Village of Lima Board Meeting Minutes
October 12, 2026

Present: John Skiptuans, Mayor; Daniel Marcellus, Deputy Mayor; Trustees Brian Smith, Ben Dodzweit and Joshua Petraitis.

Others Present: Elissa Sackett, Clerk; Ben Luft, DPW Supervisor; Megan O'Leary, Village Attorney; Dick Garey, Fire Chief; Meg Rose, Ambulance Chief; Several Residents.

Absent: Charles Floeser, Code Enforcement Officer; David Kirkwood, Wastewater Treatment Plant Operator.

The meeting of the Village of Lima was called to order Mayor Skiptunas at 7:00pm Tuesday, October 13, 2026, at Lima Town Hall, 7329 E. Main St.

A motion was made by Trustee Petraitis and seconded by Trustee Dodzweit to approve the meeting minutes from September 8, 2026 and September 22, 2026. Motion carried.

Guest – Sue Gaiter, Lima Rotary President

Sue Gaiter gave a speech and honored Ben Luft as an Honorary Rotarian. Mr. Luft thanked the Lima Rotary for their recognition and also recognized the DPW staff.

Department Reports

Fire Department – Dick Garey, Fire Chief

Chief Garey discussed his report. He reminded all that this weekend Mark Tubbs Park will be closed to the public for the scheduled mass casualty training. He also discussed the importance of the firehouse siren and informed the board that the fire department was awarded a grant for the SCBA's. The grant does not cover all that is needed; therefore, he requested approval to withdrawal up to $50k from the Air Pack Reserve for the purchase and modification of the new SCBA's.

Motion

Motion was made by Trustee Smith and seconded by Trustee Petraitis to authorize the expenditure of up to $50k from the Air Pack Reserve for the purchase and modification of the SCBA's. Motion carried.

Ambulance – Meg Rose, Ambulance Chief

Chief Rose discussed her report. Based on numbers, the call volume is tracking to be slightly higher than last year, but a good portion of those calls are billable transports. The loan closet has a live link on the ambulance website. The new dashcams have been installed and are working well. The hotspot service is not as good currently, but hoping that will get better as time goes on.

Chief Rose and Steve Werner gave updates on the new loan closet building. Mr. Werner produced two invoices for costs associated with the closet. Deputy Mayor Marcellus asked about an update to the solar for the shed and offered a spare option that he had if the ambulance was interested.

Motion

Motion was made by Trustee Smith and seconded by Trustee Petraitis to authorize the payment of the invoices for the new loan closet. Motion carried.

Chief Rose presented two applications for membership; one regular membership and one junior membership. Both applicants have been vetted by the ambulance prior to submitting for board approval. Chief discussed the process for vetting new members.

Motion

Motion was made by Trustee Petraitis and seconded by Deputy Mayor Marcellus to Kayla Forster as a regular member and Connor DePuy as a junior member of the Lima Ambulance. Motion carried.

WWTP – David Kirkwood, Plant Operator

Please review report provided by Mr. Kirkwood.

Code Enforcement Officer (CEO) – Charlie Floeser

Please review report provided by CEO Floeser.

DPW – Ben Luft

Two new employees have been hired; one seasonal and one permanent full-time. The season employee started on Monday, and the full time will start on the 19th. Both individuals are local to Lima.

Leaf pickup has started and notice has been posted in the app along with instructions on how to place the piles along side the road. Still looking at leaf tractors that will fit the needs of the village. Mr. Luft along with DPW staff have test drove a couple different tractors that will fit the needs, but transmission and weight are the biggest factors.

It is time to start sending out the annual information regarding the Lead and Copper study. Annual letters will be going out to residents who have "Unknown" or "Galvanized" water lines.

Clerk Report – Elissa Sackett

Tax collection has ended and all unpaid taxes have been turned over to the Livingston County Treasurer for collection. Residents will need to contact the county to make arrangements for payment.

Mayor Skiptunas and Trustee Smith helped move all the boxes out of the front room. The boxes have been sorted and are almost ready to be filed again. There are multiple boxes with documents that are ready to be shredded when time permits.

