

On Tuesday, August 9th, 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
 Craig Franklin
 Joe Galea
 Sue Rogers
 Bob Whitacre
 Sam Wiley

and: Melissa Fries-Seip, Mayor
 Tom Gray, Village Administrator
 Bonnie Beck, Fiscal Officer
 Jim Barney, Solicitor
 Heather Alicea, Administrative Specialist

Also attending: Chief Gary Lyons, Administrative Assistant Ann Beck, Andrew and Elisa Brown and children.

The July 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 to amend the agenda to include Resolutions 2022-23, 2022-24 and 2022-25. Sue Rogers made a motion, seconded by Sam Wiley, to approve the amended agenda. Motion carried with no discussion.

DISPOSITION OF MINUTES

Sam Wiley made a motion, seconded by Chris Raftery, to approve the minutes as presented from the July 12, 2022, regular meeting. Motion carried with no discussion.

APPROVAL OF FINANCIAL REPORTS

Chris Raftery made a motion, seconded by Craig Franklin, to approve the July 2022 financial reports as presented. Motion carried with no discussion.

APPROVAL OF THE MONTHLY CREDIT CARD

Sue Rogers made a motion, seconded by Sam Wiley, to approve the July 2022 credit card report. Motion carried with no discussion.

OPPORTUNITY FOR CITIZENS TO ADDRESS COUNCIL

Elisa Brown asked for an update on the downtown sidewalk improvements. Elisa said she witnessed Village employees doing work for two days. Elisa also asked if a bid had been received for the potential parking lot. Tom Gray said no bid has been received at this time. The project is still in design phase for the downtown street-scape and parking lot. The temporary sidewalk work is ongoing and Tom hopes to have it addressed before the start of the Village Flea. Elisa asked if that is curb work or just the sidewalk itself. Tom stated that no curbing will be taking place. The area along one side of South Main will be patched and then they will cut and replace a small section of concrete on the opposite side of the street. Elisa asked if that is the section where the rebar is sticking out of the sidewalk. Tom said it will be fully mitigated to the best of their ability. Elisa asked if there is a timeline on when a bid will be received for the downtown improvements. Tom said that is not even in consideration at this point, as there are no funds available to do that. The design and the engineering are yet to be completed for Council's review.

Elisa asked Tom for clarification on what that means, and asked if that means there is no possibility for a sidewalk or a parking lot this year at all. The Mayor advised the plans haven't come before Council yet and they are taking it a step at a time as funds allow. Elisa asked if any conversations have been had with the Health Department and/or are community funding grants available and if so, are they being pursued. Tom said the Village continues to pursue all grant avenues that are available.

ADMINISTRATIVE REPORTS

Administrator - Tom presented his report that was in Council's packet. One action item is the approval for the Ohio Line Supervisor's Association meeting and equipment show at the end of this month for Dave Hamons, Colton Ott and Bret Gfell. There will be breakout sessions with classroom training available. Hamilton Street was closed this morning to mitigate any potential damage during the demolition process of part of the Old School Warehouse building. The anticipated demolition completion date is 8/12/22. The outdoor warning siren at St. Joseph Cemetery is out of service at this time. It did not trigger during the most recent test and a part is being procured to fix it. Sam asked how coverage will take place for the Electric Department when they attend training later this month. Tom advised mutual aid from Milan will be on stand-by and we will provide the same for them when they attend their training. The Mayor asked Council for a motion to approve the no-cost training for the Electric Department employees. Sam Wiley made that motion, seconded by Sue Rogers. Motion carried with no discussion.

