

REGULAR COUNCIL MEETING

MINUTES

July 19th, 2016

7:00 p.m.

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

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; Administrative Assistant Chelsea Gregor.

Citizens Present: Bob Gaglione, Roy Peck, Jen Sobczak, Maureen Gebhardt, Bill Childers

Moment of Silence

For the 8 officers killed in the recent shooting and their families, those that protect us and the victims that were run down in Nice, France.

Approval of Minutes:

- ❖ Motion to accept the minutes from the regular June 21st Council meeting made by Ben Prescott, 2nd by Marty Hura-All Ayes

Maureen Gebhardt- United Way

Maureen Gebhardt and Bill Childers came from United Way in regards to a new program they are working on. Maureen, Director of Community Impact, spoke to Council about a Born Learning Trail that she hopes to incorporate into the Villages future trail plans. The supplies have already been purchased and the United Way is now searching for suitable locations. The Born Learning Trail contains 10 interactive signs with activities such as colors, shapes, hopscotch and jumping jacks that helps adults to engage with young children to turn an outdoor trip into a fun learning experience. An approximately 700 ft. long by 4 ft. wide asphalt trail is required to put the stenciling down needed for the activities. There would be 10 treated wood posts along the trail, 6 ft. in length, 2 ft. into the ground and about 60-70 steps apart. The posts and the signs are guaranteed for 5 years. United Way would be in charge of collecting the volunteers needed to construct the trail and will do annual checks to see if anything requires touching up. Since it is all paid for, the only cost after paving the trail would be mowing and maintaining the area. The trail is not required to be a straight line and can be incorporated where the Village sees fit to be best utilized for children and parents/guardians. Ravenna is the 1st in Portage County to have the program installed and as Marty noted looks great and is a great idea for children. Council will consider a masterplan and Rich said that the Born Learning Trail will provide a benefit for the Village receiving the Nature Works Grant which will be used for revitalizing the trail.

Mayor's Report:

It has been another very busy month. Dave, his crew and the Mayor have been working very hard to keep things moving forward. A lot of little things are being accomplished. The bases of the fire hydrants are in the process of being painted. The F.D. is going to do the flushing and testing for the gpm, and then our crew will paint the tops accordingly.

The Village replaced a catch basin on Reservoir Dr. and Dave is working on the small headwall at the corner of High St. and Prospect St. The curbs have been painted white but the yellow and handicapped areas still need to be painted.

The water lines and hydrants at the park have been repaired. The siding on the Park Lodge is done and Dave and the crew are getting ready to do some painting on the pavilions.

The Village is waiting to hear from Workman about the work that still needs completed at the Reservoir, and it has been asked that it be done before school starts.

The crew has been cleaning out catch basins. Dave and Mayor Clark are working on the plan for making improvements to Oak Street and have pulled out the plans from 2009-2010. Dave wants to do this the right way and the right way is to work up hill instead of downhill.

The Village will be reading legislation regarding the bid opening for the High Street project and that job should be starting in the next month.

The tucking point on the Administration building has been completed.

Canada Road is open and the bridge project is finished.

The Village has finally received a letter confirming the Mill Street connector trail project and CT will be starting to mobilize that job.

The meeting for Round 31 OPWC will be August 3rd, 2016 at 1:30pm to see if the Villages pre application has been approved. The AMATS meeting is Thursday the 21st and there is a FEMA meeting on July 27th. The Mayor will be attending all 3 of those meetings. She will also have a meeting that is set with Senator Eklund on the 27th at 1:00pm to discuss improvements in the Village.

The Mayor received a special event form from Portage Faith Church in which they would like to host a Christian concert in the Village Park at Pavilion 2 on 7/29 from 5:30-8:30.

❖ Motion to approve by Giles Seith, 2nd by Ben Prescott –**All Ayes**

Dave Campbell who serves on the Board of Zoning Appeals has submitted his letter of resignation. He will be moving out of the Village as of August 15th, 2016.

