

Metamora Village Council met in regular session on Monday, November 7, 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 – Cathy Mossing motioned to approve the October 17, 2022, minutes as written. Seconded by John Pupos and approved by council.

Reading of the bills-

DATE	CHECK#	PAYROLL PAYMENTS		
10/25/2022	25449	Heather Lumbrezer	Bi-weekly pay for 10/6-10/19	821.95
10/25/2022	25450	Anthony Jagodzinski	Bi-weekly pay for 10/6-10/19	1,332.35
10/25/2022	25451	Kyle Condon	Bi-weekly pay for 10/6-10/19	1,242.38
10/25/2022	25452	Debbie Lietzke	Bi-weekly pay for 10/6-10/19	416.31
11/8/2022	25475	Heather Lumbrezer	Bi-weekly pay for 10/20-11/2	878.98
11/8/2022	25476	Anthony Jagodzinski	Bi-weekly pay for 10/20-11/2	1,332.35
11/8/2022	25477	Kyle Condon	Bi-weekly pay for 10/20-11/2	1,198.76
11/8/2022	25478	Debbie Lietzke	Bi-weekly pay for 10/20-11/2	390.30
		CHECKS:		
10/19/2022	25445	Molina Healthcare	Anthony's portion health ins.	84.00
10/19/2022	25446	VOIDED		
10/19/2022	25447	Molina Healthcare	Anthony's ins - village portion	252.73
10/19/2022	25448	Molina Healthcare	Kyle's ins - village portion	223.13
10/24/2022	25453	BKSMWM	prosecutor/solicitor	180.00
10/24/2022	25454	Habitec Security	monitoring-park	133.35
10/24/2022	25455	Jones & Henry Labs	sewer sample analysis	80.00
10/24/2022	25456	Treasurer of State-OH	discharge fee for May-Oct 2021	200.00
10/24/2022	25457	Tri County Fuels	fuel	118.80
10/24/2022	25458	The Village Reporter	12-month subscription	104.00
10/24/2022	25459	Verizon	maintenance cell phone	58.15
10/26/2022	25460	Toledo Edison	electricity	1,329.04
10/31/2022	25461	Buck & Knobby	purchase of a skid steer	48,300.00
10/31/2022	25462	Ohio Rural Water Assoc	2023 system membership	72.50
10/31/2022	25463	Spectrum Enterprise	phones, internet, fax	174.96
10/31/2022	25464	Village of Swanton	vac. out storm drains	300.00
11/2/2022	25465	Alice Snyder	maintain website	420.00
11/2/2022	25466	Forrest Auto Supply	oil, shop towels, adapter bearings	172.94
11/2/2022	25467	VOIDED	VOIDED	0.00
11/2/2022	25468	Tri County Fuels	oil, gas	192.23
11/7/2022	25469	Ag Pro	oil filters, emblem, paint	155.32
11/7/2022	25470	Luckey Farmers	stump killer	17.65
11/7/2022	25471	Bills Service	lawn mower belt	218.38
11/7/2022	25472	Fulton County Comm.	NEWS water service	92.02
11/7/2022	25473	Ohio Municipal League	2023 Dues	305.00
11/7/2022	25474	Ohio Utilities Protect.	manual call outs	4.00
11/7/2022	25479	Angie Smith	consulting	200.00
		ACH Payments		

11/4/2022		EFTPS	Village contribution: Medicare/SS	190.26
11/4/2022		OPERS	Village contribution	1,595.24
		ARPA Payments		
10/24/2022	1002	CT Consultants	professional & field services	1,131.42
			GRAND TOTAL	63,918.50

Karen Noward motioned to pay bills as read. Seconded by Cindi Pawlaczyk and approved by all council.

Old Business - Mossing and Lumbrezer have been getting quotes for new insurance for our maintenance employees. Mossing said if we join a Chamber of Commerce that offers insurance it would be the cheapest way to go and a better plan for our employees. Mossing motioned that we pass Ordinance #2022-19 establishing a health insurance program for our village employees through The Wauseon Chamber of Commerce, with a health insurance premium of \$508.00 per month for both employees, the village will incur 75% of the cost, the employees 25% of the cost, dental and vision is offered but the employee will have to pay 100% of the cost if they choose to get it. Seconded by Lane and approved by council.

Lumbrezer and Mossing created a bio of the village with a picture of council members and village workers. It will be submitted to The Metamora Chamber of Commerce for them to feature on their Facebook page sometime in the near future.

We have been working with Maumee Valley Planning Commission to get an infrastructure grant for repairs to Mill St. We can apply for the grant this fall. Lumbrezer and R.J. Lumbrezer of DGL Consulting Engineers have been working with people from the county, along with Jessica Geer from the Fire Department, having the fire department on this street gives us more "points" for this grant. The original estimate for the repairs is \$400,440.00. We would be required to commit at a minimum 10% of the project, which would be around \$44,332.00. The more money the village puts toward this project helps our chance of getting it. Concerns about how much the original quote would increase by the time we are ready to do this project was discussed. Mossing motioned that we budget \$75,000.00 to put toward the Mill St. Infrastructure Grant project. Seconded by Pupos and approved by council.

