

RECORD OF PROCEEDINGS  
Minutes of Village of South Amherst Meeting

Held January 8, 2018

**Regular Council Meeting**

Swearing in of newly elected members to council: Alyssa Alcorn, Dennis Burdue, Robert James.

7:33 P.M. – The regular council meeting was called to order by Mayor David Leshinski, and opened with the Lord's Prayer followed by the pledge of allegiance.

**The roll was called:**

Council Member Jed Willis	P	Fiscal Officer Michelle Henke	P
Council Member Dennis Burdue	P	Records Clerk Laurie Beran	P
Council Member Jeri Leigh Siss	P		
Council Member Alyssa Alcorn	P		
Council Member David Troike	P		
Council President Robert James	P		

The minutes from 12/11/2017 and from the special meeting of 12/21/2017 were submitted for approval. Dennis Burdue moved to approve the minutes with corrections. Jed Willis seconded. The roll was called with all in favor.

**Visitors to Council:**

Diane Alcorn, Shawn Alcorn, Donna Hauck, Mark Leshinski, Susan Troike, Zoltan Zoltai

**Mayors Report:**

Nominations of Council President

David Troike made a motion to open the floor for nominations of Council President, Jeri Leigh Siss seconded. All Aye

Dennis Burdue nominated Robert James, Jed Willis seconded.

Jeri Leigh Siss nominated David Troike, Alyssa Alcorn seconded.

Motion made by David Troike to close nominations, seconded by Robert James.

Vote for Robert James: Burdue, James, Willis voted Aye

Vote for David Troike: Alcorn, Siss, Troike voted Aye

Due to a tie, Mayor David Leshinski voted for Robert James to be President of Council.

Nomination for Street Commissioner was made by Jed Willis to appoint the mayor, seconded by Robert James.

All Aye

Charter Communications (Time Warner Communications) according to ORC 133.21-133.234 section 133.32 will collect and remit video service provider fee.

NOPEC has authorized a grant of \$5844.00 to use for energy saving throughout the village. I.e., lights, insulation, information flyers

## RECORD OF PROCEEDINGS Minutes of Village of South Amherst Meeting

Committee assignments were passed out for the year. Jeri Leigh Siss asked for an explanation of how decisions were made to the appointments. The mayor responded that assignments were made on who he felt could contribute and giving members of council exposure to all aspects of the village. After more discussion it was decided that each council member should attend the first committee meetings, than the topic could be revisited at the first council meeting in February.

Current agenda and previous council minutes to be sent out via email the Thursday prior to council meetings. Any additions to the agenda or corrections to the minutes must be received by 9 a.m. the day of the current council meeting.

Signed Employee Handbook Acknowledgment Form needs to be turned in by 1/22/2018.

Introduction of Fiscal Officer Michelle Henke and Records Clerk Laurie Beran. The records clerk is under the direction of the fiscal officer and mayor.

### **Law Director Report:**

Numerous attempts to contact Pete Zwick through phone and email, regarding any material he has of the village's including AutoCAD drawings, have been unsuccessful.

### **Fiscal Officer's Report:**

The fiscal officer provided a payment report through November 27, 2017.

Motion made by Jed Willis to acknowledge the receipt of the payment report, seconded by Dennis Burdue. All Aye

Motion made by Jed Willis to acknowledge the receipt of the revenue and fund summary, seconded by Robert James. All Aye

### **Ordinances:**

Proposed Right – Of –Way Access Permit Application was presented by David Troike. The application is for anything that needs a right-of-way including cell towers.

Ordinance Committee meeting will be 1/16/2018 at 7 p.m.

### **Resolutions:**

None

## **COMMITTEES**

### **SERVICE**

#### **Building & Grounds:**

Kyle Kudela was hired as the service worker and will start work on 1/22/2018.

David Troike presented his concerns about items stored in the utility room of town hall.

#### **Information Technology:**

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Time Warner will be out on 1/9/2018 to correct the outage that occurred earlier today. New emails for fiscal officer and records clerk have been set up.

Mr. Troike invited all to come and share their input at the IT meetings.

Mr. Willis asked about additional information on village email for council. Further information will be provided at next council meeting.

**Ordinance:**

Employee handbook needs to be reviewed. The mayor will send out corrections and ask for input. Next meeting will be 1/16/2018 at 7 p.m.

**Audit/Finance:**

Audit meeting will be 1/16/2018 7:45 p.m., with finance to follow at 8:30 p.m. to set a calendar. Regular audit meetings will be every 3<sup>rd</sup> Tuesday of the month.

Donna Hauck will be the community volunteer on the audit committee.

Budget is due April 1. By the end of February, beginning of March we need to have all the boards turn in their wish list.

**Police:**

The report was emailed.

Mayor Leshinski commented on the taser training, everyone who participated is now certified.

**Fire:**

Dennis Burdue is reviewing the report.

**Cemetery:**

There were 2 funerals in section L.

Next meeting will be January 10, 2018 at 6:00 p.m.

**Recreation:**

Registrations will begin shortly. Jeri Leigh Siss inquired if there has been further discussion on programming. Tracey Newman verbally informed the mayor of items they would like to do, nothing in writing.

Next meeting will be January 17, 2018 at 7:00 p.m.

**BPA:**

Meeting on 1/2/2018 was postponed and they are to meet on 1/11/2018.

Dennis Burdue was concerned if there could be a leak/break at the catch basin at 320 Annis Rd, was steaming when the temperature was below freezing. Mayor Leshinski has noted that there is still a positive flow of water entering the creek. Further investigation is needed, starting around 210 Annis Rd.

