

PUBLIC HEARING MINUTES
VILLAGE OF MANTUA, OHIO

February 21st, 2017 6:45 p.m.

Mayor Clark called the meeting to order.

ROLL CALL: Ben Prescott, Marty Hura, John Clark

OTHERS PRESENT: Mayor Linda Clark, Clerk-Treasurer Jenny August, Village Solicitor Michele Stuck, Village Administrator Bruce Rininger, Administrative Assistant Chelsea Gregor,

CITIZENS: Bob Gaglione, Pam Holliday-Principal from Breakaway Excursions

Mayor Clark asked for a motion to excuse Paul Janson.

❖ Motion to excuse Paul Janson made by Ben Prescott, 2nd by Marty Hura.

TOPIC OF DISCUSSION:

Ordinance 2016-63:

Mayor Clark said that ordinance 2016-63 was referred back to the Planning Commission for more review, but at their last meeting they ran out of time and were not able to discuss it. Council will be tabling this legislation tonight so Planning can try to work on it at their next meeting.

There was no public comment.

❖ Motion to adjourn at 6:47 by Ben Prescott, with a second by Paul Janson. All ayes on vote.

Mayor Linda Clark

Jenny August, Clerk-Treasurer

**REGULAR COUNCIL MEETING
MINUTES
February 21st, 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, Ben Prescott, 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

Citizens Present: Bob Gaglione, Pam Holliday, Scott Snyder, Jessica Hopkins and Stacy Turner of the Villager

❖ Motion to accuse Paul Janson by John Clark, 2nd by Marty Hura-**All Ayes**

Moment of Silence: Emil Vogias, Shorty Guyette and Diane Hura

Approval of Minutes:

- ❖ Motion to accept the minutes from the regular January 17th Council meeting made by John Clark, 2nd by Marty Hura-**All Ayes**
- ❖ Motion to accept the minutes from the special February 8th Council meeting made by John Clark, 2nd by Marty Hura-**All Ayes**

Mayor's Report:

Bruce has been with the Village for almost 6 months and the Mayor has done his evaluation. Service and the Mayor are very pleased with the job he is doing and the Mayor would like Councils approval to keep him. Bruce had his class 1 license renewed and he will be taking over as operator of records for the Water plant. The Village has asked Dan Mounts to stay on for 6 months, 2 hours per week at \$20.00 an hour to make it a smooth transition.

❖ Motion to keep Bruce on permanently by Ben Prescott, 2nd by Marty Hura-**All Ayes**

The Start Talking Portage group held an event "Hidden in Plain Sight" at the Intermediate School on January 18th, it was well attended with over 70 people there. The next meeting is in Hiram on April 24th at 6 p.m. at Hiram Christian Church. There is also an "Operation Street Smart on March 21st at 6 p.m. at the intermediate schools.

The Mayor and Bruce attended the FEMA class in Ravenna on January 23rd and received their certification for that class from the State of Ohio. They will be attending the follow up classes. The Mayor and Dave Toth attended the "Drug Free America Class" on February 10th. The school is checking into implementing it at the high School, and if they do, they would want the Villages assistance.

The Mayor, Michele, Bruce and Rich met with Chris Craycroft from Portage Parks regarding Portage Parks finishing the West Trail and obtaining ownership. Since the Village had applied for a grant back in 2003, the Village has to retain ownership for 15 years before it can change hands. The

Mayor will be setting up another meeting with Chris to see if there is something that can be worked out.

The Mayor received special event forms, but has received no insurance yet.

Hero's Rock will be hosting a whole day community event on May 13th to raise funds for Hero's Rock. The Mayor asked for a motion to waive fees for this event.

- ❖ Motion to waive all park fees by Giles Seith, 2nd by Ben Prescott-**All Ayes**

The event will run from 10am-10pm and include a children's event from 10am-2pm with games. There will also be a K-9 demonstration and a Police vs. Fire Department baseball game.

- ❖ Motion to approve the Hero's Rock event by Ben Prescott, 2nd by Marty Hura-**All Ayes**

Advanced Rehab will be hosting a Chili bowl on April 7th at 6 p.m. and Cinco de Mayo on May 5th at 6 p.m.

- ❖ Motion to approve the 5K runs by Advance Rehab by Ben Prescott, 2nd by Paula Tubalkain-**All Ayes**

Breakaway Excursions will have a River Day on May 20th to get a group to clean up the river.

- ❖ Motion to approve the River Day event by Ben Prescott, 2nd by Marty Hura-**All Ayes**

Citizens:

Bob Gaglione thanked the Service Department for their quick response to the water situation earlier that day in which the pond at the condos on Rt. 44 had broken open into the creek causing flooding in backyards.

