

**REGULAR COUNCIL MEETING
MINUTES
JANUARY 21, 2014
7:00 p.m.**

The meeting was called to order at 7:00pm
Pledge of Allegiance

Swearing in of newly elected Council members:

Councilmen Seith, Clark and Prescott had already been sworn in to the new term.

Councilman Marty Hura was sworn in to the new Council term by Solicitor Michele Stuck.

Roll Call: Ben Prescott, Bill Zoller, Giles Seith, John Clark, Paul Janson, Marty Hura

Others Present: Mayor Linda Clark: Clerk-Treasurer, Jenny August: Village Administrator David Akerley: Administrative Services Officer. Kate Rogers: Village Solicitor. Michele Stuck: Rich Iafelice of CT Consultants. Lieutenant Ken Justus

Citizens Present: Bev Ambler, Angela Hager, Dave Pifer, Edie Benner, Jen Sobczak, Stacy Turner

Nomination of Council President:

The Mayor opened up nominations for the position of Council President. Councilman Clark nominated Councilman Janson. Councilman Seith nominated Councilman Prescott.

The voting occurred as follows: Councilmen Prescott, Zoller and Seith voted for Councilman Prescott and Councilmen Clark, Janson and Hura voted for Councilman Janson. The vote resulted in a tie. Mayor Clark made the tie-breaking vote for Councilman Janson.

The Mayor shared with Councilman Janson a list of the committee positions which are appointed by the Council President and asked that he select members by the end of the meeting.

The Mayor asked Council to appoint a member to serve on the Planning Commission for the new term. Councilman Janson nominated Councilman Prescott. The nomination carried with all voting aye.

Approve Minutes from the December 17th regular Council Meeting:

Mayor Clark brought up a question about the Planning Committee report. The minutes reflect that she said Mantua Station Drug submitted plans for a new medical building. She says she meant to say that Ted Manfrass submitted the final plans for a site-plan review and that Hummel Construction submitted an application for a variance to the Board of Zoning Appeals. The tape will be reviewed and necessary changes will be made. The minutes will be re-visited for approval at the February meeting.

Mayor's Report:

The Mayor began her report by saying that in 2014 things are continuing to look up for the Village.

Last year the State Auditor, Dave Yost came to the Village and removed the Village from fiscal watch. All of the sacrifices made by all of our employees during the time the Village was on fiscal watch was greatly appreciated by this Council. Also with the many hours Jenny and Michele spent going through olds records this wouldn't have happened so soon and the way it did. So, thank you to everyone for their part in this.

We have several projects in the works for 2014.

- We partnered with Crestwood Schools and applied for an OPWC grant for a sanitary sewer line from the middle school to the area of Prospect and High Streets. The bids have been turned in and Council will be announcing what company got the project. This project should be completed before May 2014.
- The Village and DMRC partnered on an AMTS grant for sidewalks and curbing and enhancements on the south end of town. We contacted ODOT who was scheduled to replace the bridge just north of Canada Road and pave S.R. 44 up to Mill Street. ODOT is working very well with us including our project into theirs. This project should be completed by the end of summer 2014.
- The Village applied for an OPWC grant for Hydrant replacement and repairs. Our service department is in the process of working on this and it is supposed to be completed this spring.
- The Village applied for an EMA grant after the 100 year storm last summer to make repairs to the storm sewers damaged during the storm and pave sections of the streets that were washed away and other damage done from the storm. This project needs to be complete by June of 2014.
- The Village partnered with the DMRC and CT consultants to apply for an LGIF grant to film and clean our infrastructure. We should be hearing if we received that grant sometime in February, 2014.
- We have an SRO officer at Crestwood schools that is working out just great.
- Lt. Justus' K9 unit was financed through donations from residents and businesses in the area and is working out to be a big plus for the Village.
- The hiring of the Village Administrator, Dave Akerely and Kate Rogers, the Administrative Services Officer and moving the service department office up to Village Hall have been good moves made by Council.