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There have been 2 water breaks already this year. One in front of 410 Church St. and Annis Rd. (the north half, west side).

Next meeting will be January 15, 2018 at 7:30 p.m.

**Park:**

Will be working on long range planning.

Next meeting will be February 2, 2018 at 7:00 p.m.

**Zoning:**

Next meeting will be on January 24, 2018 at 6:30 p.m. On the agenda will be a parcel being separated in order to straighten out property lines on Russia Rd.

**Items Not On the Agenda**

Discussion regarding the demolition and proper permits being filed of the house on South Lake St. Mayor Leshinski suggested any penalties, etc. should be on the ordinance meeting agenda.

Records Clerk job description presented. Motion made to accept by David Troike, seconded by Jed Willis. All Aye

IRG purchase proposal for the water plant property was tabled until the 1/22/2018 council meeting.

South Amherst Historical Society is hosting a dance on Saturday, January 27<sup>th</sup> at South Ridge Hall. At the next council meeting we will celebrate the first council meeting of the village.

**Old/New Business**

Jed Willis contacted attorney John Toth regarding a case against Kim Green. Discussion at a later date.

There being no further business, Alyssa Alcorn moved to adjourn. David Troike seconded. Meeting adjourned.

Respectfully submitted,

\_\_\_\_\_  
Fiscal Officer Michelle Henke

\_\_\_\_\_  
Mayor David Leshinski

RECORD OF PROCEEDINGS  
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Held January 22, 2018

**Regular Council Meeting**

7:30 P.M. – The regular council meeting was called to order by Mayor David Leshinski, and opened with the Lord's Prayer followed by the pledge of allegiance.

**The roll was called:**

Council Member Jed Willis	P
Council Member Dennis Burdue	A
Council Member Jeri Leigh Siss	A
Council Member Alyssa Alcorn	P
Council Member David Troike	P
Council President Robert James	P

**Ex officio members:**

Fiscal Officer Michelle Henke	P
Records Clerk Laurie Beran	P

The minutes from 1/8/2018 were submitted for approval. David Troike moved to approve the minutes, Jed Willis seconded. The roll was called with four Aye and one abstention by Robert James, he had not read the minutes.

**Visitors to Council:**

Mark Leshinski, Susan Troike, Zoltan Zoltai

**Mayors Report:**

Signed Employee Handbook Acknowledgment Form needs to be turned in by 1/22/2018.

Training for the 2 newly elected council, plus fiscal officer and records clerk will be sponsored by the Ohio Municipal League on March 24, 2018 in Independence. A motion was made by David Troike to pay \$65.00 each for newly elected and appointed officials to attend training, seconded by Alyssa Alcorn. All Aye.

David Troike will also be attending, but will pay his own registration.

NOPEC - The mayor stated what the grant money could be specifically used for and ask council to review it with their groups for suggestions on how to use the grant. Mayor Leshinski would like to see the pressed wood light fixtures replaced.

IRG – Bramhall has reviewed the plans and have found 78 items that need to be corrected prior to plan approval. Council members Robert James, David Troike and Jed Willis would like copies of the plans emailed to them.

Mayor Leshinski attended the Community Foundation meeting and the main issue was the opioid epidemic that is facing the county. The county is considering making the former Golden Acres Nursing Home into a treatment center.

**Law Director Report:**

Continued attempts to contact Pete Zwick have been unsuccessful. Robert James will attempt to contact.

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**Fiscal Officer's Report:**

The fiscal officer provided council with financial reports through January 22, 2018. Jed Willis made a motion to acknowledge the receipt of the financial reports. Robert James seconded. All Aye

Temporary Appropriation Ordinance has been tabled until the February 12, 2018 meeting.

Jed Willis made a motion to have employees who are paid monthly receive their checks on the 1<sup>st</sup> of each month and to use the UAN payroll program. Seconded by Robert James. All Aye.

Ordinance 1560-17 states that Dennis Hevener's salary for work performed in all Departments except the Water Department be \$12.91 per hour effective 1/1/2018. Ordinance 1562-17 states that Dennis Hevener's salary for work performed in the Water Department is \$16.27 per hour effective 1/1/2018. Which pay rate should the employee receive for the recent snowplowing? Robert James made a motion for the employee to receive Street Dept. rate of \$12.91 for work done as coverage of the Street Department, seconded by Alyssa Alcorn. All Aye

State Auditors started the 2016-2017 audit today.

**Ordinances:**

First reading: AN ORDINANCE CREATING THE POSITION OF LABORER, FIXING THE RATE OF COMPENSATION, AND DECLARING AN EMERGENCY.

David Troike moved to suspend the rules and pass Ordinance #1567-2018 as an emergency on its first reading. Jed Willis seconded the motion. Roll was called three times with all approving each time.

Bramhall MS4 contract not to exceed \$2500.00, the Law Director will draw up for next meeting.

**Resolutions:**

None

**COMMITTEES**

**Service:**

Robert James excused himself from council.

Resident Robert James stated the on December 13, 2017 that the Street Dept. blew out his garbage cans that were placed at the end of the driveway and would like to be reimbursed the \$84.00 that he was charged. A neighbor witnessed the incident. The law director clarified that the village does not have an obligation to pay for them but that Mr. James could make a moral claim. The law director was concerned about the council voting on reimbursing the council President and recommended that it be tabled seeing that 2 council members were absent and 1 member had to abstain.

