

On Tuesday, June 13, 2023, at 6:00 PM, Mayor Melissa 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 – Present at 6:34 PM		Tom Gray, Village Administrator
Joe Galea		Bonnie Beck, Fiscal Officer
Sue Rogers		Heather Alicea, Administrative Specialist
Bob Whitacre		Jim Barney, Village Solicitor
Sam Wiley		Gary Lyons, Chief of Police

Also attending: Lieutenant Troy Kimball, Diana Hauler, and Judy Bradford.

The May 2023 financial reports, bank statements, balance sheets, check reports, and bank reconciliations were previously distributed to Council via e-mail.

EXCUSAL OF COUNCIL MEMBER

Craig Franklin had previously notified the Mayor that he would be ½ an hour late to the meeting. The Mayor asked for a motion to excuse Craig, in case he isn't able to attend. Sam Wiley made a motion, seconded by Sue Rogers, to excuse Craig Franklin from tonight's meeting. Motion carried with no discussion.

APPROVAL OF AMENDED AGENDA

Mayor Fries-Seip asked for Council's approval to amend the agenda to include Resolution 2023-14. Sam Wiley made a motion, seconded by Chris Raftery, to approve the agenda as amended. Motion carried with no discussion.

RECOGNITION OF DIANA HAULER

The Mayor presented Monroeville school bus driver Diana Hauler with a Recognition of Merit, for her exemplary actions taken in the presence of what could have been a disastrous and potentially fatal incident, on the morning of May 19, 2023. Diana received applause by all in attendance.

DISPOSITION OF MINUTES

Joe Galea made a motion, seconded by Sue Rogers, to approve the minutes as presented from the May 9, 2023, regular Council meeting. Motion carried with no discussion.

APPROVAL OF FINANCIAL REPORTS

Chris Raftery made a motion, seconded by Sue Rogers, to approve the May 2023 financial reports as presented. Motion carried with no discussion.

APPROVAL OF THE MONTHLY CREDIT CARD REPORT

Chris Raftery made a motion, seconded by Bob Whitacre, to approve the May 2023 credit card report. Motion carried with no discussion.

OPPORTUNITY FOR CITIZENS TO ADDRESS COUNCIL

None.

ADMINISTRATIVE REPORTS

Administrator - Tom presented his report that was previously submitted to Council. Tom asked for Council to authorize Courtney & Associates to prepare and issue a Request for Proposals for the potential sale of 69 kV assets at the Herbert and Gerber-Lee substations. Courtney and Associates will coordinate with the Fiscal Officer the placement of the requisite legal notices associated with the issuance of an RFP. This is in conjunction with AMP transmission securing assets from the various municipalities that have loads in excess of 5000 kilowatts/5 megawatts. If we spin them off, it removes the maintenance burden and the replacement burden from the Village. The proceeds from the sale of the assets could be used to reduce or pay off the bond anticipation notes/phase 10 loan that we have through Huntington Bank. Chris asked if the Village would be responsible for any maintenance. Tom advised no, and stated the RFP would be written as such that the Village would have the right to operate the equipment at any time, and the maintenance, ownership and upkeep would be the responsibility of the purchasing party, optimistically AMP Transmission. Tom said the land doesn't exchange ownership, it's a physical asset/pieces of equipment. (Diana Hauler and Judy Bradford exited the meeting at 6:15 PM.) The Mayor said Bonnie recently attended a OBWC webinar, and the monthly safety tip was heat illness prevention. OBWC's

