On Tuesday, May 9, 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 Tom Gray, Village Administrator

Joe Galea – Present at 6:04 PM 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: Ann Beck, and Troy Kimball.

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

Mayor Fries-Seip advised Joe Galea would be arriving late to the meeting.

**APPROVAL OF AGENDA**

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

**DISPOSITION OF MINUTES**

Sam Wiley made a motion, seconded by Sue Rogers, to approve the minutes as presented from the April 11, 2023, regular Council meeting and the April 25, 2023, special Council meeting. Motion carried with no discussion.

**APPROVAL OF FINANCIAL REPORTS**

Chris Raftery made a motion, seconded by Sue Rogers, to approve the April 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 April 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’s approval on two action items. The first is to authorize the advertisement for the open position in the Street Department. The second is to approve the hiring of Chadd Nutter in the Water/Wastewater Department, at $17.31 per hour, effective 5/1/23. Tom said that he spoke with Dick Palmer earlier in the day, and Dick asked Tom to make a request to Council for the America Legion to enter into an agreement with the Village of Monroeville. The agreement would be for a piece of war memorabilia to be placed at former Kiwanis Park. Tom would like Bonnie and Jim to prepare an agreement to be approved by Council. The Mayor asked where Kiwanis Park is. Bonnie explained there is a grassy area on the right-hand side of the dam, where a shelter house used to be. Tom said a concrete slab is still there. Bonnie advised the Kiwanis members used to take care of it. Jim asked if it’s Village property now. Bonnie advised she doesn’t know, but will find out. The Village currently maintains it. Tom said R.A. Bores is currently ahead of schedule. They are starting boring on the Great Lakes/Wilhelm side and if it takes off the way Tom thinks it might, it may help alleviate some of the stormwater inflow in the fall, from the field into the sanitary sewer system that is connected to the main line. The Mayor asked if a formal motion is needed to approve an agreement between the Village and the American Legion. Bonnie said if we’re going to enter into an agreement, it is probably best to address it via a Resolution, after research is done to determine if it’s Village property.

**Police** – Chief presented his report that was previously submitted to Council. Chief said this is the first full month the northbound camera on North Street has been fully operational. Drivers have been clocked speeding in that area. Curtis Silvers is officially off the MPD schedule and will start at Avon Lake shortly. Chief had an interviewee today for the full-time MPD posting. The gentleman is a Monroeville H.S. graduate and is currently attending the Sandusky Police Academy. Chief said we are competing for him and he has applications in with a number of departments, and is still 2-3 weeks from graduation.

**Fiscal Officer** - Bonnie presented her report that was previously submitted to Council. She asked for Council’s approval for a requisition of $29,720 with Main Lite, in regards to the line relocation for the ODOT work on the State Route 547/Monroe Street bridge. She also asked for Council’s approval for a requisition of $2,840 with R.A. Bores, for catch basin repair on Route 20. Bonnie asked Council for a motion to accept the 3.61% rate increase for the Jefferson Health Insurance plan, for the July 1, 2023-June 30, 2024, insurance period. That’s the second lowest we’ve had in six years. Bonnie explained that she received information today for a water leak that occurred. There was 47,000 gallons lost and the Water Department personnel verified that it didn’t go into the sanitary sewer system. Bonnie asked for Council’s approval to excuse sewer fees in the amount of $403.92 for account 05.1622.3. Bonnie explained that Council had approved a requisition back in February for Herbert SS work. When we received the invoice this week, it was for $4,000 more than what was approved. Dave Hamons and Tom researched the additional cost. Apparently, the vendor had sent a second quote that was not made part of the original purchase order. The work has already been completed, but it will cost an additional $4,000, which Bonnie is asking for Council’s approval on. The Mayor asked Tom about the additional $4,000 cost. Tom said at the time Dave filled out the req, for $46,980 for the A transformer oil change at Herbert SS, the refreshed quote came in the very same day or the very next day via e-mail, with the additional $4,000. This was due to the fact that the vendor needed a 480-volt supply to run their filter equipment. Since that was not available and would’ve cost us several thousand dollars to install a transform bank, and switch protective gear, the vendor brought in a stand-by generator to power their equipment. Tom and Dave didn’t realize until after the fact that an alternate quote had come in. Bonnie said the OWDA loan for the waterline project was approved on 4/27/23.

