

**REGULAR COUNCIL MEETING**  
**MINUTES**  
**August 18, 2015**  
**7:00 p.m.**

Mayor Clark called the meeting to order at 7pm and led the Pledge of Allegiance. Moment of silence for Francesca Senti.

**Roll Call:** John Clark, Paul Janson, Ben Prescott, Giles Seith, and Bill Zoller

❖ Motion to excuse Marty Hura made by Ben Prescott, 2<sup>nd</sup> by Bill Zoller-**All Ayes**

**Other Village Personnel:** Mayor Linda Clark; Clerk-Treasurer, Jenny August; Village Solicitor, Michele Stuck; Village Administrator, Kate Rogers; Police Chief Harry Buchert; Assistant Clerk-Treasurer, Ashlee Hawkins; Rich Iafelice of CT Consultants

**Citizens Present:** Andrew Bugel, Stacy Turner, Edie Benner, Jen Sobczak, Greg Balbierz

**Approval of Minutes**

❖ Motion to accept the July 21<sup>st</sup> regular council meeting minutes and the recycle bid opening meeting minutes made by Ben Prescott, 2<sup>nd</sup> by Giles Seith-**All Ayes**

**Mayor's Report**

Mayor Clark said that she attended the Community Day picnic on August 15 sponsored by the Lions Club and University Hospital and that it appeared to her that it was successful. She also said that we finally have an answer from Time Warner about the government channel and that Council had authorized up to \$6000.00. Mayor Clark said that Time Warner has sent us a contract to review and the new pricing with no monthly fee is a onetime price of \$24,708.00. She said that council can make a motion to accept the contract or not. John Clark said that he would do a motion to not accept it and Michele said that they don't need to do any action.

Mayor Clark said that she spoke with Dave Toth, the Superintendent of the Schools regarding the special recognition signs which is something that came up in the service committee. She said that Dave asked the school board and they are fine with us putting them up in front of the School as long as we make it look nice. Paul asked if there is a location that the school board wants it and Mayor Clark said somewhere in the tree lawn as long as it does not block their sign. She also mentioned that Father Garvey from St. Joseph Church is retiring at the end of August. She has a card for everyone to sign and will get it in the mail to him. She also said that Portage County Recycling will be making there last pick up in the Village August 21, 2015. Please leave your containers out and they will be picked up on the 21<sup>th</sup> or the 28<sup>th</sup>. Kimble will be sending out a letter in the next week and will start picking up on September 04, 2015.

Mayor Clark said that she is going to be on vacation on September 15<sup>th</sup> and will not be here for the regular council meeting and she wanted to ask if she can change the meeting to September 22<sup>nd</sup>. She said that when she talked to Jenny about it and she said that she was going to be on vacation that day and Ben said that he was going to be on vacation as well. Jenny said that if the council meeting is moved up, she will not be able to pay the bills until the 30<sup>th</sup> which will be two weeks late. John Clark asked if Ashlee would be able to pay the bills and Jenny said that she has not been trained to do that as of yet and she would prefer to do it herself. John said that one of the reasons why Ashlee was brought on board was as a backup. Jenny said that Ashlee does back up a lot of other things but she would prefer to sign the checks unless it was an emergency. John said that he understands but there may be a time that she is going to have to do the checks. Jenny said that if it was an emergency, Ashlee should be able to pay the bills. Paul asked if the meeting would be able to be moved back to sooner in the month and Mayor Clark said that was the second option that she had, which would be moving it to September 8<sup>th</sup>. She said that she knows that Councilman Clark would not be able to be there if it was on the 8<sup>th</sup> and Ben said that he would not be able to attend either. Mayor Clark asked Giles and Bill if they would be available and they both said that they were not sure. Mayor Clark asked Michele what their options are if there was no meeting so that Jenny could pay the bills. Michele said that she doesn't think that the Council's approval of the bills is necessary if the money is appropriated and available. Jenny asked Paul if he was going to be gone and he said not for September and Jenny then said that he could actually run the meeting if they wanted to have one. Mayor Clark said then John, Ben won't be there and Bill and Giles don't know if they would be able to be there. Mayor Clark said that she was trying to change the meeting because in 4 years she has not missed a meeting and did not want to miss a Council meeting. Ben said that he thinks that the

