Metamora Village Council met in regular session on Monday, December 20, 2021, at 8:00 p.m.

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

Other officials present: Mayor Richard Sauerlender, VFO Heather Lumbrezer, Deputy Clerk Debbie Lietzke, Maintenance Employee Steve Venia, and Village Administrator/Zoning inspector Jeff Pawlaczyk

Guest(s): Ahrianna McCabe and Lucy Serna

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

Ahrianna McCabe and Lucy Serna were here from the school for a government project. They proposed to do a color run on March 26, 2022 to benefit RAINN, an organization that helps victims of sexual assault. They would like to do a 5k run in the park. When more details are finalized, they will let council know. John Pupos motioned to let them have a fundraiser for RAINN March 26, 2022 in the park with no fee charged by the village. Seconded by Cathy Mossing and approved by all council.

**Minutes** – Cathy Mossing motioned to approve the December 6, 2021 minutes as written. Seconded by Cindi Pawlaczyk and approved by council.

**Reading of the bills-**

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| --- | --- | --- | --- | --- | --- |
| **DATE** | **CHECK#** | | **PAYROLL PAYMENTS** |  |  |
| 12/21/2021 | 25028 | | Heather Lumbrezer | Bi-weekley pay: 12/2-12/15 | 840.76 |
| 12/21/2021 | 25029 | | Steven Venia | Bi-weekley pay: 12/2-12/15 | 1,271.34 |
| 12/21/2021 | 25030 | | Tiffany Venia | Bi-weekley pay: 12/2-12/15 | 531.13 |
| 12/21/2021 | 25031 | | Deborah Lietzke | Bi-weekley pay: 12/2-12/15 | 345.11 |
|  |  | | **CHECKS:** |  |  |
| 12/13/2021 | 25017 | | Habitec Security | monitoring and maintenance | 238.05 |
| 12/13/2021 | 25018 | | Heather Lumbrezer | X-mas supplies reimbursement | 8.00 |
| 12/13/2021 | 25019 | | Jones & Henry Lab | sewer samples on 11/11/21 | 15.00 |
| 12/13/2021 | 25020 | | Metamora State Bank | X-mas gift card for Sue | 54.00 |
| 12/13/2021 | 25021 | | OH Mun. Clerks Assn | 2022 clerk membership dues | 55.00 |
| 12/13/2021 | 25022 | | Perry Protech | copier maintenance | 59.94 |
| 12/13/2021 | 25023 | | Sams Club credit card | gas; xmas; supplies; memorial; etc | 1,099.20 |
| 12/13/2021 | 25024 | | Village of Swanton | wastewater testing: 11/10 & 11/17 | 136.00 |
| 12/16/2021 | 25025 | | Fulton Co. EMA | 2022 Assessment fees | 344.85 |
| 12/16/2021 | 25026 | | Ohio Gas Co. | Heat | 81.04 |
| 12/16/2021 | 25027 | | Ohio Gas Co. | Heat-Mill St. | 100.47 |
| 12/20/2021 | 25032 | | Habitec Security | monitoring and maintenance | 321.24 |
| 12/20/2021 | 25033 | | McQuades Co L.P.A | legal fees | 1,116.50 |
| 12/20/2021 | 25034 | | Tri-County Fuels | fuel | 77.69 |
| 12/20/2021 | 25035 | | Verizon | phone | 58.22 |
|  |  | | **CARE ACT** |  |  |
| 12/13/2021 | 100038 | | Sams Club credit card | CAST items: food & toiletries | 1,423.29 |
|  |  | |  | CARE acct. is now at a $0 balance |  |
|  |  | | **ACH Payments** |  |  |
| 12/9/2021 |  | | OH Auditor of State | 2019-20 Audit: 10/25/21-11/20/21 | 2,788.00 |
|  |  | |  | **GRAND TOTAL** | **10,964.83** |
|  | |

John Pupos motioned to pay bills as read. Seconded by Cathy Mossing and approved by all council.

**Personnel & Finance** – They recommend paying off the USDA sewer loan in the amount of $90,901.13. This would save the village $15,300.00.

They also recommend paying off the OPWC loan-Main Street in the amount of $1,075.23.

The federal holiday calendar for 2022 was reviewed. December 31st of this year is a paid holiday for Steve.

Committee recommending a .50 cent pay increase for Debbie Lietzke for her 90-day review effective 12/16/21. A pay increase of 2.5% was recommended for Steve Venia, Heather Lumbrezer and Debbie Lietzke effective 1/1/2022. Jeff Pawlaczyk’s wage will be $200.00 a month and Rick Meiring’s wage will be $550.00 a month effective 1/1/2022.

