

Mayor Julie Robinson calls the meeting to order at 6:00pm with the pledge of allegiance.

**Attendees:**

**Mayor**

Julie Robinson

**Trustees**

Dawn Ashline

Lloyd Richardson

Linda Nortz

Keith Bush

**Staff**

Charlene Moser, Treasurer

Robin Grunert, Clerk

Liz Jones, Deputy Clerk

Mitch Robinson, Village Maintenance

**Guests and Public Comment**

Tom Kalamas, Laurie Halladay, Brien Tabolt, Bill Plantz

Tom Kalamas presented on the ARCGIS for the Village. He submitted the September 2024 committee reports summary.

Laurie Halladay, Brien Tabolt and Bill Plantz addressed the Board regarding the private water line on the Belfort Road. They were instructed that they need to be part of an outside user water district and that they need to involve the Town of Croghan in getting this established. They will try and get to the next Town Board meeting.

**Maintenance Report:**

Dave Zehr's road is fixed. Marcus Hills should be hooked up to the water line next week. Mitch has a new quote for the Shady Ave lift station at \$52,133.85 – old quote was \$38,000. Bush's auto installed the skid steer tires. There is a port-a-potty that the Village owns down at the sewer pond. If it can be serviced, Mitch will bring up by the tennis courts so that when the bathrooms at the ice rink are winterized, there will be an option.

The furnace at the sewer plant has not worked for a while. **Motion** by Trustee Bush with a second by Trustee Ashline to purchase a new furnace at a price of \$1,300 from Monnat's plumbing. All in favor.

The Lead Line Survey has been filled out and submitted. We may have to send out letters to certain Village residents who may have lead pipes. Mitch will get together with Robin to draft and send out the letters. It was suggested we budget doing 25 test holes every year to eventually get to every resident on the system.

Mitch requested that the Village invest in a trench box for digging for water leaks. Trustee Nortz made a **motion** with a second by Trustee Richardson to purchase an aluminum trench box at a price not to exceed \$9,000. All in favor.

Lastly, the Town of Croghan helped with the wash out that occurred on the back side of the reservoir after the rains in July and August.

### **Treasurer's Report**

Charlene reported on the total cost of the LED Light project since 2020. The net expense for the install of the LED street lights was \$32,178.11. This does not include the maintenance.

NYCLASS was discussed. The Board agreed that there are too many unknowns about the legality of the Village participating in the program. Charlene will look at getting a better interest rate on savings from the local banks that the Village uses.

Charlene has added one other Village resident to the 24/25 Trickler list. We still have 19 tax parcels unpaid along with 35 water bills and 31 sewer bills.

**Motion** by Trustee Ashline seconded by Trustee Richardson to accept the treasurer's report. All in favor.

**Motion** by Trustee Ashline seconded by Trustee Bush to make necessary transfers. All in favor.

### **Clerk's Report**

**Motion** by Trustee Ashline and a second by Trustee Bush to approve the minutes of September 11<sup>th</sup> meeting. All in favor.

**Motion** by Trustee Richardson seconded by Trustee Nortz to pay the bills. All in favor.

Robin has 3 quotes for a new printer/copier/scanner. Northern Copy has a Sharp unit that is 3 years old that was bought back from a retirement home. He will sell it to the Village for \$1500. The other two units from ABS were \$4,528.80 and \$5,635.80 for machines that can do the same work. **Motion** by Trustee Richardson and a second by Trustee Ashline to approve the purchase of the Sharp machine. All in favor.

The Board was given draft copies of the Rules of Procedure. Code of Conduct & Employee Manuals to review and bring back any edits to the November meeting – These will need to be approved at the December meeting.

Robin requested getting a small amount of petty cash and a lock box for the office. It is important for small purchases and to make change for cash paying customers. The sample reconciliation report was given to the board. **Motion** by Trustee Richardson and a second by Trustee Bush to approve setting up a \$50.00 petty cash fund.

After having Liz's credit card declined, it was discovered that Nancy Martin is still the primary user on the account. Robin contacted KeyBank and the Board needs to assign primary contact

as Robin and to remove Nancy from the account. **Motion** by Trustee Bush and a second by Trustee Ashline to approve the changes to the credit card account. All in favor.

### **Mayor's Report**

Sam Gingerich, president of the Mennonite Heritage farm has requested being added as a Village water user. The Village Board had no objections as long as he gets the proper easements and runs the lines.

Electric for the Christmas tree was discussed. Mitch and Lloyd will work on pulling power from the Library.

Ian Gilbert submitted a letter and background information in hopes of being appointed Village attorney. Once reviewed, the Board will vote on this at the annual meeting in December.

The Village will work with the State DOT to get some No Parking signs up in front of Vinney's and H&L Motors.

### **Trustee Report**

Lloyd was asked about procedure for CHIPS reimbursement. He needs a copy of the canceled check to submit. Charlene will get him a copy.

Due to the change in coverage with Lewis County Search and Rescue, Keith was asked about Beaver Falls ambulance covering the Village. Beaver Falls Ambulance cannot currently cover due to manpower and current coverage area. Motion by Trustee Ashline with a second by Trustee Bush to not renew the contract with Search and Rescue. Robin will send out a letter.

Linda brought up Prescriptive Easement. There were some questions about when residents use Village land as an unwritten right of way, whether they will be granted a lifetime easement. Julie will contact the Village Attorney for his thoughts.

### **Adjournment**

Motion by Trustee Bush with a second by Trustee Nortz to adjourn the meeting at 8:22pm. All in favor.

Respectfully submitted, Robin Grunert, Village Clerk