

**SPECIAL COUNCIL MEETING MINUTES**  
**VILLAGE OF MANTUA, OHIO**

February 24<sup>th</sup>, 2016 at 6:00 p.m.

**CALL TO ORDER:** 6:00 p.m. by Mayor Linda Clark

**ROLL CALL:** Ben Prescott, Marty Hura, Paul Janson, John Clark

- ❖ Motion to excuse Giles Seith and Paula Tubalkain made by Paul Janson, 2<sup>nd</sup> by Marty Hura-**All Ayes**

**OTHERS PRESENT:** Mayor Linda Clark, Clerk-Treasurer Jenny August, Assistant Clerk-Treasurer Ashlee Hawkins, Police Chief Harry Buchert.

**DISCUSSION:**

**Review and authorize submission of a request for expenses from the Cemetery Trust**

Mayor Clark said that at the last council meeting, Council had approved for Kate to get a new Cushman. She said that Kate had the money in her budget to pay for it but she was going to see if the Cemetery Trust would pay for all or part of it. Council failed to make a motion for Kate to submit this and the annual list to the Cemetery Trust. Mayor Clark said that the total amount to be submitted to the Cemetery Trust is \$15,999. Kate already has the letter ready to be sent to Mr. Lombardi and she will have Michele review it as well.

- ❖ Motion to allow Kate to send the request to the Cemetery Trust made by Ben Prescott, 2<sup>nd</sup> by Paul Janson-**All Ayes**

**Authorize commencement of the hiring process for the Village Administrator**

Mayor Clark said that the codified ordinances state that Council needs to make a motion to allow her and Jenny to put an ad in the paper for the Village Administrator position. She said that they need to run an ad but needs to know what Council would want it to say. Ben said that the 2013 ad looks good and John said that he would make it include minimum class B CDL.s John Clark asked if the pay would be based on experience and Mayor Clark said that we will pay what we can afford. She said that if someone comes in that has water and waste water licenses that we don't require, and after training, we may not need Matt or Dan down at the plants, we might be able to take part of the pay that we were paying Dan and Matt and pay more. John said that the pay ordinance has a cap on what the Village Administrator can get paid and including what Matt and Dan make may exceed that cap. Ben said that we can always change the ordinance if needed. Paul said that he would question the full time or part time wording in the ad used in 2013. Mayor Clark said that there might be someone interested who does not have the licenses or only wants full time. She said that she already had someone contact her about the position but only for part time. Mayor Clark said that she told that person that until Council made their approval, she would not know what the job description would be. Ben said that he feels like the Village Administrator should be a full time job. Chief Buchert said that he thinks that it should say full time or part time because part time to someone might be 39.5 hours. Mayor Clark said that Randi is going to be doing the water billing and she also knows how to do the county billing. She said that she was told that Randi is going to continue working 10-2 five days a week for the time being. John Clark said that when they hired Kate, their intent was to make the job more administrative. He said that if they can get someone who can do more of the administrative things, we would be better off, maybe do some grant writing. Chief Buchert said that may open up the possibility for a full time position for someone to help out in the service department. Everyone agreed to use the 2013 ad that was used for the Village Administrator position.

- ❖ Motion to use the 2013 add for Village Administrator made by Marty Hura, 2<sup>nd</sup> by Ben Prescott-  
**All Ayes**

### **Appoint an acting Village Administrator**

Mayor Clark said that she sat down with Dave Akerley and he agreed to be interim Village Administrator. She said that he did ask her to make a list of things that she knew needed to be done in the Village, and Kate has started to make a list.

- ❖ Motion to accept Dave as Interim Village Administrator made by Ben Prescott, 2<sup>nd</sup> by Paul Janson-**All Ayes**

Chief Buchert asked if Dave is going to get Kates phone and Mayor Clark said that Dave should stay with the phone he has and keep the phone Kate had free for the new person.