Elm St. flooding – David Troike presented pictures that were taken on 1/12/2018 after a resident complaint. Water from the street is bypassing 3 grates and flooding residents' front yards.

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Discussion was held about the concerns, the Street Department will take care of this issue tomorrow.

**Building & Grounds:**

The committee may meet every 3 months. Setting up a proactive maintenance schedule.

Next meeting will be January 31, 2018 at 7 p.m.

**Information Technology:**

The committee is in need of 1 more resident volunteer.

David Troike made a motion to purchase 2 computer monitors not to exceed \$150.00 a piece, seconded by Jed Willis. All Aye.

Mayor Leshinski recommended that the committee budget to lay conduit between town hall and the fire station to place 4 – 2” lines (2 for data and 2 for power). Would prefer it be placed prior to the parking lot being resurfaced.

Next meeting will be February 7, 2018

**Ordinance:**

Employee handbook Mayor Leshinski is still reviewing and correcting.

Law director needs more clarification on Ordinances 92907, 70908, and 1180 prior to her composing an amended or new version. Ms. Nedwick suggested that the committee make copies of the actual ordinances, put corrections and additions right on the copy, than email to her.

**Audit/Finance:**

Meeting will be held on the second Wednesday of the month at 7 p.m. and finance will follow the audit meeting every 3<sup>rd</sup> month.

Finance Committee will have a special meeting on February 20<sup>th</sup> to discuss budgets for the current year. Budgets are due April 1.

Next meeting will be February 14, 2018 at 7:00 p.m.

**Police:**

The report was emailed.

**Fire:**

David Troike will be contacting the fire chief regarding the 2018 budget.

**Cemetery:**

Next meeting will be February 14, 2018 at 6:00 p.m.

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**Recreation:**

The board is trying to schedule an activity during the Firelands home basketball game that will be held on 2/2/2018. The game will be held at South Amherst Middle School in commemoration of the 30 year anniversary of the school's merger.

Registrations are being accepted.

Next meeting will be February 21, 2018 at 7:00 p.m.

**BPA:**

BPA employee is working out of the water plant, not the garage.

Waterline breaks: 1 at E Main & S Lake St, 1 at Church St.. Robert James commented on how quickly and efficiently that Diggers was able to correct the break on E Main & S Lake St..

Discussion was held regarding the flooding on Elm St., David Troike presented pictures that were taken on 1/12/2018. Mayor Leshinski stated that the Service Dept. will handle this issue.

Next meeting will be February 5, 2018 at 7:30 p.m.

**Park:**

Next meeting will be February 1, 2018 at 7:00 p.m.

**Zoning:**

**Items Not On the Agenda**

South Amherst Historical Society is hosting a dance on Saturday, January 27<sup>th</sup> at South Ridge Hall. At the next council meeting we will celebrate the first council meeting of the village.

**Old/New Business**

There being no further business, Alyssa Alcorn moved to adjourn. Robert James seconded. Meeting adjourned.

Respectfully submitted,

\_\_\_\_\_  
Fiscal Officer Michelle Henke

\_\_\_\_\_  
Mayor David Leshinski



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Held February 12, 2018

**Regular Council Meeting**

7:30 P.M. – The regular council meeting was called to order by Mayor David Leshinski, and opened with the Lord's Prayer followed by the pledge of allegiance.

**The roll was called:**

Council Member Jed Willis	P
Council Member Dennis Burdue	P
Council Member Jeri Leigh Siss	P
Council Member Alyssa Alcorn	P
Council Member David Troike	P
Council President Robert James	P

**Ex officio members:**

Fiscal Officer Michelle Henke	P
Records Clerk Laurie Beran	P

The minutes from 1//22/2018 were submitted for approval. Jed Willis moved to approve the minutes, Robert James seconded. The roll was called with All Aye.

**Visitors to Council:**

Peck & Gambish Tax Report given by Lauri Hubach.

TIF Information given by Attorney Virginia Benjamin of Calfee Halter & Griswold LLP (representing Lorain County in the IRG development) Tax Incremental Financing it is a redirection of property tax when there is an increase, 100% of the incremental increase would go to the sewer project (infrastructure improvements), the original tax moneies goes to the designated entities. Short term bonds would be sold to fund the project. The law states they may be issued for up to 30 years. The county has not passed a TIF as of yet, would not start until tax year when improvements start, possibly tax year 2019. County will only fund for public infrastructure, if there is a lodging a tax, the TIF would have to be paid back. The county will do the TIF for the townships, the village would need to adopt its own with Ms. Nedwick working with Ms. Benjamin.

Diane & Todd Griffith – requested to have footer tile rerouted to storm sewer at 324 Fern St. Tap in Fee is \$250.00. A motion was made by Jed Willis to allow the rerouting of the footer tile, Robert James seconded. All Aye.

**Mayors Report:**

Acknowledgement page of employee handbook due.

Revised 2018 Calendar; a motion was made David Troike to accept the revised annual meeting calendar, seconded by Alyssa Alcorn.

Ohio Municipal League training registration for newly elected council members has been submitted for March 24, 2018.

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**Law Director Report:**

Appointment of Farah Emeka as the new prosecutor to represent the village in court cases. A motion was made by Robert James to accept the appointment of Farah Emeka, seconded by Jed Willis. All Aye.

The law director will not be in attendance for the April 9<sup>th</sup> council meeting.

The law director will be attending the ordinance committee meetings in a supervisory position.

**Fiscal Officer's Report:**

Employee Payroll Information Update – due 2/15/18

Payment Listing - Jed Willis made a motion to accept, Robert James seconded.

