

Metamora Village Council met in regular session on Monday October 03, 2022 at 7:00 p.m.

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

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

**Mayor Sauerlender opened the meeting with the Pledge of Allegiance.**

**Minutes** –John Pupos motioned to approve the September 19, 2022, minutes as written. Seconded by Cathy Mossing and approved by council.

**Reading of the bills-**

<b>DATE</b>	<b>CHECK#</b>	<b>PAYROLL PAYMENTS</b>		
9/27/2022	25411	Heather Lumbrezer	Bi-weekly payroll: 9/8 - 9/21	929.67
9/27/2022	25412	Voided		
9/27/2022	25413	Voided		
9/27/2022	25414	Debbie Lietzke	Bi-weekly payroll: 9/8 - 9/21	65.05
9/27/2022	25415	Anthony Jagodzinski	Bi-weekly payroll: 9/8 - 9/21	1,332.35
9/27/2022	25416	Kyle Condon	Bi-weekly payroll: 9/8 - 9/21	979.61
		<b>CHECKS:</b>		
9/21/2022	25358	Voided/Stop Pmt.	Molina Healthcare (lost check)	
9/21/2022	25406	Eisel Construction	tile broke behind Alice Herrick	837.00
9/21/2022	25407	Molina Healthcare	village portion Anthony's premium for October	252.73
9/21/2022	25408	Molina Healthcare	village portion Kyle's premium for October	223.13
9/21/2022	25409	Molina Healthcare	Anthony's premium -payroll dedct	84.00
9/21/2022	25410	Molina Healthcare	Kyle's premium-payroll dedct.	74.38
9/27/2022	25417	Habitec Security	security monitoring	321.24
9/27/2022	25418	Advanced Sanitation	unlimited trash pickup	2,000.00
9/27/2022	25419	Buckeye Pumps	new pump	9,225.25
9/27/2022	25420	Upward Solutions	support for running backups	25.00
9/29/2022	25421	Heather Lumbrezer	mileage reimbursement-meetings	53.75
9/29/2022	25422	Spectrum Enterprise	phones, internet, fax	174.96
9/29/2022	25423	CT Consultants	field flow monitoring	4,972.16
9/30/2022	25424	Toledo Edison	electricity	1,433.81
		<b>ACH Payments</b>		
9/20/2022		Molina Healthcare	Sept. premium pmts. over the phone due to lost check (#25358)	475.86

9/21/2022		Metamora State Bank	Stop Pmt. Fee for ck# 25358	36.00
			<b>GRAND TOTAL</b>	<b>23,495.95</b>

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

**Old Business** - Discussion took place about how to handle sewer credits for residents who do not have a second water meter and use water to fill pools. The county suggested having a contraption that residents can attach to a garden hose to track water usage, this would be rented from the county by residents and the county would be responsible for reading the attachment, the county will give a report to the village on water usage. Karon Lane motioned to have the county handle pool fillings and the village retain 25% of all credits for administrative work being done for the reimbursements. Seconded by Mossing and approved by council.

Anthony has checked around at car dealerships for a new work truck, he said there are not any out there. Jeff Pawlaczyk said to start looking for a cabin chassis. We do have a truck on order at Dave White's, they still have no idea when it will be in. We will keep searching to see if we can get one off of a lot.

CT Consultants have started to prepare a summary of their findings from smoke testing our water/sewer lines. Now that we have replaced a pump and did the suggested repairs to the lift station the water levels have been way down, we may not have as bad an infiltration as originally thought, but there are still issues going on. Cindi said there is a strong sewer smell around Carr's house. Anthony checked on a sewer manhole on E. Main that was plugged, shop rags/grease were in there. We need to hire Swanton to vacuum it out, then Anthony can camera it for problems.

Cathy moved that we pass the 2<sup>nd</sup> reading of amendments to Ordinance #955 of the Codified Ordinances for the new park lease and shelter agreements. Seconded by Cindi and approved by council.

