

**Village of Mantua  
Regular Council Meeting**

**May 15, 2012**

Mayor Clark called the meeting to order at 7:00 p.m. and led the pledge of Allegiance. Mayor Clark asked that all cell phones be turned off or put to vibrate mode.

**Roll Call:** Ben Prescott, Bill Zoller, Giles Seith, Linda Schilling, Paul Janson, Marty Hura.

**Others Present:** Clerk-Treasurer Jenny August, Assistant-Clerk, Susan Skrovan, Village Solicitor Michele Stuck, Police Chief Harry Buchert, Village Administrator Anthony Fiorilli III, Brian Rogers with C.T. Consultants.

**Public:** Ellie Stamm, Gary Davis with Vanguard/Aetna Plastics Co., Donald Schilling, Patsi Gast, Aaron Snopek and John Capitoni with NDS.

**Minutes:** Motion to approve the regular meeting minutes of April 17, 2012 made by M. Hura with a second from L. Schilling. All ayes on vote.

Motion to approve the special meeting minutes with Crestwood on May 2, 2012 made by P. Janson with a second from B. Zoller. L. Schilling abstained, all other ayes on vote.

Motion to approve the special Council meeting minutes of May 2, 2012 made by B. Prescott with a second from B. Zoller. L. Schilling abstained, all other ayes on vote.

**Mayors Report:** Mayor Clark gave her monthly report. She is still getting acclimated to being Mayor and has been very busy. Anthony, Michele and she had a meeting with C.T. Consultants. Rich and Brian presented a list of all the projects they have worked on for the Village over the years and discussed a possible priority list for next year. Our number one goal is finding funds to resurface our streets. We would like to continue to repave two or possibly three a year. If we can submit the grant application before the deadline and receive an OPWC grant with the matching funds we have earmarked for Round 27, maybe we would be able to do four or five residential streets, which do not require as much depth grinding or two or three streets that are in need of major repairs. She keeps in contact with residents getting input from them on their concerns and suggestions.

The Mayor met with Mr. Gary Davis, President of Vanguard/Aetna Plastics regarding their needs to continue to grow their business on Orchard Street and his concern with the condition of that road. He is here tonight to speak to Council about the plans his company has for an addition and expansion.

Marty, Anthony and she met with NDS on May 3 regarding the CDBG grant application for Orchard Street (paving). They are also here tonight to answer any questions we have.

With the mild weather recently, our Service Department has accomplished a lot at the cemetery. Claude, Cookie and Kim have all been busy bees! The "residents" at the cemetery will be rolling over with glee when relatives and visitors stop on Memorial Day.

Tim Benner has been working on the fountain in front of Village Hall. It should be up and working for Memorial Day. If anyone has any spare time, please contact Tim and see if he needs any help. It needs to be cleaned again and painted.

The Memorial Day parade is on Monday May 28 at 9:30 a.m.

Mayor Clark invited Gary Davis to speak before Council. Mr. Davis, President of Aetna Plastics/Vanguard has owned the company now for eight years. His plans are to expand the company; they are looking at putting on a second shift and training new workers to keep up with new technologies and keep their existing workforce trained as well. Gary presented a list of things they have done. He spoke with Brad Earhart regarding tax abatement or some other help from the County. They are planning a 1,000 square foot addition on the front of the building for offices, which would free up more space in the building for production. He expects this addition to cost somewhere around \$150,000. They also plan to enclose the existing carport for their recyclables and much more. They would ask for support from the community.

Giles asked Gary about their Cleveland branch and if they were considering moving anything from there to Mantua. Gary said no, their Cleveland location has a sales and distribution office. They warehouse and distribute products out of that facility; it is convenient to remain in Cleveland for that purpose. We have our fabrication facility in Mantua and it does not matter where we are located to do that, we can ship anywhere. Giles asked about their plan to connect the two buildings and whether that would require a sprinkler system. Gary said they plan to connect the two buildings but segregate them with fire doors; no space would be more than 12,000 square feet, which would eliminate the need for a sprinkler system. The cost of one would be prohibitive to their business.

Paul asked when they plan to start their addition. Gary said this summer and fall. They have no equity; however, Portage County and Neighborhood Development have been terrific to work with. They are looking at a USDA loan.