best thing to do is not have a meeting and just let Jenny pay the bills, Paul agreed. Jenny said that the Council meeting is then going to be canceled for September and Mayor Clark said they are going to cancel all meetings unless someone has an emergency and except for the Board of Zoning Appeals meeting and the Historic Landmarks Commission meeting. Mayor Clark asked Jenny if she would notify everyone that needs to be notified and Jenny said that she would notify the paper and that's really the only one she has to notify. Jenny said that everyone already has discussed it at their meetings and Mayor Clark said that they were waiting for council approval and Planning has 2 council members and 2 that are not council members that need to be notified. Jenny asked who the chair is and Mayor Clark said that its Randy Weaver and Jenny said that he would have to notify everyone. Mayor Clark said that someone needs to let Randy know and asked Jenny if she would let him know. Jenny said that she would be happy to do that. Chief asked what they should do if there is an emergency and they need more than \$3000. Michele said that there is a provision that the Mayor and Finance chair can approve it. Mayor Clark said that both of them are going to be gone. Ben asked if they can just call them and they can approve it.

- ❖ Motion to cancel all meetings in September except the BZA hearing and the Landmarks Commission made by Ben Prescott, 2<sup>nd</sup> by Paul Janson-**All Ayes except Bill Zoller voted no**

### **Citizens**

DMRC-Greg Balbierz wanted to thank the village for their assistance during the Art on the Hill. He said that they are going to have two clean ups in September. Bike and brain storm survey results came in today and if anyone is interested in looking at them, he will make them available. He said that there were 70 photos taken by AMATS. Greg said that DMRC is going to apply for an Arts and Culture grant, which is going to be submitted on Monday, August 24<sup>th</sup>. He also went over a few other grant options as well. He said that there was a 50% response rate to the surveys for the bike and brainstorm event and that there were 35-40 bicyclists. Greg said that the Arts and Culture Grant is a \$3000 request and they have an open discussion with the executive director Linda Ferguson and she was at the last DMRC meeting. He also mentioned that Friends of the Bridge is wanting to continue next year. Greg said that 2016 is the 40<sup>th</sup> anniversary of the Mantua Swamp.

Paul asked when DMRC is supposed to hear about the request for the money. Greg said that the Portage Foundations meets twice a year in February and August and they will be meeting next Monday and he thinks that they won't find out until October. Mayor Clark asked if DMRC will be going to the parks committee if they are awarded the \$3000 to get their approval on the signs that they want to use, Greg said that they will.

### **Financial Reports**

Jenny said that she doesn't have much to report tonight, other than the July financial reports which all of Council should have received. She said that some of our appropriations are getting low already, so it may be time to take a look at the PO's and see if we can close or reduce any of them, which will put money back into the appropriations. She mentioned that she and Kate did this last month, but we can take another look.

To summarize, all funds are remaining steadily in the black.

- We received \$131,025 in revenues.
- We spent \$92,062 in operating and payroll expenses
- Revenue Status- overall, we are on track
- Appropriation Status- also on track
- The water & sewer and the tax software programs balanced with the UAN and bank.
- There were no adjustments needed on the bank statement.
- ❖ Motion to accept the financial reports made by Ben Prescott, 2<sup>nd</sup> by Bill Zoller-**All Ayes**

### **Correspondence**

Mayor Clark said that she got an e mail from Scott Rafferty who handles our gas and electric aggregate. She said that Scott is asking that Council sign an authorization so he can solicit supplier pricing on our behalf.

- ❖ Motion Ben Prescott, 2<sup>nd</sup> by John Clark-**All Ayes**

Mayor Clark said that she has a special event form from Crestwood Youth Football to use the parks until October 30<sup>th</sup> from 6pm-8:30pm and they are aware that they can't use the park the week before the Potato Festival.

- ❖ Motion to approve made by Bill Zoller, 2<sup>nd</sup> by Giles Seith-**All Ayes**

### **Bills of Resolution, Addendum Bills of Resolution**

- ❖ Motion to approve the Bills of Resolution and Addendum Bills of Resolution was made by Ben Prescott, 2<sup>nd</sup> by Giles Seith-**All Ayes**

### **Legislation**

**ORD. 2015-29** AN ORDINANCE RE-DESIGNATING AS PERMANENT TRANSFERS, CERTAIN ADVANCES PREVIOUSLY MADE FROM THE GENERAL FUND TO THE SEWER OPERATING FUND #5201. *1st Reading.*

Mayor Clark said that we did this last year on a one year basis to forgive the advances and this is for the the payments of 2016

**ORD. 2015-30** AN ORDINANCE ESTABLISHING PAY SCALES AND POSITIONS OF FULL AND PART TIME EMPLOYEES OF THE VILLAGE OF MANTUA RETROACTIVE TO JULY 21, 2015, REPEALING PRIOR INCONSISTENT ORDINANCES, AND DECLARING AN EMERGENCY. *1st Reading.*

Mayor Clark said that this was talked about at the last meeting to add the part time assistant for Kate.

