On Tuesday, September 13, at 6:00 PM, Mayor Fries-Seip opened the Council meeting with a word of prayer, and the Pledge of Allegiance to the flag was recited by those present.

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

Present at roll call:

Chris Raftery and: Melissa Fries-Seip, Mayor

Craig Franklin Tom Gray, Village Administrator

Joe Galea Bonnie Beck, Fiscal Officer

Sue Rogers Jim Barney, Solicitor

Bob Whitacre Heather Alicea, Administrative Specialist

Sam Wiley

Also attending: Chief Gary Lyons, Lieutenant Troy Kimball, Greg Schafer and Madison Simon.

The August 2022 financial reports and bank reconciliations were previously distributed to Council via e-mail.

**APPROVAL OF AGENDA**

Mayor Fries-Seip asked for Council’s approval of the agenda. Sam Wiley made a motion, seconded by Sue Rogers, to approve the agenda as presented. Motion carried with no discussion.

**DISPOSITION OF MINUTES**

Joe Galea made a motion, seconded by Sue Rogers, to approve the minutes as presented from the August 9, 2022, regular meeting. Motion carried with no discussion.

**APPROVAL OF FINANCIAL REPORTS**

Sue Rogers made a motion, seconded by Chris Raftery, to approve the August 2022 financial reports as presented. Motion carried with no discussion.

**APPROVAL OF THE MONTHLY CREDIT CARD**

Joe Galea made a motion, seconded by Craig Franklin, to approve the August 2022 credit card report. Motion carried with no discussion.

**OPPORTUNITY FOR CITIZENS TO ADDRESS COUNCIL**

Greg Schafer spoke on behalf of the Monroeville Track Committee Executive Board. The group is a partnership between the Monroeville Local School District and the Monroeville Athletic Boosters, with the goal of constructing a new, all-weather track facility in the Village. Greg provided a letter of explanation, along with a proposed improvement drawing of the facility. Greg advised the location of the facility would be constructed on school district property off Ridge Street, near the Industrial Park water tower. It consists of a new, regulation size, all-weather track with accompanying field event areas, parking, and a masonry building to house restrooms, concessions, ticket sales, and storage. The facility will provide a major piece of infrastructure for the school district, as well as a resource to the public during non-event hours. Greg asked Council to commit to assisting this project by formally waiving all Village fees related to its construction. To his knowledge, this would include, but not be limited to: sewer tap fees, building fee, review deposits, excavation permit fees, water tap fees (MLSD crews would provide all work and materials for tap less meter and setter) and for the Village to provide two-hundred-amp electric service to the site. Greg said his team would provide the materials for the tap and make the tap, so that the Village wouldn’t have anything invested other than the meter and the setter. Greg asked Council to please act promptly to support this project as a benefit to the Village and to help continue the cycle of self-improvement by the generous community. Sam asked how many parking spaces are planned and Greg stated he is unsure at this time, but any extra space they had was put towards parking. Sam said he is concerned about traffic issues. Greg advised it’s no different than traffic coming and going from other sporting events. Sam asked if a lift station would be added and Greg confirmed and said that it would be at his team’s expense. Discussion regarding costs and what is being requested of Council. Tom said with the ability to put the conduit in, from the street, back to the point of delivery, the Village would have a wire cost/transmitter cost, but not unlike providing service to anyone else. It falls slightly outside of the distance that the Village would normally provide, but since this is a community project, the Village can take it on without a problem. Sam asked what the estimation of Village cost would be and Tom said that is unknown at this time. Yesterday, Tom spoke with Poggemeyer Design Group about waiving their costs. Poggemeyer absorbed and waived most of the fees when the MAC building was done. Since Poggemeyer is now a Kleinfelder Company, it’s not as easy to sign off on waiving the fees. There is a staff meeting with Poggemeyer’s project managers next week and they can review the plans for drainage, piping and general site development to determine if the fees can be waived. Bob asked if there will be bleachers. Greg advised not at this time, due to cost. Greg also confirmed the school will be able to host track meets at the new facility. Completion is set for spring of 2024. The design is within a week or two of being completed and then will be presented to the Planning Commission. Chris confirmed that once the design is complete, it can be presented at a Planning Commission meeting. Gary asked if there is a security fence separating the parking lot from the field itself. Greg said there is a fence separating the parking lot from the field but there is no perimeter fence around the parking lot. There will be a 10-foot security fence around the field facility and the track itself will have a 4-foot fence around it. It will be the decision of the school board to make the track available for public use. Once that time comes, the track committee and the school would provide a key to the Monroeville Police Dept. and ask them to lock it after hours. Greg left the meeting at 6:19 PM.

