Council met in regular session Monday, September 18th 2017 at 8:00 p.m. Council present: Council President Karon Lane, John Hudik, Richard Sauerlender, John Pupos, Suzie Stough and Justin Kreischer. Also present: Mayor Ken Wysong, VFO Sue Clendenin, Village Solicitor Alan Lehenbauer and Deputy Clerk Angela Smith.

**Guest**: Brooke Smith

Council president Karon Lane opened the meeting with the Pledge of Allegiance.

**Minutes** – Suzie Stough moved to approve minutes of September council meeting as written. Second of motion by Richard Sauerlender and approved by all council.

**Reading of the Bills**:

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| **Bills to be paid:** |   |   |
| Advanced Sanitation | Curbside Pickup | 1,500.00 |
| Susan Clendenin | 3rd Quarter cell phone reimbursement | 30.00 |
| Treasurer of Fulton County | Police Protection | 425.00 |
| Century Link | Phone & Fax | 235.21 |
| Chip Vance | 3rd Quarter cell phone reimbursement/prorated for Sept | 106.50 |
| Sue Clendenin | September Salary | 2,279.54 |
| Jeff Pawlaczyk | September Salary | 105.00 |
| Angie Smith | Wages 8/31 - 9/13 | 755.48 |
| Ken Wysong | September Salary | 350.00 |
| Justin Kreischer | September Salary | 104.17 |
| Suzie Stough | September Salary | 104.17 |
| Jamie VanAlstine | Wages 8/31 - 9/13 | 786.00 |
| Chip Vance | Wages 8/31 - 9/13 and pay out for vacation & comp time |  3,379.13 |

Justin Kreischer moved to pay bills as presented. Second of motion by John Pupos and approved by all council.

**Solicitor’s report** – Alan reported the Ohio Department of Taxation has determined parcel 02-003252-00.000 exempt from taxation under R.C. 5709.08 public purpose.

It has been clarified that the village is an at-will employer.

**Lands & Buildings Committee Report -** John Pupos, chairman

Requesting the help wanted ad be placed in the Toledo Blade Sunday edition.

We have the instructions on how to change the security codes. Need to be a master user to reset the codes. Sue is a master user and will need to go with John to reset the codes. Everyone should have different codes.

The shop on Mill Street was broken into this past weekend sometime between 4:15 p.m. on Friday, 9/15, and 7:30 a.m. on Monday, 9/18. We are still in the process of doing an inventory to determine what was taken. So far the value of things missing is between $8,000 and $10,000. The alarm was not set. The fire department has not been shutting the overhead door when going on a run. The committee is recommending we get new locks tomorrow at about $45 each to replace the locks at the shop. We should have 5 keys made: 1 master key to be kept in the office and 1 each for John Pupos, Rich Sauerlender, Jamie VanAlstine and the Fire Department. There are no cameras at the shop. There are motion sensors when the alarm is set. John requested that we ask the fire department to do an inventory of their things to determine if anything was stolen from them. John Pupos requested $100 be allocated for new locks for the shop. Council approved the purchase of locks for the shop. John then asked council if they want all the locks on village property to be changed. To redo the locks in the park would be very expensive as the keys are non-duplicable. The doors do have an alarm. If someone still has a key, uses it, but not have a security code, the alarm will go off. Do we want an alarm installed on the village office door along with a deadlock? Several members thought this was a good idea. Also inquired about putting a camera in at the office and at the shop. The total number of lock sets in the village, excluding the water plant, is 13 locksets. 10 are deadlocks only and 3 also have the door knob lock. The entire park is on non-duplicable keys. Find out the pricing of rekeying, new locks, non-duplicable keys and security camera at the shop. Possibly get motion sensor lights for the shop. There was discussion on how to change the codes and the cost of Habitec changing the codes. The alarms have not been set since the fire department has been using the shop per Chip’s instructions. The alarms will be set tonight.

Putting a ceiling in park shelter house B is on hold as we do not have the personnel to put it in.

Not going to replace the park water fountain at this time.

Before the end of this month, Jamie will have the Hamman’s yard done. Before she does that the village needs to purchase some top soil. Store it by the shop. It was recommended to get 20 yards. We will get a price from multiple vendors.

We need the beads for the painting of lines on the street at the cross roads.

John Pupos will sit down with the fire chief after the crops are harvested to fill out the forms to authorize burning the brush pile at the reservoir.

There are used chippers online for sale between $6,000 and $10,000. We may want to put them on the 2018 wish list. Council discussed how often to do the brush pickup and chipping.

**Personnel & Finance Committee Report** – Justin Kreischer, chairman

Mr. Steve Geise was brought back on board as Village Sewer Consultant effective September 15th, 2017. He has been approved as Metamora’s Operator of Record for the Waste Water Plant. Village entered into an agreement last year with Mr. Geise as the Village Sewer Consultant during Chip’s vacation. The agreement is ongoing. Mr. Geese asking for a weekly pay increase of $50, to cover extra responsibilities associated with being the “Operator of Record” and filing monthly EPA EDMR reports. We have calls out to several other sewer operators and will get back to council as more information is gathered.