Fiscal Officer - Bonnie presented her report that was in Council's packet. Bonnie pointed out that she is pleased that Heather Alicea was selected to be on the OMCA Professional Development Committee. Bonnie asked for Council approval for the two requisitions for John Courtney for the solar field project and the gray matter project, which is a data control center. Both of the requisitions are over \$2,500, so they require Council approval. Chris Raftery made a motion to accept the two requisitions for John Courtney in the amounts of \$9,000 and \$3,800, seconded by Craig Franklin. Motion carried with no discussion. Bonnie was able to work with the Fisher-Titus consortium to get the random drug testing for non-dot employees down to three employees per quarter, instead of five. Due to the recent report that Heather Alicea provided per the trainings she attended, Bonnie asked for a Records Commission meeting to be scheduled, to incorporate some of the new things that Heather learned in her training.

Police – Gary presented his report that was in Council's package. Safety Town was completed last week and it appears attendance was down. The class went well and the graduation pizza party was a success. Jordan Hanuscin did a good job and Chief thanked the Mayor and all of the volunteers who attended.

Solicitor – Jim Barney advised that the Gatso Ordinance needs amended again. It started out that second notices of violation were not sent out on a certain number of violators, prior to the cameras being shut down. Gatso was looking into that and found a software glitch which prevented 3000+ second notices from going out. Gatso now wants to send out a third notice. Before, Gatso was sending two notices and now they want to send three. The Village Ordinance only accommodates two notices, on day thirty and day forty-five. The change will allow for day thirty, and day sixty-one, with the late fee staying the same. In order to accommodate their software, we need to change it from day forty-five to day sixty-one. Bonnie said that prior, the late fees weren't listed on the notice and now they are. The second notice is \$25 and the third notice is \$80 and the offender loses their right to appeal after thirty days. Gary said that what Gatso wanted (and the Village was in agreement), was for the second notices to go out to those 3000+ who did not receive them, explaining the time gap and giving the offender thirty days to pay without being charged the late fee. Jim said the letter is going to state that it is Gatso's fault due to the software glitch, not the Village of Monroeville's fault.

Mayor - The Mayor said a meeting was held regarding the MMC open house scheduled for 9/8/22, 6:00 PM to 7:30 PM. The Mayor asked for Council's help in preparing baked goods for the open house. The Mayor thanked Heather for her feedback on the recent trainings she attended and asked that Village

employees turn in a short synopsis on any future trainings they attend. The Mayor asked Jim to expand on what Heather noted per the recent training that she attended. Jim asked what it was in regards to. Heather explained that during Clerking 101 at the OMCA conference, Facebook pages and text messages were discussed, in relation to proper public records documentation and public records requests. If the Council, the Mayor, the Police Department, etc., has a Facebook page and they post in regards to their municipality, those posts must be recorded and documented and available for public records request, along with any comments that respond to the post. Also, if there is information exchanged on personal cell phones via text and/or e-mail, whether it be between a Council member and a Village resident, etc., that information has to be properly documented and available for public records request. Jim stated that is true. Social media and Facebook have to be documented. Municipalities can pay companies to track it and record information, but it's an expensive service. Facebook posts from Village employees can't be deleted or destroyed by the employee, however, it is out of our hands if Facebook deletes it. The Mayor said her Monroeville Happenings page is connected as a secondary page from her personal Facebook page and asked what happens when she leaves office. Jim said he isn't sure, as he is not as familiar with Facebook. The Mayor said she developed it when the Cares Act came about and it's all about Monroeville. She doesn't post "as the Mayor" and she hasn't seen any comments nor has she deleted anything from it. Jim said we would need to find out what category it falls in and how long we would need to keep records on posts. The Mayor said it's accessible from her profile and it's only for Monroeville happenings. The Mayor asked if it would help to list a disclaimer, that it is a private account not to be associated with the Village at all. Jim advised if she is posting and she is the Mayor, it is considered public record. Jim said that even if she doesn't post it as "from the Mayor", it is in fact from the Mayor and all communication about the Village is considered public record. The Sunshine Laws would have to be looked into as well. This area of the law is yet to be determined and all records need to be saved and nothing deleted while Jim looks into it further. The Mayor thanked MPD, Chief and Officer Hanuscin for all their hard work on Safety Town. The Mayor verified with Chris that a Finance Committee Meeting needs scheduled. The Mayor verified a work session doesn't need scheduled at this time. A Records Commission Meeting will be scheduled for September. The Mayor thanked Heather for the information she provided from training.

