

REGULAR COUNCIL MEETING

MINUTES

June 21st, 2016

7:00 p.m.

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

Moment of Silence for Jeff Douglas, a longtime resident and for all of those that lost their lives in the Orlando shooting.

Roll Call: John Clark, Marty Hura, Ben Prescott, Giles Seith, Paul Janson and Paula Tubalkain

Other Village Personnel: Mayor Linda Clark; Clerk-Treasurer, Jenny August; Village Solicitor, Michele Stuck; Police Chief Harry Buchert; Assistant Clerk-Treasurer, Chelsea Gregor

Citizens Present: Bob Gaglione, Roy Peck, Jen Sobczak, Brad Cromes, Linda Wilke, Joe and Andrea Urso, Bob and Patty Reitz, Paul Maroni, and Matt Merchant of the Record Courier.

Approval of Minutes:

- ❖ Motion to accept the minutes from the May 17th, 2016 Public Hearing for the 2017 budget and the regular May Council meeting made by Ben Prescott, 2nd by Marty Hura-**All Ayes**

Brad Cromes, Portage County Treasurer: Brad Cromes introduced himself and handed out papers to council that included his 2015 year in review as Portage County Treasurer, his goals for 2016, a Portage County Home Improvement Program, a Delinquent Tax Collections Snapshot and a Portage County Land Bank Snapshot. He discussed their website, Facebook page and outreach program to help people make better decisions with their money. They are redoing the online bill payment process which will be available for the next tax collection. They will also have a less expensive online bill pay rate for credit cards with a 3% pay rate now and a 2.5% pay rate once it all gets put into place. Along with that they will be able to provide debit card service for a \$3.95 flat fee which is less expensive than they've been able to provide. They're working on their tax collection efforts and working closely with the Portage County Land Bank with blighted properties that have delinquencies to clear debts and to get rid of any structures that may be an issue to get them back on the payroll. They are doing better with more foreclosures than they've historically done and are prioritizing their recent clean ups by how much money is owed and for how long they have owed. The recent discount Home Improvement program is hoping to reach more residents with their reduced percentage rate in order to help residents fix needed home projects which would then lead to increased value of homes in the area. There is \$1,000,000 in loan money available for residents in our area from Middlefield bank to do permanent home improvements, such as septic improvements, at a 3% discount for the first 5 years. So far they have used just under \$400,000 out of the original \$1,000,000.

Mayor's Report: The Mayor decided to forgo the Mayor's Report in lieu of the Service Report.

Special Event Forms: A special proclamation for serving 20 years as an auxiliary officer and part-time Mantua officer was presented to Paul Maroni by the Mayor and Council. She brought him before council and read out loud the entirety of the proclamation which was framed and signed by Council.

Sergeant Position: The Mayor recommended to Council that Joe Urso be promoted to the Sergeant position.

- ❖ Motion for Joe Urso to be promoted to Sergeant by Marty Hura and 2nd by Ben Prescott.
-All Ayes

He was then sworn in and promoted to Sergeant. Photos were taken with both officers, the Mayor and the Chief of Police. The Mayor then asked a motion from council to amend Sergeant Urso's pay to \$16.25 per hour effective June 20th.

- ❖ Motion to increase Sergeant Urso's hourly pay to \$16.25 by John Clark, 2nd by Ben Prescott
-All Ayes

Village Administrator position: The Mayor said that several applicants for the Village Administrator position had been interviewed and it came down to two applicants. Mayor then asked Council for approval to hire Bruce Rininger from Southington for the new Village Administrator with a starting wage of \$20.00 per hour. There is no start date yet as he will have to give notice of leave to his current job.

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

Citizens: Roy Peck asked how many of the houses in town were rentals, and an estimated guess was 50% by the Chief and 55% by the Mayor. Roy Peck then inquired who is keeping track of renters and if taxes are being paid by tenants renting in the Village, and if anyone is keeping track of who is moving in and out stating there is money to be gained that may be undocumented. The Mayor said that there is legislation in place that requires the property owners to register their rental properties with a secondary form that they are supposed to give to their renter that they are supposed to turn into the Clerk-Treasurer. Roy then asked "Who checks compliance?" Jenny August stated that landlords are supposed to report tenants and that there is a reliance on them to let the village know. She also said that Benner's, for example, who have a lot of rental properties are very diligent about filling out the proper paperwork and sending it in. The Village also keeps an eye on the water accounts and Jenny gets print outs to make sure it matches what she has on her income tax list. The amount of people that might go undetected was acknowledged but was considered to be not many. Upon discovery, a fine and retroactive income tax collection would follow. Roy also suggested yearly rental inspections conducted by the fire department to check for any safety hazards and to keep track of who is living in the village. He said that another fire related death in a village rental unit should adamantly be avoided from happening again, and that safety checks would help to ensure it is not repeated, which will also ensure rental tenants are documented tax payers.

