Council met in regular session Monday, November 6, 2017 at 7:00 p.m.

Council present: Karon Lane-President, Richard Sauerlender, Suzie Stough, Justin Kreischer, John Pupos and John Hudik.

Other officials present: Mayor Ken Wysong, Village Administrator Jeff Pawlaczyk and VFO Angie Smith.

Guests present: None

Mayor Wysong opened the meeting with the Pledge of Allegiance.

**Minutes** – Justin Kreischer moved to approve council meeting minutes from October 16, 2017 and October 26, 2017. Second of motion by Karon Lane and approved by all council present.

**Bills read for payment:**

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| **Bills Already Paid** |   |   |
| Steve Geise | Sewer Consultant - 10/1 to 10/14 | 300.00 |
| Angie Smith | Wages 10/12 - 10/25 | 927.18 |
| Jamie VanAlstine | Wages 10/12 - 10/25 | 1,057.00 |
| **Bills to be paid:** |   |   |
| Alice Snyder/Aastek Computer | Maintain website for 1 year | 420.00 |
| Luckey Farmers | Grass Seed & Fertilizer for the park | 2,203.75 |
| Smith Law Office | Prosecutor Fees | 35.00 |
| Steve Geise | Sewer Consultant - 10/15 to 10/28 | 300.00 |
| Habitec Security | Monitory services | 85.26 |
| Hometown Team Works | Employee Tee Shirts | 140.00 |
| Jamie VanAlstine | Reimburse for supplies | 45.82 |
| Wex Bank/Marathon | Gas for mowers, trucks, equipment | 113.91 |
| Scott McDermott | Zoning Consultant | 97.50 |
| J.D. Financial | Pin fastener for mower | 4.88 |
| Perry Corporation | Base charges for copier | 96.32 |
| Toledo Edison | Village electric use | 1,273.81 |
| Treasurer of State | Audit of 2015 & 2016 | 7,544.00 |
| Trisha Gleckler | Office cleaning - October | 40.00 |
| Cintas | Uniform charges | 42.94 |
| VISA | Halloween supplies, Office supplies, Seminar for clerk, ad, street paint | 1,040.77 |
| Arnett Carpet Cleaning | Shampoo village office carpet | 200.00 |
| Bob Whalen | Zoning Consultant | 180.00 |
|   |   | 16,148.14 |

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

**Solicitor’s report** – Not present.

**Old Business** –

* Boat & motor sold at the auction for a total of $775, less a fee of $134.85.
* Insurance claim for theft at the shop has been started. We have sent the original tool inventory list, a list of what was stolen and the police report. We need to get a quote to replace the missing tools. When they have the quote, they will reimburse the village 50% of the quote. The remaining 50% will be reimbursed when we provide them the receipts from the purchases. Rich Sauerlender has helped to get the pricing started. Need to have the new maintenance employee assist with the replacement pricing of the items.