### **Water and sewer plant negotiations**

Mayor Clark said that she did not know if Council wanted to consider moving forward more quickly on their decision on the possibility of getting into an agreement with the county. Chief Buchert asked if the county can be contracted to run the plants right now and Mayor Clark said that she did talk to someone there about Kate leaving and he said that they can help if needed. She said that she has spoken to them about running the plants and they said that they did not have the man power at that time which was about 2 years ago. Chief Buchert said that it would be a good way to evaluate how the county would do running the plants.

Mayor Clark said that she asked Jenny to put together a list of expenses for the water and sewer plants so Council would know what kind of debt the county would absorb if we gave the plants to them. Jenny said that when the future debt starts, there might be one year of overlapping. She said that if you add them all together, that it does look like we are going into the red but it would actually be at two separate times. Paul said that water looks ok but sewer is not looking good, Jenny agreed. John said that he doesn't agree because the annual operating expenses do not include what basic repairs and maintenance should have been done at the plants. Paul said that when you take away the two loans that will be paid off in 2017, there will be another \$125K that we don't have to pay. Mayor Clark said that is where the \$90K in future debt is going to have to come from. Jenny said that the way that she calculated it, in 2018 water should have a profit of about \$83,000 a year. Mayor Clark said that \$80,000 would probably maintain the water plant but it would not address the info structure that has been neglected. Mayor Clark said that the county will assume our total debt and would take over replacing and repairing the water lines. Paul said that the county would do it like we would, if a line breaks, they would fix it and Mayor Clark said that she was told that they wanted to put together a schedule to replace lines. Chief Buchert asked how they would replace the lines if we are not fixing the roads above it. Mayor Clark said that she was told that when we go to pave a road, the county would come out and look at the infrastructure before the road is actually paved and make any necessary repairs at that time. Mayor Clark said that Chief Buchert talked to her about the county assessing taxes if water or sewer lines are replaced and she said that she called Jeff at the county and was told that if the resident is already a customer, the cost of replacing the lines in front of their house is going to be absorbed into their rates. Ben said that they would then have to increase the rates. Mayor Clark said that in order to maintain the streets as they are now, we should have some type of study that gives a comprehensive plan so that we know how much money we would need to get things done as they need to be done. She said that we would have to raise our rates pretty high in order to be able to do that and that the county has 13,000 customers that the cost can be absorbed into. John said that if the county were to run water and sewer on Canada Rd. those residents would be assessed.

John Clark said that right now we are doing basic repairs at the plants and we are using grant money and there is not always going to be grant money available for repairs. He said that the county is already working on repairs at a lift station here in the Village. John said that if we want to keep the plants, there needs to be a rate study done and have a comprehensive plan for the next 5-10 years. He said that there have been some changes at the EPA which would cost the village money.

Mayor Clark asked Paul what he thinks and he said that it's a tough decision. He said that he knows we can't keep going like we are going but he thinks that if we would have done the rate increases when we were supposed to, we might not be in this position. Mayor Clark said that we have lost \$150,000 per year because of Eaton leaving. Marty said that we are going to start losing more because Mantaline put in a new system that is going to save them money on water. Paul said that he doesn't really think we have much of a choice and Marty said that he agreed.

Mayor Clark said that she included a 2016 rate sheet for the county and they bill quarterly not monthly. She said that Jeff at Portage County has told her and John that if the Village were to enter an agreement with them that they don't anticipate to immediately increase our rates. Chief said that he broke down the county rates to monthly and the county rates are higher than Mantua rates. Mayor Clark said that the county is meeting their debts and we are not. Paul said that it doesn't matter that the county's is higher because we would have to increase our rates anyway. Chief said that he thinks that we should just raise our rates and keep our plants.

