

PUBLIC HEARING FOR THE ZONING MAP

January 19, 2016 at 7pm

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

❖ Motion to excuse Ben Prescott made by Giles Seith, 2nd by Paul Janson-**All Ayes**

Others Present: Mayor Linda Clark; Clerk-Treasurer, Jenny August; Village Solicitor, Michele Stuck; Village Administrator, Kate Rogers; Police Chief, Harry Buchert; Assistant Clerk-Treasurer, Ashlee Hawkins; Rich Iafelice of CT Consultants.

Discussion:

Mayor Clark said this hearing is for public comment on the adoption of ordinance 2015-44 which is an ordinance adopting a current zoning map for the Village of Mantua. She said that it was brought to her attention that there were three different zoning maps that were being used. They checked with Portage County Regional Planning and decided that what they had is the correct one. Mayor Clark said that someone had suggested a change many years ago but it was not adopted but was put into the books.

No comments from Council or citizens

Mayor Clark closed the public hearing at 7:02pm

Mayor, Linda Clark

Assistant-Clerk Treasurer, Ashlee Hawkins

REGULAR COUNCIL MEETING
MINUTES
January 19th, 2016
7:03 p.m.

Mayor Clark called the meeting to order at 7:03 pm and led the Pledge of Allegiance and asked that everyone remain standing for a moment of silence for Wayne Winland, Officer Tom Cottrell from Daneville, Officer Doug Barney and the K9 Jethro.

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

- ❖ Motion to excuse Ben Prescott made by Paul Janson, 2nd by Marty Hura-**All Ayes**

Other Village Personnel: Mayor Linda Clark; Clerk-Treasurer, Jenny August; Village Solicitor, Michele Stuck; Village Administrator, Kate Rogers; Police Chief Harry Buchert; Assistant Clerk-Treasurer, Ashlee Hawkins; Rich Iafelice of CT Consultants

Citizens Present: Terri Vechery, Bob Gaglione, Andrew with the Record Courier, Joy Krushinski, Greg Balbierz, Jen Sobczak, and Renee Henry.

Approval of Minutes

Mayor Clark said that she did see one typo on the regular minutes. Giles said that on the minutes from January 4th, someone did some clean up on what he said. He said that he used the word witch hunt but he does not see it in the minutes. Ashlee Hawkins said that she does not do the minutes word for word.

Mayor Clark said that on the December 15th minutes under the Mayors report, it says Landmark Boar instead of Board.

- ❖ Motion to accept the minutes from the December 15th, 2015 regular Council meeting as amended, and the January 4th special council meeting made by Marty Hura, 2nd by Paul Janson-**All Ayes**

Mayor's Report

Mayor Clark said that as we move into the New Year, we will continue to move forward to make improvements throughout the Village. She said that the Village is completing the round 29 OPWC grant for the upgrades to the water and waste water treatment plants as there is still much more to be done. Mayor Clark said that she hopes that Council will agree to apply for another grant or suggest ways to find funds to continue to keep these plants in the best working order that we can. Mayor Clark said that the village is still waiting for the final approval on the RTP grant for the trails that the Village and DMRC collaborated on and that we will hopefully have word in the next few months.

Mayor Clark said that we will start work on the plans for the OPWC round 30 grant using part of road levy monies as the match, loan monies, and a donation from Buckeye Pipeline for the water line replacement part of the project from the park to the east end of Buckeyes property, and paving High St from corporation limit to corporation limit.

Mayor Clark said that Chris Craycroft, director of Portage Park District is asking for our support and help for the ODNr grant she is applying for on Feb 01, 2016 and she would like to send a letter of support. Mayor Clark asked Kate what she thought since she had recently talked to Chris and Kate said that the grant is to resurface the trail using the existing crushed limestone. Kate said that they want to resurface from Garrettsville to Peck Rd. There was some talk of including our section of the trail but it

may not be included in the grant. Kate said that she feels that it would be good to give a letter of support and great if they want to include our section of the trail as well. Mayor Clark said that she did get an e mail from Chris and it did not sound like they wanted to do anything on our part of the trail but she has not actually spoken to Chris about it. Marty said that if there is a chance that some gravel could be put down on the Villages part of the trail, he sees no problem giving a letter of support. Mayor Clark said that she will get a letter sent to Chris.