**Solicitor** – Jim advised the Village of Monroeville and the Monroeville School Board are now co-owners of the lot by Old School Warehouse. A payment will be submitted for past due taxes. Bonnie asked how is it that the Village is doing most of the mowing of that area, and asked Jim if there is a maintenance agreement with the school. Jim said no, but he can contact their attorney to see how they want to handle it. Tom said we are supposed to be alternating with the school for mowing and maintaining it. Craig asked if the property is in a state of limbo as far as who can use it and whatnot. Jim said as far as he can tell, this has never happened before. Yes, technically, if the Village Flea were happening and wanted to use the lot for parking, they would have to go to both entities to ask permission. The Mayor said that neither side should be doing anything without informing the other party first, as a courtesy, and Jim agreed. Jim advised use of the area, or anything being built on the property needs to be agreed on by both parties. Tom said he spoke with Jim Schaffer the other day and Jim still wants to purchase it. Jim told Tom that Jim Schaffer should make a written offer for it, because at this point, it makes the most sense for Jim to buy it and perhaps the school board can be talked into that. Heather asked Tom about his comment at a previous meeting, in regards to trying to get the school board to agree to sell the parcel to Jim Schaffer by throwing in the football field to sweeten the deal. Tom said that was separate and apart from when we were talking about the MLS track approval. Tom went back and talked with the school about moving that project forward to spin off Marsh Field, everything inside the fence and they claimed it was the first they had heard about it. Chris asked if the school desires to make it a parking lot, would they still have to adhere to the parking requirements. Jim confirmed. Jim also said we don’t have to agree to make it a parking lot though. The Village could even apply for a partition action, which is when two people own land together and can’t agree on things, and then if a lawsuit is filed, the court can partition the land, inquire for it to be surveyed since it’s vacant, and then give us half and give them half. Joe said the court could also force a sale. Discussion on how difficult it would be to split the land due to the utilities and the Columbia Gas building that is located on the lot.

**Mayor** – The Mayor asked Council for a motion to authorize the advertisement of a position in the Street Department, for an entry level laborer, or depending on qualifications, a laborer grade 1, or grade 2. Sam Wiley made that motion, seconded by Craig Franklin. Motion carried with no discussion. The Mayor asked Council for a motion to authorize the hiring of Water/Wastewater Department employee Chadd Nutter, effective 5/1/23, at $17.31 per hour. Sue Rogers made that motion, seconded by Craig Franklin. Motion carried with no discussion. The Mayor asked Council for a motion to approve a requisition of $29,720 with Main Lite, in regards to the line relocation for the ODOT work on State Route 547/Monroe Street bridge. Joe Galea made that motion, seconded by Chris Raftery. Motion carried with no discussion. The Mayor asked Council for a motion to approve a requisition of $2,840 with R.A. Bores, for catch basin repair on Route 20. Joe Galea made that motion, seconded by Chris Raftery. Motion carried with no discussion. The Mayor asked Council for a motion to accept the health insurance rate increase from Jefferson Health, for 3.61%, for the July 1, 2023 through June 30, 2024, insurance period. Sue Rogers made that motion, seconded by Sam Wiley. Motion carried with no discussion. The Mayor asked Council for a motion to excuse the sewer fees of $403.92, for a 47,000-gallon water leak that occurred on utility account 05.1622.3. Chris Raftery made that motion, seconded by Sue Rogers. Motion carried with no discussion. The Mayor asked Council for a motion to approve the additional $4,000 cost, per an invoice for work that was done on Herbert SS A transformer. Sam Wiley made that motion, seconded by Chris Raftery. Motion carried with no discussion. The Mayor asked Council for a motion to accept Curtis Silver’s resignation from the Monroeville Police Department. Sam Wiley made that motion, seconded by Sue Rogers. Motion carried with no discussion. The Mayor said that Tom had shared the newspaper article about the Arbor Day celebration. Dawn is resigning from the Shade Tree Committee on 6/1/23. The Mayor acknowledged Dawn for her service on that committee. The Mayor advised Eric Bischoff would like to complete Dawn’s term, which ends December 2025. The Mayor would like to get the dedication plaque ordered for the MMC building. The first quote came in at $2,800, for the aluminum with fresh bronze, at 20”-24” wide, and 24”-30” long. The second quote was for a brown background, which she was told will look just as nice, but it needs to be kept inside, with a quote of $2,301. The Mayor asked Bonnie about payment. The Mayor advised she has an email quote, and Bonnie confirmed that the Mayor can send her the quote, and a requisition can be created. The Mayor said the vendor is also going to be responsible for installing it. Discussion regarding placement inside the MMC. The Mayor provided a drawing of what could be placed on the plaque and said it’s just a rough draft. The Mayor advised there is a member of the school that is doing a summer art program and wants to do a mural or paintings, and have it displayed in the Village. The Mayor saw some of the renderings and she feels it will be an exciting addition to the Village. The Mayor said Tom had a great idea about how to display them and use them. Instead of painting on the building, they are going to paint on wood and attach them to the buildings. That way, maintenance is less obtrusive. The Mayor is excited about the beautification of the Village and hopes it all works out. She shared some information about it on her Facebook page. Heather asked the Mayor if it’s going to be more than one mural. The Mayor said there will probably be multiple pieces of it and they haven’t decided if they are affixing them all together as one or if they will hang them as smaller pieces. Heather said she talked to Jess Wasserman and Jess was interested in being involved, as the Village Flea had previously talked about possibly putting a mural together using funds from the Flea. The Mayor said absolutely, and this is something that the teacher from MLS had expressed interest in, and this is not stopping the Village Flea from doing anything and/or taking their place in what they wish to do. Jess is absolutely welcome to be a part of it, the Mayor is sure that is fine. If the Village Flea would still like to proceed with what they want to do, that is also fine. The school hasn’t asked for permission from anyone to display it on any buildings yet, except their own and the places that the Village owns. They haven’t gone as far as asking for business’ permission, and the Flea is still welcome to do that, it’s totally fine. The Mayor said this is the 15th year we are a tree city awardee and thanked the Shade Tree Commission for all they’ve done. Sue Long is very instrumental in all the work that is done. The Mayor said the MLS drama club thanked the Village for allowing them to post signs in the parks for their recent performance. The Mayor thanked the Village Administrative staff for letting the kindergarteners come and visit, and have a tour of the MMC, and to the Chief for the tour of the MPD. The Mayor asked Chief if he needs anything for Hooked on Fishing. He said no, but reminded everyone that the event is right after the Memorial Day parade on Monday, 5/29/23. All are welcome to visit, enjoy the food, socialize and fish. It will probably start around 11-11:30. Nick Meyer has been chosen as the Officer of the Year again. Tom said new flags will be installed, as Armed Forces Day is next Saturday. The flags will stay in place until after Flag Day, 6/14/23. The Mayor asked Tom if trash receptacles can be placed at the park for HOF. Tom said they should be there now, and he will make sure extras are placed. Bob said he asked Dick Palmer about speaking with Glen Opper about bringing a speaker so that the speeches can be heard better.

