

Council met in regular session Monday, January 7, 2019 at 7:00 p.m. at the Village Office's.

Council present: Karon Lane, Brooke Smith, Richard Sauerlender, Justin Kreisler, John Hudik with John Pupos absent.

Other officials present: Mayor Ken Wysong, VFO Catherine Vorst, Village Solicitor Alan Lehenbauer and Village Employee Jamie VanAlstine.

Guest: Suzie Stough

Mayor Ken Wysong opened the meeting with the Pledge of Allegiance to the Flag.

Election of 2019 Council President: Brooke Smith was elected council president by a majority vote.

2019 Committee Members- Mayor Wysong said committee members will remain the same in 2019 unless council request to be switched. A chairperson for each committee will be determined in their first committee meeting January 23, 2019. The mayor reiterated monthly committee reports should be limited to items requiring a vote or require immediate attention. Topics of general discussion can be read in the committee minutes.

Minutes – Justin Kreisler moved to approve December 12th and 27th, 2018 council minutes with spelling correction. Second of motion by Karon Kane and approved by all council.

Reading of Bills	1/7/2019	
Bills Already Paid		
Susan Clendenin	Wages 12/20/18 - 01/02/2019	430.00
Catherine Vorst	Wages 12/20/18 - 01/02/2019	690.00
Steven Venia	Wages 12/20/18 - 01/02/2019	1,610.00
Jamie VanAlstine	Wages 12/20/18 - 01/02/2019	584.50
Bills to be paid:		
EFT Vendor Pymts		
EFTPS	Village Match - Medicare & SS	824.57
CHECKS		
Petty Cash	End of Year - Close Out Expenses	56.99
Kuhlman Corp	Sewer Supplies	518.88
Instacopy Printing	Ordinance Paper - 100 sheets	26.00
Fulton Co. Regional Planning	2019 Assessment Fee	627.00
Fulton Co. Commissioner	2019 Annual Tornado Siren	450.00
Smith Law Office	Prosecutor Billing	408.10
Char Lee, Fulton Co Treas.	Property Taxes 2018 Pd in 2019	612.72
Wex/Marathon Oil	Fuel for equipment	123.63
Metamora Post Office	4 rolls of stamps before price increase	400.00
OH Municipal League	2019 Membership	295.00
OH Municipal Clerks Assoc	2019 Membership	55.00
OH Treasurer, Josh Mandell	Semi-Annual Loan Payments	7,329.53

Pettrey Enterprises, LLC	IT Services	600.00
Toledo Edison	Electricity	1,205.63
Treasurer of Fulton Co	Jan 2019 Police Protection	425.00
Treasurer of State-OH EPA	NPDES Permit - Annual Fee	200.00
Tri-County Fuels	Diesel Fuel for equipment	74.35
Fulton Co. Emergency Mgmt	2019 Assessment Fee	344.85
Fulton Co Commissioners	NEWS Water Service	42.00

Justin Kreisler moved to pay bills presented. Second of motion by Brooke Smith and approved by all council.

Solicitor's report – presented a Property Use Agreement between the Village of Metamora and Kevin Shull. Agreement allows Mr. Shull to maintain 6.4 acres of village property behind the Mill Street Shop, subject to limitations hereinafter mentioned for a term commencing January 1, 2019 and ending December 31, 2019. Kevin Shull agrees to hold the Village harmless from any claims that may arise through his maintenance of said property. Council reviewed and approved agreement to form. Agreement to be presented to Kevin Shull for his approval. The solicitor will file tax exemption on the property in question. The mayor had asked the solicitor to compose and send a letter of building code violation to a business owner on Maple Street, who stopped a demolition project before completed and left an unsafe hazard. The Village Zoning Inspector, along with Fulton and Wood County also sent the business owner letters of concern.