Our service department and police department have been working together as they always do to keep our roads safe and clear for our residents and businesses. Thank you to both departments for all you do. Continue the good work.

Citizens

Terri Vechery-Terri said that they had the Landmarks Commission meeting last Saturday and after the meeting, they went to Hiram and they set up the information needed for the intern that they are looking to get. She said that she got one applicant that responded but no others so far. Terri said that she looked at the resume of the person who applied and she thinks that she would be good for this. She said that the deadline is Friday and after that, the person will be interviewed. Marty asked if Terri was going to be the supervisor and she said that yes, she is going to be.

Terri asked if there is a list anywhere of business buildings or properties that are for sale or rent in the Village. Mayor Clark said that there is not a list like that but it's something that she might be able to bring up at the next Chamber meeting which is tomorrow. Terri said that she has been getting some inquiries but has not been sure where to direct people. Terri said that there is an art group that is looking to relocate and she would like to see if they can come to the Village.

Greg Balbierz-Greg said that he has spoken to Chris Craycroft and ODNR has modified their RTF grant and the submittal date is now April 1st instead of February 1st. Greg said that there is a plan to try and get community involvement for River Day which is going to be on Saturday, May 21.

Financial Reports

Jenny said that Giles asks her this every year, and it is a very important question: how much outstanding debt does the village still owe at the end of 2015? The answer is \$3,040,677.

Jenny said that there were no negative funds during 2015, we received \$151,940 in revenues in December and we spent \$308,275 in operating and we had to pay the big loans for the water and waste water upgrades and \$67,118 in payroll expenses.

Jenny said at the end of 2015 we met or exceeded our anticipated revenues in every fund except the Cemetery fund which came in at about 50%, and water, sewer, road levy, police capital, and sewer capital just slightly under within 5%. Not including money transferred between accounts, the total revenues totaled \$1,869,049. Jenny said that our final appropriations after all increases throughout the year totaled \$2,500,000, and we actually spent \$2,307,000. The amount appropriated includes the monthly transfers. Taking the monthly transfers for debt out, we actually spent a total of \$1,841,821. Jenny said that to make it simple, we received \$27,228 more than we spent which is getting pretty close and we will have to remain cautious. She said that the water & sewer and the tax software programs balanced with the UAN and bank every month of 2015. There were no adjusting factors on the bank reconciliation for December.

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

Correspondence

Mayor Clark said that she got a letter from the Portage County Commissioners. They are looking for a volunteer for the Tech Advisory Commission for AMATS and their next meeting is on March 17th down at the Quaker Square Inn in Akron from 1:30-5. She asked if anyone on Council would want to be the Portage County representative and no one volunteered, Mayor Clark said that she will let them know.

Mayor Clark said that she got a E mail from Jenna who is from NDS and they wanted to see if the village wanted to do anything with properties that are in foreclosure or vacant. She said that they sent her a list of 5 properties in the Village and she had Michele take a look at it. Michele said that this is for a grant that will take houses down if they are in blighted, and then the Village would become the owners of the property. Marty asked if we can ask the county how much they would take for the Greathouse property and Michele said that she doesn't think that they will turn it over to us with the large amount of tax delinquency that is on it. Marty said that he wanted to ask because he has access to property that butts up against that property that he would like to consider for a skate park. Mayor Clark said that she can contact them and see what they say.

Mayor Clark said that the DMRC is considering applying for a litter receptacle grant. She said that the DMRC is notifying the Village that they will be applying for the grant, or they want the Village to apply for the grant. Greg Balbierz said that this is something that can be discussed tomorrow at the Parks and Shade Tree meeting.