Financial Reports: On May 19th two men from the Ohio Treasurers Office came out to do a demo on the villages Ohio Checkbook.com website. Our village is now live and is the 1st village in Portage County. Ohio was previously #46 in government transparency and is now #1.

- There were no negative funds in May.
 - We received \$150,833 in revenues.
 - We spent \$51,285 in payroll expenses. Operating expenses were \$50,664.
 - Revenue Status- on track in all the funds except we were a little bit low on water and sewer. Chelsea and Randi will probably do the county billing in a few weeks which will most likely help with at least the sewer fund.
 - Appropriation Status- We should be around 42% at the end of May, and we are there or below which is good.
 - The water & sewer and tax software programs all balanced with the U.A.N. and the bank
 - There were no adjusting factors on the bank reconciliation for May.
- ❖ Motion to approve the Financial Reports made by Ben Prescott, 2nd by Paul Janson-All Ayes

Correspondence: We receive a letter from the Portage County Combined General Health District stating that they have contracted with the city of Kent Health Department to provide mosquito control services for county residents. Some of the services that they will provide are to educate people on reducing and identifying mosquito breeding sites with larva sightings. They are also able to educate people on the emerging Zika virus concerns along with other information that is available on their website.

The Mayor received a concerning letter from a 15 year old female Crestwood student whose name was not mentioned for privacy reasons. In a condensed reading, the student expressed her anxiety with the new federal rule stating that students are allowed to use which ever bathroom that they identify with currently instead of the bathroom of their biological sex. With reading unsettling occurrences that have been reported nationwide, she implored the Mayor to oppose the ruling and that it should be under the jurisdiction for the Village to decide on such private and influential matters. The letter is available in the Clerk's office and the Mayor wanted Council to be aware that a concerned letter was received.

Bills of Resolution, Addendum Bills of Resolution

The Chief stated that on the Addendum with Steven Campbell it is 1/3 for the Fire Department, not half but the amount is right. Jenny pointed out that Ohio Edison is mentioned twice. On the Bills list is the May electric bill and on the Addendum list is the June electric bill which Jenny will specify in the future.

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

Legislation

RES. 2016-19 A RESOLUTION AUTHORIZING THE MAYOR AND CLERK OF THE VILLAGE OF MANTUA TO ENTER INTO AN AGREEMENT FOR THE PROVISION OF DISPATCHING SERVICES TO THE COMMUNITY EMERGENCY MEDICAL SERVICES DISTRICT, AND DECLARING AN EMERGENCY. 3rd Reading.

Village has withdrawn from community.

- ❖ Motion to approve made by Paula Tubalkain, 2nd by Ben Prescott-**All No**

RES. 2016-20 A RESOLUTION AUTHORIZING THE MAYOR AND CLERK OF THE VILLAGE OF MANTUA TO ENTER INTO AN AGREEMENT FOR THE PROVISION OF DISPATCHING SERVICES TO THE MANTUA-SHALERSVILLE JOINT FIRE DISTRICT, AND DECLARING AN EMERGENCY. 3rd Reading.

The Chief asked for it to be tabled.

- ❖ Motion to amend the exhibit A made by Ben Prescott, 2nd by Marty Hura-**All Ayes**
- ❖ Motion to table made by Marty Hura, 2nd by Ben Prescott-**All Ayes**

RES. 2016-21 A RESOLUTION AUTHORIZING THE MAYOR AND CLERK OF THE VILLAGE OF MANTUA TO ENTER INTO AN AGREEMENT FOR THE PROVISION OF DISPATCHING SERVICES TO THE WINDHAM VOLUNTEER FIRE DEPARTMENT JOINT FIRE DISTRICT, AND DECLARING AN EMERGENCY. 3rd Reading.

They withdrew and are no longer interested.

