

On Tuesday, March 9, 2021 at 6:00pm Mayor Fries-Seip opened the Council meeting in the MMC Council Chambers with a word of prayer, and the Pledge of Allegiance to the flag was then recited by those present.

The regular meeting of the Council for the Village of Monroeville was then called to order.

Present at roll call:	Bob Whitacre	And:	Melissa Fries-Seip, Mayor
	Sam Wiley		Bonnie Beck, Fiscal Officer
	Chris Raftery		Tom Gray, Administrator
	Sue Rogers		Jim Barney, Solicitor
	Mark Rupp		

Also attending: Lt. Troy Kimball, and Heather Alicea.

The February financial reports and bank reconciliations were previously distributed to Council via email.

#### **EXCUSAL OF COUNCIL MEMBER**

Craig had notified the office that he was unable to attend tonight's meeting. Sam Wiley made a motion, seconded by Bob Whitacre, to excuse Craig from the meeting. Motion carried with no discussion.

#### **APPROVAL OF AGENDA**

The Mayor asked for a motion to approve the agenda. Sue Rogers made a motion, seconded by Sam Wiley, to approve the agenda as presented. Motion carried with no discussion.

#### **DISPOSITION OF MINUTES**

Sue Rogers made a motion, seconded by Sam Wiley, to approve the minutes of the February 9, 2021 regular meeting and the February 23, 2021 special meeting as presented. Motion carried with no discussion.

#### **APPROVAL OF FEBRUARY FINANCIAL REPORTS**

Chris Raftery made a motion, seconded by Sue Rogers, to approve the February 2021 financial reports as presented. Motion carried with no discussion.

#### **APPROVAL OF MONTHLY CREDIT CARD REPORTS**

Sam Wiley made a motion, seconded by Chris Raftery, to approve the February credit card reports as presented. Motion carried with no discussion.

#### **OPPORTUNITY FOR THE PUBLIC TO ADDRESS COUNCIL**

None

#### **ADMINISTRATIVE REPORTS**

**Administrator** - Tom stated that he had only one action item, and that was to approve the AMP training for Alex Carper. She's been doing a super job, and has recently been certified in bucket rescue training, and is working toward her CDL. Tom further noted that she is aggressive in her desire to learn. She is cross training with the Street Dept. by helping with parking lot and sidewalk snow removal, and with the Water Dept by helping with water meters. The Mayor stated that the bricks outside the building look like they have a white layer of something on them. Tom said they would take a look at them. Sam asked if they were sealed, and both Tom and Sue said they were supposed to be.

**Police** - Lt. Kimball said he had nothing to add to the Chief's report, but he noted that he and the Chief received their second dose of the (COVID) vaccine.

**Fiscal Officer** - Bonnie asked if Council would **approve three more requisitions** that exceeded \$2500. Those are: 1) \$244,090 to Studer-Obringer for the remaining balance of the MMC project; 2) \$3603 to Lexipol for the subscription renewal for MPD policies and procedures updates; 3) \$2945 to Keisler's for two rifles. Sam Wiley made a motion, seconded by Bob Whitacre, to approve the requisitions as presented. Motion carried with no discussion. Bonnie asked if Council wanted to consider extending the waiver of utility late fees and shut off fees for another quarter. Bob asked if there were many people who were late (with their payments). Bonnie said there are a number of utility customers who are (habitually) late. Discussion about late fees. Chris Raftery made a motion, seconded by Sam Wiley, to **continue to waive utility late fees and shut off fees** through the end of June. Motion carried with no discussion. Bonnie stated that there were 3 residential water leaks recently, but one remains to be repaired. Based on the formula cited in the utility rules and regulations, she asked that \$291.84 of sewer charges be excused for account #03\*1094\*2 (38 th gallons leaked) and \$582.36 for account #03\*975\*10 (61 th gallons leaked). Chris Raftery made a motion, seconded by Sue Rogers, to approve the sewer charges as presented. Sam asked if there was a problem. Tom noted that one of the residents was away on vacation when the leak occurred, and the water went through the garage. The new meters will allow us to know when a leak begins, and the next phase will have a mesh network to capture the notice of a leak. With no further discussion, the motion passed unanimously.