Several invoices were available to the board for review/approval. Payments were the following:

- Ambulance Fund: $22706.02
- General Fund: $93341.64
- Sewer Fund: $26155.81
- Water Fund: $23977.89
- Capital Fiber: $ -
- Grand Total: $166181.36

Motion

Motion was made by Trustee Petraitis and seconded by Trustee Marcellus to authorize payment of invoices. Motion carried.

Board Reports

Mayor Skiptunas

- Planning board is in need of two village appointments; one full-time member and one alternate. If anyone is interested please reach out to the Village Clerk. It was recommended the listing be posted to the village website.

- Discussed the fireworks contract with the Town Supervisor. If the contract is signed and submitted prior to 12/5, the town/village will be entered into a drawing for additional funds for the event.
- Discussed changing emails to .us to .gov.

Deputy Mayor Marcellus

- Discussed report emailed to all board members.
- Currently working on several policies with Trustee Smith. Discussed having quarterly workshops to go over these policies.
- Has reached out Chief Rose regarding the Ethics Policy forms being signed.
- Discussed proposed shared services with the town and a potential plan for a grant next year. This will need to be figured out with each budget cycle as the town and village cycles do not coincide.

Trustee Smith

- Discussed report emailed to all board members.
- Will be reaching out to Charlie to discuss the manufactured home sitting at Frances as well as getting clarification on the code regarding manufactured housing in the village.
- Park Commission will be meeting with the Citizens Group this week.
- Traffic calming petition has been sent to the DOT and local representatives.
- Grant for SNAP benefits at the farmers market should be set up by next year.
- Town will be purchasing the Liberty Tree for the village green. Ben requested the tree be planted in the spring. In the meantime, they will be looking at different spots to plant the tree.
- Playground at the park has been stained and new mulch delivered.
- Plans to refurbish the memorial plaques at the park are underway.

Trustee Petraitis

- All of the Eagle Scout projects have been completed.

Trustee Dodzweit

- No updates at this time.

Policy and Procedures

Ethics Policy – Discussed at workshop adding additional language to the policy. Please review emails that have been sent regarding policy updates.

Record Keeping on Threats Against Public Officials – Trustee Smith discussed having a document to log any threats against any public official in the village. When threats are made, they should be documented in the event those threats become something more. It was discussed to have a standard Incident Report Form created that would address various incidents with officials and staff.

Old Business

No old business was discussed.

New Business

Lima Presbyterian Clock Tower – Mayor Skiptunas was approached by members of the church regarding a potential village contribution to rehab/reface the clock tower. The board agreed that the village is in no position to contribute financially to the restoration. It was suggested that members of the church reach out to the Historical Society and Mayor Skiptunas stated he would be willing to help with fundraising efforts for the rehabilitation project.

Termination of Services – SkyPort IT, Inc. – Mayor Skiptunas read aloud the Termination of Services letter regarding SkyPort IT, Inc. services, which will conclude on 12/31/26. Deputy Mayor Marcellus will provide two proposals on how to move forward at an upcoming meeting.

Motion

Motion was made by Trustee Petraitis and seconded by Trustee Dodzweit to authorize Mayor Skiptunas to sign the Termination of Services letter with SkyPort IT, Inc. effective 12/31/26. Motion carried.

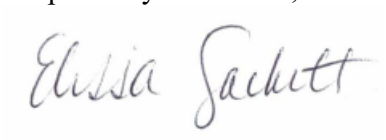
Public Comment

Executive Session

Motion was made by Trustee Smith and seconded by Trustee Petraitis to enter executive session at 8:40pm to discuss matters pertaining to the employment of an individual. Motion carried.

Motion was made by Trustee Smith and seconded by Trustee Petraitis to close executive, enter regular session, and adjourn at 9:20pm. Motion carried.

Respectfully Submitted,



Elissa Sackett
Village Clerk/Treasurer
Village of Lima

***All documents listed in the minutes are available to review at the Village office during regular business hours.**