

Metamora Village Council met in regular session Wednesday, January 22, 2020.

Council present: Karon Lane-pres., John Pupos, Karen Noward, Cindi Pawlaczyk, Cathy Mossing with Hudik absent.

Other officials present: Mayor Sauerlender, VFO Catherine Vorst, Deputy Clerk Sue Clendenin and Village Employee Steve Venia.

Guests: James and Jackson Kamm

Mayor Sauerlender opened the meeting with the Pledge of Allegiance.

**Guests** – Jackson Kamm spoke of his proposed Eagle Scout project that involves refurbishing the tennis court and making it a dual pickle-ball court. Would like to have project completed by May.

**Minutes** – John Pupos moved to approve January 6, 2020 council minutes as written. Second of motion by Karen Noward and approved by all council.

**Reading of the Bills-**

|             |               | <b>READING OF THE BILLS</b> |   |          |
|-------------|---------------|-----------------------------|---|----------|
| <b>DATE</b> | <b>CHECK#</b> | <b>Payroll Payments</b>     | <b>1/22/2020</b>                          |          |
| 01/07/20    | 24096         | Sue Clendenin               | Wages 12/19/2019 - 01/01/2020             | 600.00   |
| 01/07/20    | 24097         | Steven Venia                | Wages 12/19/2019 - 01/01/2020             | 1,600.00 |
| 01/07/20    | 24098         | Catherine Vorst             | Wages 12/19/2019 - 01/01/2020             | 495.00   |
| 01/21/20    | 24102         | Sue Clendenin               | Wages 01/02/2020 - 01/15/2020             | 640.00   |
| 01/21/20    | 24103         | Steven Venia                | Wages 01/02/2020 - 01/15/2020             | 1,620.00 |
| 01/21/20    | 24104         | Catherine Vorst             | Wages 01/02/2020 - 01/15/2020             | 1,175.00 |
|             |               | <b>Vendor Payments</b>      |   |          |
|             |               | <b>EFT Payments:</b>        |   |          |
| 01/14/20    |               | WEX/Marathon                | Gas for equipment                         | 115.09   |
| 01/16/20    |               | Deluxe Checks               | 500 checks                                | 204.33   |
|             |               | <b>CHECKS:</b>              |   |          |
| 01/15/20    | 24099         | NEWS/Fulton Co Comm         | Water - Park, Mill and Main               | 99.86    |
| 01/23/20    | 24100         | VOID                        |   |          |
| 01/23/20    | 24101         | VOID                        |   |          |
| 01/23/20    | 24105         | Sam's Club MC               | Office Computers, UPSs, calculator, file+ | 3,505.04 |
| 01/23/20    | 24106         | VOID                        |   |          |
| 01/23/20    | 24107         | OMCA                        | 2020 Membership                           | 55.00    |
| 01/23/20    | 24108         | ORWA                        | 2020 Membership                           | 72.50    |
| 01/23/20    | 24109         | Storm Ridge Enterprises     | Put-up/Take down Holiday Lights/Build ++  | 690.00   |
| 01/23/20    | 24110         | Habitec Security            | Security Monitoring                       | 90.00    |
| 01/23/20    | 24111         | Char Lee, Fulton Treas      | Property Taxes                            | 688.84   |
| 01/23/20    | 24112         | Ohio Gas Co.                | Heat                                      | 115.40   |

|          |       |                         |  |                    |
|----------|-------|-------------------------|--|--------------------|
| 01/23/20 | 24113 | Perry Protech           | Set Up Scanning and Maintenance          | 214.18             |
| 01/23/20 | 24114 | Poggemeyer Design       | Professional Services                    | 5,560.12           |
| 01/23/20 | 24115 | Snow's Fire Protection  | Inspect/Update and Purchase Extinguisher | 633.00             |
| 01/23/20 | 24116 | TMACOG                  | 2020 Membership                          | 150.00             |
| 01/23/20 | 24117 | Treasurer-State of Ohio | EPA Annual Discharge 2019                | 200.00             |
| 01/23/20 | 24118 | Treasurer-State of Ohio | 2020 Membership Fee / Purchasing         | 100.00             |
| 01/23/20 | 24119 | Catherine Vorst         | Mileage - Best Buy for UPSs              | 32.20              |
| 01/23/20 | 24120 | Pettrey Enterprises     | Computer Services                        | 1,000.00           |
| 01/23/20 | 24121 | Century Link            | Village Phone & Fax                      | 260.57             |
| 01/23/20 | 24122 | Verizon                 | Maintenance Cell Phone                   | 49.90              |
|          |       |                         |  | <b>\$19,665.56</b> |
|          |       |                         |  |                    |

Karen Noward moved to pay bills as presented. Second of motion by Karon Lane and approved by all council.