Council to sign December Bank Reconciliation.

Dennis Hevener – retroactive pay @ current wage ---Robert James wants to rescind his motion from 1/22/2018, he had misunderstood the information at the time. The employee should receive the higher pay rate. The records clerk asked if Ordinance 1560-17 needed to be changed. The consensus between the fiscal officer and council was no, this was a onetime occurrence.

Temporary Appropriation Ordinance #229

**AN ORDINANCE TO REAPPROPRIATE MONEY FOR THE RESPECTIVE FUNDS FOR THE CURRENT EXPENSES FOR THE PERIOD OF MONTHS JANUARY1, 2018 TO MARCH 31, 2018 INCLUSIVE.**

Motion to accept made by Jed Willis, seconded by Jerri Leigh Siss. All Aye.

Appropriations Ordinance #230

**A RESOLUTION TO TRANSFER FROM THE GENERAL FUND A TOTAL OF \$98,467.92 TO THE STREET FUND, CEMETERY FUND, CAPITAL PROJECTS 4901 & 4904 FUND EFFECTIVE JANUARY 22, 2018.**

Motion to accept made by Jed Willis, seconded by Dennis Burdue. All Aye.

Storm Water Sewer Fee – Special Revenue fund. A motion was made by David Troike to create a Special Revenue Fund for Storm Water Sewer Fees, seconded by Jed Willis. All Aye.

**Ordinances:**

Ordinance No. 1568-2018

**AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH BRAMHALL ENGINEERING & SURVEYING CO., INC. FOR WORK CONCERNING THE VILLAGE'S 2017 MS4 COMPLIANCE, AND DECLARING AN EMERGENCY**

Motion by Robert James to suspend the rules and pass Ordinance No. 1568-2018 as an emergency. Seconded by Jed Willis. Roll was called three times with All approving.

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**Resolutions:**

Resolution No. 624

**A RESOLUTION ADOPTING THE LORAIN COUNTY EMERGENCY NOTIFICATION SYSTEM AND AUTHORIZING THE MAYOR TO ENTER INTO A MEMORANDUM OF UNDERSTANDING, AND DECLARING AN EMERGENCY**

Motion by Jed Willis to suspend the rules and pass Resolution No. 624-2018 as an emergency.  
Seconded by Robert James. All Aye.

**COMMITTEES**

**Service:**

County will not be getting any salt for 10-14 days, we will be prudent in salt use.  
Annis Rd sign was damaged in December, the sign and pole were taken Super Bowl Sunday.

**Building & Grounds:**

Heating system at town hall is needing serviced. The mayor will be getting an estimate on replacing the original system.

A motion was made by David Troike to accept the services of Diggers of Ohio LLC., to level and remove waste from the village garage in exchange for the out of commission waste oil burner. Seconded by Alysaa Alcorn. All Aye

Will meet with the fire chief to discuss the generator proposal and budget on February 21. Main concern is will the generator provide enough power for the fire station and the town hall.

**Information Technology:**

Firewall CD's have been misplaced, they were located in the roll top desk at the back of council chambers.

**Ordinance:**

Next meeting will be February 26, 2018 at 6:45 p.m.

**Audit/Finance:**

Committees need to work on budgets now. Must be submitted to county prior to April 1.  
Next meeting will be February 20, 2018 at 7 p.m.

**Police:**

The report was emailed.

**Fire:**

The report was emailed.

**Cemetery:**

Next meeting will be February 14, 2018 at 6 p.m.

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**Recreation:**

Registrations are being taken. There will be a coaches meeting this Sunday at town hall.  
Next meeting will be February 21, 2018 at 6:30 p.m.

**BPA:**

Ordinance/Resolution needed to transfer responsibility of storm sewer system to BPA.  
Next meeting will be February 19, 2018 at 7:30 p.m.

**Park:**

Centennial Picnic planning meeting set for February 28 at 7 p.m.  
Report emailed  
Next meeting will be March 5, 2018 at 7 p.m.

**Zoning:**

Next meeting will be February 28, 2018 at 6:30 p.m. If needed.

**Old/New Business**

February 22, 2018 there will be a public hearing to discuss the expansion of Lorain County Landfill at New Russia Township Hall.

Custis Insurance is working on a proposal for the village.

Robert James inquired if Kim Green is current on her restitution to the village, the fiscal officer verified that she is making her monthly payment.

There being no further business, Alyssa Alcorn moved to adjourn. David Troike seconded.  
Meeting adjourned.

Respectfully submitted,

\_\_\_\_\_  
Fiscal Officer Michelle Henke

\_\_\_\_\_  
Mayor David Leshinski

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Minutes of Village of South Amherst Meeting

Held February 26, 2018

**Regular Council Meeting**

7:30 P.M. – The regular council meeting was called to order by Mayor David Leshinski, and opened with the Lord's Prayer followed by the pledge of allegiance.

**The roll was called:**

Council Member Jed Willis	P
Council Member Dennis Burdue	P
Council Member Jeri Leigh Siss	A
Council Member Alyssa Alcorn	P
Council Member David Troike	A
Council President Robert James	P

**Ex officio members:**

Fiscal Officer Michelle Henke	P
Records Clerk Laurie Beran	P
Law Director Michelle Nedwick	P

The minutes from 2/26/2018 were submitted for approval. Jed Willis moved to approve the minutes, Robert James seconded. The roll was called with All Aye.

