

**REGULAR COUNCIL MEETING  
MINUTES  
January 15, 2019  
7:00 PM**

Mayor Clark called the meeting to order at 7:00 PM and led the Pledge of Allegiance.

**Roll Call:** Paula Tubalkain, Marty Hura, Ben Prescott, Bob Gaglione, Dave Sluka, Scott Weaver

**Other Village Personnel:** Mayor Linda Clark; Village Solicitor, Michele Stuck; Clerk-Treasurer, Jenny August; Village Engineer, Rich Iafelice; Village Administrator, John Trew; Police Chief Joe Urso; Administrative Services Officer, Marty Fergus

**Citizens Present:** Ted Bixler, Sue Steinberg, Tom Tubalkain, Jason Wysong, Cookie Vanek, Bob Ress, Stacy Turner of The Weekly Villager

**Moment of Silence:** James Akerley, father of our Street Supervisor, Dave Akerley

**Approval of Minutes:**

- ❖ Motion to accept the minutes from the December 18, 2018 Regular Council Meeting by Scott Weaver, 2<sup>nd</sup> by Ben Prescott - **All Ayes**

**Mayor's Report:**

Nominees for Council President and committee appointments

*Council President:* Bob Gaglione, nominated by Scott Weaver; approved on vote 4:2

Ayes: Dave Sluka, Marty Hura, Scott Weaver, Bob Gaglione

Nays: Paula Tubalkain, Ben Prescott

*Service Committee:* Bob Gaglione, Paula Tubalkain, Scott (Randy) Weaver, (Alternate Dave Sluka)

*Finance Committee:* Paula Tubalkain, Ben Prescott, Dave Sluka, (Alternate Marty Hura)

*Safety Committee:* Marty Hura, Ben Prescott, Dave Sluka, (Alternate Bob Gaglione)

*Fire Board:* Bob Gaglione, (Alternate Dave Sluka)

*Regional Planning:* Paula Tubalkain nominated by Bob Gaglione

Mayor's appointments

*Park Board:* Don Buchert, Ashlee Hawkins, Lisa Zamecnik: Alternate, Ben Prescott

*Shade Tree:* Don Buchert, Cookie Vanek, Alternate Scott Weaver

*Board of Zoning Appeals:* Randy Usher

*Landmark Commission:* Nick Ehlert, 4 vacant seats- still interviewing

- ❖ Motion accept the Mayor's nominations and appointments by Ben Prescott, 2<sup>nd</sup> by Bob Gaglione - **All Ayes**

Work authorization from CT on Mantua Utility Bond Documents-Compensation is for the professional services on an hourly basis not to exceed \$15K and will be billed monthly upon

actual man-hours for the work. This includes an allowance of \$7500.00 for Taft's services, \$6000.00 in the bid documents preparation and \$1500.00 for the bid review and award phase. And mileage reimbursed at a rate .48 a mile.

❖ Motion to approve by Bob Gaglione, 2<sup>nd</sup> by Ben Pescott – **All Ayes**

Work authorization from CT on Cemetery- on hold for now

### **Citizens:**

Cookie Vanek acknowledged that the Mini Park looked nice for Christmas. Mayor Clark noted that Chelsea and Dave did the decorations this year.

Sue Steinberg discussed how the DMRC would like to implement their Streetscape Plan of 2009 with the involvement of the new businesses in downtown. The Mayor said that she found plan documents from 1972/1982 in her office if the committee would like to take a look at them.

### **FINANCIAL STATEMENT TO COUNCIL FOR THE JANUARY 2019 MEETING:**

Included in your Financial Reports this month is a new report. This is the detail of the VISA card expenditures that were charged by village. As you recall, Council passed Ordinance 2018-52 which is our new credit card policy, and it includes a requirement that a Compliance Officer reviews the credit card purchases at least quarterly. For now, until a Compliance Officer is named, Jenny will provide Council and the Finance Committee with a report.