Old Business- nothing at this time

New Business-The Zoning Inspector has begun assessing dwellings in the village noncompliant with Zoning, Maintenance and Nuisance Codes. She began assessing Garnsey Avenue and found several residences in violation of the Maintenance and Nuisance Codes, mostly Ordinance 252. She will pursue the notification process to residents involved. Pertinent info will be included in the address file in the Zoning Office. Karon Lane suggested giving residents extra time to come into compliance taking winter weather into consideration. The Zoning Inspector said according to Section 1173.04 of the Zoning Ordinance residents have the right to appeal within (20) days after the date of such decision of violation. Cost of an appeal is \$50. The Zoning Inspector would like to assess the entire village and get places in town cleaned up. Complaints can be reported to the office on an anonymous basis. The mayor said historically these cases were enforced on a complaint basis. Should the zoning inspector see blatant violations while driving the town she may follow up with necessary measures to correct the violations. Jamie made mention of performing village work after hours while off the clock at home. Discussion followed in regards to Division of Labor regulations verses volunteering. The solicitor will look into rules governing "Hours and Wages" while doing village work when off the clock.

Fiscal Officer's report – Tom Carr delivered a thank you note for the village giving him gift cards for his volunteer assistance in the park.

VFO's response to an email she received from the mayor on December 26, 2018. After reading the email the fiscal officer is requesting a clarification on financial issues as there seems to be some misunderstanding – perhaps on her part. As the Village Fiscal Officer she was tasked to produce a 2019 Appropriation Ordinance by the December 27th council meeting. She is respectfully requesting what procedure to follow. The mayor said his email request was how it became her responsibility to call Rick and inform him of the decision of his wage request. Why would it be her (the Fiscal Officer) and not the mayors, council president or the chairperson of Personnel and Finance responsibility to make this contact? Karon Lane said because P&F committee said she could do it. Justin agreed and said Rick called the office requesting council consider increase his monthly wages in 2019. After making their decision, P&F asked Catherine if she was comfortable informing Rick of the decision, and she said she was. Maybe it wasn't her responsibility but she was asked to call him. Mayor Wysong reiterated in his email he wanted to know how it become her responsibility to tell a contractor on that and on top of it informing Rick that income tax collections were down this year, when the sewer consultants salary comes out of sewer funds. The VFO said the sewer fund is supported by income tax revenue, not just sewer revenue. Justin Kreischer - P&F chairman, said during the last council meeting he informed council the P&F committee does not recommend employee raises in 2019, (including Rick's monthly salary, he is also an employee). One reason mentioned is the notable decrease in income tax collections. Council agreed. Mayor Wysong said the minutes aren't clear on this he thought it was referred back to Personnel and Finance for further discussion. Justin not sure why the mayor is upset about Catherine calling Rick. The clerks call contractors all the time for project quotes, cost estimates, etc. The mayor felt salary information should have come from higher up; himself or council president, not just from anyone. As the Village Fiscal Officer, Catherine is not sure how much higher up you can go. She was responsible to have the payroll ordinance prepared by the end of year council meeting, December 27th. Karon Lane said Personnel & Finance asked the VFO to call Rick and inform his monthly salary, as all other village employees would remain unchanged for 2019. Mayor Wysong said he was not aware the committee had given Catherine permission to call Rick, nor did her email say this. Catherine said if the mayor had questions or concerns about her emails, he can call her for clarification.

The VFO would like clarification on the procedure to follow when someone makes a public record request. Adam Vance asked twice for information about two named parties and the Mayor told him "No, we are not looking this up." Catherine believes we need to tell Adam and others "You must make a proper request- it must be in writing and specific to the information requested." Justin asked for clarification – Are we talking about the properties were he said the village years ago did work inside. We told Adam when he asked for the information from the past; this was not relevant to how the village handles it currently. Karon asked the solicitor about public record requests. The solicitor said first you must determine if the request is a public record, has it surpassed the records retention schedule. If it has, then it is no longer a public record. Justin said he didn't view Adams request as a records request but rather Adam heard rumor that years ago the village paid for inside plumbing work at two residences. The VFO said Mr. Vance asked about two people by name and asked about their property. He then asked if the village would pay for his inside plumbing work he had done. Sue responded by saying to her recollection - one of the homeowners Adam is referring to was billed by the village for inside plumbing work performed by a part-time village employee working with Chip Vance, the village street