Financial Reports

Jenny is still waiting on Middlefield Bank to prepare the documents to refinance the bond debt. On Friday all of the 2015 and 2016 records were picked up for audit. Charles Harris and Associates is the same audit company that the Village has worked with and Anne Spicer will be doing the audit. Jenny has worked with her before in other entities and really liked her. She expects that it will take about two or three weeks to do. She said we have a lot on our website that she was able to work with and get quite a bit out of the way. Also, Jenny wrote all of the notes to the financial statements already and uploaded them to the state Auditors website, which saves her a lot of time and saves us a lot of money. Doing the notes would have been an additional cost. The audit is contracted for \$12,000. Jenny told Anne that Council will want an exit audit meeting after she is done.

- There were **no negative funds** during January.
- **Cash Summary** report shows an adjustment of \$250 for a check that bounced.
- **Revenues** totaled \$ 152,579
- **We spent** \$101,484 in operating and payroll expenses.
- **Revenue Status-** on track
- **Appropriation Status-** also on track.
- **The water & sewer and tax software programs balanced** with the UAN and bank.

- There was one adjusting factors on the bank reconciliation for January. It was a check for employee withholding tax that she accidentally deposited 1/31 but it was dated 2/2.

❖ Motion to approve the Financial Reports made by Ben Prescott, 2nd by Marty Hura-**All Ayes**

CORRESPONDENCE: None

Bills of Resolution, Addendum Bills of Resolution

❖ Motion to accept the Bills of Resolution and Addendum Bills of Resolution by Ben Prescott, 2nd by Paula Tubalkain-**All Ayes**

Legislation

ORD. 2016- 61 AN ORDINANCE AMENDING THE VILLAGE OF MANTUA EMPLOYEE HANDBOOK RELATING TO REIMBURSEMENT OF EXPENSES. 3rd Reading.

❖ Motion to approve by Marty Hura, 2nd by Ben Prescott-**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. 3rd Reading.

❖ Motion to table by John Clark, 2nd by Ben Prescott -**All Ayes**

ORD. 2017-01 AN ORDINANCE AUTHORIZING CERTAIN ADJUSTMENTS TO THE 2017 APPROPRIATIONS AND DECLARING AN EMERGENCY. 1st Reading.

❖ Motion to suspend the rules made by Ben Prescott, 2nd by John Clark -**All Ayes**

❖ Motion to approve by Ben Prescott, 2nd by Marty Hura-**All Ayes**

ORD. 2017-02 AN ORDINANCE ALLOCATING REVENUES IN THE SCHOOL RESOURCE OFFICER PROGRAM AFTER EXPENSES HAVE BEEN MADE AT THE END OF 2016 TO THE POLICE CAPITAL FUND 4902, AND DECLARING AN EMERGENCY. 1st Reading

❖ Motion to suspend the rules made by Ben Prescott, 2nd by Marty Hura -**All Ayes**

❖ Motion to approve by Ben Prescott, 2nd by Marty Hura-**All Ayes**

ORD. 2017-03 AN ORDINANCE AMENDING CHAPTER 139.01(a) OF THE CODIFIED ORDINANCES OF THE VILLAGE OF MANTUA RELATING TO THE POSITION OF SERGEANT OF THE POLICE DEPARTMENT, AND DECLARING AN EMERGENCY. 1st Reading.

Requirements that are being sent down from the state of Ohio are taking more of the Chiefs time. The Chief is moving more responsibilities to the Sergeant and the Lieutenant but is finding them being overwhelmed so he suggested a second part time Sergeant to help alleviate the work load.

❖ Motion to suspend the rules made by Paula Tubalkain, 2nd by Ben Prescott -**All Ayes**

❖ Motion to approve by John Clark, 2nd by Marty Hura-**All Ayes**

ORD. 2017-04 AN ORDINANCE ESTABLISHING PAY SCALES AND POSITIONS OF FULL AND PART TIME EMPLOYEES OF THE VILLAGE OF MANTUA, REPEALING PRIOR INCONSISTENT ORDINANCES, AND DECLARING AN EMERGENCY. 1st Reading.

Paula wanted to amend the cap for Village Administrator to \$27 per hour but received no second.

- ❖ Motion to suspend the rules made by Ben Prescott, 2nd by Marty Hura - **Paula Tubalkain, Giles Seith, Ben Prescott, Marty Hura-Aye, , John Clark-No**

ORD. 2017-05 AN ORDINANCE AMENDING AND RENUMBERING CHAPTER 450 OF THE ZONING ORDINANCES OF THE VILLAGE OF MANTUA RELATING TO SIGN REGULATIONS. 1st Reading.