**Mayor** - Mayor Fries-Seip stated that there was no need to advertise in the Sandusky Register as long as we already have interest in the sale of 2 S. Main St. She reminded Council that the Chief had sent a link for the PD survey that he would like to include with the newsletter. Lt. Kimball said they thought it would be their best opportunity to include this in the newsletter to keep the survey in the village. The Mayor asked about MMC highlights in the newsletter. Bonnie said the intent was to do a separate edition just for the MMC, but time has gotten away from them. The Mayor said that maybe this newsletter could feature some pictures of the construction phase, and in the fall newsletter put some pictures of the completed project. Discussion. Mayor Fries-Seip noted that Huron County is still in the red zone for the COVID numbers. Still being concerned about the numbers, she asked if maybe the offices could re-open and allow customers in by appointment only. Heather stated that she doesn't feel that appointments are necessary since we're no longer doing income tax returns. It would be nice for people who are applying for new utility services, as right now we're using the drive through window, which still needs to be fixed properly. Bonnie noted that in her correspondence with other income tax offices, they have already opened their offices and are just limiting the number of people allowed in at one time. She doesn't see this as a problem, as it's rare to get more than 2-3 people in the office at one time for utility purposes. Heather interjected that we are still waiting for the installation of the barrier window. Bonnie agreed, noting that we do have a small, temporary barrier we could use for now. Discussion ensued about the timing of the barrier window installation and the remedy for the drive up window drawer. Jim said we've finally seen a design for this, but it's going to be tricky as to who will pay for the re-work. It was noted that the glass barrier for the central office has been measured, but not yet installed. Tom said he will reach out to the company to see what the timeline is. Sam asked about the door at the PD. Lt. Kimball said the repair was completed, and they have ordered perforated window barriers for the entrance doors so people on the outside can't see in, but the officers can see out. After some more discussion, it was suggested that we aim for **re-opening the offices on April 5<sup>th</sup> and limit the number of customers to 5 (five), with masks being worn.** The Mayor then asked for a motion regarding the requested D5 liquor license for The Village Barn at 131 S. Main St. Chris Raftery made a motion, seconded by Sue Rogers, to approve the **D5 liquor license permit for The Village Barn.** Motion carried with no discussion. Sam Wiley then made a motion, seconded by Sue Rogers, to approve the expenses of \$2360 for **Alex Carper to attend the AMP lineman training classes from July 12 – July 16, 2021 in Columbus.** The expenses include the training classes, hotel accommodations, meals and mileage. Motion carried with no discussion. The Mayor asked if the money for the Christmas decorations was designated specifically for that purpose. Bonnie said that it was. Pursuant to an ordinance, the monies received from the quarterly cable franchise fees are allocated to the Shade Tree Commission, the municipal building, and community Christmas decorations. The Mayor said she asked because she would like to see additions on the MMC walls. She spoke with an artist this past week about painting a mural on a wall, but the cost was quite expensive. She said she was wondering about a fund raising effort that wouldn't effect the General Fund, and explained the cost and time involved for a mural. She would like something special, but doesn't know how to form a fundraiser. The artist had suggested framing pictures with frames the same color as the chair rail, and the canned lights would make them look special. She asked Council to give that some thought. Mark asked if there was a photography class at EHOVE who might help with this. Discussion. The Mayor said she would really like to see pictures of the legislative authority members hung somewhere.

**Solicitor** - Jim explained to Council the issue with the property on **Wye Street** across from the Township Hall where the boats are. Dr. Norton, who owned the boats and the property, passed away, so Jim sent a letter to Dr. Amburn, the new property owner, a while ago about the property's mess. He received a response from somebody who said they would get the work done, but it hasn't been done yet. A couple phone conversations happened, and Jim was told that they were going to board up the building, but now they want to demo it. He expects something to happen relatively soon. They told Tom that they wanted to demo the building, bury the debris, and cover it, but they were told they couldn't do that. They will now need a demo permit. Jim said he can reach out again, with Council's ok, and find out what the plan is. The matter regarding the outside wood burner was brought up. Bonnie said the defendant has asked for a jury trial, which she thought was at the end of the month. Lt. Kimball said it was scheduled for April (28<sup>th</sup>).