A letter to Chip Vance was reviewed by the committee. The letter covered how much vacation and comp time payout. There was no sick time payout as Chip did not have the amount of years worked required to receive a sick time payout. We can get the SHOP medical premium paid for October refunded to us. The committee decided to cancel the insurance at the end of September and get a refund for the October premium of about $2,500. The letter included the offer for Chip to continue his insurance under COBRA at the full cost of the insurance to be paid by him. He will be given the letter tomorrow with his check. He can decide and sign the letter indicating his choice.

The committee is requesting council increase Jamie VanAlstine’s wages from $12.00 per hour to $14.00 per hour for her increased responsibility. Justin Kreischer motioned to increase Jamie’s VanAlstine’s hourly pay rate to $14.00 effective September 14, 2017. Second of motion by Karon Lane and approved by all council.

Help wanted ads have been placed in a couple of papers. We’ll have it placed in the Toledo Blade also. We have one application now. We’ll collect applications for a few weeks and bring it to council to decide what we are going to do.

The Employee Handbook needs to be revised, taking out the health care and potentially employee uniforms. We are in a 3-year contract with CINTAS and it may not be cost effective to do a buy-out.

Our dumpster and the fire department dumpster were completely filled by someone over the weekend. Jamie and the sheriff went through the trash and found an address on the trash. The committee is recommending we request the sheriff go to the address and request they empty the dumpsters or we will prosecute for illegal dumping. The mayor indicated he spoke to the sheriff and he will speak to the sheriff again tomorrow. The dumpsters should not be emptied by our trash pickup.

**Maintenance Report –** Jamie VanAlstine

Priorities are to get the fence line cleaned up at the park, get the fountain turned off at the park, work on the shop inventory, finish painting at the park before the snow falls and finish painting the lines on the streets before the snow falls. John Pupos and Rich Sauerlender have volunteered to help with the inventory. Karon Lane and Suzie Stough offered to help if needed. One yard has been repaired from previous sewer work. Need dirt to perform the next repairs. Council expressed appreciation to Jamie for stepping up as needed. The Village of Fayette donated a much appreciated desk and chair to Metamora for the shop office. The Village of Fayette will be coming tomorrow to pick up the generator and pumps previously purchased.

**New Business** –

Justin Kreischer cannot attend the October 2nd meeting. He will be out of town all week. Suzie Stough cannot make it the following week. After discussion, council decided to keep the meeting as scheduled on October 2nd.

It was asked if the leaf box was ready to go. Mayor Wysong stated that he had been informed by Chip that the leaf box was ready and the salt spreader was ready to go. It was mentioned that maybe Tom Bivins could drive the truck for the leaf pickup. No action taken at this time.

**Old Business –**

**Fiscal Officer’s report** –

* Boat motor needs to be taken to the County Auction before September 23. The motor is in the storage room at the Mill Street Shop. John Pupos volunteered to take the motor and the boat to the auction. Justin Kreischer motioned that the boat and motor are no longer needed by the village and are valued at less than $1,000. Second of motion by Rich Sauerlender and approved by all council.
* Bob Whalen, village zoning inspector, gave his resignation on 9/13/17. He will work through the end of September. Joyce Beroski is interested in the zoning position. She will come in on Wednesday to find out what the job consists of. Consider changing the hours to 3 hours per week.
* The Park-O-Rama meeting is next Wednesday, September 27th at 7:00.
* Requesting permission to give an office key to Jamie & the auditor. Council gave permission.
* Tuesday, APC to pick up and deliver generator purchased by Fayette
* Karon Lane motioned to increase the pay to Steve Geise as the interim Sewer Operator of Record to $150 per week. Second of motion by Suzie Stough and approved by all council.
* The fiscal officer requested council start thinking about the wish list for 2018 budget.

**Mayor’s Report** –

* There is an Urban Forestry Seminar on Wednesday, November 8, 2017 at Bluffton University for $35 if anyone is interested in attending.
* Sheriff’s report for August, 2017: Officer’s spent a total of 48.5 hours patrolling in the village of which 21.5 hours were spent on the morning shift, 6.5 hours on the afternoon shift and 10.5 hours on the midnight shift, which included one hour of bicycle patrol. Officers handled 14 complaints.
* The mayor attended the Amboy Township meeting and spoke to them about the agricultural spreading of sludge. There isn’t much Amboy Township can do as they are controlled by the Fulton County zoning. The biggest concern is the odor. As more people complain about the odor to the EPA, the EPA could contact New England Fertilizer to have them control the odor.
* The mayor will call the sheriff in the morning about the dumpster. Locks can be put on the dumpster.
* The mayor will be out of town from September 22nd through the 24th.

**Adjournment** – Justin Kreischer moved to adjourn at 9:00 p.m. Second of motion by Karon Lane and approved by all council.

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**Mayor- Kenneth Wysong Deputy Clerk – Angela Smith**