

SPECIAL COUNCIL BUDGET WORKSHOP MINUTES
VILLAGE OF MANTUA, OHIO

April 16th, 2019
6:03 p.m.

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

ROLL CALL: Ben Prescott, Paula Tubalkain, and Scott Weaver. Dave Sluka, Marty Hura, and Bob Gaglione were absent.

OTHERS PRESENT: Mayor Linda Clark, Clerk-Treasurer Jenny August, Solicitor Michele Stuck, Village Administrator John Trew, Police Chief Joe Urso, and Admin Asst. Marty Fergus.

CITIZENS: None

DISCUSSION ABOUT THE 2020 BUDGET:

Mayor Clark started the discussion with reviewing the budget submitted by Chief Urso. Joe said he doesn't have a problem with the budget as is. No changes in anything else in the General Fund. John and Jenny worked on the Service Department budget together, so the budget is with John's recommendations. The Clerk-Treasurer's wages are increased to match the current ordinance that is being considered, subject to be amended depending on what direction the income tax processing goes in. All other funds were reviewed sequentially with minimum changes being made. There will be an increase in gas tax, so Council approved recommending an amendment in Streets 2011 gas tax revenues and State Highway 2021. There should be an increase in the Street fund gas tax of \$25,000 and an increase of \$8,000 in the State Highways gas tax. This can be recommended by motion at the Council meeting. There were no other changes.

Motion to adjourn the Council Workshop at 6:24 by Ben Prescott, seconded by Scott Weaver. All ayes on vote.

Linda Clark, Mayor

Jenny August, Clerk-Treasurer

REGULAR COUNCIL MEETING MINUTES

April 16, 2019

7:00 PM

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

Roll Call: Paula Tubalkain, Marty Hura, Ben Prescott, Bob Gaglione, and Scott Weaver

- ❖ Motion to excuse Dave Sluka made by Ben Prescott, 2nd by Scott Weaver – All Ayes

Other Village Personnel: Mayor Linda Clark; Village Solicitor, Michele Stuck; Clerk-Treasurer, Jenny August; Village Engineer, Rich Iafelice; Village Administrator, John Trew; Police Chief Joe Urso; Administrative Services Officer, Marty Fergus

Citizens Present: Rhonda Pikus, Cookie Vanek, Bob Ress, Kyle Gray, Ted Bixler, David Pifer, Sue Steinberg, Bob Martin, Tom Aldrich

Approval of Minutes:

- ❖ Motion to accept the minutes from the March 19, 2019 Regular Council meeting by Ben Prescott, 2nd by Scott Weaver- All Ayes

Mayor's Report:

Mayor Clark mentioned to Council that there are several Board seats that need to be filled. The boy's baseball team has been working on their field with the donation of dirt from Brugmann and the girl's teams are replacing their equipment box.

- ❖ Motion to approve the donation from Brugmann of 20 tons of field dirt for the baseball field in the park, by Ben Prescott, 2nd by Bob Gaglione – All Ayes

The service department built 11 picnic tables for the park. Harold Ullman from the Crestwood Lions club received donations from Dean Stebbins, Jake's Eats and Market, Italiano's, Broc Benner, the Village Tavern, and the Crestwood Lions to cover the cost.

- ❖ Motion to accept 11 donations totaling \$1,100 from the Lions Club for picnic tables in the park by Bob Gaglione, 2nd by Scott Weaver – All Ayes

We received our request from the Thompson Trust. The breakdown is: flowers \$768, mowing \$10,500, plow truck second payment \$4,000, and a one-time donation toward the new cruiser of \$5,000, for a total of \$20,268.

Plans are in process for June 19 event at the Chillin' Station to mark the 50th anniversary of burning of the Cuyahoga River.

The ODOT/Ravenna Salt consortium contract requires a guarantee purchase of 90% of the amount ordered. The price should be close to last year and we have a 30-day change clause. John Trew recommends 500 tons.

- ❖ Motion to approve by Scott Weaver, 2nd by Ben Prescott – All Ayes

Council needs to make a decision on West Prospect for OPWC for 2020. To finish from Cemetery Drive to High Street is approximately \$446,000, which will include repair/replace storm sewers and paving. The Sanitary sewers should also be addressed.

