On Tuesday, February 8th, 2022 at 6:00PM, 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

Sue Rogers Bonnie Beck, Fiscal Officer

Bob Whitacre Heather Alicea, Admin. Specialist

Craig Franklin Tom Gray, Village Administrator

Joe Galea Jim Barney, Solicitor

Craig Franklin present at 6:22 PM.

Also attending: Chief Gary Lyons.

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

**EXCUSAL OF COUNCIL MEMBER**

Sam Wiley had previously notified the Mayor that he would be unable to attend the meeting. Chris Raftery made a motion to excuse Sam Wiley from the meeting, seconded by Sue Rogers. Motion carried with no discussion. The Mayor advised that Craig Franklin would be arriving late to the meeting.

**DISPOSITION OF MINUTES**

Sue Rogers made a motion, seconded by Joe Galea, to approve the minutes as presented from the January 25th, 2022 Council meeting. Motion carried with no discussion.

**APPROVAL OF FINANCIAL REPORTS**

Chris Raftery made a motion, seconded by Bob Whitacre, to approve the January 2022 financial reports as presented. Motion carried with no discussion.

**APPROVAL OF THE MONTHLY CREDIT CARD REPORT**

Sue Rogers made a motion, seconded by Bob Whitacre, to approve the January 2022 credit card report as presented. Motion carried with no discussion.

**OPPORTUNITY FOR THE PUBLIC TO ADDRESS COUNCIL**

None.

**ADMINISTRATIVE REPORTS**

***Administrator –*** Tom Gray presented his report that was in Council’s package. He spoke in regards to Water/Wastewater applicant Isaiah Scheid and asked for Council to make a motion to hire Isaiah effective 2/14/22 at $15.00 per hour. Tom advised that Isaiah will go through an accelerated learning and training program with a five-week protocol in order to become fully lab certified. Once certified, he will be able to run the Water Treatment Plant by himself. Isaiah is looking for long-term employment with the Village and wishes to remain as a resident in Monroeville.

***Fiscal Officer*** – Bonnie presented her report that was in Council’s package. She advised of the requisition that she had to approve on an emergency basis of $3,650.00 for repair of the Kubota. She asked for Council’s approval of the requisition retroactively since it exceeded the $2,500.00 approval limit. Chris Raftery made a motion, seconded by Bob Whitacre. Motion carried with no discussion. Bonnie advised of the request she received from Berry Global’s bill payment company in regards to an underpaid utility bill. Bonnie reminded Council that Berry Global always receives their bill in four to five days in advance of other utility customers. Berry Global also uses an external bill payment company, which at times causes a language barrier between the payment company and the Village Administrative Office. Due to the late payment, Berry Global has been charged a $10,000.00 late fee. Berry’s bill payment company is requesting that the late fee be waived. Bonnie advised the payment representative that she would need to present the request to Council. Bonnie is seeking Council’s advisement on how to proceed. The payment has been made so if the late fee is waived, it would be applied as a credit to the Berry Global account. Chris asked for Tom’s opinion on the matter. Tom advised that Berry Global would not suffer with paying this late fee and it could serve as a wake-up call that the bill needs to be paid timely. Bonnie advised that this bill payment company also pays the bills for Frontier, which have been paid late in the past as well. In order to avoid setting a precedence and in order to continue following the Utility Rules and Regulations, Council agreed that the late fee be applied. Joe Galea made that motion, seconded by Chris Raftery. Motion carried with no discussion. Bonnie advised she will contact the payment representative tomorrow to advise that the late fee remains. Bonnie and Council discussed setting a date and time for RFQ proposals. Bonnie advised Council that in regards to the Water Meter Capital Project fund, there was a snafu with ordering product that was not on the schedule of values that was approved for the loan. Due to this, NECO was overpaid for some meters. Rather than getting a direct refund, exchanges were done. There isn’t enough money in the capital project fund to pay back the advance to the General Fund because of the shortage with the exchanges and the credits, etc. Bonnie spoke with the State Auditor and if Council agrees to convert the advance to a transfer than Bonnie can transfer the money back to the General Fund. Bonnie advised she has to let them know what the decision is, as an advance has to be repaid with an advance and a transfer with a transfer. The amount is for 3,758.56. If Council is okay with doing this, Bonnie can prepare legislation for Council to approve at the next meeting. Council advised yes; they are fine with legislation being prepared for this matter.