Bill asked Gary what he envisions for his workforce. Gary said they have 20 employees and are training more. They hope to have 25-30 down the road.

Mayor Clark asked Gary to clarify that he was applying to the County for tax abatement and just needs a letter of support from the Village. Gary said he is not familiar with how the whole process works; he is looking for community support. Council members all felt they would be in total support of Aetna's efforts to expand.

Paul Janson added that he attends all of the Portage County Planning Commission meetings and would be happy to talk with them and find out what we have to do, if we have to do a resolution of support that would be fine. As far as tax abatement, we would have to look at that and see how that works. Jenny and members of Council clarified that any tax abatement would not be with the Village, but through the County.

Motion to authorize a letter from the Mayor in support of Vanguard Aetna Plastics' desire to expand after finding out all of the necessary information made by P. Janson with a second from B. Zoller. All ayes on vote.

John Capitoni was present to speak on behalf of NDS regarding the CDBG grant that was awarded to the Village to repave Orchard Street. The Mayor gave an overview on the project and costs. John applied on behalf of the Village for \$450,000 to perform complete reconstructive work on Orchard Street because Aetna Plastics came to them, while working with them on their expansion regarding the road being an impediment. The grant was not funded fully; the State of Ohio made some significant cuts. The County decided to fund three of the fourteen that were submitted; one is for the Village. \$134,000 grant for Orchard Street. He thought the Village had \$45,000 ready for the road.

Mayor Clark said that was a misconception, Council had approved \$20,000 to apply for grants for roads that had yet been unnamed. John thought our Village Administrator had arrived at a figure of \$166,000 for the project given any unforeseen circumstances. John said they had discussed ways of bridging the gap by going to the County and asking them for a low interest loan in their CDBG revolving loan fund. The Mayor wondered if we could accept the \$134,000 grant money; do as much as we can with it and then stop or can the project be reduced from say a six inch depth to five. John said Anthony would have to make that decision based on his experience; we could maybe not do as much of the road and see how far we can get for \$134,000. It would need to be bid out. Paul asked what the time period is on the project. The money will be released late fall. Paul felt that we have from now until the time that money is released to find out how much we need; we can make this work. Marty asked John since we have already dealt with the County on this grant; what are our chances of getting a piece of their revolving loan. John said that is hard to say, but he felt this was a critical project. The County is excited about Aetna Plastics' growth. Anytime there is an opportunity for economic growth and there is an impediment, John would think we could lean on them pretty hard.

Mayor Clark asked about a revolving loan with the County Commissioners and a possible “forgiveness” clause. John said the Village would have to work with the County on anything like that but said this is a great opportunity for growth. Gary Davis felt this is a great piece of property including getting Mats Road done, it could change the whole complexion of that area and our community.

Motion to support this project and accept the grant made by M. Hura with a second from P. Janson. All ayes on vote.

**Finance Report:** As of April 30, 2012. Jenny reported that we are in much better shape than four years ago. The public hearing for the 2013 budget has been rescheduled for the June Council meeting at 6:45 p.m. The recent budget workshop went very well.

Jenny asked Council to authorize a change in the Village’s Managed Care Organization (MCO) for our workers compensation claims. We currently have Sheakley, but CompManagement has a better track record for getting people back to work faster and reducing bills. The Ohio Municipal League recommends CompManagement. We do not pay for this service; however, we will have to make some changes to the employee handbook if we change our MCO.

Motion to change from Sheakley to CompManagement made by B. Prescott with a second from P. Janson. All ayes on vote.

Cross training with the water-sewer billing program has been going very well. Sue will continue to train with Donna for the next billing cycle, and probably a few afternoons to process the daily payments.

Last night at the Finance meeting, we discussed the Cemetery Fund and the dangerous financial shape it was in. Lo and behold, in conversation with Michele today, we were able to determine that there is un-appropriated money available. Council will find legislation 2012-29 and an agenda addendum in front of their seats. This will keep the Cemetery Fund from going into the red. Jenny also asked Council for a motion to submit May wages to the Trust.

Motion to submit cemetery wages for May to the Cemetery Trust made by B. Prescott with a second from B. Zoller. All ayes on vote.

The monthly financial reports are in Council packets.