New Business – Mossing has been working with Shannon Shulters to redesign our village website, Mossing said she does nice work. Shulters quoted us 8 hours at \$100.00 an hour for the redesign, and 2 hours at \$100.00 to work with our office staff, so that we can make updates by ourselves. We have an invoice for our current web designer/manager in the amount of \$420.00, Mossing recommended paying that because we are not ready for the change yet. Pupos motioned to pay Alice Snyder for her current invoice of \$420.00 and to go into contract with Shannon Shulters of S2 Branding and Marketing for \$1,000.00. Seconded by Mossing and approved by council.

We have a lot of old office records that need to be organized and cleaned up. Lumbrezer found someone from Liberty Center who has done records retention at Fulton County Courts. She is willing to work a couple days a week at \$15.00 an hour. Mossing said she has no idea how long it will take but recommends budgeting \$4,500.00 for this. Mossing motioned that we hire Cheryl Mann to start working on our record retention 1 to 2 days a week, 6 hours a day, up to \$4,500.00 maximum total. Seconded by Noward and approved by council.

Mossing has been talking with the office staff about what is needed for new office furniture. It was suggested that a new desk, bookcase and 2 filing cabinets be our top priority. Mossing motioned to spend \$1,335.00 on new office furniture as soon as possible. When the record retention starts, this will help keep everything organized for the future. Seconded by Lane and approved by council.

Pupos motioned that we suspend the rules to pass Ordinance #2022-17 authorizing the mayor and fiscal officer to execute an amendment to a contract between the Fulton County Board of Commissioners and The Village of Metamora declaring an emergency. Seconded by Lane. Roll call vote: Lane-yes, Hudik-yes, Pawlaczyk-yes, Noward-yes, Mossing-yes, Pupos-yes. Pupos motioned that we pass Ordinance #2022-17 under emergency measures. Seconded by Mossing. Roll call vote: Lane-yes, Hudik-yes, Pawlaczyk-yes, Noward-yes, Mossing-yes, Pupos-yes. Motion approved.

Mossing motioned that we pass the 1st reading of Ordinance 2022-18 approving a technical services contract between The Board of Fulton County Commissioners and The Village of Metamora to do our sewer billing, retroactive from 2009. Seconded by Noward and approved by council.

We are looking into buying our own rec fuel gas tank. This would only be for our small engine equipment. Research needs to be done to see if this would benefit us financially in the long run. We also need to research how much rec fuel we use a year to determine what size tank we would need. It would definitely be more convenient for our workers.

Planning has started for the Christmas parade. Lumbrezer said that Mr. Torrence will have his 3RD, 4Th and 5th grade choir sing before the parade, still working out the details as to what time they will start. Lumbrezer had concerns that with so many kids and their parents by the bank that it would be very crowded, she suggested that we serve hot chocolate and cookies after the parade at the fire hall, Jessica Geer from the fire department said that would be ok. Council agreed it would be a good idea to serve refreshments there this year. Cheryl Geer agreed to be the announcer. Our workers will decorate the village truck. Sam Borck is putting up the Christmas decorations on our light poles the week of the 21st, our Christmas tree will be put up that week or the following. Glow necklaces have already been purchased for the kids, it was approved to buy candy for the parade and candy canes for the fire department where Santa will be.

Fiscal Officer's Report – Anthony and Kyle are both interested in getting their pesticide license. There will be testing in February, March and April of 2023 in Wauseon, the price of testing is \$35.00 each. Mossing motioned that we pay for both employees to take the pesticide license test. Seconded by Lane and approved by council.

Repairs have been made to some sidewalks around town. Lumbrezer said there may not be enough money in the "sidewalk account" to cover the repairs. It was decided that most of the repairs done to the sidewalks so far were from sewer problems, therefore should come out of the sewer fund.

Mossing has been attending meetings with the Fulton County Planning Commission. She said there are good things available, and the county is thinking about us for some of them. They really recommend us working with the chamber to help improve the appearance of the town for outside businesses that will help the village grow.

Discussion needs to start about our fall event for next year. There will be crafts, food vendors, trunk or treat, a band and beer tent. It was decided to have the event on October 14, 2023. We need to come up with a catchy name!

Solicitor Kevin Whitlock needs to draft an ordinance in reference to the 2nd meter sewer credits. Anthony will post a note on residence doors when he reads their meters stating that they can contact the office for their credit information.

Lumbrezer asked council to make their "wish list" for next year, so she can add the items to next year's budget. She asked them to have it to her by December 5th so it can be approved at the Dec. 19th meeting.

Pawlaczyk motioned to go into executive session at 8:18 in regard to real estate. Seconded by Lane and approved by council. Pupos motioned to exit executive session at 8:23. Seconded by Lane and approved by council. The property in question is not for sale at this time.

Mayor's Report – None

Adjournment- Pupos motioned to adjourn at 8:25 p.m. Seconded by Hudik and approved by all council.

Mayor- Richard Sauerlender

VFO – Heather Lumbrezer