**ADMINISTRATIVE REPORTS**

**Administrator** - Tom presented his report that was in Council’s packet. OMNI Fiber is coming to Monroeville and will be installing a 100% “fiber to the home,” ultra-high speed, Internet backbone. The OMNI Fiber network will provide the Village with a 21st century internet connection to the outside world, will future proof the entire Village to meet the ever-growing demand for data, and establish the Village as a community, already known for its reliable, dependable, and affordable utility services, to also be known as a community with ultra-high speed internet access. OMNI Fiber is currently operating in Dover, Shelby and Clyde, Ohio. Discussion. Tom asked Council to approve the establishment of a Joint Use Agreement / Pole Attachment Agreement between OMNI Fiber, LLC, Mason, Ohio and the Village of Monroeville, Ohio. Sam asked how quickly OMNI Fiber can get out into the Township. Tom explained OMNI Fiber plans to construct on all the Village utility poles and that would include Everingin Road, Hettle Road, Peru Center South, as well as North Street, River Road and to the end of Village lines. At that point, an agreement would have to be secured with Firelands and with First Energy. Tom asked Council to accept the resignation of Kadon Martin effective September 9, 2022, and recognize his service to the Village. With that, Tom asked Council to authorize the Fiscal Officer to advertise for the open position in the Streets Division. Tom proposed to make a Frontier service upgrade at the MMC. Frontier has recommended to move the MPD and Administration voice and fax lines from copper to fiber. There is a one-time charge of $1,336.92, for equipment and labor, to upgrade the back-room equipment for voice and fax. However, moving to Fiber results in a monthly savings of $285.22 over the present monthly charges. In addition to the savings, speed will double with no additional cost for the increased speed. Discussion. Tom asked Council to authorize the Village Administrator to proceed with the upgrade of voice and fax lines at the MMC, with Frontier Communications, for the Police Department and Administration. At last month’s meeting, Bob Whitacre reminded Council of the need to have a back-up outdoor warning siren activation system using portable radios. Tom asked Council to authorize the Village to share, with the Huron River Joint Fire District, the cost of portable radio programming, in an amount of $516.50, needed to establish an alternate and backup means for activation of the outdoor warning sirens located in the Village. Tom advised there was a major theft with the electric division. As Tom was driving into the Village this past Monday morning, he noticed three street lights were out on US 20. As he was leaving the Village later in the day, he noticed two lights were missing from the arms. Upon further inspection, 2 high-powered street lights, on ten-foot arms, forty feet in the air, were gone. Between Friday and Monday, a bucket truck had to have pulled in and removed the street lights. The street lights are worth between $300-$500. Gary said he checked with the afternoon and night shift officers, who had no recollection of seeing any bucket trucks. Gary said his officers have a list of the area businesses and if time permits, they check each one at least once, twice if time allows for it and then record the time they check it. The officers are moving about the Village the whole night. The officers may not have thought anything of it had they seen a truck, but they don’t remember seeing anything at all. Tom said depending on the type of truck that was used, it can take five minutes to remove the light. He believes the next nine or ten lights would have been removed and assumed that the person taking them was interrupted. Gary said the GATSO cameras are constantly recording. If Gary knew of a window of time this occurred, he may have something on the Brooklyn Hts. camera, depending on which direction the person was coming from or going to. Sam asked if any other law enforcement could be checked with, since they may have been driving through the area at that time. Gary said they would check. (An unidentified woman came into the meeting at 6:43 PM and turned in a license plate that was found in the roadway and then she left the meeting after handing the plate to Lt. Kimball.)

**Fiscal Officer** - Bonnie advised her report that was submitted in Council’s package is all informational and no motions are being requested. (Madison Simon left the meeting at 6:45 PM.)

**Police** – Gary presented his report that was in Council’s package. He passed around a bag that was one of three bags provided to MPD from the Erie County Health Department, for filling out a 15-minute survey. The bag is a first responder bag for a shooting victim. The bags were put in the three police cruisers. The officers completed their firearms qualifications yesterday. August activity dropped 24.49% from August of 2021, which Gary considers a one-month anomaly. GATSO cameras were re-started 8/21/22. Gary is working on the backlog as GATSO hadn’t made him aware of the date the cameras were turned back on until GATSO reached out to him for the status of citations needing his approval. Gary requested Council’s approval to apply for the second round of the Ohio Body Worn Camera grant, for the amount of $3,636.56. This money will go to purchase additional cameras so that all full-time officers have one of their own. Plus, one would be available for part-time officers. The remainder of the grant will be used to purchase a high-speed access point near the police station to allow for faster, more efficient downloads of the videos and a video editor which allows MPD to redact necessary images for public records requests.