- For the Fund Status report, all funds remain in the black.
- For Revenues and Expenses, our revenues exceeded our expenses due to taxes.
- The Cash Summary report shows no adjustments.
- The Water-Sewer program & the Income Tax program totals matched the UAN.
- The bank reconciliation went great.
- Council approved payments on checks 39145 through 39221.

Motion to approve the financial reports: bank reconciliation, fund status, water/sewer reconciliation, municipal income tax reconciliation, revenue & expenses reports, cash summary report, comparison of budget & actual receipts report, comparison of disbursements/encumbrances report made by L. Schilling with a second from B. Prescott. All ayes on vote.

**Correspondence:**

- All I have for correspondence to Council was a letter from Crestwood School inviting all of you to the “Avoiding Addiction” meeting, which is tomorrow evening at 7:00 p.m. Copies have been put in everyone’s mailbox.

- We also received our quarterly report from the Portage County Health Department if anyone would like to see it, it is in our office. Jenny did not make copies of it because it is 79 pages long.

**Bills of Resolution:**

Motion to approve Bills of Resolution with addendum for May made by L. Schilling with a second from M. Hura. All ayes on vote.

**Legislation:**

**ORDINANCE 2012-15: AN ORDINANCE ENACTING VILLAGE OF MANTUA CODIFIED ORDINANCE SECTION 955.05(d) RELATING TO FLAT MEMORIAL MARKERS ON GRAVES. 2<sup>nd</sup> READING.**

**ORDINANCE 2012-16: AN ORDINANCE ENACTING SECTION 921.01(d) OF THE VILLAGE OF MANTUA CODIFIED ORDINANCE IN ORDER TO PROVIDE FOR INSPECTION OF BACKFLOW PREVENTION DEVICES. 2<sup>nd</sup> READING.**

**ORDINANCE 2012-21: AN ORDINANCE APPROVING AND ADOPTING A PERMANENT BUDGET FOR 2013 FOR THE VILLAGE OF MANTUA, AFTER PUBLICATION AND PUBLIC BUDGET HEARING PURSUANT TO OHIO REVISED CODE 5705.30. 2<sup>nd</sup> READING.** Michele said that Jenny and she discovered today that the Record Courier never published the ad that had been sent down to them and because of that; Council was unable to hold their budget hearing tonight. The third and fourth “whereas” clauses need to be amended from a May 15 hearing date to June 19. It would also need to be published the early part of June, maybe two weeks before.

Motion to change the third “whereas” to June 19 and the fourth “whereas” to June 5 made by B. Prescott with a second from M. Hura. All ayes on vote.

**ORDINANCE 2012-24: AN ORDINANCE AMENDING ORDINANCE 2012-14 IN ORDER TO CORRECT INTERNAL CROSS-REFERENCES WITHIN “EXHIBIT A”, AND DECLARING AN EMERGENCY. 1<sup>st</sup> READING.** Mayor Clark said this makes corrections to Section 1309 in our Codified book. Motion to suspend the rules made by B. Zoller with a second from B. Prescott. All ayes on vote. Motion to approve made by L. Schilling with a second from P. Janson. All ayes on vote.

**ORDINANCE 2012-25: AN ORDINANCE TO REFLECT THE CURRENT SALARIES AND WAGES OF ALL CURRENT FULL TIME AND PART TIME EMPLOYEES OF THE VILLAGE OF MANTUA TO BE RETROACTIVELY EFFECTIVE MAY 1, 2012, REPEALING ALL PRIOR INCONSISTENT ORDINANCES, AND DECLARING AN EMERGENCY. 1<sup>st</sup> READING.** Jenny brought to Council’s attention that Harry pointed out to her today there is one employee no longer here, Robert Leiendecker, and should be removed. Motion to amend to remove Robert Leiendecker made by B. Prescott with a second from L. Schilling. All ayes on vote. The Mayor added that the change to this legislation was because Anthony was offered a full-time position and he accepted. Motion to suspend the rules made by B. Prescott with a second from B. Zoller. All ayes on vote. Motion to approve as amended made by L. Schilling with a second from P. Janson. All ayes on vote.