Another report that was added is an annual financial summary. Jenny included the amounts received in the major revenue sources and the amounts of our major expenses. Looking at the report, we came out ahead in 2018. Council will be approving some invoices tonight that are from last year's expenses, but even after doing that we will come out to the positive for 2018.

Here is the financial summary for the month of December. Jenny invited questions.

- **Fund Status-** *Looking Good.*
- **Cash Summary-** *No Adjustments, but you will see a difference of \$160.51 between the Cash Summary report revenues and the Receipts report due to a November water bill check bouncing in December.*
- **Revenues-** *Revenues totaled \$176,919*
- **Expenses-** *Combined operating and payroll expenses totaled \$369,561 (That includes the semi-annual payment of \$171,579).*
- **Credit Card Monthly Report-** *lists VISA purchases*
- **Revenue Status-** *Almost all funds averaged close to 100% or more. The High St. Paving and Waterline grant fund was at 35% because it was not completed, so our overall average suffered.*
- **Appropriation Status-** *Our overall average is excellent at 77%. This means we might be over appropriating in some funds.*
- **Bank Reconciliation-** *No adjustments*
- **The water-sewer and tax programs balanced with the UAN and the bank deposits.**

- **Checks 44851 through 44930** *were written in December*

- ❖ Motion to accept the Financial Reports made by Bob Gaglione, 2<sup>nd</sup> by Ben Prescott - **All Ayes**

### **Correspondence:**

The Mayor received a letter from Portage County PRC asking for a count of our homeless individuals by January 22, 2019.

### **Bills of Resolution, Addendum Bills of Resolution**

- ❖ Motion to approve the Bills of Resolution and Addendum Bills of Resolution by Bob Gaglione, 2<sup>nd</sup> by Ben Prescott - **All Ayes**

### **Legislation**

**ORD. 2018-60** AN ORDINANCE AMENDING SECTION 941.14 OF THE VILLAGE OF MANTUA CODIFIED ORDINANCES RELATING SEWER BILL ADJUSTMENTS FOR WATER LEAKS. 2<sup>nd</sup> Reading.

- ❖ Motion to suspend the rules by Ben Prescott, 2<sup>nd</sup> by Bob Gaglione – **Paula Tubalkain, nay: Bob Gaglione, aye: Ben Prescott, aye: Scott Weaver, aye: Dave Sluka, aye: Marty Hura, aye: Motion carried, 5:1**
- ❖ Motion to approve by Ben Prescott, 2<sup>nd</sup> by Bob Gaglione – **All Ayes**

**ORD. 2019-01** AN ORDINANCE ALLOCATING REVENUES IN THE SCHOOL RESOURCE OFFICER PROGRAM AFTER EXPENSES HAVE BEEN MADE AT THE END OF 2018 TO THE POLICE CAPITAL FUND 4902, AND DECLARING AN EMERGENCY. 1st Reading.

- ❖ Motion to suspend the rules by Paula Tubalkain, 2<sup>nd</sup> by Ben Prescott – **All Ayes**
- ❖ Motion to approve by Paula Tubalkain, 2<sup>nd</sup> by Scott Weaver – **All Ayes**

**ORD. 2019-02** AN ORDINANCE AUTHORIZING THE MAYOR AND THE CLERK-TREASURER OF THE VILLAGE OF MANTUA TO ENTER INTO A REINSTATEMENT AND FIRST AMENDMENT TO THE WATER AND WASTEWATER SERVICES AGREEMENT WITH PORTAGE COUNTY, AND DECLARING AN EMERGENCY. 1st Reading.

Paula asked what would happen if we are not ready by March 31. Mayor Clark responded that we would have to ask for an extension

- ❖ Motion to suspend the rules by Bob Gaglione – 2<sup>nd</sup> by Scott Weaver - **All Ayes**
- ❖ Motion to approve by Ben Prescott, 2<sup>nd</sup> by Bob Gaglione – **All Ayes**

**ORD. 2019-03** AN ORDINANCE AMENDING CHAPTER 153 OF THE CODIFIED ORDINANCES OF THE VILLAGE OF MANTUA, RELATING TO THE AUDIT COMMITTEE. 1<sup>st</sup> Reading.