Andrew & Elisa Brown and children exited the meeting at 6:25 PM.

BOARD AND COMMISSION REPORTS

Bob reported that the HRJFD met on 8/3/22. There were four calls in July. Bob asked Tom if he had talked to the Fire Chief about the encoder for the siren. Tom verified. Discussion. The total cost for installation is \$1,000 and the Village could potentially share the costs, as discussed previously, at 50%. Funding and costs will be discussed with Council. It's a lifesaving issue as the needs to activate the outdoor siren are important if the Huron County Dispatch isn't able to complete activation.

ORDINANCES AND RESOLUTIONS FOR THIRD & FINAL READING

Ordinance 2022-12 *An Ordinance changing the name of "Milan Street aka River Road" to River Road* was presented for third and final reading. Chris Raftery made a motion, seconded by Joe Galea, to pass Ordinance 2022-12 on third reading by title only. Motion carried with no discussion.

Resolution 2022-21 *A Resolution authorizing the State Director of Transportation to perform reconstruction on State Route 99 from South to North corporation limits in CY 2024* was presented for third and final reading. Sam Wiley made a motion, seconded by Sue Rogers, to adopt Resolution 2022-21 on third reading by title only. Motion carried with no discussion.

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

ORDINANCES AND RESOLUTIONS FOR PASSAGE

Ordinance 2022-15 *An Ordinance amending or supplementing certain funds for appropriations Ordinance No. 2022-06, and declaring an emergency* was presented for passage. Sam Wiley made a motion, seconded by Sue Rogers, to pass Ordinance 2022-15 by title only. Motion carried with no discussion.

Ordinance 2022-16 *An Ordinance repealing Ordinance 2022-11 and adopting an automated traffic enforcement program, and establishing civil penalties for automated traffic violations, and declaring an emergency* was presented for passage. Bob Whitacre made a motion, seconded by Joe Galea, to pass Ordinance 2022-16 by title only. Bonnie advised that in the attachment that goes with this Ordinance, for the title purpose and objectives, one of the sections says that the determination of the placement of any stoplight cameras will be determined by Council. Bonnie asked Council if they were aware that camera numbers 6 and 7 were being installed. Bonnie advised she didn't see anything in the prior minutes and asked Gary if he presented that to Council. Sam advised it was mentioned. The Mayor asked Gary for the locations. Gary said they will be on Monroe Street near the 400 block of the Village limits and North Street by Marsh Field. Bonnie advised that will be 7 cameras total, as an FYI to Council. Motion carried with no discussion.

Resolution 2022-23 *A Resolution authorizing the Mayor and the Fiscal Officer to accept and enter into a water supply revolving loan account (WRSLA) agreement on behalf of the Village of Monroeville for the water system improvement-waterline project, and declaring an emergency* was presented for adoption. Chris Raftery made a motion, seconded by Sue Rogers, to adopt Resolution 2022-23 by title only. Motion carried with no discussion.

Resolution 2022-24 *A Resolution authorizing the Fiscal Officer to advance monies from the General Fund to the Rt 20 Waterline Replacement Project Fund to cover expenses until the OWDA funds are received, and declaring an emergency* was presented for adoption. Sam Wiley made a motion, seconded by Chris Raftery, to adopt Resolution 2022-24 by title only. Motion carried with no discussion.

Resolution 2022-25 *A Resolution authorizing the Fiscal Officer to repay the final portion of the advanced funds for the Rt 20 Waterline Project, and declaring an emergency* was presented for adoption. Chris Raftery made a motion, seconded by Sam Wiley, to adopt Resolution 2022-25 by title only. Motion carried with no discussion.

APPROVAL OF BILL SUMMARY

Sue Rogers made a motion, seconded by Joe Galea, to pay the bills as presented on the bill summary, which included memo expenses and check # 044325 to # 044398 for a total of \$495,269.10. Motion carried with no discussion.