❖ Motion to Accept Dave Campbell's resignation by Giles Seith, 2nd by Ben Prescott-**All Ayes**

The Mayor and Brian met with Dave Toth from Crestwood School in regards to receiving an easement. This will allow the Village to proceed without issue if it gets a grant in the future to be able to do a previous project the Village was unable to start at the Northeast quadrant of the school. The Mayor has a work authorization from CT that is not to exceed \$1,750 to provide the record search, field survey and repair a waterline.

❖ Motion to approve by Giles Seith, 2nd by Ben Prescott- **All Ayes**

Citizens:

Jen Sobczak reported that on July 9th there were signs at the park parking lot entrances that said, "Long Family Reunion Parking Only" and that it was a public park that should be open to the public who needed to use the parking lot. The Mayor explained that due to the Art on the Hill being on the same day and it being in such close proximity to the park, she wanted to ensure that the Long family, who had rented both Pavilions and the Lodge, had access to parking spots.

Financial Reports

- All funds had positive balances in June. The sewer fund didn't have enough funds for the semi-annual payment so Jenny did have to transfer some funds into the sewer fund from the General fund. There was legislation allowing it.
- No adjustments in the cash summary
- We received \$128,238 in revenues.
- We spent \$54,203 in payroll expenses.
- Operating expenses were \$291,162 for debt payments, road salt, CT Consultants, SW Controls and hauled sludge.
- Revenue Status- On track in most funds
- Appropriation Status- Looking good and we should be around 50% or under.
- The water & sewer reconciliation report balanced with the U.A.N. along with the income tax.
- There were no adjusting factors to the bank reconciliation for June.
- Council approved checks numbered #42823 through #42903.

- ❖ Motion to approve the Financial Reports made by Ben Prescott, 2nd by Paula Tubalkain-
All Ayes

Correspondence:

Letter of interest for the Board of Review that Council already has.

Bills of Resolution, Addendum Bills of Resolution

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

Legislation

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. *Tabled on 3rd Reading.*

Still on the table

- ❖ Motion to move made by Ben Prescott, 2nd by Paul Janson-**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. *Tabled on 3rd Reading.*

- ❖ Move to take it off the table by Paul Janson, 2nd by John Clark-**All Ayes**

The Village received a letter from the Village of Hiram that they are enacting their 120 day notice, in the agreement that we have, to cancel their contract with the Village effective at midnight November 14, 2016. They will be going to Aurora.

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

RES. 2016-35 A RESOLUTION ESTABLISHING A NEW FUND 4908 FOR THE VILLAGE OF MANTUA AND DECLARING AN EMERGENCY. *1st Reading.*

A new fund is required in order for Jenny to track the funds that the DMRC has pledged to the Village and to pay bills. The Village will be receiving a re-reimbursable grant and needs a separate account to track the \$20,056 the DMRC is pledging.

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

ORD. 2016-36 AN ORDINANCE AUTHORIZING CERTAIN ADJUSTMENTS TO THE 2016 APPROPRIATIONS AND DECLARING AN EMERGENCY. *1st Reading.*

The \$75,000 appropriated into general fund is so that the Village has \$75,000 available to advance into the Headwaters trail grant. It is to lend the General fund money to pay the bills and once the Village receives the grant money it will be reimbursed. The street operating fund needs 15,000 for Oak st. which will have work done, but not as extensive as first planned. The money was originally in streets but was not appropriated. The Village will appropriate \$96,000 into the new fund, 4908, which will cover the \$75,000 from the general fund and the money from the DMRC.

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

ORD. 2016-37 AN ORDINANCE AUTHORIZING AN ADVANCE FROM THE GENERAL FUND #1000 TO THE HEADWATERS TRAIL- MILL ST. CONNECTOR FUND #4908 AND DECLARING AN EMERGENCY. *1st Reading.*

Just a follow up from what was just passed.

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

ORD. 2016-38 AN ORDINANCE RETROACTIVELY AUTHORIZING A TRANSFER FROM THE GENERAL FUND #1000 TO THE SEWER OPERATING FUND #5201 AND DECLARING AN EMERGENCY. *1st Reading.*

This is in regards to the \$15,000 Jenny had to transfer.