superintendent, at the time. Sue was not sure on the specifics surrounding the second resident Adam referred to on Harvest Dr. Justin said if it did happen in the past, it was a mistake and it won't happen today because the village doesn't pay for inside plumbing. John Hudik said we just paid to have a backflow installed at Adam Vance's rental on Garnsey Ave. Justin was not aware the backflow was to be installed inside the home; normally backflow's are installed on the outside of a structure. Justin suggested we look for information on the Harvest Drive residence Adam mentioned. Richard asked the solicitor if in Jamie's office she has a record of all the houses in the village and for some reason those kinds of things were kept in there – those kinds of things would be a public record? The solicitor said yes, it would be a public record.

As Fiscal Officer, the letters sent from the Zoning Inspector dated December 20- one to Adam Vance and the other to Justin and Jacob Simon re: Adam Vance, I consider them to be retaliator in nature. When Jamie was asked about the letter regarding the refrigerators – that was a recent event and the letter relating to the vehicles had been going on for about a year. Jamie feels it was not retaliator in nature. She was asked by two people on council to issue the complaints on the Vance property. She sent the letters out. Justin said they had discussed this and worried if it looked like that. What it came down to – was he in violation. Yes he was in violation and you are getting ready to send out an additional six letters next week. She is not targeting Adam; just trying to bring violations in to compliance and clean up the village.

Catherine asking which line under the Zoning Inspector job description does “parking infraction” fall so she may direct a grievance to the proper party if something like this should occur again. Are there procedures for handling these types of infractions? The Zoning Inspector is responsible for enforcing anything in the green book (Zoning, Nuisance and Maintenance Code violations). If she is not working on the clock and not an emergency, a note on the desk would be fine. Contact Steve for maintenance, sewer, or a dog running. Anything else, call Jamie. If neither are available, call Ken or Brooke. Last year, Angie would leave a note for Jamie. This is OK to do also.

Regional Planning Commission sent 2019 village assessment fee of \$627. Mayor Wysong currently representing the village as a member of the Regional Planning Commission they asked if he would continue or will someone else be appointed. Mayor suggested asking the village administrator if he is interested in the position.

FYI - Park-O-Rama meeting scheduled for Wednesday, January 9 at 7:00 p.m.

Fiscal Officer working on 2018 end-of-year reports. Will have more information on the 2019 budget at the next council meeting, January 23.

VFO unable to attend February 20th council meeting.

Steve to get quote from Craun-Leibing to assess issues at the lift station. Karon said if no cost to assess Steve can ask the inspector to come and assess the health of the pump stations. The mayor explained information he received from Ziad about life expectancy of the piping in lift stations.

Mayor's report – Read the Sherriff's log for November. Officer's spent a total of 23.5 hours patrolling the village. Of the total hours, 8.5 hours were spent on the morning shift (8 a.m. - 4 p.m.), 8.5 hours on the afternoon shift (4 p.m. –midnight), and 6.5 hours on the midnight shift (midnight- 8 a.m.). During the month, officer's handled 5 complaints. Gary Loar said they are about 90% finished with sewer specs for new United Methodist Church. Ziad said Fulton County charges \$1,200 for sewer tap fees; we will charge accordingly. Sewer surcharge for the church yet to be determined.

The mayor asked if the blinking beacons would be removed from the stop signs at Main & Maple now that the overhead flasher has been installed. L&B recommend keeping the flashing beacons in addition to overhead flasher. Blinking stop signs at East Main and U could pose a problem for those coming from Michigan where blinking lights mean four way stop. Jamie said the two extra blinking beacons have already been returned.

Jaime was asked to see if the surveyor corrected the location of the survey pin behind Sullivan's property on West Main Street. Mayor Wysong suggested council reconsider replacing the chain link fence and instead consider installing either a split rail fence or plant a tree row. Refer back to Lands & Buildings.

Adjournment – Brooke Smith moved to adjourn at 8:05 p.m. Second of motion by Justin Kreischer and approved by all council.

Mayor – Ken Wysong

VFO – Catherine Vorst