COUNCIL BUSINESS

Craig said his ARES group (Amateur Radio Emergency Services) had their meeting in October 2021. They were wondering if it's possible to obtain access to the back room of the MMC, to set up amateur radio equipment. Craig would purchase the radio that is needed. Craig is asking Council for permission to use that room for ARES purposes. They would like to view it at 6:00 PM the second Tuesday of October. The

Mayor advised that is when the Council meeting takes place. The Mayor asked Tom if there are any issues with ARES using the room. Tom advised no, if Council agrees to it. Tom advised the accommodations are there to use equipment during an emergency. Craig advised the meeting would only take 15-20 minutes and they could do it at 5:30 PM, prior to the Council meeting. Craig asked Gary with these new cameras being installed, will that information be presented in a newsletter so that the residents are aware. Gary said they didn't want to get that far ahead as there is no timeline on when the cameras will be installed. Gary said as it gets closer, an announcement will be made. Sam said there are already signs that show traffic photo enforcement and that it's better not to tell the people where the cameras are, so that they are always paying attention to their driving. Craig said residents should be advised and the information should be visible. Sam said violators shouldn't be speeding anyways. Craig said it's nice to give people a heads-up that there are cameras in use. The Mayor asked for updates or questions regarding the Village Flea. Joe said the street permits have been submitted, ODOT approval is still pending to close Monroe Street to Brown Street (and Tom verified the ODOT application is still under review). Joe said one thing that needs to be worked on is the lot at the corner of Hamilton Street and Milan Avenue, and the fact that it's in litigation. Joe said it was previously assumed that the lot belonged to the Old School Warehouse and Old School thought they had permission to give for parking for the Flea. Now that Council knows that's not the case, it's a concern for the Flea now and in the future. Joe asked Tom and Jim whose permission it is to give for parking, does it belong to the county or who owns it at this point. It doesn't seem that the Huron County Treasurer has title and Joe thought perhaps the receiver should be contacted. Bonnie said she talked to the prosecuting attorney and they don't have the name of the receiver. Joe said he found there is a receiver for a property in Norwalk and it's the same entity for the lot here in Monroeville. Bonnie said the prosecutor has tried several times to reach out to the entity and hasn't received a response. Jim said Joe is right, in the company that was foreclosed on still owns the property and we're still trying to figure out who is going to get the property. Jim said it may be better to ask forgiveness than permission, in regards to the Flea. Joe said there is a text from the owner of Old School that gives the Flea permission for parking and now there is a quandary because of the timing of the litigation. Joe asked Jim if something should be filed, in order for notice to be provided to the judge. Joe had been asked by the Flea why this was such an issue all of the sudden. Heather said it does appear to be bad timing, and the Flea coordinator is worried about parking now and in the future. Jim said that his guess is there will be a legitimate owner by the 8/18/22 and that owner will be able to grant permission for parking. Joe said fencing will be placed along Craig Franklin's property in order to prevent trespassing. Heather said the idea of alcohol was passed around for the Flea, with the decision not to move forward with it this year. The Flea Committee had also talked about having an adult's night out the night before the Flea, possibly a square dance. Heather said she remembered seeing something earlier in the year from the Twenty First Century donation, when they sent a check to cover events like Safety Town and Hooked on Fishing and she asked Gary if he remembered the language in that letter. Heather said there was language regarding Monroeville hosting a National Night Out and the donated money could be used for that. Gary said he doesn't remember. Heather asked if Council could possibly look at that since other people in the community are interested. The Mayor advised the Legion was looking into something like that, too, and Chris verified it's still in the planning stages. Heather asked Council if they can look into it if she can find the letter from the Twenty First Century Foundation. Council verified. Joe said if alcohol was served in the future, permits would have to be sought and planning done. The Mayor said that North Fairfield recently had fireworks and perhaps that is something that could be added here in the future, with asking the local businesses to sponsor the cost. Joe said sponsorship is being sought for the Flea, not only from Monroeville businesses, but Huron and Erie County businesses as well. The Mayor said it's something to keep in mind for next year. Bob said he talked to the Fire Chief about having a truck available for the Flea this year. The Mayor advised the Adelman's on 61 had helped previously and Scott Sparks had made the