**Visitors to Council:**

Zoltan Zoltai

**Mayors Report:**

NOWAC membership of \$260 is past due.

Lorain County map has been revised.

A motion to reappoint Tom Lahetta as the Village of South Amherst's represented to the Lorain County Rural Wastewater District board was made by Robert James and seconded by Dennis Burdue. All Aye.

**Law Director Report:**

Voting on the ordinance for a Special Revenue Fund for Storm Water Management will be postponed because there is not a majority of council members present to pass as an emergency.

**Fiscal Officer's Report:**

UAN Payroll Update – still waiting on Police & Fire.

UAN Payroll & Direct Deposit expected deadline of conversion is June 1.

Payment Listing 2/13/18 – 2/26/18

Fund Summary

Revenue Summary

Appropriation Summary

A motion was made to accept the financial reports by Robert James, seconded by Jed Willis.

All Aye.

**Ordinances:**

1<sup>st</sup> reading

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**AN ORDINANCE CREATING A SPECIAL REVENUE FUND FOR STORM  
WATER MANAGEMENT, AND DECLARING AN EMERGENCY.**

**Resolutions:**

**COMMITTEES**

**Service:**

Elm St. drain issues have been addressed by Reliable Contractor Services.  
North side of E. Main St. (approximately 214) catch basin was full.

F-550 Dump Truck will be \$6000 plus to fix. A pin on the dump had come out at some point and when the bed was lifted, caused damage to the cab and the bed. The mayor had looked at leasing or purchasing a new vehicle. Dennis Burdue felt that at this time we should just do the repairs needed for the vehicle to operate, cosmetic repair was not necessary. Fix the window on the cab and make sure the door closes.

Council reiterated that maintenance checks need to be done daily before vehicles are taken out.

Potholes need to be filled. There is enough money to purchase supplies.

Replacement sign for Annis Rd needs to be ordered.

**Building & Grounds:**

Heating system at town hall was serviced by Ross Mechanical and they will also be providing an estimate on a new system. Bob James would like to see more estimates.

**Information Technology:**

Next meeting will be March 7, 2018 at 7 p.m.

**Ordinance:**

Reviewed building permit penalties.  
Next meeting will be April 23, 2018 at 6:45 p.m.

**Audit/Finance:**

Department budgets are due March 12. Budget meeting on March 13 at 7 p.m., with the Public Meeting Budget Hearing set for March 26, 2018 at 6:30 p.m.

**Police:**

The report was emailed.

**Fire:**

The report was emailed.

**Cemetery:**

It was suggested to the board to sell memorial bricks at the time of lot purchases'.  
Next meeting will be March 14, 2018 at 6 p.m.

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#### **Recreation:**

Registrations are being taken, deadline is March 1. The board is considering holding a fitness walk at the Community Park. Laurie Beran asked that the rec board contact the park board, so that there will be no conflicting programming.

The girls will no longer be a part of OGSO (Ohio Girls Softball Organization), they will be part of the newly formed Lorain County Girls Hotstove.

One new rule that has been adopted that no game can be forfeited without board approval.

Fees are supposed to be approved by council. The law director reviewed Ordinance 149-08 and her opinion is that council just needs to accept the fees, not redo the ordinance, after the rec board has filed them with the clerk. A motion was made to accept the current fees of: Hot Stove player Fee \$120, Jersey Fee \$25, and the In-House League \$50 by Robert James, seconded by Alyssa Alcorn. The vote was 3 – Aye, with 1 – Abstain.

Council member Jed Willis asked visitor Zoltan Zoltai (15+ years coaching OHSAA & travel) his opinion if a red diamond dust infield is more labor intensive than a dirt infield. This question was asked of Mr. Zoltai because council members have been concerned about the rising cost of field maintenance. Mr. Zoltai stated that, “James Day Park in Parma has switched to all red diamond dust infields which are played on for 12 hours a day and they have cut their grounds crew in half. Their infields are redone after every 3 games.” Jed Willis stated, “That this comment needs to be directed to the rec board because they are insisting that it takes more time to do field maintenance.”

Next meeting will be March 21, 2018 at 6:30 p.m.

#### **BPA:**

Would like to replace the water plant building with a new structure approximately 24 x 30, village should possibly put some money towards the project to make the service building larger in order to meet future needs, just not current needs. Mayor Leshinski feels that public service buildings should be in one location, various council members agreed with this opinion and for the building not to be built separately. Having the water department attached to the village garage would make it more secure and it would be inside a locked fence, which should negate the BPA’s safety concern of it being close to the bars.

The board has developed a water tap application form.

The BPA clerk & laborer will be at training on March 12 in Norwalk and in Columbus on March 21. One of the trainings will cover asset management.

The board has discussed and worked on ordinances pertaining their department which need to come to council for review and approval.

A representative from the company that does radio read water meters will be present at the BPA meeting on March 5<sup>th</sup>. Mayor suggested that we do the whole village at once, instead of in

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sections. Council had asked how manpower would be effected once the meters were in and who would review the job responsibilities. The mayor stated that would be up to the BPA.

Next meeting will be March 5, 2018 at 7:30 p.m.

**Park:**

Centennial Picnic planning meeting set for February 28 at 7 p.m.

Next meeting will be March 1, 2018 at 7 p.m.

**Zoning:**

The Board met with Robert Loosli of 210 Annis Rd on February 23, 2018 to approve combining his 2 adjacent parcels into 1 parcel.

**Old/New Business**

There being no further business, Alyssa Alcorn moved to adjourn. Robert James seconded. Meeting adjourned.