suggestion was to make sure there is plenty of water, shade, and break times provided to employees. The Mayor asked if this is already in effect with employees or is it something that needs a closer look. Tom said it's in each individual work group to determine when they need to break, and when they need to be cognizant of the temperatures, be it hot or cold. During the course of the monthly safety meetings and conferences that are held, this is discussed. The employees aren't outdoors under duress 100% of the time, there's adequate flexibility and movement with their day-to-day activities, and they have satisfactory downtime when needed. Sue asked how the new yard waste truck is working, and Tom said it's really working well. Almost one employee could handle it, but that's not the safety protocol we go by. Since the trash is compacted, the rate will be different with Barnes. On Tuesday, 6/20/23, OBWC will be at the MMC building. Chad, Colton, and Rick will be here with the truck. OBWC will begin the process of closing out our request to have this unit secured for us. At that point, the OWBC team will go out, and witness the unit in operation, which will allow them to certify that it's in service. The process will come back to the Village, and we will have to complete a report every other month, to OBWC, as to the use of the equipment. It's the same process that we did with the leaf vac. Sam asked about the job description for the laborer, and asked if that person would do any driving, as the description doesn't show a driver's license is required. Bonnie explained that the driver's license requirement isn't in any of the job descriptions. A valid driver's license is one of the mandatory requirements for being hired. The employees have to show a valid driver's license, along with proof that they are insurable. (*Note: Once a year, the Administrative Office contacts the employees on or shortly before their birthday to request the employee show proof of current auto insurance coverage, and at that time, the Administrative Office runs a report from the Ohio BMV to ensure the employee still has a valid driver's license.)

Fiscal Officer - Bonnie presented her report that was previously submitted to Council. Per the OBWC webinar that she attended, there was a brochure provided that shows the signs of heat illness, and what can be done to prevent it. Bonnie provided that to Chad Cheek for the Street Department, since those employees are outside 90% of the time. In her report to Council, Bonnie had provided information she has been able to obtain thus far from RITA regarding income tax reciprocity, and suggested it be discussed at the next Finance meeting. Bonnie is awaiting further clarification from our RITA representative concerning the first set of figures that were provided. Regarding the railroad fees, we're probably going to have to pay another \$1,000 for the approval to do the jack-n-bore under the railroad. That was something that was controversial going back and forth, whether the contractor needed to take care of that or if the Village did. It appears that the Village has to take care of it, so our insurance agent is writing a separate policy just for this project. Our salt contract is only a few dollars more than the last contract. The dispatching contract was received. In 2017, Council had passed legislation that Council doesn't have to approve this every year as long as it doesn't exceed \$6,000 per year. This year, it's \$495 per month, which is a total of \$5,940 for the year. That is exactly what the cost was last year, so it didn't increase. Bonnie has the paperwork ready for the Mayor to sign. The sesquicentennial donation that was made will be used for the plaque and it covers the total cost. Bonnie asked Council if they want to move forward with the North Coast Trail signs that were discussed a few months ago, and suggested this could be discussed at a work session, along with what Council wants printed on the signs.

Police – Chief presented his report that was previously submitted to Council. Hooked on Fishing had a good turnout. Seventy-two children registered, and an estimated 170 people were in attendance. Safety Town is tentatively penciled in for the week of August 7th, pending scheduling in the MAC building, with the hours of 5pm-7pm. One person applied for a police officer position, Erik Reinhart. Erik passed his state test and applied with the Village immediately after. Erik recently resigned from the Erie County Sheriff's Office, as he was anxious to get into law enforcement. Until he gets a full-time position, he will be working weekends at Kelley's Island, and during the week here in the Village. Right now, he's doing his tour with the National Guard and wouldn't be able to start work here until June 19th. He's officially done with the National Guard in August-September 2023. He spent six years with the National Guard and is ready to start the next chapter. He's a Monroeville High School graduate and has worked hard for his supervisors at the jail. Chief would like Council's approval to hire Erik as a part-time police officer. Chief likes hiring part-time to get a good look at someone before determining if they are going to be a good police officer. Activity is down due to a bare staff. Nick is away at tactical training this week. GATSO citations were dramatically up, especially on North Street and there may be more activity in that location due to State Route 99 N being closed. The Monroe Street camera is shut-down due to the bridge work being done.