**ORDINANCE 2012-26: AN ORDINANCE AMENDING SECTION 610.09, CONCERNING FINANCIAL GUARANTEES, OF THE ZONING ORDINANCES OF THE VILLAGE OF MANTUA. 1<sup>st</sup> READING.** Michele asked if this could be added to our other public hearing in June and advertise them together. Yes. Bill asked if this would be for all projects, residential and commercial, for any dollar amount, should it not specify. Michele said it is only for projects requiring a site plan and is in the chapter for site plans. Aaron elaborated that right now, we have a financial guarantee; however, the consensus of our Planning Commission was that it was not clear so they asked for an opinion from the Village Solicitor.

In the Planning Commission's opinion, this proposed revision, substantively changes nothing, it does not change the law, it is for clarification only.

**ORDINANCE 2012-27: AN ORDINANCE APPROVING THE RECODIFICATION, EDITING AND INCLUSION OF CERTAIN ORDINANCES AS PARTS OF THE VARIOUS COMPONENT CODES OF THE CODIFIED ORDINANCES OF MANTUA, OHIO AND DECLARING AN EMERGENCY. 1<sup>st</sup> READING.** Jenny said this is something we do every year once certain pieces of legislation have been codified; Council approves all of the codifications done by Walter Drane. Chief Buchert asked if they have been reviewed for accuracy. You may want to review them before they are distributed.

**RESOLUTION 2012-28: A RESOLUTION REPEALING RESOLUTION 2011-37 AND GRANTING CONSENT TO THE OHIO DEPARTMENT OF TRANSPORTATION TO COMMENCE A PROJECT THAT IS EXPECTED TO BEGIN CONSTRUCTION IN FISCAL YEAR 2014. 1<sup>st</sup> READING.**

**ORDINANCE 2012-29: AN ORDINANCE AUTHORIZING AN INCREASE IN THE 2012 APPROPRIATIONS IN THE CEMETERY FUND, AND DECLARING AN EMERGENCY. 1<sup>st</sup> READING.** Jenny explained our funds are down to \$600.00 after payroll. We need to increase the appropriations by \$3,000 for now until we receive some money from the trust. Motion to suspend the rules made by B. Prescott with a second from L. Schilling. All ayes on vote. Motion to approve made by P. Janson with a second from B. Zoller. All ayes on vote.

**Departmental Reports:** Police Chief, Harry Buchert reported the next Safety meeting is Thursday, May 31 at 6:30 a.m. in Council chambers. The Soap Box Derby is June 16. Their insurance certificate is on file and in the past, we have provided an officer.

Motion to provide an officer at Village cost for the Soap Box Derby made by M. Hura with a second from B. Prescott. All ayes on vote.

Harry added on the same day, there would be a car show; they are in the process of filing the event paperwork.

Motion to allow the car show once the paperwork is submitted to the Police Department made by B. Prescott with a second from B. Zoller. All ayes on vote.

The Crestwood Schools program called, "A.L.I.C.E." completed a drug search today at the middle school; no drugs found. The high school will be next.

Our Police Department would like to obtain a canine unit. Safety Committee has discussed how to go about getting one and how it would be funded. They have put together a letter of intent to see if there is community support for donations. He would ask Council to give his department permission to proceed. The cost of the dog is around \$8,000 with a life expectancy of the dog to be 7 to 12 years. Michele asked Harry what kind of accommodations they would have to transport the dog in a police vehicle. Harry said, at this point, they have been given verbal commitments by individuals to convert a patrol car into a canine unit as well as veterinarian costs. They are now looking into how many of these commitments are reality. Ben asked about training someone to work with the dog. Harry said they have an officer that has shown interest and offered to train on his own time, which would take about six weeks. The dog would also be housed at his home.

Motion to have Chief Harry Buchert move forward to obtain donations for a canine unit made by L. Schilling with a second from M. Hura. All ayes on vote. Harry added that their plan is to set up a separate line item within the Police Capital Fund to be used strictly for the police canine. The money would be kept separate within that line item.

Solicitor, Michele Stuck added that all donations would need to be documented individually and accepted.

Mayor Clark reported for our Village Administrator, Anthony Fiorilli, who was called away on a family emergency. A generous donation of mulch for Hillside Cemetery was received from BY Mulch owned and operated by Bill Bonner with an estimated value of \$400; Anthony asked that Council accept this donation.

Motion to accept the generous donation of mulch valued at \$400 from BY Mulch for Hillside Cemetery made by B. Prescott with a second from P. Janson. All ayes on vote.