arrangements. Heather said Elisa Brown had sent area businesses a very nice video invitation to be on the map for the Flea and Tom had Heather send it to a few more businesses. Heather offered to share it with Council, who agreed. Joe said going back to the lot discussion, he had heard from a reliable source that apparently Old School Warehouse has had their eye on that property for some time now and they weren't aware there was pending litigation regarding the ownership of the property. Joe isn't sure where the Village stands on the property, but there is an interested party and that could be taken into consideration. Jim said he had a telephone pretrial with himself, the judge and the school board. Nobody knows what the next step is, so they agreed the superintendent and representatives of the school board can meet with Tom to see what everyone's thoughts are. Jim said the parties could agree to sell it together and split the proceeds. The Mayor asked if that idea can be thrown on the table when the meeting is held with the school and Jim verified. Joe said the owner of Old School said he thought Tom had known about their interest in purchasing the property. Joe said that's neither here nor there at this point, but perhaps Tom can speak with Jim Schaffer about it and let him know it could possibly be sold to him. Tom said Jim Schaffer has already expressed interest in procuring the property should it be available. Tom explained to Jim the behind-the-scenes logistics, as discussed tonight. There is more information going on, in regards to the discussions between Jim Schaffer and Mike Burkett. Tom knew it was going through the court multiple times, as he had to reach out to more than one person to cut the high grass. The Mayor said more will be determined later after the meeting is held with the school. Bob asked Craig what the advantage is to setting up ARES at the MMC. Craig said there are several two-way base radios in several locations. If everything goes down in the event of an emergency and there is no way to communicate, there are still amateur radios. There wouldn't be people traipsing in and out of the MMC building. Craig would be able to come in and make contact regarding emergencies. Bob asked how Craig would get in the building and Bonnie asked the same. Craig said he would need to get a key from Tom and/or set up logistics. Sam said the MPD could be involved, as damages would have to be reported to them anyways. Craig said ARES is a volunteer organization that is affiliated with the ARRL (American Radio Relay League) out of Newington, CT. It's an offshoot of the Sky Warn program, which came about after the Palm Sunday tornado in 1965. The amateur radio people are the eyes and ears of the national weather service. Craig said he runs one from his house. Bob asked why it can't continue to be run from Craig's house and what is the benefit of having a radio here in the MMC. Craig said it's a back-up emergency operations center in event of an emergency. Craig can buy the radio and the power supply and the Village would have to put an antenna on the roof. Craig said he would need a table and a power supply. Joe asked if other communities do this and if an agreement is made for it. Craig said there are other locations that have them, like Willard PD and FTMC. Tom said the conduits, the power sourcing and the grounding are all in place at the MMC. Bob asked Gary is there is advantage to having a radio here and Gary verified. Bob asked how Craig would access the building in the middle of the night. Craig said he would call Gary or the on-call officer. Tom said the logistics of operating a radio system are just a subpart of events taking place in an emergency. Joe said perhaps an agreement could be created for this. Craig said there would be no ARES meetings here, no one coming in and out. Heather said Jordan Hanuscin did a really nice job with Safety Town, kudos to him and his mother who volunteers every year. The Mayor said the fireman and the Electric Department did great as well. Gary said Lt. Kimball's son volunteered and did a wonderful job.

ADJOURNMENT

There being no other business to come before them, Sam Wiley made a motion, seconded by Craig Franklin, to adjourn. Motion carried with no discussion. The meeting adjourned at 7:15 PM.

Heather Alicea, Administrative Specialist

Melissa M. Fries-Seip, Mayor

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