Solicitor – Jim had no information to provide. Tom said he and Jim had been talking regarding the truck stop, now that something other than the car wash is there, and that conversation will be continued to determine what kind of action can be brought forth to mitigate actions being taken in that area. Bonnie asked Tom if he is going to discuss the job interviews that were held for the Street Department Laborer and Tom confirmed, and advised the Mayor is aware.

Mayor – The Mayor said she wants to address the action items that are listed in Tom's report. The Mayor asked Council for a motion to authorize the execution of an agreement with Geo Sci Laboratories, as recommended by Neil Materni, Project Manager for Kleinfelder Engineering, for the subsurface exploration of the proposed downtown parking lot site, in the amount of \$4,400. Chris Raftery made that motion, seconded by Joe Galea. Motion carried with no discussion. The Mayor asked Council for a motion

to authorize Courtney & Associates to prepare and issue a Request for Proposals for the potential sale of 69 kV assets at the Herbert and Gerber-Lee substations. Sam Wiley made that motion, seconded by Chris Raftery. Motion carried with no discussion. The Mayor asked Council for a motion to approve the hiring of Erik Reinhart, as a part-time police officer, rate of pay and start date to be determined, pending a successful drug screen and physical. Sam Wiley made that motion, seconded by Joe Galea. Motion carried with no discussion. The Mayor thanked the Village employees who prepared the parks for the Memorial Day celebrations, as well as the Monroeville PD for their successful Hooked-on-Fishing event. The Mayor also congratulated H.R.J.F.D. Kyle Long for firefighter of the year, and Village of Monroeville police officer Nick Meyer, for officer of the year. The Mayor will get the ball moving on the plaque order this week. The Mayor advised that the terms for herself, Craig Franklin, and Sue Rogers are expiring in 2023, and believes that the petition can be turned in by August 8th and/or 90 days prior to the election. Chris said it's actually by August 9th, 2023.

BOARD AND COMMISSION REPORTS

Bob Whitacre reported that the H.R.J.F.D. met on 6/7/23. There were 10 calls for the month of May. Doug Perry, who was a retired fireman from Norwalk, moved out of town and is no longer with the fire department.

ORDINANCES AND RESOLUTIONS FOR PASSAGE

Mayor Fries-Seip asked for a motion to suspend the rules for the following legislation. Sue Rogers made that motion, seconded by Sam Wiley. Motion carried with no discussion.

Resolution 2023-12 *A Resolution authorizing the Fiscal Officer to reverse the transaction that advanced funds from the General Fund to the AARP/Ohio EPA Grant Fund, and declaring an emergency was presented for adoption. Chris Raftery made a motion, seconded by Sam Wiley, to adopt Resolution 2023-12 by title only. Motion carried with no discussion.*

Resolution 2023-13 *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 Joe Galea, to adopt Resolution 2023-13 by title only. Motion carried with no discussion.*

Resolution 2023-14 *A Resolution in the matter of determining emergency management services for the political subdivision of the Village/City of Monroeville, and declaring an emergency was presented for adoption. Sam Wiley made a motion, seconded by Sue Rogers, to adopt Resolution 2023-14 by title only. Motion carried with no discussion.*