Ben said that he does not agree with giving the plants to the county and he will never vote for it because those with assets don't get rid of them and Chief Buchert agreed. Chief Buchert said he feels like the plants can handle more than they are taking in right now. Mayor Clark said that she thinks that in the condition that the plants are in now, they would not be able to handle any more. Ben said that he thinks that they are both at 50% of what they can handle. Chief said that is why he thinks a study needs to be done. Ben said that he agrees that the water and sewer rates need to be increased but the residents are not going to like it. Mayor Clark said that there is not one person sitting there that wants to do this. She said that the Village should not have to keep bailing out the water and sewer funds. Marty said that even though the water plant might be running at 50% capacity, it's not working because it's outdated already and everything has been neglected. Ben said it needs to be updated and they don't make parts for it anymore. Mayor Clark asked where the money is going to come from in order to do that. Jenny asked if the grant that we have is doing upgrades and Mayor Clark said that it's fixing some things but not everything. Jenny asked if the Village could apply for another grant next year and Mayor Clark said that we can but doesn't know if we will get it.

John Clark said that if we are going to keep the plants, someone needs to take a look at all of our systems and we are going to have to authorize money to do that. Mayor Clark said that will be at least \$10,000-\$15,000 to do that. Marty said that we are going to have to do that anyway in order to be able to make an informed decision. Paul said that we need to ask our Village Engineer what it's going to cost to do that study and Mayor Clark said it would be the \$10,000-\$15,000 for them to do it. Jenny asked if it can be bid out and she was told yes. Chief Buchert said that CT has done this report a few times but nothing has been done. Now they need to decide on if they want to act on it. Chief said that we could leave it to the voters to see what they think and Paul said that he agreed. Mayor Clark said that she thinks that there should be a public hearing but we need to have all of the information first.

Mayor Clark said that if council wants to do this, they need to decide on where the money is going to come from and Jenny said that it would have to come from the general fund. Mayor Clark said that she would say that the amount would be higher and say that there is \$20,000 available to do the study. John said that we are not bidding anything when you do a request for qualifications. He said that someone will

tell the Village what they can do and their idea of what it's going to cost to do it. Mayor Clark said that they would still have to know if Jenny can say that there is up to \$20,000 available to do the study. Ben asked Jenny if it is available and she said yes.

John Clark said that the Village could talk to Portage County Water Resources to see if they would review the qualifications with us. Paul said that if they help us, they might find out that they don't want the plants. Chief said that this is something the county wants to do because they know of all the vacant land that is around us. He said that all it would take is one development and there would be more money coming in. John said that the EPA would like to regionalize water but it's not something that they can make mandatory. John said that they would need to figure out the wording of what they are looking for and who we would want to send the information to. Ben said that it could be put into the paper or just call Portage County Water Resources to see if they can do it. Mayor Clark said that the study needs to be done in order to make an informed decision. Paul and Ben said that they would go with the Portage County Water Resources first.

John said that he will contact Jeff with Portage County and asked him with help with the language and if they can review it. Michele said they need to come up with a list of issues and then figure out the language needed and then would need to make a motion to authorize money. Mayor Clark asked if a motion needed to be done and Michele said that she does not think one needs to be done right now.

Mayor Clark asked if the service committee will help interview applicants for the Village Administrator position. John said that they probably could come up with a list of question to ask before they do the interviews. Chief Buchert said that it would be nice to know what application they would be using and Mayor Clark said that she would recommend that they use the application that the Chief uses. Jenny asked if Dave has any interest in being the Village Administrator again and Mayor Clark said that he can apply if he wants to. Michele asked if he is going to stay at his current rate of pay and John Clark said that he makes more money now as the street supervisor than the Village Administrator so he would be against giving him any more money. Jenny said that she thinks that Kate is giving Dave a raise this week and Mayor Clark said that she has not signed anything yet. Chief said that Kate said that it's going to take effect on the next pay and Mayor Clark said not yet.

- ❖ Motion to adjourn at 6:53 made by Marty Hura, 2<sup>nd</sup> by Ben Prescott-**All Ayes**

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Linda Clark, Mayor

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Assistant Clerk-Treasurer Ashlee Hawkins