

Council met in regular session Thursday, March 28, 2019 at 8:00 p.m.

Members present: Brook Smith-pres., John Hudik, Karon Lane, John Pupos, and Richard Sauerlender
Others officials present: Fiscal Officer Catherine Vorst, Village Solicitor Alan Lehenbauer, Village Employees Steve Venia and Jamie VanAlstine. Mayor Ken Wysong absent.

The meeting was opened with the Pledge of Allegiance. Brooke Smith is Acting Mayor for the meeting.

Guests- Nick Shrader represents the EYA. He came to discuss EYA using the village baseball diamonds beginning 03/31/2019 thru 07/01/2019. A schedule was emailed to the office; copies are in the council folders. Jamie (Parks) and Tara (Concessions) will also need the schedule. The office will forward the schedule sent by Nick. Water has been turned on for the bathrooms. And the backflow test was done. Renting a portable potty will be more cost effective then paying someone to open and close bathrooms for the games. The cost of the portable potty is \$75 per month. Twirlettes has not been contacted. Now we have a schedule, the office will contact Tara (Concessions/Twirlettes). EYA would like to also utilize the Gator and will prep the fields. The EYA is looking for a HS student to prep the fields. Cathy will send an email with Concession information to Nick tonight. They can talk directly.

Motion by John Pupos, seconded by Karon Lane to allow EYA use the ball fields with them prepping the fields like they have in the past and use of the gator. 5 ayes.

Nick thanked council allowing EYA use of the field.

Karen Noward and Tom Bowman were invited to meet Council. They expressed interest in the vacant council seat along with Amanda Seabolt. Unfortunately, Amanda could not be here tonight. A resume from Amanda was forwarded to Council previously. Brooke asked Karen to introduce herself. The Council reviewed expectations with the two (2) candidates. Next, Brooke asked Tom to introduce himself. Council will go into Executive Session at the end of the meeting to discuss the vacant seat. Alan can swear in when the decision is made in place of the mayor.

Minutes – Motion by Richard Sauerlender, seconded by John Pupos to approve the minutes of the March 05, 2019 meeting. 5 ayes.

Personnel & Finance –

Karon Lane spoke about a change in the mechanics of the Purchase Order. Before the PO was only signed by the Fiscal Officer. The Mayor and/or the Village Administrator must sign the PO when there is a purchase that is not covered by a Blanket PO. This change has come about after Cathy attended the 20th Annual Local Government Officials Conference in March. Belinda Miller with Local Government Services reviewed our process. She made strong recommendations to make these changes. In addition, there is no need to sign off on the vouchers as in the past but vouchers will still be available for Council review. Checks will still be held for approval prior to being mailed out as in the past. The only exception is when there is a big time lapse between meetings to avoid late payment penalties and fees. This process has not changed. Brooke has asked Cathy to find the procedure to clear up any confusion on this change.

At this time, the Reading of Bills -

DATE	CHECK#	Payroll Payments		
03/19/19	23644	Sue Clendenin	Wages 02/28 - 03/13/19	740.00
03/19/19	23648	Catherine Vorst	Wages 02/28 - 03/13/19	1,220.00
03/19/19	23464	Steven Venia	Wages 02/28 - 03/13/19	1,617.80
03/19/19	23651	Jamie VanAlstine	Wages 02/28 - 03/13/19	588.00
03/19/19	23647	Rick Meiring	February Wages	500.00
03/19/19	23649	Ken Wysong	February Wages	350.00
03/19/19	23650	Justin Kreisler	February Wages - Final	34.62
03/19/19	23645	Jeff Pawlaczyk	February Wages	105.00
04/02/19	23670	Sue Clendenin	Wages 03/14-27/19	710.00
04/02/19	23672	Catherine Vorst	Wages 03/14-27/19	630.00
04/02/19	23671	Steven Venia	Wages 03/14-27/19	1,600.00
04/02/19	23673	Jamie VanAlstine	Wages 03/14-27/19	504.00
		Vendor Payments:		
		CHECKS:		
03/14/19	23640	Luckey Farmers	Snow Supplies	242.55
03/14/19	23641	Fulton Co Commissioners	NEWS Water Service	42.00
03/14/19	23642	Lowe's	Park, L&B and Street Supplies	229.11
03/14/19	23643	Ohio Gas	Heat	154.85
03/19/19	23652	Metamora State Bank	Annual Safe Deposit Box Rent	50.00
03/19/19	23653	Century Link	Village Phone Fax & Internet	246.25
03/19/19	23654	Cintas Corp	Uniforms	50.76
03/19/19	23655	Expositor - Civitas Media	Financial Posting	17.30
03/19/19	23656	Fulton Co Engineer	Salt	467.74
03/19/19	23657	Habitec Security	Security Monitoring	297.00
03/19/19	23658	Sam's Club MC	Easter Candy and Scotch Tape	316.32
03/19/19	23659	Verizon	Maint Cell Phone	49.69
03/28/19	23660	Advanced Sanitation	Trash Pick Up	50.00
03/28/19	23661	Sue Clendenin	Easter Egg Hunt Supplies	33.13
03/28/19	23662	Camtech Industrial Service	10 Hours	1,557.50
03/28/19	23663	Jones & Henry Labs	Sewer Sample Analysis	15.00
03/28/19	23664	Toledo Edison	Electricity	1,160.15
03/28/19	23665	Trisha Gleckler	Office Cleaning	40.00
03/28/19	23666	United Precast Industries	Pump Swanton/Pump Station	2,720.00
03/28/19	23667	Catherine Vorst	Local Government Officials Conf/& Mileage 2 mtgs	494.18
03/28/19	23669	Perry Protech	Copier Maintenance	25.13
				16,858.08