- ❖ Motion to suspend the rules made by Ben Prescott, 2<sup>nd</sup> by Paul Janson-**All Ayes**
- ❖ Motion to approve made by Pau Janson 2<sup>nd</sup> by Ben Prescott-**All Ayes**

**ORD. 2015-31** A RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR. *1st Reading.*

- ❖ Motion to suspend the rules made by Ben Prescott, 2<sup>nd</sup> by Paul Janson-**All Ayes**
- ❖ Motion to approve made by Ben Prescott, 2<sup>nd</sup> by Giles Seith-**All Ayes**

**ORD. 2015-32** A RESOLUTION AUTHORIZING THE CLERK OF THE VILLAGE OF MANTUA TO CERTIFY DELINQUENT WATER AND SEWER CHARGES TO THE PORTAGE COUNTY AUDITOR'S OFFICE TO BE PLACED AS AN ASSESSMENT ON THE LISTED PARCEL NUMBERS AND DECLARING AN EMERGENCY. *1<sup>st</sup> Reading.*

Kate said that she would like to add one more. She said that it was an inactive account and it could not be reactivated until it was paid. She said that it would only be for sewer because the owner does not live there. Parcel number 24-041-14-00-007-000, address is 4605 Franklin St. and the amount is \$1180.27

- ❖ Motion to amend made by Ben Prescott, 2<sup>nd</sup> by Paul Janson-**All Ayes**
- ❖ Motion to suspend the rules made by Paul Janson, 2<sup>nd</sup> by Ben Prescott-**All Ayes**
- ❖ Motion to approve made by Ben Prescott, 2<sup>nd</sup> by Paul Janson-**All Ayes**

### **Department Heads and Village Engineer**

#### **Police Chief- Harry Buchert**

Chief said that Davey Tree is going to come out tomorrow to look at trimming trees around the tower in front of the Village Hall. He said that they are going to try and get it donated so the supervisors are going to come out and look at it. Chief said that he is assuming that at this point, the Village does not want to remove any of the trees. Chief said that there are a few committee members that would like to see some of the trees removed. Chief said that the trees look pretty healthy right now to be taking them down and that the flag pole extends 15-20 feet above the trees.

Everything with the Potato Festival and Potato Stomp is on track so there shouldn't be any issues.

#### **Village Administrator – Kate Rogers**

Kate said that the salt shed wall is repaired and the scaffolding will come down in the next few days, ingots will arrive Friday and their summer salt fill up will arrive the first week of September. She said that there is a lot of work going on with OPWC, it's been busy but going along well. She also said that they have been getting paving quotes to do repair work with the rest of our levy money and she has received 2 different bids and the one that they would like to

go with which covers the most area was from Perrin, it's for \$48,000. Mayor Clark said that she wants everyone to know that CT Consultants did send the guidelines out on what we are looking for to Ronyak's, Barbica's and Perrin and none of them responded by the deadline. She said that we had to call them all and then we got something from Perrin and then from Ronyak but it was not right so we asked them to fix it but have not heard from them since.

- ❖ Motion to approve purchase order for \$48,000 for Perrin Asphalt made by John Clark, 2<sup>nd</sup> by Paul Janson-All Ayes

#### **Village Engineer- Rich Iafelice from C.T. Consultants**

Rich said that they were able to get a reasonable quote to replace the media and filters at the water plant. Quotes last year were much higher, this year is around \$50000. Rich said that they put in digital pressure readers and it shows that there is a drop in pressure. He said that they could rebuild the valves at 1/3 the cost of new ones. He mentioned the tank inspection, he said that they were going to try and isolate the tank and have the structural engineer look at the slab. He said that since they are not going to be able to drain the tank, they reached out to a company and it will cost \$2300 but they are going to try and keep it in their budget. Rich stated that the company will deploy a vehicle in the tank to do a high resolution video of the tank and then float a raft for an inspector to look at the underside of the slab and this is scheduled for August 26<sup>th</sup>. Rich said that he found the utility rate study that was done 13 years ago; he said that he is retrieving them so they have something to go off of.