**New Business** –

* John Pupos asked if anyone received an alarm call on the park on the October 27th or the 28th. No one had received a call. The park alarm was set off by the EYA equipment manager. He heard the alarm from his driveway and turned it off. The EYA no longer has an alarm code and will be given a new one in the spring. Habitec needs to be contacted to find out why no call was made. Ensure they have the right personnel and numbers. The EYA could be given a code now.
* The batting cage and tennis court net need to be taken down. Ensure the baseball bases have been removed; the refrigerators are unplugged and propped open in all kitchens. Ensure all winterizing is completed.
* We need to give Steve Venia a calendar of events and activities so he can plan and stay on top of tasks. Justin brought up that Steve had asked about when he should start training for the sewer 1 license. Steve was told that starting the training in about 6 months would be okay, giving him time to get up to speed on the maintenance position. The shop needs to be cleaned up and put in order. Karon brought up that council members should visit the shop regularly.
* Adam Vance rental house on 235 Garnsey sewers backed up. John Pupos offered to snake out the line from the inside. Adam didn’t want the inside line opened, afraid it could leak into the basement. There is no clean out on the outside. John Hudik had asked Adam to call Dave Mossing, the previous owner, to find out where the smashed septic tank is located. There should be a clean out and the septic tank should be smashed. There is a book in the shop with records of the clean outs locations. Karon Lane suggested we set up some protocol on the correct actions and timing to take in such situations. Adam stopped to talk to Karon on Monday. Adam told John Pupos that Friday night was the last night for the renters to be in the house. A moving van was seen at the house. If there is not an outside cleanout we will need to put one in. Ken has told Steve Venia to go over to the house on Tuesday and find the line and cleanout or put in a clean out if none if found. If anything other than human waste comes out of the line it is the owner’s responsibility. According to Adam the sewer goes out the north side of the house. Adam told Ken the renters are not living there because of the stench from the sewer. Adam is looking for compensation for the renters being out of the house. From the cleanout to the street is the village responsibility. Adam told John Pupos on Friday night that there was no one in the house so John did not see a necessity to have Steve Venia work over the week end on the issue. Adam told Ken they would still be in the house if the sewer was working. John Hudik was told by Adam that the renters would be out on October 31st. Jeff Pawlaczyk will not be available to assist on Tuesday. Rich Sauerlender volunteered to be on site on Tuesday to help Steve. Ken will tell Steve to call Rich. John Hudik indicated there has been no power in the house for 4 to 5 weeks per Adam.

**Fiscal Officer’s report** –

* Third reading of Ordinances #960, Amending 2017 Appropriations. Suzie Stough motioned to approve the third and final reading of Ordinance #960. Second of motion by Justin Kreischer. Roll call vote taken: John Pupos – Yes, Richard Sauerlender – Yes, John Hudik – Yes, Karon Lane – Yes, Suzie Stough – Yes and Justin Kreischer– Yes. Ordinance #960 passed.
* Third reading of Ordinance #961, allowing the mayor to enter into contract with the Fulton Co. Commissioners to provide Dog Warden Services. Rich Sauerlender motioned approve the third and final reading of Ordinance #961. Second of motion by John Pupos. Roll call vote taken: John Pupos – Yes, Richard Sauerlender – Yes, John Hudik – Yes, Karon Lane – Yes, Suzie Stough – Yes and Justin Kreischer– Yes. Ordinance #961 passed.
* First reading of Ordinance #964, Indigent Defense Contract. Karon Lane motioned to approve the first reading of Ordinance #964, authorizing the Mayor and Fiscal Officer to enter into an Indigent Defense Contract with the Fulton County Board of Commissioners. Second of motion by John Pupos and approved by all council.
* Thank you note from Matt Keller was read to council for use of the ball fields. Many compliments on how the park looks. Council agreed the park looks good. Ken mentioned the standing water on the south end of the park. Why isn’t it draining? Ken asked Angie to call Mark Gross about the standing water. John Pupos stated he would also ask Rick Raab about it.
* Scott McDermott has started as our Zoning Consultant.
* 2015 and 2016 State Audit completed. Material Weakness found on the park Fundraiser (Park-O-Rama). No finding on not having an audit committee. The Finance Committee does look over financials each month. The Park-O-Rama Committee needs to be looking at how to keep better track of tickets sold compared to the money taken in. If the Park-O-Rama is handed over to an outside committee it will resolve the issue. Multiple suggestions were discussed on how to better track the financials. Justin knows some people who are interested in getting involved with Park-O-Rama. Council requested Angie schedule a meeting to take place in January.
* USDA Loan Compliance Review completed. We need a transition plan for handicap accessibility. The back door and bathroom door handles need to be replaced with handles that pull down to open the door. Also need a handicap parking sign placed in front of the building handicap parking spot. A Self Evaluation/Transition Plan needs to be completed. It has been given to Steve Venia to complete. The USDA provided us with two new amortization schedules for review. One with a $50,000 balloon payment and another with a $100,000 balloon payment. These will be presented to the Personnel & Finance Committee for review at their next meeting.
* The bank is replacing the parking lot in back. Suzie mentioned how dark it is in the back of the building by the parking lot. John Hudik has taken the light bulb out and is looking for a replacement bulb.
* Our CD with CDARS matures on 11/16/17. Currently we are getting a .75% interest rate. The email from the bank indicates we would get a 1% APR if we roll over for one year or 1.5% if we roll over for 2 years. CDARS has a balance of about $102,000 now. One recommendation was to only roll over for one year with the thought that interest rates should be going up. Council discussed the option of taking the money out for different projects. The CDARS is a cushion for potential future needs. Council agreed to roll over the balance for one year at 1%.
* Requesting appropriation Transfers:

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|  To: |  | Amt: | From: |  |
| A1-7D-211 | Clerk Salary | $4000 | A1-7D-211-1 | Deputy Clerk Salary |
| A1-7D-211 | Clerk Salary | $200 | A1-7D-250 | Capital Outlay |
| A1-7D-212 | Clerk Benefits | $100 | A1-7D-212-1 | Deputy Clerk Benefits |
| E2-5B-211 | VFO Salary | $500 | E2-5X-250 | Capital Outlay |
| E2-5C-234 | Sewer Consultant | $50 | E2-5C-212 | Sewer Employee Benefits |

Justin Kreischer motioned to approve the requested transfers. Second of motion by Suzie Stough and approved by all council.

* A Sewer rate increase for 2018 was discussed. We had an increase in 2016 and no increase in 2017. The USDA has recommended that we have a regular increase to help create a fund to replace sewer equipment when needed. Karon Lane suggested an increase of 2%. Ken asked if we get enough money in every year to pay for the expenses. So far this year we have brought in $76,200 with an estimate of $105,000 for the full year. We are barely covering the sewer upkeep expenses with the sewer income and the sewer loan payments are coming out of the general fund. John Pupos motioned to approve the first reading of **Ordinance #965**, increasing the sewer rate by 5% effective January 1, 2018, with no increase in 2019. Second of motion by Karon Lane and approved by 5 council and opposed by 1.
* Fulton County Veteran Service is giving away free $20 Gas Cards to Vets beginning December 1st in Wauseon. It is extended to the first 150 Veterans.
* VFO will be out of the office from November 9th through the 14th. Jamie will check the post office box and the voice mail.
* Angie requested the Land & Building Committee think about what expenditures they will be requesting for 2018. We purchased 12 holiday pole decoration last year and will plan on 12 in 2018.

**Mayor’s Report -**

* Jamie has asked how many hours she will be needed now that Steve has started working. Justin requested we get Steve’s input on how many days she is needed. Council agreed to have her work 3 to 4 days a week as needed. Monday through Wednesday or Thursday for now.
* Ken requested Angie call Toledo Edison about the streets lights out on Wildflower.
* Ken requested Land & Buildings address the brush pile at the reservoir. John Pupos to follow up with the fire department. In the future we will need to take the brush to Lammon Brothers. Ken asked what we are going to do about grass pick up. We need to decide if we will be picking them up or not and let residents know about the plan. Suzie suggested no grass pick up. Karon Lane asked about the driveway to the reservoir. Jamie has filled them in with stone.
* Ken has asked Jamie & Steve to go through the keys we have, get rid of ones we do not need and get a set made of the good keys to be kept in the office.
* Justin reported we are in good shape for the holiday parade. Ken will handle the hot chocolate and the cookies. Talking to the fire department about the PA system.
* Sheriff’s report for September, 2017: Officer’s spent a total of 47.75 hours patrolling in the village of which 10.75 hours were spent on the morning shift, 24 hours on the afternoon shift and 11 hours on the midnight shift, which included 1/2 hour of bicycle patrol. Officers handled 15 complaints.
* Need to have Jamie & Steve check the salt in the shed and ensure we are ready to spread salt when needed. Also clean out all 3 trucks.

**Adjournment** – Justin Kreischer moved to adjourn at 8:15 p.m. Second of motion by John Pupos and approved by all council.

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 **Mayor – Kenneth Wysong VFO – Angela Smith**