

**REGULAR COUNCIL MEETING
MINUTES
January 17th, 2017
7:00 p.m.**

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

Roll Call: John Clark, Marty Hura, Paul Janson, Paula Tubalkain and Giles Seith

Other Village Personnel: Mayor Linda Clark; Clerk-Treasurer, Jenny August; Village Solicitor, Michele Stuck; Rich Iafelice, Village Engineer; Police Chief Harry Buchert; Village Administrator Bruce Rininger; Administrative Assistant Chelsea Gregor

- ❖ Giles motioned to excuse Ben Prescott but there was no second.

Citizens Present: Bob Gaglione, Roy Peck and Stacy Turner of the Villager

Moment of Silence: Mr. Skrovan, father of Sue who worked for the village until 2012

Approval of Minutes:

- ❖ Motion to accept the minutes from the regular December 20th Council meeting made by John Clark, 2nd by Marty Hura-**All Ayes**
- ❖ Motion to accept the minutes from the special Council meeting held January 3rd. The Chief was not in attendance as the minutes stated.
- ❖ Motion to amend the minutes to not include the Chief from the special Council meeting by John Clark, 2nd by Paul Janson-**All Ayes**
- ❖ Motion to approve as amended by John Clark, 2nd by Marty Hura-**All Ayes**

Mayor's Report:

Michele, Bruce and the Mayor met with the NOPEC people, Aspen energy people and with Scott Rafferty on the electric aggregate. They are still reviewing the information. The Mayor has spoken once with Mr. Little from Mantaline as they are the reason that NOPEC contacted the Village. They are trying to schedule a time to meet and discuss their concerns.

The Mayor is in the process of conducting evaluations for the Chief of Police and the Village Administrator. She gave out copies for the proper committees to fill out and return to her this week so they can be completed before the end of the month.

Bruce and the Mayor will be attending an EMA meeting on January 23rd.

There will be a "Hidden in Plain Sight" event tomorrow evening.

Financial Reports

Jenny said that Giles asks her every year a very important question; how much outstanding debt does the Village still owe at the end of 2016? The answer is \$2,578,933, around 2.5 million.

- There were **no negative funds** during 2016. The water fund would have been in the negative in December if \$15,000 were not transferred from the General Fund.
- **Revenues** totaled \$342,350, but \$193,938 of that total are just “Pass Through Revenues” made by OPWC that must be reflected on the books because they are grant monies benefitting the Village. The actual revenues for December were \$148,412.
- **The Village spent** \$136,881 in operating (which includes local share of High St Grant project payments of just under \$72,000) and \$67,118 in payroll expenses.
- **Revenue Status-** The year to date column on the far right tells you where the Village ended up overall for the year. Most funds came in pretty close to what had been projected, with the exception of a few funds, and the grant projects can depend on whether or not they were completed. Total revenues for the year were \$2,868,086.
- **Appropriation Status-** The final appropriations after all increases throughout the year totaled \$3,487,947, and the Village actually spent \$2,664,373. The amount appropriated includes the monthly transfers and what we anticipated for grant projects.
- **The water & sewer and the tax software programs balanced** with the UAN and bank every month of 2016.
- There were no adjusting factors on the **bank reconciliation** for December.

- ❖ Motion to approve the Financial Reports made by Paula Tubalkain, 2nd by Giles Seith-**All Ayes**

Bills of Resolution, Addendum Bills of Resolution

The Chief mentioned that he needed permission for bills over \$3,000. The patrol car cost \$3,200 to fix the transmission on line item 7.

- ❖ Motion to approve the \$3,200 bill by Paula Tubalkain, 2nd by Paul Janson-**All Ayes**
- ❖ Motion to accept the Bills of Resolution and Addendum Bills of Resolution with the approval of line 7 made by John Clark, 2nd by Marty Hura-**All Ayes**

Legislation

ORD. 2016-61. AN ORDINANCE AMENDING THE VILLAGE OF MANTUA EMPLOYEE HANDBOOK RELATING TO REIMBURSEMENT OF EXPENSES. 2nd Reading.

Council discussed the verbiage that should be used to describe how an employee can be reimbursed for travel expenses.

- ❖ Motion to approve the amendment ORD. 2016-61 so that B. Lodging reads: expenses covering the cost of a hotel/motel room will be reimbursed in full for accommodation at a facility hosting the activity. Any accommodation other than the hosting hotel/motel will be reimbursed up to the per diem established by the federal government and maintained on the GSA.gov website. Cost exceeding that specified on the GSA.gov website may be approved by Council by Paul Janson, 2nd by John Clark -**All Ayes**

ORD. 2016-63 AN ORDINANCE ENACTING SECTION 400.09.C OF THE ZONING ORDINANCES OF THE VILLAGE OF MANTUA, CONCERNING PORTABLE OUTDOOR STORAGE UNITS. 2nd Reading.

Giles was not comfortable with how it read and John asked for more clarification in regards to the description of shipping containers and trailers. Bob stated that they didn't want train shipping containers used as storage on property, but that someone could apply for a different permit to build a house out of the containers. The Mayor asked Council what they would like planning to address. John said that lawn sheds need to be exempt. They will look into sizes, trailers and accessory buildings to be more specific.

- ❖ Motion to move back to planning for additional clarification by John Clark, 2nd by Paul Janson -**All Ayes**

Department Heads and Village Engineer

Police Chief Buchert:

The Police department received a \$50 donation from Bill Zoller for the K-9 program.

- ❖ Motion to accept the donation by Marty Hura, 2nd by Paul Janson-**All Ayes**

The Police department got through the holidays with no major events. The Chief is working on the yearly reports and said it should be done mid-February.

