5,482.00 |
| 10/25/2023 | 10-2023 | Ohio Deferred Comp | EE - payroll deduct | 95.00 |
| 11/6/2023 | 11-2023 | Ohio Auditor of State | 2021-2022 audit fee | 3,218.50 |
|  |  |  | **GRAND TOTAL** | **22,195.88** |

Siefker motioned to pay bills as read. Seconded by Lane and approved by all council.

**Old Business** -

* Discussion took place about the quotes we received to repair the Garnsey Ave. pedestrian bridge. The quote from Anderzack Pitzen is $49,400.00 and the quote from R.G. Zachrich Construction is $33,500.00. Mossing motioned sending the quotes to CT Consultants for their advice as to which repair option would be the best. Seconded by Lane and approved by all of the council.
* Pupos will contact HPH contractors for sewer repairs that need to be done on E. Main St. Eisel Construction has looked at it, but we have not received a bid from them yet.

**New Business** –

* Wastewater Operator of Record, Mike Stiles, resigned. His last day is 11-30-2023. Council liked the idea of hiring a company to provide us with this service. If someone quits there would always be another person looking after our wastewater system. Mossing motioned to suspend the rules for Ordinance #2023-14 entering into contract with IFM to provide us with Wastewater Operator of Record services. Seconded by Lane. Roll call vote: Lane-yes, Hudik-yes, Siefker-yes, C. Pawlaczyk-yes, Pupos-yes, Mossing-yes. Mossing motioned that we pass Ordinance # 2023-14 entering into contract with IFM to provide us with Wastewater Operator of Record services under emergency measures. Seconded by Pupos. Roll call vote: Lane-yes, Hudik-yes, Siefker-yes, C. Pawlaczyk-yes, Pupos-yes, Mossing-yes. Motion passed.
* Pupos volunteered to continue with the work being done in the back room of the office, sealing the exposed brick, repairing drywall, etc.
* Approval was given to mail a letter to a resident on Garnsey Ave. re: abuse of unlimited trash pickup.
* Discussion about this year’s Christmas parade took place. Hot chocolate and cookies will be served up town. The fire department will have Santa after the parade.

**Fiscal Officer’s Report** –

* Mossing motioned that we pass the 2nd reading of Ordinance #2023-10 hiring Robert Bohmer and the law office of Rupp, Hagans & Bohmer, LLP as our Village Solicitor and Prosecutor for the year 2024. Seconded by Lane and approved by all of the council.
* Pupos motioned that we suspend the rules for Ordinance #2023-11 authorizing an exchange of land between the Village of Metamora and Scott and Susan Clendenin. Seconded by Hudik. Roll call vote: Lane-yes, Hudik-yes, Siefker-yes, C. Pawlaczyk-yes, Pupos-yes, Mossing-yes. Pupos moved to pass Ordinance #2023-11 authorizing an exchange of land between the Village of Metamora and Scott and Susan Clendenin under emergency measures. Seconded by Lane. Roll call vote: Lane-yes, Hudik-yes, Siefker-yes, C. Pawlaczyk-yes, Pupos-yes, Mossing-yes. Motioned passed.
* Pupos motioned to suspend the rules for Ordinance #2023-12 amending 2023 appropriations and approving 2023 transfers of the Village of Metamora, State of Ohio, during the fiscal year ending December 31, 2023, quarter 3- July through September. Seconded by Siefker. Roll call vote: Lane-yes, Hudik-yes, Siefker-yes, C. Pawlaczyk-yes, Pupos-yes, Mossing yes. Pupos motioned to pass Ordinance # 2023-12 amending 2023 appropriations and approving 2023 transfers of the Village of Metamora, State of Ohio during the fiscal year ending December 31, 2023, quarter 3-July through September under emergency measures. Seconded by Siefker. Roll call vote: Lane-yes, Hudik-yes, Siefker-yes, C. Pawlaczyk-yes, Pupos-yes, Mossing yes. Motioned passed.
* Lumbrezer gave an update on the UAN conversion. October is the 1st month of reconciling in the new system, and we are off roughly $1,800.00. UAN assured Lumbrezer that it is probably a pre conversion number and there is no reason for concern. It’s a relatively small amount and it happens all the time when switching computer systems. This amount will be added as an adjusting factor in the reconciliation process so that we balance for October. Lumbrezer still recommends passing an ordinance for a traveling clerk if needed for help with the UAN payroll conversion which is scheduled for December. Pupos motioned to pass Ordinance #2023-13 authorizing the mayor to enter into an agreement with Michelle Stahl for purposes of a traveling clerk, employee agreement. Seconded by Mossing. Roll call vote: Lane-yes, Hudik-yes, Siefker-yes, C. Pawlaczyk-yes, Pupos-yes, Mossing yes. Pupos motioned to pass Ordinance #2023-13 authorizing the mayor to enter into an agreement with Michelle Stahl for purposes of a traveling clerk, Employee agreement under emergency measures. Roll call vote: Lane-yes, Hudik-yes, Siefker-yes, C. Pawlaczyk-yes, Pupos-yes, Mossing yes. Motioned passed.
* Approval was given to look into an upgrade for maintenance workers Jagodzinski’s work phone.

**Zoning Inspectors Report**- nothing to report.

**Mayor’s Report** – reviewed the sheriff’s report for October.

**Adjournmen**t- Pupos motioned to adjourn at 7:32 p.m. Seconded by Mossing and approved by all council.

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