

On Tuesday, May 24, 2022, the Council for the Village of Monroeville held a work session at 6:00 PM in Council Chambers, to discuss fireworks, food trucks, EMS services, and any other business that comes before them.

Present were: Mayor Melissa Fries-Seip; Council Members: Chris Raftery, Sue Rogers, Craig Franklin, Joe Galea, Sam Wiley and Bob Whitacre; Solicitor Jim Barney; Fiscal Officer Bonnie Beck; Administrator Tom Gray; Chief Gary Lyons, and Administrative Specialist Heather Alicea.

The Mayor opened the meeting and requested a moment of silence for the elementary school shooting that occurred in Texas today.

The Mayor asked for Council's thoughts on food trucks. Majority of Council agreed food trucks are a great idea for the Village. The Mayor asked Council if they plan on stipulating weekends only. Bonnie advised that per her research, certain things will need to be reviewed, such as auto insurance, liability insurance, trash disposal and trash receptacles, times of business, parking locations, and utility hook-up with required fees. Bonnie said there are restrictions in the Ohio Revised Code (ORC) as to how close the trucks can be to buildings, entrances, driveways, and the like. The Mayor asked if a registration form can be created that addresses all of that information and Bonnie confirmed. (Craig joined the meeting at 6:02 PM.) Sam asked if the food trucks will be able to park in the parking spaces at 2 S Main St., as requested by Elisa Brown at a prior meeting. Bonnie advised Sam that it will be up to Council to determine locations based on the requirements in the ORC. (Joe Galea joined the meeting at 6:04 PM). Bonnie reminded Council that she previously provided them with the section of the ORC that was provided to her by the Health Department. Bonnie had also provided Council with samples of other policies for review. The Mayor asked if it's up to the property owner to provide the vendor the requirements when a food truck is parked on private property. Jim said the food truck ordinances that he is familiar with have mainly been for public property. Jim agrees that if it's private property, then the property owner has the responsibility in regards to the requirements. The Mayor said that Council will need to make some decisions if the vendor wishes to park on public property and the vendor would need to show their intent on where they plan on parking. Bonnie advised the vendor would also be required to show a food operating license. The Mayor asked how is this different than what the vendor already has as a requirement to operate their business. Bonnie advised it's the same but the vendor would need to provide the Village with a copy of the documents for verification. The Mayor asked Council if they want the food trucks on the weekends or on other days as well. Council verified they are open to both. Bonnie said that Eric Cherry (from the Huron County Health Department) stated the truck cannot be parked at the same location for more than forty consecutive days. The truck can move on the last day and then go back to the same spot and start over. Sam asked if the vendor can be charged the fee for utility hookup with each location they move to. Bonnie advised Council would have to determine that. Chris advised she thinks there should be a charge every time the Village has to disconnect and reconnect the utilities. Tom said that in the case of Old Soul Woodworking, the owners of that business are planning to provide water and electric service from their existing facility to the food truck in order to avoid the utility connection fees. Bonnie added to that and advised that is only possible if the parking location that Old Soul has requested (the parking spaces beside 2 South Main Street) are approved. Tom advised a fee structure would have to be developed for those in need of utility connection. Bonnie suggested doing "trip charges", which is what the Village currently does when a new resident moves into Monroeville. When a Village employee is sent out to obtain the meter reading, the resident is charged for the trip to read the meter. Trip charges could be used when connecting and/or disconnecting the utilities for the food truck. Traffic issues were discussed in regards to parking, Route 20, etc., and it was decided that parking locations would be on a case-by-case basis. Joe reminded Council that street parking can also be taken into consideration if there is a street closure for that location