- ❖ Motion to begin 2020 OPWC Preapplication process for improvements of West Prospect Street from Cemetery Drive to High Street by Ben Prescott, 2nd by Marty Hura – **All Ayes**

Art on the Hill submitted a Special Event form for July 13, 2019

- ❖ Motion to approve the Special Event Form for Art on the Hill by Ben Prescott, with a second by Scott Weaver. All ayes on vote.

DMRC submitted a letter of proposed projects, which includes an extension to Buchert Park walking trail.

Citizens:

Rhonda Pikus asked if the same firm would be involved in the work on West Prospect. John and the Mayor said it would have to go through a bid process.

Sue Steinberg of the DMRC discussed the sun sails in the mini park. The anchoring system will be addressed to withstand the heavy winds and the Mayor asked for a copy of the installation instructions for future reference. The color choice was discussed and it was noted that the colors were to coordinate with the coffee shop facade

The DMRC would like to have live music events during the summer in the mini park.

Kyle Gray spoke with Terry at the coffee shop and he would like to have live music on Friday or Saturday nights. They would like to do a special event form. Mayor Clark said they could submit that. He also inquired if anything will be moving in as Atlantic Water Gardens is leaving. The Mayor said this is not confirmed.

Financial Reports:

Jenny reviewed the financial summary for the month of March and invited questions

- Fund Status- *Looking Good.*
- Cash Summary- *No Adjustments*
- Revenues- *Revenues totaled \$212,037*
- Expenses- *Combined operating and payroll expenses totaled \$120,202*
- Credit Card Monthly Report- *lists VISA purchases made with each card*
- Revenue Status- *Should average 25%*
- Appropriation Status- *Looking good.*
- Bank Reconciliation- *No adjustments*
- The water-sewer and tax programs balanced with the UAN and the bank deposits.
- Checks 45043 through 45110 *were written in March*

Correspondence:

We have gotten a few things from the Ohio Municipal league relating to the gas tax increase. John would be the best source of information. He sent Jenny a spreadsheet that shows that we

can expect an increase of more than \$33,000 in gas tax next year. This will certainly help with our street fund expenses.

The other correspondence is with Regional Income Tax Agency (also known as RITA). Paula will be providing more details on this when she does Dave's Finance Committee summary and she will open the discussion to all of Council.

Bills of Resolution, Addendum Bills of Resolution

- ❖ Motion to approve the Bills of Resolution and Addendum Bills of Resolution by Ben Prescott, 2nd by Marty Hura-**All Ayes**

Legislation

ORD. 2019-06 AN ORDINANCE NAMING MICHELE STUCK, ATTORNEY AT LAW, AS SOLICITOR FOR THE VILLAGE OF MANTUA AND FIXING HER COMPENSATION FOR THE PERIOD OF MAY 1, 2019 TO APRIL 30, 2021, AND DECLARING AN EMERGENCY. 3rd Reading.

- ❖ Motion to approve by Ben Prescott, 2nd by Bob Gaglione - **All Ayes**

ORD. 2019-11 AN ORDINANCE AMENDING SECTION 135.01 OF MANTUA'S CODE OF ORDINANCES CONCERNING THE POSITION OF VILLAGE CLERK-TREASURER. 2nd Reading. No discussion.

ORD. 2019-12 AN ORDINANCE APPROVING AND ADOPTING A PERMANENT BUDGET FOR 2020 FOR THE VILLAGE OF MANTUA, AFTER PUBLICATION AND PUBLIC BUDGET HEARING PURSUANT TO OHIO REVISED CODE 5705.30. 2nd Reading.

- ❖ Motion to amend pgs. 1 to change the advertising date to April 9th, page 6 was to add \$25,000 in revenues to gas tax in Streets, and 7 was to add \$8,000 in gas tax revenues to the State Highway fund by Ben Prescott, 2nd by Scott Weaver – **All Ayes**

RES. 2019-14 A RESOLUTION TERMINATING THE REMAINDER OF THE HIGH STREET WATERLINE REPLACEMENT PROJECT, AUTHORIZING RETURN OF LOAN AND GRANT FUNDS TO THE OHIO PUBLIC WORKS COMMISSION, AND DECLARING AN EMERGENCY. 1st Reading.

