

Metamora Village Council met in regular session Monday, December 16, 2019 at 8:00 p.m. Council present: Karon Lane, John Hudik, John Pupos, Richard Sauerlender, Council President Brooke Smith and Karen Noward. Other officials present: Mayor Ken Wysong, VFO Catherine Vorst, Deputy Clerk Susan Clendenin and Village Employee Steve Venia.

Guests: Deputy Ward with the Fulton County Sheriff's Office, Lynda Arquette and Debbie Campbell.

Mayor Wysong opened the meeting with the Pledge of Allegiance.

Sheriff Ward delivered last month's sheriff's activity report for the village. Council asked the Sheriff Dept. to begin enforcing stricter traffic violations within village. Recent graffiti vandalism in the park was reported.

Additional guests were in attendance to observe.

Minutes – Richard Sauerlender motioned to approve November 22 and December 02, 2019 council minutes as written. Second of motion by Brooke Smith and approved by all of council.

Bills -				
DATE	CHECK#	Payroll Payments:		
12/10/19	24038	Sue Clendenin	Wages 11/21 - 12/04/19	765.00
12/10/19	24039	Steven Venia	Wages 11/21 - 12/04/19	1,610.00
12/10/19	24040	Catherine Vorst	Wages 11/21 - 12/04/19	645.00
DATE	CHECK#	Vendor Payments:		
12/16/19	24041	Krystowski Tractor Sales	Chipper/Shredder	17,541.60
12/16/19	24042	Amboy Township	Road Striping on CR U & 2	279.32
12/16/19	24043	Luckey Farmers	Rock Salt	242.55
12/16/19	24044	Susan Clendenin	Holiday Parade Candy	17.36
12/16/19	24045	Country Charm	Gift Card - Appreciation M. Anderzack	50.00
12/16/19	24046	Howard T. Moriarty Co	Barricade Light, Traffic Barrel ++	865.50
12/16/19	24047	Lowe's Home Centers	LED lights for Christmas Tree ++	592.55
12/16/19	24048	John Deere	Mulch Kit	394.98
12/16/19	24049	Govt Accting Solutions	Year End Supplies - W-2's, 1099's++	86.00
12/16/19	24050	Tri-County Fuels	Diesel Fuel	85.70
12/16/19	24051	Cardinal Services	Temp Help	433.34
12/16/19	24052	Great Lakes Service	Cable for sewer camera	315.04
12/16/19	24053	Century Link	Village Phone Fax & Internet	255.05
12/16/19	24054	Advanced Sanitation	Trash Pick up	50.00
12/16/19	24055	Countryside Lawn & Garden	Blade for SCAG & S/H	456.77
12/16/19	24056	Habitec Security	Security Monitoring	297.00
12/16/19	24057	Post Office	Stamps	93.50
12/16/19	24058	OH Gas Company	Heat	105.69
12/16/19	24059	Perry Protech	Copier Maintenance	37.87

12/16/19	24060	Sam's Club MC	Holiday Parade Supplies +	219.67
12/16/19	24061	Cardinal Services	Temp Help with Leaves	225.89
12/16/19	24062	Sam's Club MC	Office Supplies, Base Plugs ++	157.95
12/16/19	24063	Sam's Club MC	Office Supplies, Base Plugs ++	165.63

Brooke Smith moved to pay bills with the inclusion of an additional payment of \$156.63 to Sam's Club, due to a print check and calculation error. Second of motion by Karon Lane and approved by all council.

Personnel & Finance Report- Requesting council's approval of the following 2019 Appropriation changes requested by the Fiscal Officer:

Increase A1-7-E-212 Maintenance Benefits \$ 100.00
 Decrease A1-7-212-1 Part-Time Benefits \$ -100.00
 Increase A1-7-X-271 Transfer to Debt Service \$ 240.00
 Increase E2-5-A-212 Administrator Benefits \$ 40.00
 Decease E2-5-B-212 VFO Benefits \$ -40.00

Karon Lane motioned to approve transfers as requested. Second of motion by Brooke Smith and approved by all council.

Reviewed computer suggestions and associated costs submitted by Rob Pettrey with Traniaks , LLC. Quote include a laptop for Steve, along with two new computers for the Village Office. All can be purchased at Best Buy. P&F does not recommend the purchase of a Surface Pro 7 for Steve, but rather a less expensive model in the \$300 to \$500 range, not the \$1099 on the Surface Pro 7 with a 24" monitor as suggested by Rob. They had concerns with the longevity of the equipment, especially if used outside on work sites. P&F are in agreement with Robs' computer recommendations for the office. That is the following: one surface laptop with a 15" screen, a surface dock, along with a Samsung 24" monitor, one HP all-in-one 24" screen, i5, 256 GB solid state drive. The VFO said Mr. Pettrey can have purchases and transfers done before the end of the year. The village is currently using Microsoft 7, which will no longer be supported after January 14, 2020. Excel and word files would go up into the cloud, then they could be pulled down and shared. Brooke has safety concerns with using the cloud. The VFO will check into IT controls and which type of security will be used. The mayor cautioned rushing into computer purchases and using the cloud. This has been a discussion for some time and now a decision is asked to be made at the last minute. The VFO said it has to be done before January14, when Microsoft 7 is no longer supported and she will no longer able to sign into RITA.