The house formerly owned by Mr. Greathouse on Orchard Street has been demolished and we have sent pictures documenting the process to regional planning.

The Mayor also asked Council to consider promoting auxiliary police officer Hoyle West to a part-time officer. Officer Hoyle has volunteered approximately 591 hours with the Village over the past year.

- ❖ Motion to promote Hoyle West from auxiliary police officer to part-time officer was made by Councilman Prescott and seconded by Councilman Zoller. All voted aye.

The Mayor reported that she had completed the 6-month review for Village Administrator David Akerley and would like to ask council to approve a raise.

- ❖ Motion to approve a raise for the Village Administrator from \$16.83 to \$17.79 per hour made by Councilman Zoller and seconded by Councilman Prescott. All voted aye.

Citizens:

Bev Ambler of Bramley Drive asked about whether there was anything that could be done to decrease the water and sewer bills. She is concerned about how she thinks her bill has increased by 13% over the last 8 years. The Mayor explained that before October of 2013, the rates had not increased since 2007. Ms. Ambler also asked about whether the billing could be done monthly instead of quarterly. Mayor Clark explained that she could set up a payment plan to pay the bill in monthly installments. She also said that Ms. Rogers was putting together a

plan to bring before Council to discuss changing to monthly billing. There would be some obstacles to switching to monthly billing which have to be addressed if Council decides to go this direction.

Angela Hager also of Bramley Drive said she was concerned about the condition of the road during the recent storms. She said that the hill near her home was particularly difficult to walk when it is icy and that in addition there are many potholes on the road. The Village Administrator said that he thought his employees were paying close attention to the hills and to that road, but that he would speak with the plow crew again.

Ms. Ambler and Hager also asked about the plans for paving in the Village for 2014. The Mayor said that once spring comes the Village Administrator will put together his list for road improvements. The list will be public once it is compiled.

Financial Reports:

Clerk-Treasurer August mentioned that December financial reports are in Council's packets and that any questions can be directed to her.

She reported that most of our funds made it through the year 2013 without any problems and seem to be stable with the exception of the sewer fund. We took in \$2,321,181 in revenues, and we spent \$2,233,151. That means that overall we gained around \$88,000 in our checking, spread out in different funds.

- ❖ Motion to approve the financial reports was made by Councilman Hura and seconded by Councilman Prescott. All voted aye.

Correspondence:

- Jeff Benner wanted to pass on to Council that his employees are all over Portage and surrounding counties on various jobs, and told him that Mantua streets are being plowed and salted better than anywhere else. He said to tell you that our Service Department is doing a great job.
- Sally Kendall from Portage County Parks District would like to come to the February Council meeting to explain the 0.5 mil operating levy that has been proposed.

Bills of Resolution, Addendum bills of Resolution:

Mayor Clark asked Council to make a decision about whether to grant a uniform allowance to the Administrative Services Officer. Ms. Rogers works in both the service and admin departments and is often out working in the field on various projects.

- ❖ Motion to approve a uniform allowance in the amount of \$300 for the Administrative Services Officer was made by Councilman Zoller and seconded by Councilman Prescott. All voted aye.
- ❖ Motion to approve the Bills of Resolution and Addendum to the Bills of Resolution was made by Councilman Prescott and seconded by Councilman Hura. All voted aye.

Legislation

ORD. 2013-100 AN ORDINANCE AUTHORIZING THE CONVEYANCE OF CERTAIN LANDS OWNED BY THE VILLAGE TO THE OHIO DEPARTMENT OF TRANSPORTATION IN RELATION TO PROJECT NUMBER 82913, AUTHORIZING THE MAYOR TO EXECUTE ALL NECESSARY INSTRUMENTS, AND DECLARING AN EMERGENCY. 3rd Reading

Solicitor Stuck explained that this ordinance along with Ordinance 2014-02 will allow the small area of land at the north east corner of State Route 44 and Canada Road to be conveyed to ODOT for the duration of the road work to be completed in the summer of 2014. ODOT will then convey the property to Jim and Debbie Haylett who have signed a MOU to give a permanent easement to the Village for the "Welcome to Mantua" sign.

