Metamora Village Council met in regular session on Monday November 20, 2023, at 8:00 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, Maintenance Supervisor Anthony Jagodzinski and Deputy Clerk Debbie Lietzke.

Guest: Gary Loar, observing.

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

**Minutes** – Mossing motioned to approve the November 6, 2023, minutes as written. Seconded by Lane and approved by council.

**Reading of the bills-**

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| --- | --- | --- | --- | --- |
| **DATE** | **CHECK#** | **PAYROLL PAYMENTS** |  | **AMOUNT** |
| 11/7/2023 | 26018 | Heather Lumbrezer | bi-weekly payroll 10/19-11/1 | 864.88 |
| 11/7/2023 | 26019 | Anthony Jagodzinski | bi-weekly payroll 10/19-11/1 | 1,330.87 |
| 11/7/2023 | 26020 | Kyle Condon | bi-weekly payroll 10/19-11/1 | 1,104.49 |
| 11/7/2023 | 26021 | Debbie Lietzke | bi-weekly payroll 10/19-11/1 | 403.43 |
| 11/21/2023 | 26033 | Heather Lumbrezer | bi-weekly payroll 11/2 - 11/15 | 1,005.61 |
| 11/21/2023 | 26034 | Debbie Lietzke | bi-weekly payroll 11/2 - 11/15 | 403.43 |
| 11/21/2023 | 26035 | Anthony Jagodzinski | bi-weekly payroll 11/2 - 11/15 | 1,330.96 |
| 11/21/2023 | 26036 | Kyle Condon | bi-weekly payroll 11/2 - 11/15 | 1,223.78 |
| 11/21/2023 | 26037 | Jeffrey Pawlaczyk | Payroll - month of November | 279.50 |
| 11/21/2023 | 26038 | Richard Sauerlender | Payroll - month of November | 312.72 |
| 11/21/2023 | 26039 | Mikael Stiles | Payroll - month of November | 569.40 |
| 11/21/2023 | 26040 | Cathy Mossing | Payroll - month of November | 128.61 |
| 11/21/2023 | 26041 | Cynthia Pawlaczyk | Payroll - month of November | 128.61 |
| 11/21/2023 | 26042 | Karen Siefker | Payroll - month of November | 128.61 |
|  |  | **CHECKS:** |  |  |
| 11/13/2023 | 26022 | Treasure of Fulton Co. | police protection | 425.00 |
| 11/13/2023 | 26023 | Lowe's | leaf box repairs, small tools | 422.77 |
| 11/13/2023 | 26024 | Fessenden Hardware | material for leaf box repair | 105.89 |
| 11/13/2023 | 26025 | Zimmerman Steel | material for leaf box repair | 272.33 |
| 11/13/2023 | 26026 | Perry Protech | copier maintenance | 162.03 |
| 11/15/2023 | 26027 | Sams C.C. | gas, office supplies, Halloween | 1,557.41 |
| 11/15/2023 | 26028 | M & H Auto Repair | repairs to 2001 work truck | 3,100.00 |
| 11/15/2023 | 26029 | America Legal Publishing | Add Codified Ordinances web | 1,995.00 |
| 11/15/2023 | 26030 | Fulton Co Commissioner | water service | 98.86 |
| 11/15/2023 | 26031 | Ohio Gas | heat- office & shop | 69.44 |
| 11/15/2023 | 26032 | Kyle Condon | uniform reimbursement | 37.00 |
| 11/20/2023 | 26043 | Verizon | monthly bill + new phone | 108.20 |
| 11/20/2023 | 26044 | BKSMWM | solicitor fees for month of Oct. | 396.00 |
|  |  | **ELECTRONIC PMTS.** |  |  |
| 11/1/2023 | 12-2023 | Anthem | Ins. Premiums for November | 579.10 |
| 11/7/2023 | 13-2023 | Ohio Deferred Comp | Payroll deduct - Retirement | 95.00 |
| 11/9/2023 | 14-2023 | RITA | EE deductions for Income tax | 124.19 |
| 11/9/2023 | 15-2023 | EFTPS | EE & ER deducts for Fed. Taxes | 1,079.68 |
| 11/8/2023 | 16-2023 | Buckeye Pumps | ARPA CK#1020, replaces #1018 | 5,498.00 |
| 11/9/2023 | 17-2023 | OPERS | EE & ER contributions for Oct. | 2,938.74 |
| 11/9/2023 | 18-2023 | Ohio State Tax | EE deductions for October | 187.56 |
| 11/9/2023 | 19-2023 | Ohio School Tax | EE deductions for October | 124.35 |
| 11/13/2023 | 20-2023 | Village of Swanton | ARPA CK#1021, lift station | 150.00 |
|  |  |  | **GRAND TOTAL** | **28,741.45** |