Ordinance 2023-12 *An Ordinance repealing Ordinance 2023-04 regarding wages for Monroeville employees, and re-creating an Ordinance to establish descriptions for position levels and their respective wage ranges, to increase wages for certain employees, and declaring an emergency was presented for passage. Chris Raftery made a motion, seconded by Joe Galea, to pass Ordinance 2023-12 by title only. Chris Raftery said that Neil Scheid wasn't mentioned during the last Finance meeting, and asked if a rate of pay for Neil needs to be established. Bonnie confirmed. The Mayor said he's currently at \$10.10 per hour and Joe confirmed, and said that during the last meeting, a rate of \$15 per hour was mentioned. Chris said Council will be looking to change his job classification to a part-time employee. Bonnie said the Mayor will be asking Council to approve that job description and Chris agreed. Chris said if Council amends Neil's rate of pay to \$15 per hour, they should be able to go ahead and finish the motion. Bonnie advised two other areas were highlighted. The Mayor said one of those was for Chief Lyons, as his contract is up for renewal. The Mayor advised she would like to have the chance to discuss his position more with him, but for now, it would just be the \$5 per hour increase to \$33.60. Chris advised the other employee was Ann Beck, and asked Bonnie for clarification. Bonnie said per all the years Ann has been with the Village and the fact that Ann's part-time hours were regular part-time hours, at 20 hours per week, she brings a lot of knowledge to her position, she's been here for twenty-seven years, and she needs to be making more than the current .55 cents more per hour than Heather does. Chris asked Bonnie for her recommendation regarding a rate. Bonnie advised her recommendation is \$29 per hour. The Mayor said she is concerned with that because the other employees will not be getting that much of an increase. The Mayor said everyone else is getting \$5 per hour across the board. Bonnie said that may be true, however, Bonnie has been asking for an increase for this position for a long time, and she's asking for consideration of that now since the wages are being changed for everyone. Chris said Ann has put her time in and has earned the proposed wage increase. Bonnie also reminded the Mayor that there are a couple other employees who are getting bumped to a little more than \$5 per hour with the proposed wage increase, in order to fit them into the ranges. Discussion with Jim on whether the original motion should be amended. Chris amended her original motion, seconded by Joe Galea, to include the changes of \$15 per hour for Neil Scheid, \$29 per hour for Ann Beck, and to leave the Chief's as is until the employment*

agreement is amended. The Mayor said part of what she wanted to talk about with the Chief, is that his proposed increase would put him at \$33.60 per hour and she wanted to know if that can be an even \$34 per hour instead. Jim asked if ranges are being created. Chris advised they already created the ranges. Jim said if they aren't taking Chief outside of his wage range, and they already passed the Ordinance, then they can manipulate his salary within the range without amending the Ordinance. Bonnie confirmed that can be included with Chief's agreement as well. During roll call, Sue voted no on the motion for the \$5 per hour wage increase. She said that it's not that she doesn't want the employees to have the increase, but she thinks that \$5 per hour is overboard, and per Bonnie's fiscal advise, it's scary in this climate to go that high. Sam said he understands that she is trying to be fiscally responsible and he had reservations as well. Motion carried with no further discussion.

Ordinance 2023-13 *An Ordinance amending or supplementing certain funds for appropriations Ordinance No 2023-05, and declaring an emergency* was presented for passage. Sam Wiley made a motion, seconded by Chris Raftery, to pass Ordinance 2023-13 by title only. Motion carried with no discussion.

APPROVAL OF BILL SUMMARY

Joe Galea made a motion, seconded by Sue Rogers, to approve the bill summary as presented, which included memo expenses and checks # 045069 to # 045162, for a total of \$1,329,448.86. Motion carried with no discussion.