As directed by Council, Anthony's office has received four estimates for tree removal in various areas of the Village. He would ask Council to accept the lowest and best estimate from Enterprise Tree Service located in Mantua Township for nine at the cemetery, three on Maple/Franklin Streets and three up by Reservoir Drive.

Motion to approve the tree removal estimate from Enterprise Tree Service for \$ 7,300.00 made by M. Hura with a second from L. Schilling. All ayes on vote.

Linda Clark said Anthony wanted to thank the Cemetery Board for their help and hard work and to Council for the purchase of a new used vehicle.

Brian Rogers with C.T. Consultants congratulated the Village for obtaining the grant for Orchard Street. The Ronyak quote that Anthony received for paving other roads was right around \$145,000. The Village allocated \$20,000 this year and probably another \$20,000 for next year, which will put a dent in it. The OPWC grant application is due Friday, June 15. C.T. would like direction from the Village as to what projects, if any, you may want to apply for. Maintenance to roads is not eligible; capital improvements to roads would be eligible. There are only two more years in the program for applications unless the State decides to put it on the ballot to extend the program another ten years.

Hydrant improvements would be a good project to apply for since it is safety related and would rank high in their points system. With the OPWC program, you can ask for any ratio in grant money up to 90 percent. You get the most points if you have at least a 50 percent share in local funds but you do not have to have that much. Your local share you could ask for a zero interest loan as well. No legislation is required for the pre-application; you would need legislation in the fall with the final application if you were successful with the project.

Mayor Clark wanted to address each item one at a time. Streets are our number one priority. The estimated list of streets is \$146,000 less \$25,000 for Orchard Street. Do we want to take the \$20,000 that we have allocated for street repairs and try to go for an OPWC grant for say \$50,000 and see where it leads or take that money and just do a couple streets? Jenny asked about getting our road grants through Economic Development, which is what Gary Davis suggested. Michele said that program is actually a tax break. The Mayor asked if Paul could speak with Regional Planning to see if there was something else that we could apply for. Paul said yes he would. Mayor Clark said we still have some cash besides the \$20,000 to do at least one street.

The fire hydrants we would need a cost of replacement and/or repair. Bill said the hydrants are an issue we cannot ignore. Jenny asked, since we do not have funds available in water, if our 10 percent local match could be with "in-kind" work, have our own people perform some of the work. Brian said yes, provided we have qualified persons, they could install the hydrants. The employees' time, backhoe and truck would all count towards the local match. *Volunteers cannot be included; they must be on the payroll.* Mayor Clark asked if C.T. has done any cost analysis on the hydrants. Brian said the cost of a new hydrant assembly, labor and materials, is around \$4,500.

This does depend on the make of the unit. The Village has sixteen; however, not all may need replaced. Bill and Marty felt we need to find out what each unit would cost. Ben said some only need to be repaired; we need to know the total cost of all of them if we are going to apply for a grant. The list of hydrants are all of the ones that need work, the whole Village was gone through. The Mayor asked if C.T. would be able to do the pre-application under their retainer. Brian said yes. Michele asked if C.T. crunches numbers to figure out what kind of in-kind match the Village can get out of it's employees, based on the cost of the hydrants and whether we have qualified people to replace them. Then C.T. could determine if we could come up with a 10 percent in-kind match or a 50 percent match. Could not Council authorize C.T. to crunch that number and do the pre-application tonight and then we would not have to come back and we would be in before the deadline. Brian said he would guess if our people could do all of the work; at prevailing wage rates, roughly half of a project is materials and the other half is equipment/labor. The Village employees are under prevailing wage figures so they would be around 35-40 percent of the in-kind match. It is not hard to get 30 percent of in-kind match. The minimum loan they give out is \$50,000. Brian said you would not be awarded the grant money until July 1 of 2013. These hydrants would have to stay in the condition they are in now until that money is released, you cannot even purchase the materials. If there are some of the hydrants that the Village would need to replace now, we could take them off the list. Linda Schilling said we cannot pick and choose which ones get done and which ones do not; we have to do them all at one time. Brian added that this would also make an excellent project for Community Development Block Grant money for next year and you could use that block grant money as your local match.