- ❖ Motion to suspend the rules by Ben Prescott, 2nd by Marty Hura – **All Ayes**
- ❖ Motion to amend section 2 by Ben Pescott, 2nd by Paula Tubalkain – **All Ayes**
- ❖ Motion to approve by Scott Weaver, 2nd by Bob Gaglione – **All Ayes**

ORD. 2019-15 AN ORDINANCE AUTHORIZING THE MAYOR AND THE CLERK-TREASURER OF THE VILLAGE OF MANTUA TO ENTER INTO A THIRD AMENDMENT TO THE WATER AND WASTEWATER SERVICES AGREEMENT WITH PORTAGE COUNTY, AND DECLARING AN EMERGENCY. 1ST Reading.

- ❖ Motion to suspend the rules by Ben Prescott, 2nd by Bob Gaglione – **All Ayes**
- ❖ Motion to approve by Ben Prescott, 2nd by Bob Gaglione – **All Ayes**

RES. 2019-16 A RESOLUTION AUTHORIZING THE MAYOR, ON BEHALF OF THE COUNCIL OF THE VILLAGE OF MANTUA, TO ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH THE PORTAGE COUNTY COMMISSIONERS TO FACILITATE

DISCUSSION AND NEGOTIATIONS RELATING TO THE VILLAGE'S WATER AND WASTEWATER UTILITIES, AND DECLARING AN EMERGENCY. 1ST Reading.

- ❖ Paula Tubalkain asked for reassurance that Council will be involved. Michele said Council will approve the final copy.
- ❖ Motion to suspend the rules by Ben Prescott, 2nd by Scott Weaver - **All Ayes**
- ❖ Motion to approve by Ben Prescott, 2nd by Bob Gaglione – **All Ayes**

RES. 2019-17 A RESOLUTION AUTHORIZING PAYMENT OF \$3,912.71 TO CT CONSULTANTS FOR ENGINEERING WORK RELATED TO THE TERMINATED EAST HIGH STREET WATERLINE PROJECT, AND DECLARING AN EMERGENCY.

- ❖ Motion to suspend the rules by Ben Prescott, 2nd by Bob Gaglione – **All Ayes**
- ❖ Motion to approve by Scott Weaver, 2nd by Marty Hura – **All Ayes**

RES. 2019-18 A RESOLUTION AGREEMENT FOR PURCHASE OF SALT FROM THE RAVENNA CITY/ODOT SALT CONSORTIUM. 1ST Reading.

- ❖ Motion to suspend the rules by Scott Weaver, 2nd by Ben Prescott -**All Ayes**
- ❖ Motion to approve by Scott Weaver, 2nd by Ben Prescott - **All Ayes**

Due to illness, Ben asked to leave the meeting.

- ❖ Motion to excuse Ben Prescott for the remainder of the meeting by Scott Weaver, 2nd by Paula Tubalkain – **All Ayes**

Department Heads and Village Engineer

Police Chief Urso:

Safety Meeting April 03:

*Old Business: Hired 1 dispatcher, village hall cameras are operational, Marcs radio system acquisition of used equipment at ¼ of the cost, 1 officer moved to part-time, new patrol car is ordered

*New Business: Cross walk signage is out, project outreach discussed, will work with the parks committee if they want to upgrade their camera system. Next meeting May 01 @ 6:00pm.

Village Administrator: Service Department Report presented by John Trew

4/03/19 -Pre-Bid Meeting for the water and wastewater plants and tour following the meeting of both plants

4/04/19 -Met with structural engineer from CT to assess flag pole in front of Village Hall

4/05/19 -Attended the Cuyahoga Water Trail kickoff reception in Cuyahoga Falls with the Mayor

4/09/19 -RFP/RFQ on the Water and Wastewater plants held at 4pm there was only one responsive bidder the County of Portage. The firm CWM turned in a nonresponsive document

4/10/19 -Excavated under the one leg of the flag tower in front of Village Hall. The excavation was necessary to expose the failing structural steel. The structural engineer examined the leg and will be getting a proposal and drawings to us so we can contract the proposed correction immediately to avoid a collapse of the northeast leg.

Mayor Clark presented a work authorization from C.T. Consultants for engineering the tower leg repair.