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

ORD. 2016-39 AN ORDINANCE AUTHORIZING THE MAYOR AND THE CLERK-TREASURER TO ADVERTISE FOR BIDS FOR RESIDENTIAL CURBSIDE RUBBISH AND RECYCLING SERVICES WITHIN THE VILLAGE. 1st Reading

The Village is in its last roll over year with Kimble for the trash contract and is up for a new bid, along with the recycle. There are options to bid both contracts together or separate. The Village will be opting for a 10 year contract with a \$100,000 performance bond for 10 years, or a \$10,000 performance bond for each year. The contract will also state that \$5 in liquidated damages will be charge for each customer whose trash pick-up is missed. In section B, part 4, Michele will move "Collection Equipment" to "General Requirements". Collection facilities as identified in part B will be moved to part C. A chosen day of Wednesday, Thursday or Friday is stated and Paula stated that one pick up day for both would be ideal.

❖ Move to amend as amended made by John Clark, 2nd by Ben Prescott-**All Ayes**

RES. 2016-40 A RESOLUTION ACCEPTING THE LOW BID OF \$706,122.00 FROM UTILITY CONTRACTING, INC. FOR THE HIGH STREET WATERLINE REPLACEMENT AND PAVEMENT IMPROVEMENTS, AND AUTHORIZING THE MAYOR AND CLERK-TREASURER OF THE VILLAGE OF MANTUA TO ENTER INTO A CONTRACT FOR SAID IMPROVEMENTS AND DECLARING AN EMERGENCY. 1st Reading.

Mayor Clark asked Village Engineer Rich Iafelice to elaborate on the contract associated with this ordinance. He stated that this is an OPWC Round 30 grant. The original application estimate for construction was \$683,000, and there were anticipated contingencies of \$58,000, which made the total project cost \$741,000. He said the total grant application was \$816,000. (The remaining costs are \$75,000 for engineering and design)

The funds consist of a \$500,000 grant, a \$150,000 loan, and a generous donation from Buckeye Pipeline of \$116,000. The actual cash out of pocket is minimal. The original estimates did not include the Soap Box Derby hill or the replacement of the concrete roadway in front of the village hall, which were included as alternate bids. The original estimates were for the waterline extension on East High St. and the resurfacing from corporation limit, end to end.

Soil samples were taken on East High St. Any costs resulting from excavating, stock piling and removal of contaminated soil was incorporated into the bid. Buckeye has agreed in writing to cover any of these costs. The cost is for 60 yards at \$67 per yard, totaling about \$4,000. This will be incorporated into the base bid plus a line item of \$30,000 in contingencies.

Rich proceeded to read the base bids, noting that all of the base bids were at or below the Engineer's estimate of \$800,000. Utility Contracting bid \$657,531. Fabrizi Trucking bid \$704,819. Ronyak Paving bid \$732,747.75. Eclipse LLC bid \$743,152.50. He recommended that Council accept the base bid plus Alternate "B" from Utility Contracting, totaling \$706,122, which would leave the full contingency amount of \$35,000 in the base bid and \$30,000 in the alternate bids for a few extras such as storm sewer work. The base bid from Utility Contracting was \$657,531, plus Alternate B in the amount of \$48,591 bringing the total to \$706,122. Utility Contracting worked with the Village and Crestwood Schools on the sewerline project and were very responsible. The subcontractor for the paving is Ronyak, and the subcontractor for the concrete roadway in front of the Village Hall is Oglesby Construction.

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

Department Heads and Village Engineer

Chief of Police Harry Buchert-

The Police Department received a \$30 Subway gift card from an unidentified female and a donation of a bullhorn with an approximate value of \$30 from Jen Sobczak.

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

Movie in the park is Friday July 22nd

Poker run is Sunday July 24th that is sponsored by the Village Tavern and the Potato Festival which will be an all-day event with closed off parking on the west side of Main St.

The State of Ohio came in that day and performed an inspection for the computer system and found the Villages server is out dated and will not accept the requirements needed to put the leads computer in. An upgrade to the system will cost \$9,500 and the vender will accept 24 monthly payments.

- ❖ Motion to approve moved by Ben Prescott, 2nd by Giles Seith-**All Ayes**

The Village is sad to see Hiram Police and Fire go, but best of luck to them in Aurora. The door is open if anything changes.