There will be a public hearing in April and the ordinance will be sent back to Planning.

RES. 2017-06 A RESOLUTION AUTHORIZING THE PURCHASE OF A BOBCAT COMPACT EXCAVATOR, AUTHORIZING THE PARTIAL FINANCING OF THE PURCHASE, AND DECLARING AN EMERGENCY. 1st Reading.

The Bobcat is a little over \$53,000 and the Village has a down payment of \$27,000. This is asking approval to spend the \$27,000 and to finance around \$27,000 at 3% interest for up to 36 months. Ben asked Bruce if he has a trailer to transport the mini and Bruce said yes.

- ❖ Motion to suspend the rules made by Paula Tubalkain, 2nd by John Clark -**All Ayes**
- ❖ Motion to approve by Ben Prescott, 2nd by Marty Hura-**All Ayes**

ORD. 2017-07 A AN ORDINANCE AMENDING SECTION 610.02 OF THE ZONING ORDINANCES OF THE VILLAGE OF MANTUA RELATING TO SITE PLAN REVIEW. 1st Reading.

Paula had difficulty understanding the wording of the ordinance.
The Mayor said that they are only removing "single family dwelling".
Paula said she will try to come up with some better wording so it reads easier.

RES. 2017-08 A RESOLUTION STRONGLY OPPOSING THE STATE OF OHIO GOVERNOR'S PROPOSED 2017-2018 BUDGET, WHICH PROPOSES CENTRALIZED COLLECTION OF NET PROFIT TAX RETURNS AND OTHER PROVISIONS RELATED TO THE MUNICIPAL INCOME TAX WHICH WILL CAUSE A SUBSTANTIAL LOSS OF REVENUE NEEDED TO SUPPORT THE HEALTH, SAFETY, WELFARE AND ECONOMIC DEVELOPMENT EFFORTS OF OHIO MUNICIPALITIES, AND DECLARING AN EMERGENCY. 1st Reading.

- ❖ Motion to suspend the rules made by Ben Prescott, 2nd by Giles Seith -**All Ayes**
- ❖ Motion to approve by Ben Prescott, 2nd by Marty Hura-**All Ayes**

ORD. 2017-09 AN ORDINANCE AMENDING SECTION 941.17(n) (4) OF THE CODIFIED ORDINANCES OF THE VILLAGE OF MANTUA, RELATING TO INSTALLATION OF WATER METERS AND RELATED EQUIPMENT. 1st Reading.

Bruce would like to promote the changing of old meters by offering a simple installation, which would be at his discretion, and would encourage residents since they would no longer have to hire a plumber. The installation would include the remote which would aide in getting more accurate monthly readings.

Jessica Hopkins inquired if the offer would apply for businesses. Bruce said that it would as long as it was a simple installation, and to make an appointment with Chelsea to have him come out to take a look at the meter.

Department Heads and Village Engineer

Police Chief Buchert:

The Chief has recommended Rodney Terry to be promoted to Sergeant and has stated that he has met all of the qualifications.

- ❖ Motion to promote Rodney Terry to Sargent by John Clark, 2nd by Ben Prescott -**All Ayes**

Rodney was then sworn in by the Mayor.

The Chief discussed updating the phone with ACY communications. He had two proposals. The first one would cost \$9,000 if the Village did the upgrade alone, or \$8,000 if the Village joined with the Fire Department. Since the cost is over \$3,000, the Chief asked permission to move forward. Ben asked where the money would come from and the Chief said it would be split between police capital, water & sewer, and general fund.

- ❖ Permission to move forward by Paula Tubalkain, 2nd by Ben Prescott -**All Ayes**

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

Village Administrator:

Bruce thanked Council for approving the mini excavator and said that it will be greatly appreciated. There have been some storm water issues, including a collapsed pipe on Grand Elm and a couple catch basins in need of attention.

In November the Service crew started working on a lunch room area at the shop and have recently finished. Bruce estimated spending around \$1,000, but thanks to Dave being able to recycle cabinets it only cost around \$600. The biggest expense was painting.

Service will replace a valve on Woodford St. once the weather gets better.

Bruce and Chelsea have been doing a lot more collections since they have started hanging door tags. They estimate collections have increased by 90%.