Respectfully submitted,

\_\_\_\_\_  
Fiscal Officer Michelle Henke

\_\_\_\_\_  
Mayor David Leshinski



RECORD OF PROCEEDINGS  
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Held March 12, 2018

**Regular Council Meeting**

7:30 P.M. – The regular council meeting was called to order by Mayor David Leshinski, and opened with the Lord's Prayer followed by the pledge of allegiance.

**The roll was called:**

Council Member Jed Willis	P
Council Member Dennis Burdue	P
Council Member Jeri Leigh Siss	P
Council Member Alyssa Alcorn	P
Council Member David Troike	P
Council President Robert James	P

**Ex officio members:**

Fiscal Officer Michelle Henke	P
Records Clerk Laurie Beran	P
Law Director Michelle Nedwick	P

The minutes from 2/26/2018 were submitted for approval. Dennis Burdue moved to approve the minutes, Robert James seconded. The roll was called with all in favor.

**Visitors**

Mark Leshinski – will Leonard St be paved this year, yes. Inquired about the Annis Rd sign. The mayor responded that both items are being addressed.

**Mayor's Report**

Dumpster Days April 13-14 & October 12-13 from 8-4

Lorain County Pride Day May 19<sup>th</sup> from 9-12

Alyssa Alcorn made a motion to budget \$300.00 for supplies and refreshments for Lorain County Pride Day. Jed Willis seconded. Roll was called with all in favor.

Village-wide Garage Sale August 11

Ohio Casino Control Commission letter was read. Information pertained to illegal gaming.

Alyssa Alcorn is resigning from council due to employment in Columbus, effective March 19, 2018.

Fiscal Officer and records clerk will be attending training in Columbus on March 22 & 23, than will be attending the Newly Elected Training Program by the Ohio Municipal League, along with Jeri Leigh Siss and Mayor Leshinski will replace Alyssa Alcorn.

**Law Director Report**

Ordinance committee. Is still revising the building penalty.

**Fiscal Officer Report**

Payroll Information Update – still need from SAFD

Payment Listing 2/26/18 – 3/11/18

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Jed Willis made a motion to acknowledge the receipt of the listing of bills that were paid. Robert James seconded. Roll was called with all in favor.

Bank Reconciliation for January and February was not done due to the UAN computer having technical issues. The State Auditor will be sending out a repair person tomorrow 3/13/2018 to fix the issues.

The Financial Report for the Village of South Amherst for 2017 has been completed.

Reappropriation:

**TEMPORARY APPROPRIATION ORDINANCE #231  
AN ORDINANCE TO REAPPROPRIATE MONEY FOR THE RESPECTIVE FUNDS  
FOR THE CURRENT EXPENSES FOR THE PERIOD OF MONTHS JANUARY 1, 2018  
TO MARCH 31, 2018 INCLUSIVE.**

The audit bill was not included in the original appropriation, which was the cause of our need to adjust the dollar amount to the temporary appropriations.

Robert James made a motion to acknowledge the receipt of the listing of bills that were paid. Jed Willis seconded. Roll was called with all in favor.

**Ordinance**

Ordinance # 1569-2018

**AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT  
WITH CUSTIS INSURANCE FOR VILLAGE INSURANCE FROM 1 APRIL 2018  
THROUGH 31 MARCH 2019 AT A COST NOT TO EXCEED \$17,606.00 AND  
DECLARING AN EMERGENCY.**

Robert James moved to suspend the rules and pass Ordinance #1569-2018 as an emergency on its first reading. Jed Willis seconded the motion. Roll was called with all in favor.

Ordinance # 1570-2018

**2<sup>nd</sup> Reading AN ORDINANCE CREATING A SPECIAL REVENUE FUND FOR STORM  
WATER MANAGEMENT, AND DECLARING AN EMERGENCY.**

Robert James moved to suspend the rules and pass Ordinance #1570-2018 as an emergency on its second reading. Dennis Burdue seconded the motion. Roll was called with all in favor.

WOW – Mayor Leshinski would like the ordinance committee to review our current right of way ordinance regarding telecommunication companies. He presented a copy of the City of Amherst ordinance to use for reference. Dennis Burdue stated that we are unable to charge per pole because we do not own the poles. The Spectrum franchise billing needs to be researched to see what the fees actually are. David Troike stated that you could possibly charge per footage. Law Director Nedwick stated that we need to have a discussion with WOW before a new ordinance would be drafted.

**Resolutions**

**RECORD OF PROCEEDINGS**  
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**Committees:**

**Service**

Catch basin on East Main was cleaned.

Patched as much as could be done. Robert James asked about the pothole on the south side of the bridge on S. Lake St., it had been filled once.

**Bldg. & Grounds**

**Parking lot done**

**Info/Tech**

Discussed with FD of updates to be done, putting fiber between the buildings, increase speed 6x.

Marc's Radio - Multiple Agency Radio Communication System – State Hwy, ODOT, was not on and being monitored.

Next meeting will be April 4, 2018 at 7 p.m.

**Ordinance**

Next meeting will be April 23, 2018 at 6:30p.m.

**Audit/Finance**

Department heads will be meeting with the budget committee on March 20 at 7:30, first come, first serve.

Public Budget Hearing March 26, 6:30 p.m.

Next meeting will be March 13, 2018 at 7 p.m.

**Safety**

**Police**

The report was emailed

**Fire**

**Cemetery**

Next meeting will be March 14, 2018, at 6:00 p.m.