- ❖ Motion to approve the work authorization for engineer cost up to \$3,500 by Scott Weaver, 2nd by Bob Gaglione – **All Ayes**

Village Engineer from C.T. Consultants: Rich Iafelice

Retainer/General Issues

1. Downtown Streetscape and other enhancement projects – Jennifer Brown met with DMRC to provide funding ideas and guidance. DMRC is evaluating the project scope and will decide what assistance is needed from CT.
2. Orchard Street turning radius pavement widening – seeking funding sources

Capital Projects

1. Utility Bid Documents – The bid opening was April 9 with one responsive proposal received from Portage County. Further review and discussion will preclude a formal recommendation.
2. Water Reservoir Rehabilitation – Preliminary engineering performed suggests the need to inspect the tank including exterior excavation to learn about the wall design and makeup. The new dome exerts a radial loading which may not be supported. This may mean additional cost for modifications or replacement of the upper collar.
3. High Street Pavement and Waterline – CT will finalize with OPWC and render a final bill if Council elects to terminate the waterline portion.
4. Asset Management Plan – CT can assist with funding the proposed tasks.

Committees

Ad Hoc Committee – Ted Bixler asked to see a copy of the Utility Bid Proposal from Portage County Water Resources. Michele stated that if a formal public records request is made, a redacted version would be made available as this is an active bidding process

Scott Weaver for Service, and Planning: Service discussed Hawkins' curb, catch basin on W. Prospect, picnic tables at the park. Planning discussed rental inspections, Orchard Street turning radius, maintenance code revisions and enforcement

Bob Gaglione for Fire Board: A part-time firefighter position has been filled, acquisition of 12 Marcs Radios, LED lighting at the fire station, apparatus bay roof replacement discussed.

Marty Hura for Parks and Shade Tree: Discussed Parks camera systems and planning, Essays by students to be read, next meeting April 17.

Mayor Clark for Cemetery, and Board of Zoning Appeals:

Cemetery: Met with Tom Aldrich to discuss his memorial plans and timeline. Memorial Day cleanup and installation of flags. Mausoleum doors will be discussed when the handrails are installed, which should occur soon

BZA: No Report

Paula Tubalkain for Portage County Regional Planning:
Sub division review activity discussed

Paula Tubalkain for Safety and Finance on behalf of Dave Sluka:

Safety – no report

Finance - discussed RITA packet with Council. It has proven to be valuable asset to identify income tax sources from rentals in Hiram. Jenny, Paula, and The Mayor further explained to Council how RITA works. Discussion followed. Council encouraged the Finance Committee to move forward with this.

New and Other Business

Mayor Clark presented to Council for discussion, three requests for water/sewer bill adjustments:

1. Jessica Hopkins - had requested to have water shut off at a vacant unit. Since her request was denied, she proceeded to shut off the inside valve and put antifreeze in the lines. A leak occurred which required a plumber to fix. She is requesting reimbursement of \$618.87. John Trew explained it is a delicate situation as shut off valves have been breaking. Bob Gaglione said the resident shares negligence for shutting off the heat without bleeding water out of the pipes.
 - ❖ Paula Tubalkain motioned to refund \$617.87 as we failed to fulfill the request to shutoff, 2nd by Scott Weaver – failed on vote 2:3. Paula, Scott – Aye: Marty, Bob, - Nay. As tie-breaker Mayor Clark voted Nay
 - ❖ Motion to refund \$392.87 by Scott Weaver, 2nd by Bob Gaglione – All Ayes

2. Irene Welling – Over the past 18 months she has been charged an estimate of \$100 per month as actual reads have not been available. She claims she has been filling out the door hangers and turning them in. Upon checking her meter, the water department found a leak from her washing machine that was draining into the storm drain. She is asking for assistance on the \$499.08 owed.
 - ❖ Motion to table for further research by Scott Weaver, 2nd by Bob Gaglione

3. Patrick and Carrie Frost –
 - ❖ Tabled for further information by Mayor Clark

Anything else that may properly come before Council

Adjournment

- ❖ Motion to adjourn at 8:54pm made by Scott Weaver, 2nd by Marty Hura -All Ayes

Mayor Linda Clark

Administrative Services Officer Marty Fergus