Motion to do the OPWC grant pre-application under C.T. Consultant's retainer made by B. Prescott with a second from L. Schilling. All eyes on vote.

The third item to discuss tonight is Crestwood Schools. We needed language from Michele for the schools to turn over ownership of their lift station property to the Village for the grant application and if the application were approved, we would continue to hold ownership through the duration of the project. The school would still be responsible for any repairs and maintenance to the lift station. There will be no decision tonight until the school reviews our letter and approves it.

**Committee Reports:**

**Shade Tree:** Linda Schilling turned it over to Marty Hura to report. Marty said the presentation at the school went very well. They even had their picture in the paper.

**Parks:** Marty Hura said the Mayor and he would be attending Tree City USA tomorrow.

**Safety:** Marty had nothing to report.

**Finance:** Paul Janson reported keeping a tight reign on the spending. Their meetings are the Monday before Council at 6:30 p.m.

**Planning:** Mayor Clark reported just completing the financial guarantees; they have eliminated outdoor furnaces and are working on the signage book.

**BZA:** Mayor Clark had nothing to report.

**Cemetery:** The Mayor said we are waiting to hear on the expenses submitted to the trust.

**Service:** Bill Zoller reported that progress is being made. The new chopper pump has arrived; however, it has not yet been installed. The benches are being cleaned & painted.

**Safety/Fire Board:** Giles Seith reported for the Fire Board that trucks are going out for major overhauls. The soft billing is bringing in some extra revenue.

**New or Other Business:** The Mayor presented Council with four special events for their review and approval. First, the Portage County Park District is holding a "Headwaters Race" on Saturday, July 14.

Motion to allow the Headwaters Race made by B. Prescott with a second from B. Zoller. All ayes on vote. Chief Buchert added that his department provides an officer for this event as well. Motion to approve providing an officer made by B. Prescott with a second from M. Hura. All ayes on vote.

The second event is the Mantua Yacht Club's "Downhill Regatta" on Sunday, July 29. The Chief added once again, his department also provides a patrol officer for this event.

Motion to allow the event and provide an officer made by B. Zoller with a second from B. Prescott. All ayes on vote.

The third event is "Music in the Park" set for the Saturdays of July 14 from 5-7 p.m., July 27 from 6-8 p.m. and on August 10 from 6-8 p.m. Harry asked whether they would still need the road closed for these events. Mayor Clark said she would check into it.

Motion to approve the Music in the Park events with dates noted made by B. Prescott with a second from L. Schilling. All ayes on vote.

The fourth event is "Art on the Hill" set for Saturday July 14, with the road closed east.

Motion to approve this event made by B. Prescott with a second from L. Schilling. All ayes on vote.

Mayor Clark added that the request forms for Special Events are now on our website. Chief Buchert asked Michele if she could add the forms for vacationing residents to notify the Police Department asking them to check on their property. Michele said yes.

**Public:** Donald Schilling with the Mantua Potato Festival brought up brackets that used to be on our utility poles in the past to hang banners. They are now gone, however, they still have banners and would like to utilize them. He has the ability to make some new brackets, maybe eleven. They would go on Main Street and Prospect Street. The Service Department could help hang them with the Potato Festival providing all materials and fabrication. Mayor Clark asked Paul Janson if he could find someone to loan us a lift box and then the Service Department could assist.

Motion to approve the banners to hang along Main Street and Prospect Street provided we could get the proper equipment and with our personnel to help made by B. Zoller with a second from B. Prescott. L. Schilling abstained, all other ayes on vote. The Chief mentioned that the flags would be going up this weekend. Marty asked if it was legal to put a banner higher than the American Flag. Harry felt it was not illegal, just improper; if the tops of the flags were higher than the banners, it should be okay.

Patsi Gast addressed the Police Department and her concerns regarding thefts in the area occurring when we do not have coverage. Is there anything in the works, for shifting patrols? Chief Buchert replied that his department staggers it now and that most break-ins actually occur during the daylight hours. She is still concerned. Giles commented he had a basketball hit his house one time at 11:00 p.m. The Chief said we could put a police blotter online about things occurring in our community. He stressed to call the Police if anyone sees or hears something not right or they feel threatened in any way.

Motion to adjourn the meeting at 8:52 p.m. made by B. Prescott with a second from L. Schilling. All ayes on vote.