**Solicitor** – Jim Barney had no information to present.

**Mayor** - The Mayor discussed the solar eclipse event that is happening in 2024. Troy has been attending EMA meetings and the EMA is concerned with the influx of people that will be in this area for the event. Troy said Art from the EMA is open to attending a Council work session. The Mayor advised that a Safety Committee meeting should also be scheduled. The Mayor would like to be proactive in regards to the event in order to handle any crowds coming in for the event. The Mayor thanked everyone who helped with the MMC grand opening. The Mayor enjoyed the training reports from the Electric Department and the MPD. Christmas in the Park is 12/11/22. Trinity Lutheran Church would like to have their live nativity event in the park at that time. The Mayor has reached out to both schools’ choirs to invite them to join. The Mayor requested the hours be 4:00 PM to 6:00 PM, in order to see the lights on the tree. The Mayor will reach out to the individual playing Santa. Mr. Griffin, from TLC, will be contacting Tom to schedule a time for the live nativity. The Mayor asked Bonnie to reach out to Firelands for the cookies and for Tom to reach out to his contacts and collect for the goodie buckets. The Mayor thanked everyone for putting together the newsletter. The Mayor said that the woman who helped her with putting together the mayoral wall that’s in Council Chambers has also volunteered her time to paint a mural in Council Chambers. The start date is set for the beginning of summer 2023 and the Mayor would like everyone’s ideas in order to have the artist do a rendering. The artist will donate her time and asked that the Village pay for the paint. The Mayor asked Council for a motion for the Monroeville Police Department to apply for the second round of the Ohio Body Worn Camera grant, in the amount of $3,636. Craig Franklin made that motion, seconded by Sam Wiley. Motion carried with no discussion. The Mayor asked Council for a motion to approve the establishment of a Joint Use Agreement / Pole Attachment Agreement between OMNI Fiber, LLC, Mason, Ohio and the Village of Monroeville, Ohio. Sam Wiley made that motion, seconded by Chris Raftery. Motion carried with no discussion. The Mayor advised she realized this motion was supposed to be under Resolution 2022-28 as well, but they can just do double duty. The Mayor asked Council for a motion to accept the resignation of Kadon Martin effective September 9, 2022 and appreciation for all of Kadon’s work for the Village. Sam Wiley made that motion, seconded by Joe Galea. Motion carried with no discussion. The Mayor asked Council for a motion to authorize the Fiscal Officer to advertise for the open position in the Streets Division. Sam Wiley made that motion, seconded by Sue Rogers. Motion carried with no discussion. The Mayor asked Council for a motion to authorize the Village Administrator to proceed with the upgrade of voice and fax lines at the MMC, with Frontier Communications, for the Police Department and Administration. Sam Wiley made that motion, seconded by Joe Galea. Motion carried with no discussion. The Mayor asked Council for a motion to authorize the Village to share, with the Huron River Joint Fire District, the cost of portable radio programming, in an amount of $516.50, needed to establish an alternate and backup means for activation of the outdoor warning sirens located in the Village. Chris Raftery made that motion, seconded by Craig Franklin. Motion carried with no discussion. The Mayor asked Council if they are ready to make a motion regarding Greg Schafer’s request for waiver of fees in regards to the construction of the new, all-weather track facility or do they need more time for discussion. Council agreed they are ready to move forward. Bob Whitacre made a motion, seconded by Sue Rogers, to waive the Village fees associated with the construction of the new, all-weather track facility. Tom advised that the Village will supply the meter and the pit, Greg’s team will do the connection to the main line and will put the tap in. Tom said the Village will have minimal cost. Tom advised that when it comes to the Planning Commission, the commission needs to consider asking Greg to provide barrier bushes. This will help ease the process with the property owners behind their homes and the neighborhood in general. Sam said the property owners are concerned about security and traffic. Tom said those issues and the facility lights will need to be taken into consideration.

**BOARD AND COMMISSION REPORTS**

Bob reported that the HRJFD met on 9/7/22. Fire Prevention Week is 10/9/22 through 10/15/22.