COUNCIL BUSINESS

The Mayor asked about the flags that were proposed by Jess Wasserman, via an email that Heather sent to the Mayor and Council on 5/17/23. Heather explained that Jess wasn't able to make it to tonight's meeting, but Heather advised Jess she could ask Council to address her request. Jess would like to purchase flags and rods (poles) to hang on the same poles that are used for the American flags and the Celebrate Monroeville flags on the downtown Monroeville poles. She is looking at creating something that has the seal similar to what she used to the last Village Flea. Jess is working on a mock-up to submit to Council. Heather said she asked Dave Hamons for an estimate of how many poles could flags be hung on. The first estimate was 16-18, and the second was 25. Chris asked if Jess has a date as to when these will be hung. Heather advised Jess didn't give her a date. The Mayor said there is another group in Monroeville that is trying to create something similar to what Norwalk did, with obtaining banners of the hometown heroes' pictures on them. The Mayor said we just need to make sure everyone is on the same page. She thinks Council can look at approving the flags once the mock-up is provided by Jess, and then get all of the parties together to talk. The Mayor doesn't think there will be any issues with the Village helping in getting them hung up or whatnot. She wants to make sure that Jess and the other group looking at banners won't interfere with each other's purpose. Jim mentioned that Village of Oak Harbor does something similar with veteran's banners organized by the downtown business association. They sell them as a fundraiser and put that money back into the Village. Sam asked Tom if there is still the possibility of putting something under the railroad overpass. Tom said there was an idea to put something on the bridge, but it was met with extreme negativity from the railroad. Tom said once we bridge the gap with the boring underneath the South Main Street crossing, the idea can be revisited. The Mayor advised she will entertain a motion for approval of the job descriptions. Bonnie explained that most of the descriptions were passed last July, but there have been recent amendments for hers and Tom's descriptions. Bonnie said she also has the three levels for the Police Department that need approved, and the part-time General Laborer for the Street Department. The Mayor asked if the language was included that the Fiscal Officer reports to the Mayor. Bonnie said she put it in the wage ordinance but she doesn't know if it was officially approved as part of the job description. The Mayor verified with Bonnie that it can be included with this motion. The Mayor asked Council for a motion to approve the job descriptions, along with the modifications that were just discussed. Chris Raftery made that motion, seconded by Sam Wiley. Motion carried with no discussion. Tom said interviews were conducted for the Street Department Laborer position. Justin Neuberger and Dustin Crabtree both interviewed well, and Tom was pleased with their interviews. Dustin Crabtree seemed well-grounded, humbled, and expressed sincere interest in rejoining the Village as a staff member. Justin expressed the same interest to join the Village, and do away with the traveling that he has been forced to do with his current employer. Sam asked if Dustin is hired, doesn't that still leave the Street Department understaffed. Tom deferred to Bonnie and Bonnie advised the Street Department has been staffed by two-full time employees for a long while now, along with seasonal help. Sam asked if Dustin could be hired full-time, and Justin be hired as part-time. Tom said that wouldn't work for Justin, as he is in need of benefits. Tom said with Council's approval, he would like to bring Dustin Crabtree back as a Street Department Laborer II, at \$22.00 per hour, with a one-year probationary period, and with Dustin giving a two-week notice to his current employer. Sam Wiley made that motion, seconded by Sue Rogers. Motion carried with no discussion. Chris asked when Dustin's benefits start and Bonnie said they start on day one. Bonnie asked when the new wages will start with the \$5 increase. Council agreed to start the increase in the current pay period, effective 6/12/23. Chris Raftery made a motion for the new wage increase to begin effective 6/12/23, seconded by Joe Galea. Motion carried with no

discussion. Chief asked Council for approval to start new, part-time officer Erik Reinhart at \$20 per hour, and that the current wage scale is \$19-\$24 per hour. Bonnie said the starting rate for the part-time police is \$19 per hour. The Mayor asked to leave the range at \$20-\$24. Bonnie said since her exhibit doesn't reflect that, and the wage range for the part-time officer can be amended at the next meeting. Chris Raftery made a motion for Erik Reinhart's starting pay to be \$20 per hour, seconded by Sue Rogers. Motion carried with no discussion. The Mayor said she will reach out to both Jess Wasserman and Scott Sparks, in regards to inviting them to attend a future work session in September, for discussion regarding the banners and the flags. The Mayor would like to go back to not holding work sessions in June, July, and August. Tom asked the Mayor if she can include Dick Palmer on her email to Jess and Scott, as Dick would like to be involved in the process. Sam said he would be unable to attend September's work session. Craig asked for excusal from July's Council meeting as he will be out of state. Sam thanked the MPD staff for the Hooked-on-Fishing event. Sue said if a work session meeting isn't going to be held until September, can something be scheduled to start addressing the handbook. The Mayor said it can be re-visited in September. Craig advised he is not going back on the ballot after his current term is done.

ADJOURNMENT

There being no other business to come before them, Sam Wiley made a motion, seconded by Sue Rogers, to adjourn. Motion carried with no discussion. The meeting adjourned at 7:10 PM.

Heather Alicea, Administrative Specialist

Melissa Fries-Seip, Mayor

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