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

**Personnel & Finance** –

* Employee evaluations are scheduled for Monday, November 27th for Lietzke, Lumbrezer and J. Pawlaczyk. Jagodzinski and Condon’s still need to be scheduled.
* Mossing motioned to pay for a hotel for Lumbrezer to attend UAN training in Columbus, OH on December 7th. No pricing Available yet. Seconded by Lane and approved by council.
* Adjustments still need to be made to the employee handbook, hopefully to be finalized at the next meeting.

**Lands & Buildings Report** –

* Discussion took place about raising sewer rates. The last increase was in 2018. At a conference attended by the office staff, it was recommended that the rates should increase by a small percentage every year, trying to avoid a large increase all at once. The council agreed to increase the sewer rate by .5% for 1 year. An Ordinance will be drafted, and the new rate should go into effect on the first billing cycle for 2024.
* Pupos and Jagodzinski will fill out paperwork from the county for the Land Bank Demolition. Applying for financial assistance for the demolition of our buildings at the reservoir.

**Old Business** –

* Plans for the Christmas parade was finalized.
* Pupos is still waiting to hear back from HPH Contractors for sewer repairs on East Main Street.
* Lumbrezer contacted CT Consultants to guide us as to which quote would be the best for repairs that need to be done to the pedestrian bridge on Garnsey Ave. (see November 6, 2023, minutes for quotes). CT Consultants were not comfortable giving us a recommendation without having it engineered. Due to DGL Engineering being the sub-contractor for Mannik & Smith on the bridge inspection, we will first reach out to DGL for a quote to have it engineered. If they are unable to do the work, Mannik & Smith will be contacted.

**New Business**-

* 2024 budget requests from L&B and P&F committees should be submitted no later than the December 18th meeting.

**Fiscal Officer’s Report** –

* Mossing motioned that we pass the 3rd reading of Ordinance #2023-10 hiring Robert Bohmer from the law office of Rupp, Hagans & Bohmer, LLP as our Village Solicitor and Prosecutor and establishing compensation. Seconded by Lane. Roll call vote: Lane-yes, Hudik-yes, Siefker-yes, C. Pawlaczyk-yes, Pupos-yes, Mossing-yes. Motion passed.
* Mossing motioned that we suspend the rules for Ordinance #2023-15 amending the 2023 appropriations, during the fiscal year ending December 31,2023 for the month of October. Seconded by Pupos. Roll call vote: Lane-yes, Hudik-yes, Siefker-yes, C. Pawlaczyk-yes, Pupos-yes, Mossing-yes. Mossing motioned that we pass Ordinance #2023-15 amending the 2023 appropriations, during the fiscal year ending December 31, 2023, for the month of October under emergency measures. Seconded by Siefker. Roll call vote: Lane-yes, Hudik-yes, Siefker-yes, C. Pawlaczyk-yes, Pupos-yes, Mossing-yes. Motion passed.
* Approval was given for Jagodzinski to purchase $877.84 for sewer items to close out the ARPA fund. This would avoid a small amount carried over to the year 2024, and December would be the last report that would need to be filed with the Federal Government.
* We received proceeds from ODOT for the small sale of land plus 2 easements for the SR 120 bridge replacement project.
* A Chart of Revenue vs. Appropriations was provided to the council for the years 2016 until now.

**Zoning Report**- Addressing zoning complaints reported for 347 E. Main Street and 202 W. Main Street.

**Mayor’s Report** – Reviewed sheriff report.

**Adjournmen**t- Pupos motioned to adjourn at 8:47 p.m. Seconded by C. Pawlaczyk and approved by all council.

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