- ❖ Motion to approve made by Ben Prescott, 2nd by Paula Tubalkain-**All No**

RES. 2016-22 A RESOLUTION AUTHORIZING THE MAYOR AND CLERK OF THE VILLAGE OF MANTUA TO ENTER INTO AN AGREEMENT FOR THE PROVISION OF DISPATCHING SERVICES TO THE GARRETTSVILLE-FREEDOM-NELSON JOINT FIRE DISTRICT, AND DECLARING AN EMERGENCY. *3rd Reading.*

We withdrew.

- ❖ Motion to approve made by Ben Prescott, 2nd by Marty Hura-**All No**

RES. 2016-23 A RESOLUTION AUTHORIZING THE MAYOR AND CLERK OF THE VILLAGE OF MANTUA TO ENTER INTO AN AGREEMENT FOR THE PROVISION OF DISPATCHING SERVICES TO THE VILLAGE OF GARRETTSVILLE POLICE DEPARTMENT, AND DECLARING AN EMERGENCY. *3rd Reading.*

It has an amendment at exhibit A. A move to accept the amended prices as amended in exhibit A was said by Paula Tubalkain. Michele Stuck then noted some amendments that should be acknowledged before Council. Amend B1 to the sum of \$6,666.67 per month. Amending B2 to \$82,400 for 2017, \$84,872 for 2018, \$87,418.16 for 2019, \$90,040.70 for 2020 and 92,741.93 for 2021. Further amendments would be C1 with a start date of August 1st, 2016. The contract was not reviewed by separate Counsel and Council was ok with it. The 3rd paragraph in D2 would be amended, the 1st line is none, and just so it is consistent the village of Garrettsville did have the contract reviewed by Robert Mishler.

- ❖ Move to amend as stated made by Ben Prescott, 2nd by Paul Jansen-**All Ayes**
- ❖ Motion to approve as amended by John Clark, 2nd by Ben Prescott-**All Ayes**

RES. 2016-24 A RESOLUTION AUTHORIZING THE MAYOR AND CLERK OF THE VILLAGE OF MANTUA TO ENTER INTO AN AGREEMENT FOR THE PROVISION OF DISPATCHING SERVICES TO THE VILLAGE OF HIRAM POLICE AND FIRE DEPARTMENTS, AND DECLARING AN EMERGENCY. *3rd Reading.*

The Chief also asked to accept the amendments that have been done up to this point.

Michele Stuck then read the amendments before council. B1 was amended to \$2,945.09. B2 was amended to \$36,401.27 for 2017, \$37,493.31 for 2018, \$38,618.11 for 2019, \$39,776.65 for 2020 and \$40,969.95 for 2021. Amend C9 where it says "called out in paragraph C4", it should say called out in paragraph C8. Paul Janson then asked what the major disparity between Hiram and Garrettsville was based on, and the Chief said it was population and call based.

- ❖ Motion to amend as stated made by Ben Prescott, 2nd by Paul Janson-**All Ayes**
- ❖ Motion to table moved by Ben Prescott, 2nd by Paul Janson- **All Ayes**

RES. 2016-25 A RESOLUTION AUTHORIZING THE MAYOR AND CLERK OF THE VILLAGE OF MANTUA TO ENTER INTO AN AGREEMENT FOR THE PROVISION OF DISPATCHING SERVICES TO THE VILLAGE OF WINDHAM POLICE, AND DECLARING AN EMERGENCY. *3rd Reading.*

The Chief stated that we withdrew.

- ❖ Motion to approve made by Ben Prescott, 2nd by Paul Janson. -**All No**

RES. 2016-31 A RESOLUTION ALLOCATING THE REVENUES RECEIVED FROM THE DISPATCHING CONTRACT WITH THE VILLAGE OF GARRETTSVILLE, AND DECLARING AN EMERGENCY. *1st Reading.*

No discussion

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

ORD. 2016-32 AN ORDINANCE RETROACTIVELY ESTABLISHING THE POSITION OF PART TIME WATER/WASTEWATER TREATMENT PLANT CONSULTANT AND DECLARING AN EMERGENCY. *1st Reading.*

Paul Brannon has consented to work for the Village of Mantua on a temporary basis on Fridays to go through the water plant with Dave, or whichever employee Dave deems necessary, along with Dan, the water plant operator. He will go through the ins and outs of the things that we have been missing at the water plant and come up with a SOP type booklet to know when maintenance is due or how other issues are handled.