#### **BOARD/COMMISSION REPORTS**

**HRJFD** – Bob reported that the HRJFD met on March 3<sup>rd</sup>. There were 13 calls in February. Curt Stang has decided to stay on as the Fire Chief for a while longer.

**Huron County Health Advisory Committee** – Chris reported that she attended this meeting with other Huron County municipality and township reps. Tim Hollinger, the Huron County Health Commissioner, gave a lot of information and stats, and showed a map of the surges in COVID over two week periods. Eric Cherry, the Environmental Health Division Director, told the group he was looking for applicants so he could apply for a grant for failing septic systems. They have 10 applications so far, and they are checking them for qualifications. There is a lot of hope regarding COVID.

**ORDINANCES/RESOLUTIONS FOR FIRST READING****ORD 2021-05 LEGISLATIVE AUTHORITY SALARIES**

*An Ordinance repealing Ordinance 2015-02 and re-creating an ordinance establishing salaries for the legislative authority for Monroeville, OH* was presented for first reading. No discussion.

**RES 2021-06 EMERGENCY MANAGEMENT**

*A Resolution in the matter of determining emergency management service for the political subdivision of the Village of Monroeville* was presented for first reading. No discussion.

**ORDINANCES/RESOLUTIONS FOR PASSAGE**

Sam Wiley made a motion, seconded by Sue Rogers, to suspend the rules for the following emergency legislation. Motion carried with no discussion.

**ORD 2021-03 OMAP PARTICIPATION**

*An Ordinance authorizing the Village of Monroeville's participation in the Treasurer of Ohio's Market Access Program; authorizing the preparation and filing of an application for that Program and the execution and delivery of a Standby Note Purchase Agreement with the Treasurer, and other necessary and appropriate documents, and declaring an emergency* was presented for passage. Sue Rogers made a motion, seconded by Sam Wiley, to pass Ordinance 2021-03 by title only. Bob asked for an explanation of what this means. Bonnie explained that as a requirement for the AMP BAN renewal, we have to be a participant in OMAP. An annual application is filled out and submitted with financial documents, which are used to determine our S&P rating for the re-purchase of the Note. Motion carried upon roll call.

**ORD 2021-04 CODIFIED ORDINANCES**

*An Ordinance approving the recodification, editing and inclusion of certain ordinances as parts of the various component codes of the codified ordinances of Monroeville, Ohio and declaring an emergency* was presented for passage. Sam Wiley made a motion, seconded by Chris Raftery, to pass Ordinance 2021-04 by title only. Bob asked for an explanation of this ordinance. Bonnie said that every January every administrative ordinance passed by Council is submitted to American Legal to be codified (arranged into a systematic code) into our codified ordinance book. All of the laws passed by the State of Ohio regarding traffic, drugs, etc. are included in the codification. Jim Barney, the municipal judge, and the County law library are all given copies of the new pages annually. Motion carried upon roll call.

**APPROVAL OF BILL SUMMARY**

Sue Rogers made a motion, seconded by Bob Whitacre, to approve the bill summary as presented. The summary includes memo expenses and check #042972 to #043046 for a total of \$561,035.23. Motion carried with no discussion.

**COUNCIL BUSINESS**

None

**EXECUTIVE SESSION**

Sam Wiley made a motion, seconded by Sue Rogers, to adjourn to executive session for the purpose of discussing employee compensation. Motion carried with no discussion. The meeting adjourned to executive session at 6:50pm and reconvened at 7:35pm.

**ADJOURNMENT**

There being no other business to come before them, Sam Wiley made a motion, seconded by Chris Raftery, to adjourn. The meeting adjourned at 7:36pm.

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Bonnie Beck, MMC, Fiscal Officer

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Mayor Melissa M. Fries-Seip, Mayor

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