The Village will go live August 1st with Garrettsville Police Department.

The phone lines were installed that day and the Police Dept. will have the inter phones systems looked at on July 20th to get them up and running.

No issues at Art on the Hill or the Races.

Village Administrator:

The report was given with the Mayors Report

Village Engineer from C.T. Consultants:

Rich had a pleasant meeting with the new director of Portage County Water and Resources Gene Roberts to help get up informed on the past year and a half of discussions and negotiations with Jeff Lonzrick.

The agreement for Headwaters Trail/Mill St. connector project was received. Rich has two agreements to sign and an initial progress report is requested to submit with the signed agreements. CT will get in touch with Utility Contracting for a pre-construction meeting and to request a schedule. It is likely that Utility Contracting will want to put in the water lines before paving is done. Construction will not be for a few more weeks and there should be no lane closures after work hours. Also making sure that High St. stays open Potato Festival weekend.

Committees

John Clark for Service and Fire Board:

Chris Mullins was appointed as the new Assistant Fire Chief. He will be working full time for Aurora and part-time for Mantua.

Chelsea suggested to the Mayor, which was also discussed at the Service Meeting, an idea about starting a "Little Free Library" which is a box of books that is available for anyone to use on the "take a book, return a book" honor system. The traditional design is similar to a birdhouse and

made of recycled materials, but the design can be changed to fit the desired amount of books which it would hold. In order to be able to use the name "Little Free Library" a one-time registration fee, which includes a charter sign, is available for \$42.45, or more if a larger or custom sign is desired. Ideas of locations will be discussed within the next month.

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

Marty Hura for Parks and Shade Tree:

The Lodge is finished and looks great. Next the Village will be getting recommendations from the engineer for re-organizing the park and creating a children's path.

Nothing for Shade Tree

Mayor Clark added that with the new siding on the Park Lodge the Village will not be bolting the Park Lodge and American Legion signs back up. The Mayor and Dave will be figuring out new free standing signs for both the Lodge and the Legion that will also include the address.

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

Some tree limbs came down during a storm in the cemetery. The tree might have to be taken down and the Village will see if the Service crew is able to do that without having to call a tree service.

The Mayor will check on the situation that Marty brought up regarding the orange barrels in the cemetery where there is a sink hole.

Chris (Freund) Untrauer will come see Jenny to look at cemetery records

There is a zoning meeting on Thursday July 21st for a variance for Crestwood Schools in regards to replacing 3 small storage buildings with a larger building. Also to approve some signage.

Ben Prescott for Portage County Regional Planning: No New Business

Paula Tubalkain for Finance:

Paula said that most everything was covered. She did add that there were talks of creating a cemetery fund and a tree fund, and how to fund them, to ensure needed services would be covered.

Giles for Safety:

Giles said that the Chief discussed dispatch thoroughly and to "Be Safe Out There!"

Terri Vechery for the Historic Landmark Commission: Not in attendance

New and Other Business

Mayor Clark wanted to get opinions in regards to the new grants the Village will be discussing in August and applying for next year.

The Village is waiting on approval for the Prospect St. project on August 3rd.

The Mayor thinks that the round 32 OPWC project should be for W. Franklin for paving and to get the storm sewer up from Prospect to Franklin, so we can then get it up to Oak St.

Council is reviewing Clark Magdych's application for the Income Tax Review Board. They will get in touch with him and invite him to come to the Finance Meeting to meet in person and to answer any questions Council might have.

Anything else that may properly come before Council

There is speculation that a former employee may have committed unemployment fraud. It is based on hearsay but the Chief feels that there is a moral obligation to fill out a form. After conflicted feelings on the topic amongst Council it was decided to go ahead and report the possibility of fraud to the Attorney General. Michele agreed to go forth with the necessary steps.

Executive Session if needed-Not needed

Adjournment

- ❖ Motion to adjourn at 8:44 made by Ben Prescott, 2nd by Giles Seith-All Ayes

Mayor Linda Clark

Assistant Clerk-Treasurer Chelsea Gregor