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

ORD. 2016-33 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*

This is in regards to Paul Brannon's position at the treatment plants and his hourly wage.

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

The Mayor brought to Council that Paul Brannon Jr., will be working part-time for the Village of Mantua with no more than 30 hours per week for the summer. The Mayor said that as stated in the employee handbook that two related employees cannot work for the Village without Council approval.

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

ORD. 2016-34 AN ORDINANCE AUTHORIZING CERTAIN ADJUSTMENTS TO THE 2016 APPROPRIATIONS, AND DECLARING AN EMERGENCY. *1st Reading.*

The Chief stated that this is to appropriate money for the updates that will be they will be needing to do in the dispatch center for bringing Garrettsville Police Department on.

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

Department Heads and Village Engineer

Chief of Police Harry Buchert- Chief reported that over the past month they received a \$750.00 donation from Buckeye Pipeline and asked that we accept it for Police Capital.

- ❖ Motion to accept the donation by John Clark, 2nd by Paul Janson-**All Ayes**

In addition to the upgrades to dispatch the Chief had a requisition for their computer representative, TAC, for the CAD system in the amount of \$22,500. The money will be recovered through the dispatch contract.

- ❖ Motion to approve by John Clark, 2nd by Paul Janson-**All Ayes**

There were no problems at the Soap Box Derby, it went well and had great weather. The next event will be Art on the Hill July 9th and things are moving along well with that. They have increased patrol with their last citizen complaint from the last Council meeting. The next safety meeting is July 6th at 6pm.

Marty asked if there was any contact with other neighbors and the Chief said that he had spoken to most of the people in that neighborhood and that they have the same concerns and appreciate our presence there. The police also just got some digital equipment that week that they will be using up there. It will be a slow process though.

Village Administrator: Mayor Clark presented the Village Administrator's report to Council. The storm sewer problem is fixed down at the corner of Main St. and Prospect St., but the road is still in bad shape where the water break was. We tried to get some assistance, but it looks like we'll have to have Dave cut it out. Also, whoever is doing the bid for Oak St. and 2nd St., perhaps they can do it. Dave has the sign up and changed out the name plaques at E. Prospect and Main St. They've been working out a glitch at the water treatment plant with the computer. Paul has also been at the water treatment plant solving things that we were not aware of so things are moving along there. Dave did some grading and seeding up at the cemetery and some various areas where there had been some water line breaks on some of the secondary streets. We have slowly been getting ready for the Potato Festival and the Art on the Hill. They will be painting the cross walks on Main St. and out on Peck Rd. where there will be a dedication for the Mantua Bog. The plaque was sent out to be refurbished because it was so old and will be rededicated by someone from ODNR on July 9th at the Art of the Hill event.

The Village Tavern and the Crestwood Lions have donated 15 watering cans to the cemetery with an approximate value of \$75. Brugmann Sand and Gravel donated 127 tons of gravel at \$20 a ton which came to \$2,540.

❖ Motion to accept the donations by Marty Hura, 2nd by Giles Seith-**All Ayes**

On July 9th from 10-2 pm the Babes of Baseball will play at the Village Park sponsored by DMRC and Advanced Rehab. The Mayor does have a special event form and the insurance information. Also there will be an Ice Cream Social sponsored by the Portage Faith Methodist Church on June 26th at 1pm-3pm in the mini park. We are still waiting on the insurance information.

❖ Motion to approve by Ben Prescott, 2nd by Paul Janson-**All Ayes**

In December and January it was put to Mayor and to Council that an Income Tax Review Board needed to be made which requires 3 people. The Mayor appointed Karen Edmonson who lives in the village on Woodford St. to be on the review board. Two more people are required which led Marty to suggest Roy Peck to be a part of the Board after voicing his concern in village tax matters earlier in the meeting. Roy then consented to be on the Income Tax Board of Review and was then approved for a 2 year term.

❖ Motion to appoint by Paul Janson, 2nd by Giles Seith-**All Ayes**

C.T. Consultants work authorizations: Up to now we have received a federal grant for the Mill St. project reduced from what was originally applied for. DMRC has pledged financial support for the Mill St project, the village's local share. Rich said he'd stay within the design budget which is \$20,056. The design is less than the \$20,000. The feds want a copy of the recorded easements that we will need for the project. The easements have not been done yet because work on the project cannot start until final approval. The design portion that would include the easements is something that can be done and paid out of the local share. The Mayor had a work authorization for C.T. Consultants engineering & design of the Mill St. connection not to exceed \$28,000.