Mayor Clark said that she has two special event forms, both from Advanced Rehab. She said one is for a Chili bowl to be held on April 1st at 6 pm and Cinco de Mayo to be held on May 5th at 6:30 on the trail running east.

- ❖ Motion to approve both special event forms made by Paul Janson, 2nd by Marty Hura-**All Ayes**

Mayor Clark said that CT Consultants is looking to increase their fee for the water and waste water plant grant for an additional, to not exceed \$3800. They talked about it in Service and they recommended that it be brought to Council. Giles asked what the increase is for and Rich said that they had to do extra work that was not originally planned.

- ❖ Motion to approve the additional \$3800 made by Paul Janson, 2nd by John Clark-**Paula abstained, rest were ayes.**

Mayor Clark said that she has a work authorization from CT Consultants to allow them to start the planning phase of the High Street and water line replacement project. She said that the authorization states that it is not to exceed \$75,000.

- ❖ Motion to approve the work authorization made by Marty Hura, 2nd by Paul Janson-**All Ayes**

Bills of Resolution, Addendum Bills of Resolution

Jenny said that Marty found a duplicate, Wright Express is on the Bills of Resolution and on the Addendum so it would need to be taken off the Addendum. She also said that on the Bills of Resolution, the box blade needed to be taken off of PayPal because it was charged to the Middlefield Visa which is on the Addendum list.

- ❖ Motion to approve the amended Bills of Resolution and Addendum Bills of Resolution made by John Clark, 2nd by Marty Hura-**All Ayes**

Legislation

ORD. 2015-44 AN ORDINANCE ADOPTING A CURRENT ZONING MAP FOR THE VILLAGE OF MANTUA. *3rd Reading.*

Michele said that the exhibit B has not been officially accepted and someone can make a motion to do that.

- ❖ Motion to amend and accept the exhibit B made by John Clark, 2nd by Giles Seith-**All Ayes**
- ❖ Motion to approve made by Paul Janson, 2nd by Marty Hura-**All Ayes**

ORD. 2015-48 AN ORDINANCE ALLOCATING REVENUES IN THE SCHOOL RESOURCE OFFICER PROGRAM AFTER EXPENSES HAVE BEEN MADE AT THE END OF 2015 BE ALLOCATED TO THE POLICE CAPITAL FUND 4902, AND DECLARING AN EMERGENCY. *2nd Reading.*

Mayor Clark said that in section one it should be \$942.66

- ❖ Motion to approve the amendment made by Paula Tubalkain, 2nd by John Clark-**All Ayes**

Marty asked if this is going to be a yearly thing and Chief Buchert said that it will be but not at this exact amount.

ORD. 2016-01 AN ORDINANCE AMENDING SECTION 7.2.A.1 OF THE VILLAGE OF MANTUA EMPLOYEE HANDBOOK RELATING TO CALLING IN EMPLOYEE ABSENCES, AND DECLARING AN EMERGENCY. *1st Reading.*

Mayor Clark said that this is allowing the service department and the Clerk's office to call or text in that they will be absent.

ORD. 2016-02 A RESOLUTION RESCINDING RESOLUTION 2015-9 AND DECLARING AN EMERGENCY. *1st Reading.*

Mayor Clark said this is for the 2006 Chevy police cruiser. It was going to be given to the Service Department but it needed too much work. This will allow Chief Buchert to get rid of it.

- ❖ Motion to Suspend the Rules made by Giles Seith, 2nd by Paula Tubalkain-**All Ayes**
- ❖ Motion to approve made by Paul Janson, 2nd by John Clark-**All Ayes**

ORD. 2016-03 AN ORDINANCE AMENDING AND RENUMBERING CHAPTER 450 OF THE ZONING ORDINANCES OF THE VILLAGE OF MANTUA RELATING TO SPECIAL RECOGNITION SIGNS. *1st Reading.*

Giles asked what is changing and Paul Janson said it's the size. Michele said that they are actually adding an entire section that will be regulating the signs and this is coming out of Service. Michele said that they will need a public hearing at the March meeting. It would need to be in March because it needs to be in the paper at least 30 days prior to the hearing, and there is not 30 days before the February meeting which will be on the 16th. John Clark said that they are probably going to amend exhibit A, part B as far as the size is concerned.