Rob's cost will be approximately \$800 to \$1,000 to set up, transfer data and install all new equipment. John Pupos asked if Best Buy would provide transfer of data? VFO said that would be an extra charge. Brooke Smith would like to know what Best Buy would charge, before we approve \$1,000 to have Rob perform the transfers. The VFO not sure Best Buy could transfer our budgetary data. The VFO will contact Best Buy to get transfer costs. Will further review at Monday's meeting.

Mr. Pettrey also suggesting: Microsoft Office 365 subscription- \$15/monthly - \$180/yr. -\$540/yr. for all 3 computers.

P&F will perform employee evaluations December 16, either before or after council meeting. December 16th council meeting changed to 8:00 p.m. from 7:00 p.m. to allow time for Brooke to make the meeting.

Lands & Buildings – John Pupos reported the chipper was purchased, delivered and tested. Very happy with it. Should save Steve a lot of time. Sewer camera was repaired. Blade on leaf-vac replaced. Fire Chief Ray Keble attended tonight's L&B meeting. The Fire Department is looking into increasing awareness of fire safety within the village by appointing a fire inspector/marshal. Since the fire department is owned by the township, they (fire dept.) actually have very little jurisdiction in the village. The village will have to give them jurisdiction to appoint a fire inspector to work within the village. Chief Keble recommends the village gives the fire chief authority to fill the position. They are not looking to issue fines to those found noncompliant but rather to educate correct safety requirements. Council will further discuss after additional information is provided from the county prosecutor and the village solicitor. L&B suggested the purchase of 6 new fire extinguishers for the office, shop and park. The two Solar Bees in the sewer lagoon recently had annual maintenance performed on them and found to be in good working condition.

Old Business – John Pupos moved to accept the **second reading of Ordinance #1010** authorizing the village to participate in the State of Ohio Co-Operative Purchasing Program. Second of motion by Brooke Smith and approved by all council.

Edison first said they no longer will tie in new holiday decorations into their lines. They came back and offered a way to get it done by involving their engineering department and following current protocol. L&B will pursue and present an opinion on this matter at a later date.

It's time to renew the annual Shaw agreement; to maintain (approximately 5 acres) of village property behind the Mill Street shop. Karon Lane moved to renew annual maintenance agreement with Kevin Shull. Second of motion by Richard Sauerlender and approved by all council.

L&B recommends sending out winter advisory letter to residents. Suggest including : sidewalk ordinance covering shoveling during winter months, branches and leaves no longer being picked up, and christmas trees will be picked up if place by the curb on or before January 10. Steve will continue clearing sidewalks uptown after roads are cleared.

New Business-

EMA appointee for 2020. John Pupos volunteered for the position.

First Energy requesting renewal of annual certificate for Electric Governmental Aggregation for the Village. Mayor approved to sign certificate. Electric Aggregation Program with First Energy expires in 2021.

John Pupos looking for grant money for park land purchase and improvement. John recently contacted Bob Lata's office for any direction or help they may give. If grant money is available, would council be interested in purchasing the former Methodist Church property now owned by Tim Jacobs. Mike Anderzack willing to donate his time and equipment to tear it down as long as village pays for dumpsters. Would like to see the area turned into a small park, location of the holiday tree, etc. The bank may want to partner up to be able to expand bank parking. Council would like to see the property cleaned up. Hopefully, Mr. Jacobs is open to negotiating with the village. There are grants out there to remove blighted areas.

Fiscal Officer's report – The Fiscal Officer asked for passage of **Ordinance #1011** amending 2019 Appropriations and approving fourth quarter transfers; including tonight's changes. Karon Lane moved to suspend the rules on Ordinance 1011. Second of motion by Brooke Smith. Roll call vote taken: Pupos-yes, Sauerlender-yes, Hudik-yes, Noward-yes, Smith-yes and Lane-yes. John Pupos moved to approve Ordinance 1011 under emergency measure. Second of motion by Brooke Smith. Roll call vote taken: Pupos-yes, Sauerlender-yes, Hudik-yes, Noward-yes, Smith-yes and Lane –yes. **Ord. #1011 passed.**

2020 Temporary Appropriations distributed, along with additional budget reports comparing expenses and revenues from 2017, 2018 and 2019. Office has yet to receive 2019 tax revenue report from the Fulton County Auditor.

Mayor's Report – Brooke Smith, council president, thanked outgoing Mayor Wysong for his many years of service to the village; his presence will be missed. Mayor Wysong said he has enjoyed his 15 years with the village and recommends others get involved with their community.

Adjournment – John Pupos motioned to adjourn at 8:48 p.m. Second of motion by Brooke Smith and approved by all council.

Mayor – Ken Wysong

VFO – Catherine Vorst

Respectfully submitted,
Susan Clendenin
Deputy Clerk