**ORDINANCES AND RESOLUTIONS FOR PASSAGE**

The Mayor asked for a motion to suspend the rules for the following legislation. Chris Raftery made that motion, seconded by Sam Wiley. Motion carried with no discussion.

**Ordinance 2022-17** *An Ordinance amending or supplementing certain funds for appropriations Ordinance No. 2022-06, and declaring an emergency* was presented for passage. Sue Rogers made a motion, seconded by Sam Wiley, to pass Ordinance 2022-17 by title only. Motion carried with no discussion.

**Resolution 2022-26** *A Resolution accepting the amounts and rates as determined by the Budget Commission and authorizing the necessary tax levies and certifying them to the County Auditor, and declaring an emergency* was presented for adoption. Chris Raftery made a motion, seconded by Sam Wiley, to adopt Resolution 2022-26 by title only. Motion carried with no discussion.

**Resolution 2022-27** *A Resolution authorizing the Fiscal Officer to repay the general fund a portion of the advancement of funds for the Water System Improvement Project, and declaring an emergency* was presented for adoption. Sam Wiley made a motion, seconded by Sue Rogers, to adopt Resolution 2022-27 by title only. Motion carried with no discussion.

**Resolution 2022-28** *A Resolution authorizing the Village Administrator to enter into an agreement with Omni Fiber, LLC, for the joint use of utility poles, and declaring an emergency* was presented for adoption. Chris Raftery made a motion, seconded by Sam Wiley, to adopt Resolution 2022-28 by title only. Motion carried with no discussion.

**APPROVAL OF BILL SUMMARY**

Sue Rogers made a motion, seconded by Chris Raftery, to pay the bills as presented on the bill summary, which included memo expenses and check # 044399 to # 044478 for a total of $626,217.84. Motion carried with no discussion.

**COUNCIL BUSINESS**

Chris Raftery thanked the Village for allowing her to attend the Ohio Municipal League’s Annual 2022 Conference. A representative for the City of Findlay talked about the growth in their city and using certain mechanisms in order to grow and gave examples for other cities to use the same recipe for their areas. Craig advised Tom that the temporary fixes to the sidewalks look nice. Tom said that during the MMC open house, Neil and Shane, the design team for the sidewalk engineering, walked the sidewalks and checked out the green space to brainstorm how everything will work in regards to the handicap access and grades. They will work on a design to present to Council and determine if and/or how to proceed. Relative to the parking area, Neil’s concern is with what is below the grass and determining if site boring needs to take place. A radar tool may be used to go over the property and determine what is there before costs can be determined. Craig said at one time, Joe Gravenhorst told him there is another underground cistern by where the American Legion is, similar to the one that was at Commons Park. Tom said he will ask his team members if they have any knowledge of it. Joe said complaints came in via Facebook of people driving too fast on North Street. Joe wanted to mention the problem spot to see if it can be watched. Gary said his officers have been advised to put attention on North Street when they are able. Discussion regarding the GATSO camera that will be installed soon for that area. A tentative location is on the North Marsh driveway, but a site walk will determine what location is best. The other GATSO camera will be placed closed to UUI on Route 547. Joe asked Jim who determines the speed before the 25 MPH zone on North Street. Jim said it’s statutory, and it’s based on how many buildings are on each side of the road. An engineering speed study would have to be done as well. A work session is scheduled for 9/27/22 at 6:00 PM. Littering and junk topics will be discussed. Chris stated she would like to wrap up the wage ordinance at the work session. Sam said he will not be available for the meeting. Gary said he would be presenting a draft policy for the Ohio Law Enforcement Gateway. The Mayor asked Troy to let EMA know when work sessions are scheduled for September and October, if needed. The Mayor said the school’s literacy night is scheduled for 10/5/22, from 6:00-7:30. Tom asked if any food trucks and/or vendors will be there. The Mayor said she would find out and the new people organizing may not know that food vendor permits are needed. Sam asked for an update on the park vandalism and asked if cameras can be installed. Tom will take it under review.

**EXECUTIVE SESSION**

Joe Galea made a motion, seconded by Sam Wiley, to adjourn to executive session for the purpose of considering the investigation of charges or complaints against a public employee. The meeting adjourned to executive session at 7:21 PM and reconvened at 7:48 PM.

**ADJOURNMENT**

There being no other business to come before them, Craig Franklin made a motion, seconded by Sue Rogers, to adjourn. Motion carried with no discussion. The meeting adjourned at 7:50 PM.

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Melissa M. Fries-Seip, Mayor

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