- ❖ Motion to approve Ordinance 2013-100 was made by Councilman Prescott and seconded by Councilman Hura. All voted aye.

RES. 2013-102 A RESOLUTION AUTHORIZING AN AGREEMENT FOR THE PROVISION OF DISPATCHING SERVICES TO THE EDINBURG TOWNSHIP FIRE AND EMERGENCY MEDICAL SERVICES DEPARTMENT, AND DECLARING AN EMERGENCY. 3rd Reading

Chief Buchert suggested that this resolution be tabled for the time being while the details are being worked out with Edinburg.

- ❖ Motion to table Resolution 2013-102 was made by Councilman Prescott and seconded by Councilman Hura. All voted aye.

RES. 2013-103 A RESOLUTION ESTABLISHING THE DISTRIBUTION OF THE REVENUES EARNED FROM THE DISPATCHING CONTRACT WITH THE TOWNSHIP OF EDINBURG. 3rd Reading

- ❖ Motion to table Resolution 2013-103 was made by Councilman Prescott and seconded by Councilman Zoller. All voted aye.

ORD. 2013-104 AN ORDINANCE AMENDING SECTIONS 305.09(a) AND 305.10(a) OF THE CODIFIED ORDINANCES OF THE VILLAGE OF MANTUA, RELATING TO PARKING ON CEMETERY DRIVE.

Tabled on 2nd Reading

ORD. 2013-106 AN ORDINANCE AMENDING SECTION 941.14(l) OF THE CODIFIED ORDINANCES OF THE VILLAGE OF MANTUA, RELATING TO WATER CONSUMED BUT NOT ENTERING THE VILLAGE SANITARY SEWERAGE SYSTEM. 3rd Reading.

Councilman Giles asked about how this related to pool fills. The Mayor reported that pool fills were one of the big reasons that this was brought to Council. Ms. Ambler has a pool and asked about how this ordinance would affect her. The Mayor explained that we are looking at how other municipalities approach non-sewer uses as well as how any changes would affect the Village and the residents. The discussion will be sent back to the Service Committee again for further review.

- ❖ Motion to table Ordinance 2013-106 was made by Councilman Janson and seconded by Councilman Prescott. All voted aye.

ORD. 2014-01 AN ORDINANCE REPEALING SECTIONS 941.19 AND 941.20 OF THE CODIFIED ORDINANCES OF THE VILLAGE OF MANTUA, RELATING SEWER SERVICE CHARGES, AND DECLARING AN EMERGENCY. 1st Reading.

These sections are outdated and should have been removed in 2004 when the sewer chapter was updated.

- ❖ Motion to suspend the rules was made by Councilman Zoller and seconded by Councilman Prescott. All voted aye.

- ❖ Motion to approve Ordinance 2013-100 was made by Councilman Prescott and seconded by Councilman Zoller. All voted aye.

RES. 2014-02 A RESOLUTION AUTHORIZING A MEMORANDUM OF UNDERSTANDING WITH JAMES AND DEBORAH HAYLETT, AND DECLARING AN EMERGENCY. 1st Reading.

Councilman Seith mentioned that we need to remember to thank the Hayletts.

- ❖ Motion to suspend the rules was made by Councilman Prescott and seconded by Councilman Zoller. All voted aye.
- ❖ Motion to approve Ordinance 2014-02 was made by Councilman Hura and seconded by Councilman Janson. All voted aye.

ORD. 2014-03 AN ORDINANCE AUTHORIZING CERTAIN ADJUSTMENTS TO THE 2014 APPROPRIATIONS AND DECLARING AN EMERGENCY. 1st Reading.