**Personnel and Finance-** Karen Noward nominated 2020 committee chairman. The committee approved new budget requests made by the Lands and Buildings committee at their December 16, 2019 committee meeting. In addition, the committee approved, and recommended Steve Venia is added to the village's Sam's Club membership card. The VFO said it's an extra \$40 annually to have the third card issued. Steve will use the card for gas purchases at T'Mart; since the bank card from WEX Bank card closed and removed from T'Mart. We also get 5% cash back when using the Sam's membership card and an additional .5 off a gallon when entering the village code at the pump.

**Lands & Buildings** – John Pupos nominated 2020 committee chairman. The committee recommends going with the quote submitted by Ron Reckner to remove and replace office windows at a cost of \$950. Karon Lane move to accept Reckner's quote of \$950 to remove and replace windows in the upper level of the village office. Second of motion by Karen Noward and approved by all council.

Revenue increased this year on the .5 mill park levy from \$5,000 to \$6,400. Park levy expires this year. Committee recommends renewing levy. Karon Lane moved to renew the .5 mill park levy for another 5 years. Second of motion by Karen Noward and approved by all council. The clerks will begin renewal process.

The committee would like to order (2) two over the road lighted holiday garland at a cost of \$900 each. \$2,000 has been budgeted. John Pupos moved to allow for the purchase of (2) over road lighted garland. Second of motion by Cathy Mossing and approved by all council.

The state has yet to release CDBG funds, making us unable to go out for bids currently. Recommend the purchase of 50 additional arborvitaes for the park from Fulton County Soil & Water at a cost of \$90. Karon Lane moved to purchase 50 trees from FC Soil & Water. Second of motion by Cathy Mossing and approved by all council. The Village Solicitor is in the process of completing paperwork to file civil litigation regarding unapproved removal of park fencing.

The County Engineer's office is holding \$23,700 in auto permissive funds for the village. Funds can be requested and used for road projects. Sue drafted a letter requesting these funds. Funds will be used to help defray cost of repaving Fulton Street. Council agreed to send request letter for auto permissive funds.

Recommend hiring part-time summer help for twenty-four hours per week beginning the second pay period in April and ending the pay period following Park-O-Rama. Starting pay to be based on skills and experience. Will not hire through Cardinal Staffing instead post ad locally. Clerks will draft a help wanted ad for the paper, etc. for Personnel & Finance to review. Karon Lane will find out if village insurance covers employees under 22 to drive village vehicles.

**Old Business-** Further discussed computer software options. Personnel & Finance recommend purchasing Office 365 but not using cloud storage at this time. Council agreed to go with Office 365 Business Premium. The VFO said we are only backing up budgetary and storing it at the bank and feels cloud storage is better way to store more office data. Office 365 Includes word, excel, power point, skype and provides one terabyte of cloud storage per user at a cost of \$12.50 per month, per user. Karon Lane moved to purchase the Office 365 Business Premium program. Second of motion by John Pupos and approved by all council. Cloud storage deferred for later discussion.

**New Business** – At 8:45 p.m., Cathy Mossing moved to enter executive session to discuss potential real estate purchase. Second of motion by John Pupos and approved by all council. Cathy Mossing moved to exit executive session at 8:51 p.m. Mayor Sauerlender and Council President Karon Lane were given authority to send property owner a letter of interest.

**Fiscal Officer's Report** –still reviewing revenue and appropriations, working on the Hinkle report and completing annual report. VFO on vacation February 1 – 16<sup>TH</sup>. Sue and Angie Smith will keep office open.

**Mayor's Report** – Read the Sherriff's report for December 2019. Officers spent 31 hours patrolling the village, of which 10.5 hours were spent on the morning shift (8am to -4pm), 12 hours on the afternoon shift (4p.m. -midnight), and 8.5 hours on the midnight shift (midnight -8a.m.). During the month, officers handled 3 complaints and issue 2 warnings.

The mayor read a proclamation from Four County Career Center requesting February as Career Technical Education Month. The mayor will be attending TMACOG's annual meeting on Monday, January 27<sup>th</sup>. Park-O-Rama meeting Monday, January 27<sup>th</sup> at 7:00 p.m. at the village office.

**Adjournment** – Karen Noward moved to adjourn the meeting at 9:00 p.m. Second of motion by Cathy Mossing and approved by all council.

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Mayor – Richard Sauerlender

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VFO- Catherine Vorst

Respectfully submitted,

Susan Clendenin  
Deputy Clerk