in regards to scheduled festivals. The Mayor and Council stated that designated start times and end times would need to be decided upon. Joe suggested offering certain hours during the week with longer hours on the weekend. The vendor can decide whether or not they want to stay open during the timeframe they are allotted, as some trucks open at meal times only. The Mayor suggested 10:00 AM to 8:00 PM during the week and 10:00 AM to 10:00 PM during the weekend, which is Friday and Saturday. Council agreed with those times. The Mayor asked how everyone feels about private parking. Bonnie said she doesn't like the idea of the food trucks parking in the Monroeville Municipal Complex parking lot or the Croghan Bank parking lot as area residents and visitors use those parking spaces. Heather added to that and advised the Croghan parking lot is very busy because of the drive-up ATM. Discussion in regards to allowing the trucks at the area parks, such as Marsh Field or Clark Park, when seasonal events are going on. Tom said a registration fee can be developed based on how often the truck is in the Village, be it for one festival a year or several times during the year. Bonnie suggested that Council establish guidelines for how close a food truck can be to brick and mortar and advised entrance ways and driveways cannot be blocked. Craig suggested to consult with the Fire Chief in regards to fire code for the food trucks and advised that fire hydrants cannot be blocked. Bob said the truck is required to have certifications to meet fire code. The Mayor asked Tom if a "tiered" registration can be done based on how often the trucks is here. Tom advised tiers can be developed, but ultimately, it's up to Council, while still following requirements and making sure fire code is met. Tom asked Jim if anything can be done if a food truck parks and plugs into power without getting approval or registering. Jim said a police report can be made and then the Village can follow the necessary steps to shut the food truck down. Bob asked if Council can review other municipalities food truck policies and tweak them to fit what Monroeville wants and needs. The Mayor said that once a policy is developed, it can always be updated later to address any issues that arise. The Mayor asked Council to think about everything that was discussed tonight. Sam suggested that Council review everything that Bonnie gave them a month ago about food trucks and then develop a policy accordingly.

Chris advised she was approached by an employee from the American Legion who inquired about being able to serve liquor outside, where the Legion parking lot is located. Chris thinks it's a good thing to consider, barring there are no restrictions based on the Legion's liquor license. Chris suggested that Council could also consider approving DORA (Designated Outdoor Refreshment Area) for the Village. Bonnie said she believes that the Legion would need a separate liquor permit to be able to serve outside and that the area has to be "cordoned off" somehow. When a license is submitted for approval, it will come before Council for a decision. The Mayor said she is uncomfortable with the idea for many reasons and one of them is more pedestrians, including children, going back and forth in the parking area. Chief advised he thinks there should be strict, defined requirements if the Legion moves forward with their proposal, taking into consideration pedestrians in the lot and traffic from the alley. Jim advised Council may not have much control over the issue. Even if Council objects, the business can still obtain their liquor permit. Discussion about DORA versus a liquor license and who makes the final decisions on both. Chris said Council would need to review the Legion's proposal once it's provided.

The Mayor brought up the issue of fireworks. Bob said he thinks that residents in town should not be able to shoot off fireworks, it's safer to do it outside of town. Sam asked if more enforcement will be done for those who are still doing it in town. Chief advised there are very few complaints currently and enforcement will be done when it's necessary. The Mayor asked Jim if an Ordinance for firework restrictions can be passed as an emergency in order for it to be in place before July 2022. Jim confirmed that the three readings for the Ordinance can be waived and it can be passed as an emergency.

The Mayor asked Tom to speak on the current contract that Village Council has with North Central EMS (NCEMS). Tom said nothing much has changed since the last discussion. He said that Jim spoke with Randy Strickler from the Huron County Prosecutor's Office and he asked Jim to share. Jim said that Randy advised when Ridgefield Township entered into their contract with NCEMS, the Township specifically included the Village of Monroeville. That leads Jim to believe that the Prosecutor's office would enforce the contract between NCEMS and Ridgefield Township, should Ridgefield Township (which includes the Village of Monroeville) not provide EMS services to the people of the Village of Monroeville. The Mayor asked what happens if NCEMS refuses to recognize the contract. Jim verified NCEMS could do that, there are unknowns. Jim said that currently, the Township is paying over \$14,000.00 per year and Tom verified the amount and that levy money is being used to pay for it. The Mayor asked if Monroeville can be matched at that amount, instead of the \$50,000.00 that the Village is currently paying for or does the Village even need to pay at all. Jim advised that decision is up to Council. Jim said Council can go to NCEMS and advise that Monroeville no longer wishes to pay the amount they've been paying and that Monroeville is willing to match Ridgefield Township's amount per their contract. Tom asked Council to keep in mind that the residents are already paying through the levy. Tom said that the Village could fall back on the existing agreement with the Township and sit down with the Township to talk about this in finer detail, and perhaps the levy funding needs increased to cover all bases. Bonnie asked if NCEMS can deny services if the Village doesn't pay for them. Tom advised that is unknown and when that question was asked of NCEMS, the answer was vague and the term selective availability was used. Ashley Ballah from NCEMS previously pointed out that the Village doesn't have adequate facilities to house the EMS truck. Tom advised that originally, an EMS squad was supposed to have been housed in the HRJFD building, but it hasn't ever come to fruition. Heather asked Tom what Ashley's proposal is in terms of adequate housing. Tom advised NCEMS prefers a quiet zone with no noise that is conducive for rest during their down time. The Mayor asked Jim if he can have a discussion with Stuart O'Hara (the Law Director for the City of Norwalk) in regards to the contract with the Township. Jim verified he can. Discussion in regards to when HRJFD is toned for lift assists with the EMS squad. Heather asked Council if Council agrees upon another contract with NCEMS, what would be the next step to provide NCEMS with adequate space. The Mayor said that is why the contract price was high to begin with, because the EMS Squad was going to be at the Village's beck and call without adequate housing. Heather asked Bob why the NCEMS cannot be housed with the HRJFD. Craig said that when the HRJFD building was campaigned to be built, the intention was to house an EMS squad. Bob added that at that time, a Ridgefield Township representative stated that Ridgefield Township didn't want to house an EMS squad without a contract. Bob said everyone voted against it and Bob said he abstained from voting. Craig advised to defer to Fire Chief Curt Stang for further information. Craig said when the representatives were levying for the building to be built, it was supposed to house an EMS squad. The Mayor asked Jim if there are any legal ramifications in regards to the lack of follow through on housing an EMS squad at HRJFD. Jim stated nothing can be done now, but the voters can choose to vote no next time a levy is being discussed. Bob said the next HRJFD meeting is the first Wednesday of June and that question could be addressed with the fire chief. Tom interjected and advised not to lose the focus of the big picture regarding where the squad will be housed. Tom said attempts have been made to broker this issue before and it was unsuccessful, we have to crawl before we can walk. The Mayor verified with Jim that he can discuss this with Stuart O'Hara to see if there are any other options.