**Lands & Buildings Report** – John Crockett attended the meeting and was informed that Kurt Peebles made an offer to buy materials to improve the appearance of the building at 235 Maple St. that is in violation of village ordinance #1321.07. John Crockett declined the offer stating that it would not structurally improve the building. He said that due to the cost of building materials he is unable to make the repairs right now. Council will revisit in a few months to see if any improvements have been made.

Reviewed the zoning map that was last printed in 2011. The school is listed as S1 and needs to be changed. Will reach out to the county for input.

Shull Farms to sign an agreement to maintain land that the village owns.

Received quotes from Transtar Electric and Cousino Electric for upgrades to the electrical in the office basement. Reaching out to both businesses for additions/changes to their quotes.

The county is scheduled to do brush/tree cleanup in 10-mile creek hopefully sometime this winter. Will follow up with them on the progress.

**Old Business** - A list of possible names has been compiled for the planning commission and zoning appeals board. Still researching the legalities of establishing each board. May need to amend the village codified ordinance to align with the state revised code. To be re-visited at the next meeting.

**New Business** – John Pupos made a motion to suspend the rules and declare an emergency in passing and voting on Ordinance #1064 and 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 for indigent defense services and declaring an emergency. Karon Lane seconded. Roll call vote: Lane-yes, Mossing-yes, Hudik-yes, Pawlaczyk-yes, and Pupos-yes. John Pupos made a motion to pass **Ordinance #1064** under Emergency measures. Karon Lane seconded. Roll call vote: Lane-yes, Mossing-yes, Hudik-yes, Pawlaczyk-yes and Pupos-yes. Approved.

Cathy Mossing made a motion to suspend the rules and declare an emergency in passing and voting on Ordinance #1065, approving the Countywide Emergency Management Agency agreement between the Village of Metamora and the Fulton County Emergency Management Agency and declaring an emergency. John Pupos to be declared the designee for the village. Karon Lane seconded. Roll call vote: Lane-yes, Mossing-yes, Hudik-yes, Pawlaczyk-yes, and Pupos-yes. Cathy Mossing made a motion to pass **Ordinance #1065** under Emergency measures. Seconded by Karon Lane. Roll call vote: Lane-yes, Mossing-yes, Hudik-yes, Pawlaczyk-yes and Pupos-yes. Approved.

John Pupos made a motion to suspend the rules for Ordinance#1066 appointing a Village Solicitor and Village Prosecutor, establishing compensation and declaring an emergency. Cathy Mossing seconded. Roll call vote: Lane-yes, Mossing-yes, Hudik-yes, Pawlaczyk-yes, and Pupos-yes. John Pupos made a motion to pass **Ordinance #1066** under Emergency measures. Seconded by Cindi Pawlaczyk. Roll call vote: Lane-yes, Mossing-yes, Hudik-yes, Pawlaczyk-yes and Pupos-yes. Approved.

Maintenance employee Steve Venia turned in his resignation at the council meeting. His last day will be 12/31/2021. Cathy Mossing motioned to formally accept his resignation. Seconded by Cindi Pawlaczyk and approved by all council.

Cathy Mossing motioned to have Tiffany work as much as needed to help Steve through the end of the year. Seconded by Cindi Pawlaczyk and approved by all council.

**Fiscal Officer’s Report** – Cathy Mossing moved to increase Expense Line # B05-3-A-250-00 by $150.00 to get that line out of the negative due to a correction made after the State Audit. Seconded by John Pupos and approved by all council.

Cathy Mossing motioned to NOT move the $30,000 for the NatureWorks grant into the Budget for 2022 as approved at the last meeting. If the grant does not get awarded for some reason, those monies would be tied up in that specific revenue/expense line. If the grant gets awarded in 2022, the budget can be revised/amended at that time. Seconded by Cindi Pawlaczyk and approved by all council.

The remaining kid’s masks that the village had previously purchased with the Care Act monies was donated to Evergreen Elementary School to be used as needed.

**Mayor’s Report** – Received an invite from TMCOG about their upcoming January 24th meeting. Mayor cannot attend. Due to the time of the meeting, no members can attend either as it’s a conflict with their full-time jobs.

All employee reviews are done for 2021.

**Adjournmen**t- Cathy Mossing motioned to adjourn the meeting at 8:55 p.m. Seconded by John Hudik.

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**Mayor- Richard Sauerlender VFO – Heather Lumbrezer**