**BOARD AND COMMISSION REPORTS**

Bob Whitacre reported that the H.R.J.F.D. met on 5/3/23. The chicken BBQ went well, but they weren’t as busy this year. There were seven fire calls in April. The new pumper arrival date has been pushed to December 2023, due to supply chain issues.

**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 Chris Raftery. Motion carried with no discussion.

**Ordinance 2023-07** *An Ordinance creating water rates and services for Monroeville, Ohio, and repealing Ordinance 2020-14, thereby amending section 929.02 of Monroeville’s codified Ordinances, and declaring an emergency* was presented for passage. Sam Wiley made a motion, seconded by Chris Raftery, to pass Ordinance 2023-07 by title only. Motion carried with no discussion.

**Ordinance 2023-08** *An Ordinance creating wastewater/sewerage rates for Monroeville, Ohio, and repealing Ordinance 2020-13, thereby amending section 929.02 of Monroeville’s codified Ordinances, and declaring an emergency* was presented for passage. Chris Raftery made a motion, seconded by Joe Galea, to pass Ordinance 2023-08 by title only. Motion carried with no discussion.

**Ordinance 2023-09** *An Ordinance authorizing the execution of the 2023-2032 fixed volume energy supply schedule with American Municipal Power, Inc. (“AMP”), and declaring an emergency* was presented for passage. Sam Wiley made a motion, seconded by Craig Franklin, to pass Ordinance 2023-09 by title only. Motion carried with no discussion.

**Ordinance 2023-10** *An Ordinance amending or supplementing certain funds for appropriations Ordinance No 2023-05 and declaring an emergency* was presented for passage. Chris Raftery made a motion, seconded by Sue Rogers, to pass Ordinance 2023-10 by title only. Motion carried with no discussion.

**APPROVAL OF BILL SUMMARY**

Craig Franklin made a motion, seconded by Sue Rogers, to approve the bill summary as presented, which included memo expenses and checks # 044980 to # 045068, for a total of $777,790.65. Motion carried with no discussion.

**COUNCIL BUSINESS**

Sue Rogers asked Tom about a property that is currently vacant. Tom advised two properties are currently vacant and have been inquired about. One of the properties is currently in court for easement issues with ODOT. Heather advised that at the last Utility Committee meeting, Chris verified that Council would prepare a statement for the public, in response to any questions and/or issues regarding the utility rate increase. The last time there was a rate increase, there were multiple complaints from customers and it would be nice to have something prepared ahead of time. Joe said Council could prepare something. Sam asked what we will say when we get phone calls. Heather advised they will answer customers questions to their best of their ability. Bob asked if Council prepared a statement the last time rate increases were done. Heather said no, but it would be good for customers to have a response from Council that doesn’t look like a form letter. Chris asked Bonnie to prepare something and then show it to Council so that they can change it if they need to. The Mayor said that expenditures are out of Council’s control in regards to rate increases, because of EPA mandates and the like. Bob said we’re raising the rates in a recommendation from a company that does this for a living and that should pretty much cover it. Bonnie said the public needs to know we are raising the water rates for the next two years, because water is 5% over three years, and that should be included in the statement from Council.

**ADJOURNMENT**

There being no other business to come before them, Sue Rogers made a motion, seconded by Craig Franklin, to adjourn. Motion carried with no discussion. The meeting adjourned at 6:50 PM.

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Heather Alicea, Administrative Specialist

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Melissa Fries-Seip, Mayor

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