- ❖ Motion to suspend the rules was made by Councilman Prescott and seconded by Councilman Hura. All voted aye.
- ❖ Motion to approve Ordinance 2014-03 was made by Councilman Hura and seconded by Councilman Prescott. All voted aye.

RES. 2014-04 A RESOLUTION EXPRESSING SUPPORT FOR THE RENEWAL OF THE STATE CAPITAL IMPROVEMENT PROGRAM, AND DECLARING AN EMERGENCY. 1st Reading.

- ❖ Motion to suspend the rules was made by Councilman Zoller and seconded by Councilman Prescott. All voted aye.
- ❖ Motion to approve Ordinance 2014-04 was made by Councilman Hura and seconded by Councilman Prescott. All voted aye.

RES. 2014-05 A RESOLUTION ACCEPTING THE LOW BID OF \$120,604.00 FROM UTILITY CONTRACTING, INC. FOR THE CRESTWOOD SEWER LINE PROJECT, AND AUTHORIZING THE MAYOR AND CLERK-TREASURER OF THE VILLAGE OF MANTUA TO ENTER INTO A CONTRACT FOR SAID IMPROVEMENTS AND DECLARING AN EMERGENCY.

Solicitor Stuck explained that we held a bid opening for the Crestwood Sewer Project. Eleven bids were submitted and after a review CT Consultants feels comfortable with the lowest bidder and recommends that Council approves the bid of Utility Contracting, Inc.

1. Utility Contracting, Inc.	\$120,604.00
2. Rudzik Excavating, Inc.	\$157,201.64
3. Spano Bros., Inc.	\$179,545.00
4. Lockhart Concrete	\$187,063.60
5. Snavely Excavating Company	\$189,428.00
6. Mr. Excavator, Inc.	\$194,799.90
7. S.E.T. Inc.	\$200,060.02
8. Mortimers Excavating, Inc.	\$200,297.86
9. Trax Construction Co.	\$204,555.46
10. Eclipse Co., LLC	\$223,611.68
11. Fioritto Construction, LLC	\$299,363.00

- ❖ Motion to suspend the rules was made by Councilman Zoller and seconded by Councilman Prescott. All voted aye.
- ❖ Motion to approve Resolution 2014-05 was made by Councilman Hura and seconded by Councilman Prescott. All voted aye.

Department Heads and Village Engineer-

Chief of Police Harry Buchert –

Chief Buchert thanked Council for promoting Officer West to a part-time officer.

The radios have been switched over to the repeater. The anticipated savings will be \$500-\$600 per month.

He asked Council to accept a radio tower donated by Crestwood Schools.

- ❖ Motion to accept the radio tower donated by Crestwood Schools was made by Councilman Prescott and seconded by Councilman Hura. All voted aye.

Village Administrator Dave Akerley –

The valve on Woodford was successfully repaired on Sunday. Dave warned though that each hydrant and valve project has the potential to be really tough because of the age and condition of the water infrastructure.

The digester pump at the waste water treatment plant failed and the new one was ordered for \$2997. This was only half of the price that we expected the pump would cost. Dave also mentioned that he would like to re-build the old one to have as a stand by. The new heaters are installed into the plant as well.

The new permanganate pumps in the water treatment plant are installed but the plumbing needs to be re-done. Mike May is working to get the plumbing completed. The #1 well repairs are almost complete.

The Lift station near the Lodge was replaced and has passed inspection by Ohio Edison.

Cold patching is ongoing throughout the Village.

The next fire hydrant to be repaired is on Prospect near the cemetery. OUPS will be marking the utilities in the next day or two and work will begin on Thursday.

Village Engineer from C.T. Consultants -

S.R. 44 Sidewalk Engineering – CT Consultants submitted final plans to ODOT on January 13, 2014 to replace the bridge and add the sidewalks. The sale date is April 24th 2014. Work will start in the summer.