ORD. 2016-04 AN ORDINANCE CLARIFYING THE TERMS OF THE THREE CITIZEN MEMBERS OF THE VILLAGE OF MANTUA PLANNING COMMISSION. *1st Reading.*

Michele said that this will clarify when terms will end and be able to track it.

- ❖ Motion to suspend the rules made by Marty Hura, 2nd by John Clark-**All Ayes**
- ❖ Motion to approve made by Marty Hura, 2nd by Paul Janson-**All Ayes**

ORD. 2016-05 AN ORDINANCE AMENDING SECTION 173.07 OF THE CODIFIED ORDINANCES OF THE VILLAGE OF MANTUA REGARDING QUARTERLY ESTIMATED PAYMENTS OF MUNICIPAL INCOME TAX. 1st Reading.

Mayor Clark said that when the new income tax rules was passed, its written that the citizens can pay quarterly and at the finance committee, it was recommended that the Village allow citizens to continue to pay yearly.

- ❖ Motion to suspend the rules made by Marty Hura, 2nd by Paul Janson-**All Ayes**
- ❖ Motion to approve made by Marty Hura, 2nd by Paul Janson-**All Ayes**

Department Heads and Village Engineer

Chief of Police Harry Buchert: Chief said that in the Council packets, there is a letter from Sergeant Bob Reitz stating that he is requesting to be taken from sergeant to patrolmen due to medical things that are going on and it will go into effect on February 25th. He said that they discussed that they go to 24 hour protection and would like council to approve it. Chief said that Bob Reitz did ask that if he retires, he would like to retire in the position of Sargent and he told him that he would be reinstated to Sargent for one day.

- ❖ Motion to accept Sargent Reitzs letter made by John Clark, 2nd by Marty Hura-**All Ayes**

Village Administrator – Kate Rogers: Kate said that she has submitted a request to Sheriff Major Kelly to have one of his work crews some out so some trimming along the trails can be done. She said that Portage Parks has done this successfully with the inmate program and he is waiting to hear back to see what the Village would need to do. Kate said that according to Chris Craycroft, all they did was provide lunch and everything else was taken care of.

Village Engineer from C.T. Consultants: Rich said that he thinks that they should continue to talk to Portage County. He said that he did have a one on one meeting with Jeff, the director, and he thinks it will be beneficial for the Village to continue the discussion. Rich said that the Mayor talked about the Clean Ohio Grant for trail work and no work can be started until approval is received from FHWA and that has not been done yet because ODNR does a CE first. He said that because the work is essentially in the right of way, they don't expect any problems. He said that he was informed this afternoon that the Council meeting minutes discussing this project are not sufficient and that a public meeting should be held dedicated to the trail project. Rich said that there needs to be a record of the proceedings, the meeting needs to be advertised, and he would do a short presentation and answer any questions. The documentation would be send to ODNR to satisfy that part of the CE so the project can be started.

Mayor Clark said that her recommendation would be to have the public hearing before the Service meeting on February 2nd when about ½ of Council is already here. Paula asked if all of Council needs to be at the meeting and Rich said that they do not. Paul asked how long the meeting would take and Rich said if there are not questions, it could take 5-10 minutes. It was decided to do the meeting at 6 pm on February 2nd.

Mayor Clark asked what the Village wanted to do with the County negotiations. Rich said that Council would need to have a workshop to create a list of things that they would like to have done. It was decided to do the workshop on February 2nd and they would talk about water/wastewater

negotiations with the county. Jenny asked if it needs to be advertised and John Clark said that it could be considered as old business on the agenda.