The next Safety meeting is February 1st at 6pm.

Village Administrator:

The Ambler pump station check valves are done, and the North River check valves were finished that day. It should pump a lot better. They found it to be clogged with rags.

Bruce applied for the Diesel Emissions Grant and he found out the Village did not qualify.

There is a water leak on Woodford that Service will be fixing the following day. There was a lot of rain the previous Thursday and the Village experienced a number of plugged storm drains, along with a plugged sewer line. Luckily Ron Zoller was able to get a vac truck out of Mahoning county for the Service department. In the spring the Service crew will need to camera a line on rt. 44 where the water backed up. Bruce asked Rich if they had any recordings from previous water/sewer lines and they talked about the condition of McDonald's grease trap. There could be roots or rags stuck in the lines creating blockages.

Village Engineer from C.T. Consultants:

Rich has been working with the floodplain Administrator on a couple violations. There were some issues regarding non-permitted activity in a floodplain.

At the end of January, Rich stated that he would have a preliminary plan for the trail connector for the Village to review. CT has abandoned the idea of crossing south on Rt. 44 for the trail connector, but are still considering a diagonal crossing which is the remaining item, in terms of design. There are still some easements that need to be acquired.

Rich began examining the proposal for the relocation of a baseball field which would be moved to what is now a floodway, to see if it is feasible. Some hydraulic calculations were already drawn up in that area near that stretch of the river. Rich contacted Portage County and received the calculations the day prior which will help in his analysis.

Rich mentioned that the Portage County Transportation Improvement District (TID) is accepting applications. He spoke internally with his staff and he said that it would be favorable to apply for

the TID with E. Prospect St. in mind. The Mayor asked if he meant W. Prospect, and Rich said that it was E. Prospect St. because of the nature of the TID. She also asked if Rich was still working on the scaled down plan for W. Prospect St. which Rich assured her that he was still working on.

The Mayor asked if Rich would be able to attend the next Planning meeting to talk about the Subdivision regulations. She then inquired about the Buckeye pipeline project. Rich said he had to review his information with his in house experts.

Committees

John Clark for Service and Fire Board:

John mentioned that everyone should still have their copy of the water/sewer rate study analysis and have any questions ready to discuss in the workshop. The workshop will be held on February 8th at 6pm and will be followed by the Service meeting.

The Fireboard announced it lost a part-time firefighter and swore in 2 more part-time firefighters. There was a discussion about the fire that happened at Karl Industries on Chamberlain Rd. The EPA was on site trying to decipher what was what, and what chemicals that may have been involved in the fire.

The fireboard has been discussing a replacement levy and they found out they have to wait for the current levy to expire, or create an additional levy. They don't want to create an additional levy since the school is going for a large levy in May. So the Fireboard will hang on to the current one until November 2018, which has an effective millage of 2.2.

Marty Hura for Parks and Shade Tree:

Parks and Shade tree meeting are cancelled February 22nd.

Mayor Clark for Planning, Cemetery, and Board of Zoning Appeals:

Bruce and the Mayor are still working on the cemetery list for the cemetery trust which should be finished by next month.

Nothing for Board of Zoning Appeals.

As for Planning, Rich is going to talk about grading along with sub-division regulations. Planning discussed Council members being able to sit on the Landmark committee and they decided not to change anything.

Planning finished looking at the signage ordinances and they will review that at their next meeting.

Ben Prescott for Portage County Regional Planning: Nothing

Paula Tubalkain for Finance:

It has been covered.

Giles for Safety:

Not a whole lot, Harry has been busy.

New and Other Business

The Mayor received a phone call from Chris Craycroft and the Village did not get the grant for the west end trail. Chris would like to apply for a grant for the west end trail with the stipulation that the Village do some of the work, and she will also ask the DMRC for the \$25,000 that they were pledging. Chris inquired about ownership of the trail and the Mayor asked if that would be something the Village would be interested in, which would be to relinquish all control over part

of the trail. Which then brought the Mayor to another topic in regards to a verbal agreement between the Village and the Parks District over rights to another part of the trail which happened before she was Mayor. Part of the trail was given to the Village by an individual. John asked if the Village could relinquish control but keep the property. There was some confusion over what property was bought from Charlie English and what was given as an easement.

At the January 3rd meeting Marty stated that he was not changing any of his committees. The Mayor stated that she had not made a motion at that time to renew her people.
Parks board- Don Buchert, Ashlee Hawkins, Randy Weaver
Shade tree- Don Buchert, Randy Weaver
BZA- Chuck Englehart

- ❖ Motion to approve the Mayors renewals for committees by Marty Hura, 2nd by John Clark

Anything else that may properly come before Council

Hiram accounting club would like to notify residents that they are doing taxes for free and would like permission to post notices on local bulletin boards. Jenny gave everyone a copy of the E-mail correspondence and flyer.

- ❖ Motion to allow the Hiram accounting club to put up flyers by John Clark, 2nd by Paul Janson

At the Finance meetings, they have been talking about refinancing the Villages bond debt. Jenny has been corresponding with Kevin Culp at Cortland Bank and also with Matt Belin at Middlefield Bank. Middlefield is willing to refinance our debt at 3.25% interest. Cortland is willing to drop to 2.9%, but that is with our checking account. The checking account includes charges for each deposit, each check that clears, every single transaction, and a lower interest rate. After doing the math, it is to our advantage to stay with Middlefield. This will save the Village \$60,000 in interest.

Adjournment

- ❖ Motion to adjourn at 8:10pm made by John Clark, 2nd by Paul Janson-**All Ayes**

Mayor Linda Clark

Administrative Assistant Chelsea Gregor