Bill Zoller asked if the valves they are looking to possibly rebuild our surge valves and Rich said that they are the existing check valves. Bill also asked if they would be able to return the valves if they have already been replaced, and Kate said that there is one that that it would be able to be returned.

#### **Committees**

##### **John Clark for Service**

He said that everything that they talked about has already been discussed.

##### **Marty Hura for Parks and Shade Tree**

Marty was not in attendance so Mayor Clark asked Ashlee Hawkins to report and Ashlee said that Kate had come to the parks meeting and that Marty had gone over some things with her that he wanted to get done. She said that one of the main things to get done was getting the electric line buried and that it has been done at this point. Ashlee said that Marty is aware that it has been done and that the parks committee appreciates it. She said nothing for shade tree except for waiting on some quotes for taking some trees down.

##### **Mayor Clark for Planning, Cemetery, and Board of Zoning Appeals**

Mayor Clark said that they are waiting for Rich to give them the subdivision regulations. She also said that Randy Weaver is working on getting information together to give to Michele about the zoning map. Mayor Clark said that for cemetery, Claude Hopkins was in to get a purchase order to get the mums early. Mayor Clark said that there won't be anything for the Board of Zoning Appeals until the October meeting because there is a hearing on September 2.

##### **Ben Prescott for Finance and Portage County Regional Planning**

Nothing for Finance or Regional Planning

##### **Bill Zoller for Fire Board**

Nothing for Fire Board

##### **Giles for Safety**

Nothing for Safety

#### **New or Other Business**

Mayor Clark asked Kate if they have heard from Ida Yarland and Kate said that they have not but she did get a visit today from a Portage county employee/consultant and it seems like he is going to be giving Ida some ideas that she can take to the engineer.

Mayor Clark said that she attended the OPWC meeting yesterday and she said that we have been approved for \$816,000 and \$500,000 of it is free money. She said that we have a commitment

from Buckeye Pipeline for about \$116,000 for our match and we are going to be committing \$50,000 from our paving for next year and also asked for a \$150,000 0% interest loan. She said that we will be getting the application soon that will be done some time in October. Jenny asked how we would be paying for the loan and Mayor Clark asked if she was correct in saying that we have about \$150,000 in the General Fund that is not appropriated right now. Jenny said that she does not know off hand unless she looks at her auditor's sheet. Mayor Clark asked Jenny that if we have \$150,000 in there right now, she would be able to certify that we have funds and then every year for 15 years, increase Kate's budget by \$10,000 that would be encumbered for the payment of the loan. John Clark said that the key number to remember is \$625 which is how much it would cost a month for the loan payment. He asked if it was a 20 year loan and Mayor Clark said that she was cutting it back to 15 years and Rich Iafelice stated that usually the loan term matches the life of the asset. He said that the pavement is considered to have 12 years of life and the water lines for 50 years so they averaged out the number of years. Mayor Clark said that is written down as having 21 years of life and Rich said that if the loan term is stretched out to the life of the assets, the payment will be lower. He also said that this is the largest OPWC grant that we have ever gotten. Rich said that he thinks that this is a fantastic project and that Brian Rogers did a lot of good work on getting everything together. Jenny said that if council wants to pay the loan out of general fund, its fine, she just needed to know that before she can certify the funds. Mayor Clark said that the county called her last week and wanted to offer us an extra \$100,000 in loans, making the loan portion \$250,000 but our match of \$166,000 reduced that to \$66,000 so that we would have the \$116,000 from Buckeye that Jenny could put in a savings account until the project is done in the spring of 2017 and then she can write a check for \$110,000 to bring the loan down to \$140,000. Kate said that she did get an e mail at 3:22pm from Anthony saying that all of the loan money is accounted for and no additional loan money is possible at this time.

Chief Buchert said that they discussed at safety about presenting Joe Urso a letter of appreciation for everything that he did while he was interim police chief. Bill said that he stated at Safety that he thought that they should give a letter of appreciation to Joe for his services to the Village while the Chief was off. Mayor Clark said that she will draft up a letter.

#### **Executive Session**

None needed

#### **Adjournment**

- ❖ Motion to adjourn at 7:56 made by Ben Prescott, 2<sup>nd</sup> by Paul Janson –All Ayes

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Mayor Linda Clark

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Assistant Clerk-Treasurer Ashlee Hawkins