Motion by John Pupos, seconded by Karon Lane to approve the bills totaling \$16,858.08. 5 ayes

Ordinance #994, Approving 2019 Appropriations of March 05, 2019 were deemed to be in non-compliance. Asking Council to approve **Ordinance #996** which is the Amended 2019 Final Appropriations with the changes Fulton County Auditor Office requested. The changes were as follows:

a. Reformatted the budget – separated out Streets and Highways.

b. Added Fund numbers to the spreadsheet.

c. Budget adjustments are required for a Final Permanent Budget: Increase Account E6-I-191 (Transfers In) by \$2,000; Decrease Account A1-7-X-271 (Transfer to Debt Service) by \$2,000; Decrease Account B1-6-C-235 (Truck & Plow Repair) by \$150 and Decrease Account B1-6-G-255 (sidewalks) by \$400.

Catherine asking for the following: Declare **Ordinance #994** as non-compliant and replace with **Ordinance #996** for the 2019 Permanent Appropriations Budget as an Emergency Measure and the changes as noted above. Wording was provided by the Village Solicitor in Ordinance #996. Due date for Final Budget to Fulton County Auditor is 03/31/2019.

Motion by John Pupos, seconded by Karon Lane to suspend the rules and declare an emergency to pass Ordinance #996, an amendment to Ordinance #994, and expenditures. 5 ayes

Insurance Quote came in at \$8,874 for the year 2019-2020. Last year's premium was \$8,236; an increase of \$638 or 7.8%. Renewal date is 04/01/2019. Motion by Karon Lane, seconded by Richard Sauerlender to approve Insurance as quoted. 5 ayes.

P&F are in agreement with L&B to move forward with the CDBG project on Fulton Street for award year 2020. The commitment for the Village would be 25% of the project cost (\$87,161) or \$21,791. Grant Application must be submitted by April 08, 2019. These funds would not be committed until the award is granted. Council is in favor of moving forward. No motion required at this time.

L&B is in agreement with the P&F recommendation of the 100% sur-charge as the Sewer Rate for outside Village Customers. John Pupos will speak with Gary Loar regarding this decision and the TAP Application check. The Methodist Church has a signed agreement with the Village. They have returned the TAP Application without a check. Gary Loar is checking into this.

Motion by Richard Sauerlender, second by Karon Lane to make Funds E07 (Utility Improvement Fund - \$80.22) and E09 Fund (Water Meter Deposit Fund - \$1,260) inactive and transfer E07 and E09 Funds to E06 Fund (Water/Sewer Debt Service). 5 ayes.

P& F agrees with L&B to keep Park Rental Fee the same as last year.

Rick Meiring will be retiring in a few years. We need to think about this for future planning.

Lands & Buildings – Committee chairman John Pupos gave a brief synopsis of last committee meeting. The Village is a member of the Ohio Rural Water Association. Steve will be scheduling the smoke testing in July or August when the creek is low. They also do an energy assessment and it is free. Cathy will contact them to set this up and coordinate with Steve.

Concession stand needs a Level 2 manager certification. Becky next door – her niece is applying for her Level 2 Certification. Becky is going to see if she is willing to do this for our concession stand. It is just a

matter of adding her name to our license. P&F waiting for information on cost of certification in order to determine if they will recommend sharing the cost of certification.