***Police*** – Chief Lyons presented his report that was in Council’s package. General discussion in regards to the upcoming Gatso hearings. Jim will have an alternate appear in his place at the upcoming court hearings since he will be out of town on vacation. In regards to the changes with the new Ordinance, Jim advised that anyone who wishes to contest the citation will be required to pay the court costs up front. The Village is currently pre-paying the court costs and it’s difficult to track these cases and make sure reimbursement payments are collected. He also had language added for being able to compromise the amount of the citation. Joe had brought some of the wording in the Ordinance to Jim’s attention and a paragraph may need to be moved later. Jim’s firm hired a third-year law student from the University of Toledo. She is going to provide representation for the upcoming hearings, along with Jim’s partner, Rich, from the firm.

Craig Franklin arrived at 6:22 PM.

***Mayor –*** The Mayor thanked Tom and his departments for their quickness and efficiency with snow removal and the water main break during last week’s snowstorm, phenomenal job by all employees involved. The Mayor asked for a motion in regards to hiring Isaiah Scheid effective 2/14/22 at $15.00 per hour. Craig Franklin made the motion, seconded by Sue Rogers. Motion carried with no discussion. A Finance meeting will be held 2/15/22 and the RFQ proposal meeting will be held 2/22/22.

**BOARD & COMMITTEE REPORTS**

***HURON RIVER JOINT FIRE DISTRICT –*** Bob Whitacre provided an update per the HRJFD meeting that was held on 2/2/22. There were fourteen calls in January 2022, two were big house fires. The tanker should arrive in spring. The pumper is in motion and will take about a year and a half to complete. Two of the workers visited the manufacturer to see the process and make necessary changes. Discussion in regards to fire department call locations and mutual aid.

**APPROVAL OF AMENDED AGENDA**

Mayor Fries-Seip asked for Council’s approval to amend the agenda to include Ordinance 2022-01. Sue Rogers made a motion, seconded by Chris Raftery, to approve the agenda as amended. Motion carried with no discussion.

**ORDINANCES & RESOLUTIONS FOR PASSAGE**

The Mayor asked for a motion to suspend the rules for the following legislation. Craig Franklin made a motion, seconded by Joe Galea. Motion carried with no discussion.

**RESOLUTION 2022-03** *A Resolution authorizing the Fiscal Officer to advance monies from the General Fund to the Water System Improvement Project Fund, and declaring an emergency.* Chris Raftery made a motion, seconded by Bob Whitacre, to adopt Resolution 2022-03 by title only. Motion carried with no discussion.

**RESOLUTION 2022-04** *A Resolution authorizing the Fiscal Officer to repay a portion of the advanced funds for the Rt 20 Waterline Project, and declaring an emergency.* Sue Rogers made a motion, seconded by Bob Whitacre, to adopt Resolution 2022-04 by title only. Motion carried with no discussion.

**RESOLUTION 2022-05** *A Resolution authorizing the Fiscal Officer to advance monies from the General Fund to the Rt 20 Waterline Project Fund, and declaring an emergency.* Joe Galea made a motion, seconded by Bob Whitacre, to adopt Resolution 2022-05 by title only. Motion carried with no discussion.

**ORDINANCE 2022-01** *An Ordinance repealing Ordinance 2021-14 and adopting an automated Traffic Enforcement Program, establishing civil penalties for automated traffic violations, and declaring an emergency.* Sue Rogers made a motion, seconded by Chris Raftery, to pass Ordinance 2022-01 by title only. Motion carried with no discussion. General questions between Jim and Joe about making amended corrections in the future.

**APPROVAL OF BILL SUMMARY**

Sue Rogers made a motion, seconded by Joe Galea, to approve the bill summary as presented. The summary includes memo expenses and check # 043871 to # 043924, for a total of $734,088.27.

**COUNCIL BUSINESS**

Jim advised that the General Assembly passed a law to allow commercial grade fireworks to be set off on certain holidays. Communities can pass an Ordinance that doesn’t allow for this to happen and Jim wants Council to think about this and decide what they want to do. General discussion between Council and Chief Lyons in regards to the number of prior incidents with fireworks and the charge of a minor misdemeanor and/or a warning. Jim is preparing an Ordinance for at least one municipality and he can let Council review this to see if it’s something Council would like to further address.

**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. Meeting adjourned at 6:40 PM.

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Heather Alicea, Administrative Spec.

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Melissa M. Fries-Seip, Mayor

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