**New Business** – Cathy designed a 1-page newsletter template that she would like to use and see it go out monthly or bi-monthly. By the year 2024 we would like to be paperless, we will start having residents give us their emails in preparation for this. Paper copies will be at the village office for anyone who does not want to receive them by email. Cathy questioned if we sent out newsletters to property owners who do not live in town but have rentals in town, she thought they should get one too.

Cathy also put together a flier informing residents of "Metamora Operation Clean Up 2023". We are going to start enforcing our zoning laws, a letter will be mailed out this fall with a list

of zoning items that council will be surveying in the spring of 2023. We are sending it out early to give residents time to get things cleaned up. Information is included in the flier if anyone needs assistance with cleanup. When reviewing our zoning ordinances it was noted that our “junk vehicles” are described as: extensively damaged including but not limited to, missing wheels, motor, transmission and having a fair market value of \$1,500.00 or less. Council will look into this ordinance; they do not feel licensed vehicles should be in violation of our zoning laws even if it’s an older vehicle that needs repairs. Cathy motioned that the Metamora Operation Clean Up 2023 letter go out ASAP after making the suggested changes. Seconded by Karen and approved by council.

**Fiscal Officer’s Report** – Discussion took place about the maintenance employee’s health insurance. As of right now the policies are in their names and we pay it, the state auditor said our workers need to pay for their policy themselves and we reimburse them. We are looking into getting a policy in the village name so we can pay the premium directly to the insurance company, will also shop around for different policies.

A suggestion was made to switch our computer accounting/payroll program from GAS to UAN. GAS is a very small company/program. GAS accounting program is only on one of our computers and not easily accessible when both office employees are working. UAN would allow the programs to be installed on both computers and is the system the State Auditor uses as well as other Gov’t offices within Fulton County. State Auditor’s office would be able to internally pull reports during audit years. The cost for the system is comparable to what we are currently paying for GAS. Council agreed to switch and said to allow for it in the 2023 budget. They will make a motion when it’s time to enter into a contract.

Per the county auditor, we are only required to get 3 bids for purchases of \$50,000.00 or more.

Heather attended a CivicReady training on September 27. This is an alert system that residents can sign up for to receive texts if there are any water problems, upcoming events, information that we feel is important. We will do a trial run with council members and village employees before sending out alerts to the general public.

Pasternak’s Tree and Landscaping gave a quote for \$3,000.00 to remove 2 trees on Garnsey, one that is dead and another that is wrecking the sidewalk. They also gave a quote to grind 6 stumps and surface roots in the park along the fence line. Pasternak’s noticed a tree on E. Main St. that is dead. There are no sidewalks there but believe it’s in the village’s easement. We will reach out to the property owner for his permission to remove this tree. Pupos motioned to accept Pasternak’s bid. Seconded by Cathy and approved by council. Pupos motioned that we move \$3,000.00 into expense line B-10-6-B-239 to cover the cost for Pasternak’s work. Seconded by Cathy and approved by council.

Cindi motioned to have DGL Engineer's survey our reservoir for the amount of \$1,500.00. Seconded by Karen and approved by council.

Start making a "wish list" for the 2023 budget.

Reached out to Amboy Township to see if we can piggyback off of who they use for their pesticide license. We have not heard back from them to date.

McQuade's office was contacted to see if they had any other documentation on file for leasing our farmland by the lagoon's, they do not. The lease in the village office appears to be the only contract on file.

We received a letter from The Metamora Chamber of Commerce wanting a bio of the village/council.

Cindi talked to Mr. Torrence, the music teacher, he said he has 130 students between 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grades that he is inviting to sing at the Christmas parade. They will not be bused here so he is not sure how many will show up.

**Mayor's Report** – nothing to report

**Adjournment**- John Pupos motioned to adjourn at 8:10 p.m. Seconded by Karen Noward and approved by all council.

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**Mayor- Richard Sauerlender**

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**VFO – Heather Lumbrezer**