- ❖ Motion to accept the \$549 refrigerator for the Service Department breakroom from Dan Stearns by John Clark, 2nd by Ben Prescott -**All Ayes**

Village Engineer from C.T. Consultants:

Rich mentioned the utility rate meeting and encouraged Council to continue strategic thinking in regards to sewer and water rate increases to ensure the operating plants have the money to be maintained properly.

Rich has communicated with Hal Stamm about the Pioneer Trail properties in need of tying into the sewer. Rich said the next step is to have a meeting to discuss plans before anything else is drawn up by Hal.

There are some floodway issues concerning the elevation of the deck at the Chilling Station.

Rich had a lengthy meeting with the Planning Commission that went over subdivision regulations and site grading.

There were two proposals for Council at their request for a grading plan that coincides with the park master plan. The other is an evaluation as it relates to the floodway of the river.

Rich had a proposal concerning the Ohio EPA requirement for lead service mapping. It is a follow up to the law that was passed last year. The map would contain information about buildings that may contain lead pipes and information about the entire water system.

Rich also had a review of the Compass site plan.

The plans for the Headwaters Trail Connector have been submitted to ODNR for review.

Rich will submit to the Mayor a reduced scope of work for W. Prospect St. to considering sending to OPWC round 32.

The Mayor suggested a conference call, which would include Bruce, to talk about the storm sewers from Franklin St. to Prospect St.

Rich submitted plans and is in negotiations with Buckeye Pipeline. He stated that he will need to talk administratively, with possible legal consultation, before he replies to a recent correspondence from Buckeye.

- ❖ Motion for Council to approve the lump sum fee of \$500 for CT to review the Chilling Station and the water distribution system not to exceed \$2,500 by Ben Prescott, 2nd by Marty Hura -All Ayes

Committees

John Clark for Service and Fire Board:

The Service Department ordered new baskets from Urban Growers that will retain a gallon of water so they will only be required to be watered 3 days a week. Although the baskets are a little more money, they will save money by not having to pay someone on the weekends to water and will be reusable for next year.

Chelsea has been working hard on the little library. Plans were shown at the Service meeting, materials will be priced and the school is going to build it.

Dan King is the new full time fighter who was sworn in on Feb. 28th.

The Fire Board is looking at the purchase of a new squad. #2 Squad was involved in an accident. #3 has some transmission problems which is in for repair. Matt is working to get a loaner so they can have 2 reliable units in service at all times.

The fire department fiscal officer will retire at the end of the month. A new position was offered as the fiscal officer and John should know by Monday who was given the position.

Marty Hura for Parks and Shade Tree:

The Parks meeting is tomorrow and Marty thinks it will be a long one with lots of information on park equipment and the site plan.

Shade tree has to get ready for Arbor Day at the school.

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

Planning had a 2 ½ hour meeting with Rich about subdivision regulation and he will incorporate lot grading into it.

The Mayor and Bruce have been working on their proposal to send to the cemetery trust for this year. There were a few items they wanted to bring up. The estimate for planting in the cemetery was \$788, mowing at an estimate of \$5,300 and an estimate is still needed to replant some trees to replace the ones that were taken down. In addition, they wanted to ask if the cemetery trust would be willing to give \$5,000 a year to help pay off the mini excavator that would be used in the cemetery. The total amount they are asking for is \$11,088.

- ❖ Motion to approve the amount of \$11,088 to propose to the cemetery trust by Ben Prescott, 2nd by Marty Hura-**All Ayes**

There is a BZA Hearing on February 23rd at 7pm.

Ben Prescott for Portage County Regional Planning: Nothing

Paula Tubalkain for Finance:

Paula inquired if Jenny still has to put items that she has pre-authorization and paid onto the Bills of Resolution. The Mayor stated that she preferred to keep it the same way so that she could see everything that was paid.

Giles for Safety:

There was a nice Safety meeting and Giles noticed the Chiefs growing responsibility. Giles will not be able to make it to the next Safety meeting, so John will go in his place.

New and Other Business

The Mayor has received an application from Jack Schafer to join the Landmark Commission. She interviewed him with Nick Ehlert from the Landmark Commission and she thinks he would be a good fit.

- ❖ Motion to invite Jack Schafer onto the Landmark Commission by Ben Prescott, 2nd by Marty Hura-**All Ayes**

Anything else that may properly come before Council

Michele Stuck had a request to take vacation time in May which would mean she would miss the May Council meeting. Council all agreed that they were okay with her taking the time.

Adjournment

- ❖ Motion to adjourn at 8:33pm made by Ben Prescott, 2nd by Paula Tubalkain-**All Ayes**

Mayor Linda Clark

Administrative Assistant Chelsea Gregor