Clarification provided by Michele and Dave, the Finance Committee will serve as the Audit Committee

- ❖ Motion to suspend the rules by Ben Prescott, 2<sup>nd</sup> by Bob Gaglione - **All Ayes**
- ❖ Motion to approve by Bob Gaglione, 2<sup>nd</sup> by Ben Prescott – **All Ayes**

## **Department Heads and Village Engineer**

### **Police Chief Urso:**

Safety Committee met January 2.

One Dispatcher on leave

New 911 system is operating

No Shave November donations made to 4-C

Vehicle Assist form implemented

Distracted Driving Ordinance is in effect

Receiving quotations to upgrade the camera system at the village hall

Implementation of parking designation at the coffee shop

Certificate of appreciation for participating in Santa for a Senior Program

Next meeting, February 06 at 6:00 PM

### **Village Administrator:**

Updated Tax Maps at the Village Hall

December 6 - attended AMATS Technical Advisory Committee

December 7 - Northern Ohio Service Director Association

December 14 – AMATS Policy Board meeting

Atlantic Water Gardens – we have done everything we can at this point. They are deciding if they want to build or lease for their expansion and anticipate a decision in about three weeks.

ODOT conference call

Bill Shriner references checked. He did not give a firm price.

Addressed Ad Hoc Committees questions

Jason Wysong questioned where we go from here. Bob suggested contacting Bill Shriner for a price range for the evaluation. John Trew will follow up with him.

### **Village Engineer from C.T. Consultants:**

#### **Retainer/General**

- \$15,000 fee for consideration to execute bid documents for Water/Wastewater Systems
- \$3,000 fee proposal for geographic mapping of the cemetery
- Streetscape and enhancement projects long term planning & funding with DMRC and the Village.
- Orchard Street improvements: Ohio Edison has agreed to relocate the utility pole at no charge. The Village Administrator is seeking funding commitments for the local share.
- Mats Road Bridge Project - itemized estimate of approximately \$1.5M prepared for funding application

#### **Capital Projects**

- West Prospect Roadway and Drainage Improvements – finalizing invoices
- High Street Pavement and Waterline – The Mayor is meeting with Buckeye Pipeline per Council's direction, Notified OPWC and requested a revised completion date
- Water Reservoir Rehabilitation – Design will begin later this month
- Asset Management Plan – A checklist was prepared and reviewed with the Service Committee. Suggestion was to discuss tasks with Portage County. CT can assist the Village with funding this work.

## **Committees**

### **Bob Gaglione for Service, Planning and Fire Board:**

*Service:* New business – storm water management fees: Old business – water and sewer legislation, the curb on High Street by Hawkins', waterline in front of Buckeye

*Planning:* New Business – lot split, orchard street pole NAPA landscaping, rental inspection no discussion.

*Fire Board* - Working incident log discussed.

**Marty Hura for Parks and Shade Tree:** Nothing new

### **Mayor Clark for Cemetery, and Board of Zoning Appeals:**

Continue to gather estimates for flowers, doors, and handrails at the cemetery.

BZA - nothing

Buckeye Pipeline – options discussed

**Paula Tubalkain for Portage County Regional Planning:** Nothing

### **Dave Sluka Safety and Finance:**

Safety – Dave discussed the parking spot at the coffee shop

Finance – review legislations, and discussed audit committee

**New and Other Business:** Nothing

## **Anything else that may properly come before Council**

- ❖ Motion to enter Executive Session for employee compensation at 7:48 PM by Dave Sluka, 2<sup>nd</sup> by Scott Weaver – **All Ayes**
- ❖ Motion to exit Executive Session at 8:33 PM by Dave Sluka – 2<sup>nd</sup> by Scott Weaver – **All Ayes**

## **Adjournment**

- ❖ Motion to adjourn at 8:34 PM made by Bob Gaglione, 2<sup>nd</sup> by Ben Prescott - **All Ayes**

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Mayor Linda Clark

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Administrative Services Officer Marty Fergus