

Metamora Village Council met in regular session on Monday, May 02, 2022 at 7:00 p.m.

Council members present: Cindi Pawlaczyk, Karen Noward, John Hudik, John Pupos and Cathy Mossing. President Karon Lane absent.

Other officials present: Mayor Richard Sauerlender, VFO Heather Lumbrezer, Village Administrator/Zoning Inspector Jeff Pawlaczyk and Village Solicitor Kevin Whitlock.

Mayor Sauerlender opened the meeting with the Pledge of Allegiance.

Guests- Sheriff Deputy Darren Ward and Suzie Stough.

Deputy Ward gave the sheriff's report. They were last here with an update in December, since then there has been twenty-six calls, one accident, three neighbor disputes, three 911 hang-up calls, the majority of the calls were ATV complaints. They have given out three citations for the ATV's.

Solicitor's report- Update on council members being paid for work done for the village. Kevin stated it is a clear NO they cannot be paid. If a council member wants to be an employee of the village, they cannot have any part in making legislation and they have to wait one year after being a council member before being an employee.

Discussion was had between the Solicitor and Council re: properties in violation of Ordinance #1321.07. Council has been advised that the Zoning Inspector has the authority to cite property owners whose buildings are not safe. It is a fine of \$100.00 a day until the problem is resolved. The village should start with sending out a letter stating they are in violation and give them a certain number of days to either have it fixed or give us a plan with a date when it will be fixed. If not done by a certain time, they can be cited.

Heather Lumbrezer reported that the property owner of 235 Maple Street called the office with an update on his property. R.J. Lumbrezer and Matt Gilroy are working with him on a grant for his property. He did not have a time frame when this would be done. Council would like to see the wall with falling boards cleaned up.

Kevin is also going to be the Solicitor for the Village of Lyons. Their meetings are the first Monday of the month also. He will attend our June 6th meeting and after that he will attend on an "as needed" basis – Heather to advise Kevin if attendance is needed.

Minutes – Cathy Mossing motioned to approve the April 18, 2022, minutes as written. Seconded by John Pupos and approved by council.

Karen Noward motioned to pay bills as read. Seconded by Cathy Mossing and approved by all council.

Reading of the bills-

DATE	CHECK#	PAYROLL PAYMENTS		
4/26/2022	25171	Karen Noward	Monthly payroll for April	128.61
4/26/2022	25172	Heather Lumbrezer	Bi-weekly payroll: 4/7-4/20	885.31
4/26/2022	25173	Jeffrey Pawlaczyk	Monthly payroll for April	279.50
4/26/2022	25174	Anthony Jagodzinski	Bi-weekly payroll: 4/7-4/20	1,332.35
4/26/2022	25175	Kyle Condon	Bi-weekly payroll: 4/7-4/20	1,009.75
4/26/2022	25176	Deborah Lietzke	Bi-weekly payroll: 4/7-4/20	416.31
4/26/2022	25177	Richard Sauerlender	Monthly payroll for April	312.72
4/26/2022	25178	Mikael Stiles	Monthly payroll for April	569.40
4/26/2022	25179	Catherine Mossing	Monthly payroll for April	128.61
4/26/2022	25180	Cynthia Pawlaczyk	Monthly payroll for April	128.61
		CHECKS:		
4/25/2022	25181	Molina Health Ins.	Anthony's premium for ins.	84.00

4/25/2022	25182	Molina Health Ins.	Village premium portion of ins.	252.73
4/27/2022	25183	Advanced Sanitation	trash pick-up	60.00
4/27/2022	25184	DM Designs Ink	employee shirts/uniforms	328.00
4/27/2022	25185	Habitec Security	security monitoring	133.35
4/27/2022	25186	Toledo Edison	electricity	1,399.25
4/28/2022	25187	Kenn-Feld Group	weedwhacker part	52.99
4/28/2022	25188	Spectrum Enterprise	phones, internet & fax	174.96
4/29/2022	25189	NOW Control	mosquito spraying for May	165.72
			GRAND TOTAL	7,842.17

Old Business - Cathy Mossing has been working on a new employee reference manual. Some updates include: time sheets to reflect “call in” time, employee cell phone is for the street supervisor, and the job description for the zoning inspector needs to be changed from “submit to Planning Commission when a permit is denied” to “submit to Zoning Appeals Board when denied”. Karen Noward motioned to approve the changes to The Village of Metamora’s Employee Reference Manual. Seconded by John Pupos and approved by council.

There is a new hole in the parking lot at the shop on Mill St. Pupos asked Anthony to call Jim Bernath for a quote. He would also like a quote for seal coating the walking path and some repairs to Memorial Drive.

New Business – Discussion took place about items relating to the park. Council said we do not need to rent dumpsters for the Party in the Park. The ballfield lights are all working. The lights in the bathroom are turned on in the morning and are on all day. Heather suggested to get a motion sensor for the lights, council agreed to hire Sam Borck to install them. Cathy Mossing gave a list of items in the park kitchen: food containers, molasses and plastic silverware. She suggested giving it to Matt Vaculik since he provides everything for the chicken dinners. Also an amount was determined for future leases/rentals for the park.

Maintenance to clean up and try to locate where the keys belong to the buildings, filing cabinets, etc. This is a priority. Once organized and all keys gone thru - master copies should be kept in the village office. Key box to be purchased and all keys labeled.

The base of the ticket booth is starting to rot away. Will have the maintenance employee’s repair.

Fiscal Officer’s Report – Contacted Rod Creager at the County Engineer’s office again about cleaning the brush out of 10-mile creek, he still has not responded. It was suggested to contact someone higher up to see when this will get done.

We received \$600.00 in donations for the Easter egg hunt, the village budgeted \$500.00 for this event for 2022 of the village’s money. Total spent for this event was \$751.00. Council approved to use some of the leftover money we budgeted to buy items on clearance for next year’s event.

It was suggested to change the chicken barbeque from August 13th to August 6th. The band and choir were contacted to perform, waiting to hear back. We will have the memorial wall dedication that same day, so it was suggested to serve dinners in the park and chicken halves at T-mart parking lot. A decision has not been made; it will be discussed at the next meeting.

The EYA games start May 9th and go to July 1st. There are 5 late games that will need the lights on. The EYA would like to use the concession stand to serve pre-packaged items. Still waiting to be directly contacted on when this will begin. Discussion took place about who will lock up after the games. Some council members volunteered to share the responsibility of locking up to relieve employee Kyle Condon on some nights.

The first Zoning Appeals Board meeting is scheduled for Wednesday, May 4 at 7:00 p.m.

Mayor's Report – Nothing to report.

Adjournment- Cindi Pawlaczyk motioned to adjourn at 8:02 p.m. Seconded by Karen Noward and approved by all council.

Mayor- Richard Sauerlender

VFO – Heather Lumbrezer