Crestwood Sanitary Sewer – Bids were received on January 16, 2014. The project bid is ready to be signed. The next steps will be to secure the bonds of insurance and to set-up a pre-construction meeting. CT will be inspecting as the project progresses and expects the project to move quickly once they begin.

Rich recommend that the Village discuss a potential project(s) for OPWC funding. There is a lot of support for the program to be renewed into the future. One possible project would be to look at water valves. The valves as part of the water system are a public health issue if they are not working properly. A grant to replace valves could be a prime candidate for OPWC funding.

The Mayor suggested that we have a grants workshop to talk about all of the possible projects and funding opportunities that may be available. Mr. Akerley agreed, saying that paving the roads is useless if the infrastructure underneath is not addressed first.

After a short discussion the grants workshop was set for January 28th, 2014 at 6pm.

Committees-

John Clark for Shade Tree – Chuck Englehart, a certified arborist and former committee member, came to speak to the group about the future direction for the committee. The committee members are on board for the spring to start measuring and inventorying the Village trees as well as coming up with a plan for re-planting once trees are cut down.

Paul Janson for Finance – The reports are all on file. Everyone did a great job of saving money in 2013.

Marty Hura for Parks – Soap Box Derby would like to use the empty building which the Boy Scouts were using. Marty suggested we have a contract in place in order to set the guidelines for use. We have such contracts for the Potato Festival as well as the American Legion. Councilmen Zoller and Prescott agreed that we should write a contract.

The Mayor also reported that the DMRC President sent her info about some possible parks grants to consider for the future. Edie Benner's ideas for the grant money include finishing the Headwaters Trail at the Mennonite Road end as well as paving parts of the trail right near the park. Councilman Hura suggested that in the spring he and Dave go out to the end of the trail to take a look at the project. Councilman Clark asked if the Village is in charge of the maintenance of the trail all the way to Mennonite Rd. Councilman Hura explained that we have a 100' right of way all the way to Mennonite and are in charge of maintenance. Councilman Zoller asked Edie about what sections they would like to see paved. She said they were thinking about the trail in the park that goes along the river to the bridge and connects to the main trail. Additionally on the north side of the park there is a short loop trail behind the baseball field that would be a good spot for seniors to walk. Councilman Hura suggested these be discussed at the Parks Committee meeting.

Mayor Clark for Planning – Mayor Clark reported that after their meeting last week they are still waiting to hear back from Ted Manfrass or Eric Hummel or someone in regards to the proposed building at the Mantua Station Drug property. Devon is drafting a letter to send to determine the status of the zoning permit and variance application.

Planning is also working on signage for the Village.

Mayor Clark for Cemetery –

We are finishing the paperwork to send to Mr. Lombardi for the Thomas Cemetery Trust work list for 2014.

Mayor Clark for Board of Zoning Appeals – The committee is on standby for word on the project at the Mantua Station Drug property. Councilman Zoller asked whether the plans for water management in the retention pond were thought to be adequate. Rich said that the plans as submitted were not acceptable in regards to water run-off as well as lots of other issues. Rich sent back to the applicants a list of questions and concerns regarding the plans.

Bill Zoller for Service Committee – We had no meeting in January due to the extreme cold. The next meeting will be February 4th at 6pm.

Giles Seith for Safety – There was no meeting in January.

Giles Seith for Fire Board – The new tanker will be delivered in the next few weeks.

New or Other Business

Village Administrator Dave Akerley thanked Councilman Seith for donating a really nice and large vice to the service department. He asked for a motion to accept the donation.

- ❖ Motion to accept the vice donated by Councilman Seith to the Service Department was made by Councilman Hura and seconded by Councilman Zoller. Councilman Seith abstained, all others voted aye.

Council President Janson and Mayor Clark shared their lists for Council Committee Members. The list is attached to the minutes.

- ❖ Motion to approve the Mayor's appointments to Council Committees was made by Councilman Janson and seconded by Councilman Prescott. All voted aye.