Committees

John Clark for Service and Fire Board: John Clark said that the Rotary is going to come to Council in spring about the banner poles that they want to install so banners can be hung across Main Street. John said that they are most likely going to amend the size of the special recognition signs. He said that they feel that 24x30 is a much easier size to read and what they are probably going to recommend. Paula asked where this sign is going to be. John said in the high school front yard. Paula asked who is going to fund the construction of the sign and Paul said that he is going to do it as a donation.

For Fire Board, they are not going to take part of the safer grant, which helps them hire people, but will try and do it again next year. John said that they did accept a heart monitor from University Hospitals. He said that they also passed something that states that any new hires after January 1st are prohibited from using any type of tobacco products at all.

Marty Hura for Parks and Shade Tree: Marty said that the meetings are tomorrow night. He asked Kate about the tree that is to be taken down in front of the Village Hall and was supposed to be done by the end of the year. Kate said that all she was told is that they will eventually be contacting her to bring a dump truck down. Mayor Clark said that Norm Ericson talked to Mark at Enterprise and he told him that after all the trees were taken down in the park, he would do the one in front of the Village Hall before the end of the year.

Mayor Clark for Planning, Cemetery, and Board of Zoning Appeals: Mayor Clark said that they are still waiting for subdivision regulations from CT Consultants. She said that they are going to be working on signage. They are also going to be reviewing some mylars for different projects. Mayor Clark said that they have not heard anything from the cemetery (Board) and that usually we have heard from the trust at this point. Kate said that she has two things that could be asked for from the trust this year. Mayor Clark said that for the Board of Zoning Appeals, there is a member who has been on it for a long time that did not want to renew. She said that Jenny did advertise in the paper for it a few weeks ago and if anyone knows someone who lives in the Village that would like to be on the Board, to let them know.

Ben Prescott for Portage County Regional Planning: Not here

Paula Tubalkain for Finance: Paula said that she would like to thank the members for voting her to be Chair of Finance. She thanked Jenny for going over the reports during the meeting. Paula said that it was also brought up that Jenny needs to purchase a new computer for income tax because it was outdated and support will be really expensive. Jenny said that Kate has looked at a few computers and the price is around \$500.

Giles for Safety: Giles said that he was not able to be at the meeting so he deferred to his alternate, John Clark who asked Chief Buchert to talk about the meeting. Chief said that he pretty much already went over what they talked about at the meeting. Chief said that they are going to be looking at the dispatch contract and Mayor Clark suggested that Giles get a copy of it. Giles asked if they are changing it. John Clark said that it is up for renewal this year and they are looking at it to see if they want to make any changes. Chief said that they are expecting changes this year.

New or Other Business

Mayor Clark said that they got a notice about the AMATS policy and she will stay on top of it as long as Rich and John will be her alternate there.

Jenny said that the additional purchase order needed for CT Consultants for the treatment plant upgrades would typically be created out of the water and sewer capital funds. All of that money has been appropriated for our matching grant portion for this year. She said that it would have to be taken out of Kate's water and sewer budget which is tight. She said that she would recommend that it come out of the General fund but it is Council's decision. John said that he feels that it should just be taken out of General Fund to avoid the transfer later. Jenny said that she will get the purchase order made for that.

- ❖ Motion to pay up to \$3800 to CT Consultants from the general fund made by Paula Tubalkain, 2nd by Paul Janson-**All Ayes**

Mayor Clark asked that Council read the article in Village and Cities magazine about what the Village is allowed to have on job applications. She said that Chief Buchert has reworked the application that they use in the Police Department. Mayor Clark said that she is going to leave a copy of it down in the Clerk's office for Council to read. She said that she feels like there should be one job application used for all jobs in the Village. Chief Buchert said that they are going to be adopting the application that is in the article.

Adjournment

- ❖ Motion to adjourn at 8:21 pm made by Paula Tubalkain, 2nd by –**All Ayes**

Mayor Linda Clark

Assistant Clerk-Treasurer Ashlee Hawkins