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

DMRC wants to develop a master plan for the Village Park and to redesign it with a Nature Works grant. The Mayor has a letter of commitment from the DMRC pledging \$5,000. She asked for a motion to approve the C.T. Consultants work authorization, which was reduced from \$6,000 to \$5,000.

❖ Motion to approve moved by Ben Prescott, 2nd by Paul Janson-**All Ayes**

Village Engineer from C.T. Consultants- The pre-application for OPWC Round 31 has been completed, which is the West Prospect St. drainage and roadway improvements, and would go from High to Elm St. to put in drainage that doesn't exist. They would be storm sewers, but Rich, in hopes of improving our chances of getting grants calls it 'drainage' on the application which would also allow for innovative practices. In order to do it correctly, the drainage must be addressed which increases the total project cost from \$500,000 to \$530,000. Therefore, the local share was bumped up from \$50,000 to \$55,000 on the application.

The Village needs to conduct soil testing. Rich would like to extend the June 24th due date for the High St. Paving and Waterline project to July 8th to allow an additional two weeks for time for the testing. Soil that had petroleum based products were found while working on the High St. bridge. The county removed 800 tons of contaminated soil at \$30-\$40 a ton, a total of about \$30,000. An environmental consultant and lab will determine the extent of any issues and to advise the contractor. Budget is no more than \$3,000 to pay for sample testing out of the Street Fund. Giles asked if this cost should go back to the person or company that put it there. Rich said it is in our right of way. If anything shows up in the soil and there is going to be an expense to remove it, the village will need to discuss this further.

- ❖ Paula Tubalkain moved for the testing to be performed, not to exceed \$3,000.00 from the Street fund. 2nd by Paul Janson -**All Ayes**

Committees

John Clark for Service and Fire Board: The tuck pointing at the village hall came back with 2 bids. We got a quote on June 7th from Benner for \$12,230 including the north side. Medhurst, which is now known as Colijohn quoted us \$9,725. They both said it would take about a week to complete.

- ❖ Motion to approve Medhurst under the new name of Colijohn by John Clark, 2nd by Ben Prescott-**All Ayes**

He and Paul are still working on Special Recognition Signs. He is talking with Stamm Contracting about getting water to them so that they don't have to use the day tank.

For the Fire Board, Joe Stoneberg has officially retired from the Fire Department. Still looking around for the dispatch contract and they completed a new SOP for all employees with a new handbook to come. There will be a decision soon for the new Assistant Fire Chief position.

Marty Hura for Parks and Shade Tree: The flooring is finished in the lodge. They are waiting on a new bid on siding from Herschberger, LCS Construction and Horacks.

For Shade Tree, they are still waiting to hear back from 2 of the 4 people needing trees removed from their property. Secondary notices will be sent out.

Mayor Clark for Planning, Cemetery, and Board of Zoning Appeals: Still waiting on Rich Iafelice to get the sub-division regulations reviewed for us. Someone asked the Mayor to see if Council would like to use some TA hours and have Regional Planning do it. Rich said he would get it done.

Chelsea and Randi are working on organizing the cemetery records, picking up where Marty left off. The Mayor hopes to get interns from Hiram College to survey the cemetery, which will also help to definitively know the property corners.

BZA- nothing right now.

Ben Prescott for Portage County Regional Planning: No new business.

Paula Tubalkain for Finance: Paula said everything has been covered.

Giles for Safety: Wanted to comment and compliment Chief Harry on the time and effort he's put into the dispatch center.

Terri Vechery for the Historic Landmark Commission: Terri was not in attendance, but Mayor Clark wanted to pass on to Council that there were complaints regarding the meeting which took place on June 4th and about one of the speakers. People said that the flyer was misleading and one of the residents was very upset and felt degraded over the comments that were spoken concerning her house, one of which was on the flyer. The Mayor said that with hope the tape will be made available for council to listen to plus the sign in sheet.

New and Other Business

The Mayor would like to get a head start for next year by getting a list of grants together to apply for by this August for calendar year 2017.

Anything else that may properly come before Council- nothing was brought up

Executive Session if needed- Not needed

Adjournment

- ❖ Motion to adjourn at 8:45 made by Ben Prescott, 2nd by Giles Seith-**All Ayes**

Mayor Linda Clark

Administrative Assistant Chelsea Gregor