Jamie will be picking up the arborvitaes next Friday. She will also be getting the fertilizer to fertilize the five acres and the ball fields. There is money (\$1,000) already budgeted for this.

United Precast has us over a barrel. We will need to pay the bill.

Overhead door on recycle center will be open April 1st.

Swanton sent us a survey on brush pickup. Swanton is looking to do away with this. Brooke suggested and Council agrees we should pick brush up every week. John thinks next year, L&B will have to look at procuring our own used chipper/shredder. In the long run, it may be a better option to have our own equipment instead of making the runs to drop off brush.

John is looking into rebuilding the Ranger thru Penta County. John has a call into Penta. Only cost would be parts.

Recommendations made for Tom Bivins - Memorial Wall and Tom Carr - Appreciation Wall. We need to order this about six (6) to eight (8) weeks out from Park-O-Rama. Council agreed to move forward.

Steve would like to purchase some broken storm grates from Kuhlman's and broken catch basin on Main Street and a possible rebuild on a catch basin; roughly \$890 for both sets. Steve is waiting on final quote. There should be money in the budget for this project.

The backflow testing was done for the park. It passed. Karon Lane asked about the water fountain in the park. John said we are waiting on a call from Bob Dick Plumbing. Sue is calling him again.

A spring street cleaning will be scheduled around Park-O-Rama time.

Solar Bee came out. They will send a report.

Old Business- Motion by John Pupos, seconded by Karon Lane to accept Second Reading of **Ordinance #995** for contract with Sheriff of Fulton County Sheriff. 5 ayes.

Just need to finish fine tuning the Spring Newsletter. The Newsletter will be going out next week. It will be updated with Tom Bivins and Tom Carr as discussed.

The mower was serviced before the warranty was up this month.

Annual Easter Egg Hunt is April 13 at 1 pm.

New Business - Motion by Richard Sauerlender, seconded by Karon Lane to approve a sewer credit for Alice Herrick of **\$138** and Robert Paul of **\$118.14**. Credits based on average use over the year. 5 ayes. Received \$100 donation from Weigel Funeral Home

There were no objections for the liquor licenses in the village which are up for state renewal in June.

Fiscal Officer's Report - Reminder to elected officials, there will be a Sunshine Law training Friday, April 8th at 8:45 a.m. in Toledo. All elected officials are required to do 3 hours of training during their term. Alan will look into a designee letter/document. There is talk about annual audits. Training is available on line. Currently, there is Fraud training on line. Cathy will try to get more information on training.

Council did not want to renew Grant Finder Program for \$50 a year.

OML information provided– Proposed gas tax, \$.18/gallon towards road maintenance and increased amounts to political Subdivisions. Brochure provided by OML.

Attended the 2019 Advisory Council Meeting at Fulton Co Health Dept. on Tuesday, March 26, 2019 at noon – Car seats are available, Shingles shots are available, BCCP Program is up and running, reported on Hepatitis A in this area (7 deaths due to Hepatitis A).

Solicitor Report – Alan received an email regards certification with the Auditor Office. There are certain types of items that can be added to the tax bill. The fence at Mr. & Mrs. Sullivan's would probably not be one of them. Water and Sewer charges can be. There are some other remedies that can be taken.

Cathy read the report. Sheriff Report spent a total of 28.5 hours patrolling during the month of February 2019. Of the total Hours, 11 hours were morning shift, 8.5 hours were afternoon shift and 9 hours were midnight shift. Sheriff's office handled 3 complaints and 1 accident.

Brooke asked for more information on the Regional Planning appointment. Catherine will try to get more information on this.

Motion by John Pupos, seconded by Richard Sauerlender to adjourn into Executive Session on the vacant council seat at 8:51 pm. 5 ayes.

Council reconvened at 9:01 pm. Brooke said there will be two (2) Council and a Mayor Position to be voted on at the end of this year. John Pupos thanked them for their interest. Council voted. Alan collected votes. Alan declared Karen Noward appointed to Council. Members thanked Tom Bowman for coming. The other four (4) council seats are up in 2021.

Cathy got the Oath of Office paperwork. Cathy will contact Board of Elections. Brooke will not be at the April 1 meeting. Alan swore Karen Noward in. Alan and

Adjournment- Motion by John Pupos, seconded by Brooke Smith to adjourn at 9:09 pm. 5 ayes.

Acting Mayor- Brooke Smith

VFO – Catherine A. Vorst