The Memorial Day Parade and Hooked on Fishing is this weekend. The Chief verified he has everything ready and invited everyone to attend. T-shirts are available for those who would like to volunteer. Nick Meyer has been voted as Officer of the Year.

The Mayor discussed setting a date for the ribbon cutting and open house for the Monroeville Municipal Complex (MMC). A date of Thursday, 9/8/22, at 6:00 PM was agreed upon.

The next Council meeting is Tuesday, 6/14/22 at 6:00 PM and the work session is scheduled for Tuesday, 6/21/22 at 6:00 PM.

Jim said the Supreme Court partially ruled on the traffic cameras. The law requires the Village of Monroeville to front the court filing costs. Due to this, the Village and Council should immediately suspend the traffic camera enforcement program and legislation can be presented at the next meeting to change the Ordinance. The Supreme Court also ruled that it was constitutional to withhold local government funds to the extent of the revenue that is brought in from the traffic cameras. Bonnie verified the budget will need to be adjusted, since the Village has to prepay the court costs for claimants who are appealing. The Administrative Office will also have to take measures to collect reimbursement of those funds from the claimants.

Bonnie advised of the bill that Croghan Colonial Bank is attempting to collect from the Village of Monroeville for their ATM and their sign. Croghan had entered into a contract with Janotta and Herner for the ATM, which the Village was not advised of at the time. The Village had a certain amount of money allocated for the ATM and the sign, which has been paid. There is still a balance due of \$33,313.00. Bonnie received an e-mail from Gary Pollack asking when that balance will be paid. Since the Village had no agreement with Croghan about that amount and since the Village was not previously advised of the contract with Janotta and Herner, paying the balance in full has been delayed. Jim said Tom is still in talks with Gary to wrap this up. Tom said that he, Jim and Bonnie need to sit down and discuss the bundle, as Gary put an offer out to facilitate the Village purchasing the Croghan building while leaving the parking lot as is. In turn, the Village can charge Croghan a lease rate for the occupancy of that building. Jim and Tom verified the parking lot is still owned by the Village and the purchase contract requires the Village to give it back to Croghan. Tom said the Village put all the improvements in and the Village wants to retain that part of the property. Gary offered the Village the chance to buy the building instead.

The Chief spoke in regards to the suspension of the traffic camera citations and advised it is what it is. He feels the State and the Village is hurting when the revenue from the tickets is suspended and hopefully the camera enforcement can be reinstated soon.

Bob asked Tom to verify what was discussed earlier in regards to housing an EMS squad at the fire station. Bob wanted to make sure he didn't miss any details as to what the negatives were for an EMS squad being housed there. Tom said the issues were: the lights would be on, there would be additional energy and hot water used, the door opening and closing would cause the gas bill to go up, the fire station didn't want an outsider in their facility, and Ashley Ballah had told Tom that if the truck was placed in the Village, there weren't funds to reimburse for outside costs. Bob wants to make sure he has all the information he needs to bring this up again at the HRJFD meeting.

There being no other business to come before them, the meeting adjourned at 7:45 PM.

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Heather Alicea, Administrative Spec.