**Recreation**

Half-court shot contest at the Firelands Varsity game was held and a donation was made to Second Harvest.

Registrations are being accepted. As of today there is a total of 149 registration.

Next meeting will be March 21, 2018, at 7:00 p.m.

**BPA**

Radio Read (water meter) – put the transmitter on the water tower, it will cut down on workman's comp, time for manually reading & misreads, truck maintenance, gas, plus save clerical labor. Leak detection will only be able to work if it is on the tower. It will take approximately 3 months for installation of the entire village. The village will not have to pay the company for 1 year, during this time the village will be generating revenue from the water bills, which in turn help defray the cost of the product. Total cost \$270,000.00

Jed Willis asked how soon it will pay for itself, figure was not available.

**RECORD OF PROCEEDINGS**  
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Resident Mark Leshinski asked if there is a guarantee, David Troike stated it is 20 years.  
Next meeting will be March 19, 2018, at 7:30 p.m.

**Park**

Centennial Picnic committee met and set ground work. Further details will be announced after the April 5<sup>th</sup> meeting. The park will be offering fitwalks and other programming during the summer months.

Next meeting will be April 5, 2018, at 7:00 p.m.

**Zoning**

Next meeting will be March 28, 2018 at 6:30 p.m. If needed.

**Old/New Business**

Dump truck is still being worked on.

**Adjournment**

There being no further business, Alyssa Alcorn moved to adjourn. Jeri Leigh Siss seconded.  
Meeting adjourned.

Respectfully submitted,

\_\_\_\_\_  
Fiscal Officer Michelle Henke

\_\_\_\_\_  
Mayor David Leshinski

RECORD OF PROCEEDINGS  
Minutes of Village of South Amherst Meeting

Held March 26, 2018

**Public Budget Hearing**

7:00 P.M. – Public hearing for the purpose of discussing the proposed 2018 appropriations budget was held. Committee member David Troike clarified a misunderstanding in the IT budget line, \$1700.00 was added. Clarification was asked about the Trust & Agency Fund, this fund is for prepaid opening & closings for the cemetery and must be shown as an appropriation.

Resident Mark Leshinski inquired if the Leonard Street project was scheduled for this budget year and the committee confirmed that it is on the schedule.

Robert James moved to recommend the proposed 2018 appropriations budget to council. Seconded by Jed Willis. All in favor.

**Regular Council Meeting**

7:30 P.M. – The regular council meeting was called to order by Mayor David Leshinski, and opened with the Lord's Prayer followed by the pledge of allegiance.

**The roll was called:**

Council Member Jed Willis	P
Council Member Dennis Burdue	P
Council Member Jeri Leigh Siss	P
Council Member	
Council Member David Troike	P
Council President Robert James	P

**Ex officio members:**

Fiscal Officer Michelle Henke	P
Records Clerk Laurie Beran	P
Law Director Michelle Nedwick	P

The minutes from 3/12/2018 were submitted for approval. Dennis Burdue moved to approve the minutes, David Troike seconded. The roll was called with all in favor.

**Visitors**

Mark Leshinski, Zoltan Zoltai, Fire Chief Al Schmitz, Michael Kaczmarski - WOW Director of Operations

Mark Leshinski (resident) mailbox was taken down on Russia Rd. The mayor responded that there were actually 3 boxes that were taken down during the last round of snow. It was not caused from the village snowplows.

WOW Director of Operations Michael Kaczmarski - Gave the history of how WOW (internet, tv & phone company) came to be, originally Ameritech. WOW will be building in 8 communities this year including SA, Amherst and Oberlin. Insuring that they will do a quality job for the community and provide an alternative service from other providers in the area.

Mayor Leshinski asked if the village would be receiving a franchise fee and the response was that WOW would be paying on a quarterly basis. The construction timeline would be approximately 3 months. The mayor also stated, that if traffic control is required when

## RECORD OF PROCEEDINGS

### Minutes of Village of South Amherst Meeting

WOW will be working on St. Rt. 113, N & S Lake St. that our police department must be used and to give reasonable notice for scheduling of officers.

Mayor Leshinski and Council Member Dennis Burdue raised concerns regarding accidental problems when boring due to incomplete records of utilities and infrastructure. WOW responded that they will work with the village and be cautious, following easements, utilities, etc.. WOW and their contractors are insured. Contractors for the first phase are Verita or Directional Boring, with the project manager working out of the Valley View, OH office. Council Member Troike mentioned the villages plan on updating the cable/internet system in the town hall. Mr. Kaczmariski will forward information on to the commercial representative.

WOW will need the (ROW) Right of Way agreement in order to proceed. The law director will have an ordinance ready for the April 9<sup>th</sup> council meeting.

#### **Mayor's Report**

NOACA- a bill was sent from the County Commissioners David Troike & Dennis Burdue said that we made a motion in 2015 that was against motion. David Troike motioned to NOT pay the NOACA invoice. Seconded by Robert James. Roll was called with all in favor.

The village residents recycled 266.65 tons of recyclable material. The grant money that is received for our recycling efforts will go toward the purchase of recycled copy paper and village signs entering the village.

Rec board had a half court shooting contest and raised \$50.00 which was donated to Second Harvest Food Bank. A thank you letter was received.