Cemetery Sexton – The Village in the past had a cemetery sexton. This position was eliminated at some point leaving the Village Administrator, the Clerk-Treasurer and the Administrative Services Officer completing those duties. The Mayor reported that we have a resident, Claude Hopkins, who is interested in being cemetery sexton. Currently there is no official job description or pay ordinance in place. Chief Buchert announced that one of the problems with this position is deciding who the person reports to. The Mayor said that we would like to ask Mr. Lombardi to have the position paid for through the trust. There was a discussion about pay and Councilman Zoller suggested that we ask for \$400 from the trust. Clerk-Treasurer August said that she would like to see someone hired who is good on the computer so we could get a database of the grave sites together.

The Mayor suggested setting up a grants workshop to get together our ideas for big projects and matching funds for next year. The meeting was set for January 28th at 6pm.

Anything else that may properly come before Council

Edie Benner asked about the paving schedule for next year. The Mayor reported that it has not been set. She did say that with EMA money there would be work done to Reagan St., Walnut St., Canada Rd. Route 44 will also be done by ODOT. The hope is to also do one more road in the Village.

- ❖ Motion to adjourn was made by Councilman Prescott and seconded by Councilman Hura. All voted aye.

Mayor Linda Clark

Admin Services Officer Kate Rogers

Mantua Village Meetings and Committee Members Council President and Mayoral Appointments 2014

Mantua Village Council meets the 3rd Tuesday of the month at 7:00 p.m.

Paul Janson 2014 President of Council

Council President Annual Committee Appointments for 2014:

Finance Committee

Paul Janson

Ben Prescott

John Clark

Alternate Member: Martin Hura

Service Committee

Bill Zoller

Paul Janson

John Clark

Alternate Member: Giles Seith

Safety Committee

Martin Hura

Giles Seith

Bill Zoller

Hiram Village Representative:

MSFD representative:

Alternate Member: Ben Prescott

Mantua Village Rep to MSFD Fire Board

Bill Zoller (after February meeting)

Alternate Member: Giles Seith

Mayoral Appointments:

Parks Board

Marty Hura

term expires 12/31/2017

Ben Prescott

term expires 12/31/3017

Don Buchert

term expires 12/31/2014

Randy Weaver

term expires 12/31/2014

Wes Hawkins

term expires 12/31/2014

Alternate Member: Giles Seith (annual appt)

Shade Tree Committee

John Clark Council Member term expires 12/31/2017
Don Buchert, Parks Board Member term expires 12/31/2014
Citizen - vacant term expires 12/31/2014
Wes Hawkins term expires 12/31/2015
Randy Weaver term expires 12/31/2016
Alternate Member: Martin Hura (annual appt.)

Planning Commission

Mayor Clark term expires 12/31/2015
Ben Prescott (nominated by Council) term expires 12/31/2017
Wes Hawkins – citizen member term expires 08/18/2014
Randy Weaver – citizen member term expires 10/19/2015
Aaron Snopek – citizen member term expires 01/18/2016

Cemetery Committee

Cookie Vanek term expires January 2016
Kim Block term expires January 2016
Claude Hopkins term expires January 2016

Board of Zoning Appeals

Dave Campbell term expires 12/31/2018
Jon Harmon term expires 12/31/2014
Ken Hetzel term expires 12/31/2015
Charles Engelhart term expires 12/31/2016
Donald Schilling term expires 12/31/2017

Village Delegate to PCRPC

Ben Prescott
Alternate Member: Paul Janson

CRA Housing Officer: Ben Prescott

Records Commission

Mayor Linda Clark
Clerk-Treasurer Jenny August
Solicitor Michele Stuck
Kate Rogers – Citizen – appointed by the Mayor – indefinite appointment

Audit Committee

Council President by default
Council Member not on Finance term expires 12/31/2015
Three citizens (not on council) two expire 12/31 odd year; one expires 12/31 even year

Income Tax Review Board

Three Citizens appointed by the Mayor for indefinite terms