2017 In Review – Grants were obtained to install radiant heating at the service garage, to install a paved walking path & hydration system at the Community Park and to purchase AED's (Automated External Defibrillator). The Quarry project was resurrected and moving forward. An IT subcommittee was formed and the Zoning Board of Appeals filled their vacancy, plus zoning fees were upgraded. The town hall and fire station upgraded security lighting, along with replacing the deficient concrete in front of the fire station. St. Rt. 113, Russia Rd. and parts of the cemetery roads were repaired and paved, along with some streets being striped. Squire Court catch basin was repaired along with the water loss on Annis Rd being addressed and repaired. A Verizon cell tower was constructed on the SAMS property. The Spirit Ride, sponsored by Vaughn's Towing stopped at the village. After the dedication of the new walking path at the Community Park, LCGHD (Lorain County General Health District) & WOBL radio stationed sponsored a FIT walk that was attend by approximately 50 people.

#### **Law Director Report**

South Amherst Codified Ordinance 921 (SABPA) revision was given to the ordinance committee to review prior to the April 23 meeting. Council member James referenced that all ordinance changes are to be reviewed by the ordinance committee, than forwarded to the law director for final review prior to a council vote.

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Mayor Leshinski noted that the cemetery board will be revising their bylaws and will be submitting changes.

Kipton Law Director, Margaret O'Bryan will be available for emergencies while Michelle Nedwick is on vacation.

**Fiscal Officer Report**

Payroll Information Update – still need from SAFD, Chief Schmitz stated that the forms would be delivered on Tuesday.

Payment Listing 3/12 -3/25/2018

Revenue Summary, Appropriation Summary, Fund Summary for March

Robert James made a motion to acknowledge the receipt of the financial reports. Jeri Leigh Siss seconded. Roll was called with all in favor.

Presented February Reconciliation Report to be signed.

Attended training in Columbus last week, it was stated that council must approve any Then & Now P.O. that is over \$3000.00. Jed Willis made a motion to pay a Then & Now bill for C.E.Harris. Dennis Burdue seconded. Roll was called with all in favor.

Temporary pay of water operator/service department laborer - Robert James stated that the water operator should get paid the higher rate for a lateral move. There will is the possibility that the water operator will need to be pulled to do Service Department work Law Director reviewed the ordinances from November 2017 and has decided that it should be repealed, a new one written with only job titles and no names.

**Ordinance**

**Ordinance No. 1571-2018 AN ORDINANCE CREATING AN ENTERPRISE FUND FOR STORM WATER MANAGEMENT, AND DECLARING AN EMERGENCY. Section 2: The Village of South Amherst Ordinance No. 1570-2018, passed March 12, 2018 is hereby repealed.**

The fiscal officer explained why the fund needed to be changed from a special fund to an enterprise fund. Robert James moved to suspend the rules and pass Ordinance #1571-2018 as an emergency on its first reading. Jed Willis seconded the motion. Roll was called three times with all approving each time.

**Resolutions**

**Committees:**

**Service**

Kyle Kudela has turned in his resignation, effective 4/1/2018. The mayor will be interviewing replacements. Randy Riley will possibly be having surgery on his rotator cuff.  
550 Dump truck is working great

**Bldg. & Grounds**

**RECORD OF PROCEEDINGS**  
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Town hall parking lot holes were filled.

SA Historical Society is purchasing a 3x8 banner commemorating the centennial and has asked for it to be displayed at the town hall.

Robert James made a motion to approve the placing of the Centennial Banner at the town hall. Seconded by Jed Willis. Roll was called with all in favor.

**Info/Tech**

Next meeting will be April 4, 2018 at 7 p.m.

**Ordinance**

Mayor Leshinski stated that there should be a meeting prior to the 4/23 committee meeting in order to give more time to review the SABPA changes that were presented to the law director.

The committee will meet prior to both April council meetings at 6:30 p.m. on April 9 and 23<sup>rd</sup>.

**Audit/Finance**

David Troike made a motion to accept the 2018 Budget. Jed Willis seconded. Roll was called with all in favor.

Next meeting will be April 17, 2018 at 7 p.m.

**Safety**

**Police**

**Fire**

3 structures fire in the last week, MVA with diesel spill on the turnpike. Extra manpower hours in the last week because of the number of calls. Council member Burdue commended the fire department on their efficient response to the Diechler Tire incident, which could have been a fully involved fire, but was only a few cars and melted siding.

The chief would like to add a second captain. The law director will review.

The FD received a subpoena and the law director gave her advice to the chief.

**Cemetery**

Will have a special meeting April 6 to review bylaw changes.

Next meeting will be April 11, 2018, at 6:00 p.m.

**Recreation**

Meetings have been suspended until August 15<sup>th</sup>. The mayor feels that they should continue to hold scheduled meetings. Further exploration is needed on their charter.

Next meeting will be August 15, 2018, at 7:00 p.m.



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**BPA**

They met on the 19<sup>th</sup> and received proposal for street repairs that are needed from water breaks and repairs.. The Leak Detector will be in next week.

Next meeting will be April 2, 2018, at 7:30 p.m.

**Park**

Open invitation to attend the next meeting on April 5<sup>th</sup> for discussion for further planning of the centennial picnic.

Next meeting will be April 5, 2018, at 7:00 p.m.

**Zoning**

Next meeting will be March 28, 2018 at 6:30 p.m. If needed.

**Old/New Business**

Dumpster Days April 13& 14

Dennis Burdue asked about the Annis Rd street sign, being taken care of.

**Adjournment**

There being no further business, Robert James moved to adjourn. Jed Willis seconded. Meeting adjourned.

Respectfully submitted,

\_\_\_\_\_  
Fiscal Officer Michelle Henke

\_\_\_\_\_  
Mayor David Leshinski