

REGULAR COUNCIL MEETING
MINUTES
OCTOBER 15th, 2013
7:00 p.m.

Call to Order – Mayor Clark called the meeting to order at 7:00pm

Pledge of Allegiance- Moment of Silence for Tris Taylor

The Mayor announced that before we do roll call she would like to introduce Patrolman James Carrozi and welcome him to the staff of the police department.

Roll Call: Ben Prescott, Bill Zoller, Giles Seith, John Clark, Paul Janson, Marty Hura

Others Present: Mayor Linda Clark; Clerk-Treasurer, Jenny August; Village Administrator David Akerley; Administrative Services Officer, Kate Rogers; Village Solicitor, Michele Stuck; Police Chief, Harry Buchert; Brian Rogers of CT Consultants

Public:

Claudette Schultz, Beth Wayner, Stacy Turner of the , Jen Sobczak, Terry Vechery of DMRC, Officer Ken Justus, Patrolman James Carozzi

- ❖ Motion to approve Minutes from the September 17th Regular Council Meeting made by Ben P. and seconded by Marty H. Bill Z. abstained because he was not present. All others voted aye.
- ❖ Motion to approve Minutes from the September 24th Special Council Meeting made by Ben P. and seconded by Marty H. All voted aye.

Mayor's Report

We have heard from Lisa Reeves at regional planning regarding the house on Orchard St. The hold up on this project has been waiting for the asbestos inspection. The asbestos inspector has been out to inspect and there will be asbestos removal needed before the house is torn down.

Michele, Marty and I met with Jeff Lonzrick Director from Portage County Resources Dept. regarding the Letter from Green Funeral Home's attorney. It was agreed that Michele would respond to Mr. Sed as to where we all stand. (See Michele for copy of Letter). We also discussed going over our current contract with the County. We are to discuss with Council what we would like to renegotiate and Jeff will set up a time to go over it. The Service Committee could discuss this renegotiation.

The meeting with Congressman Joyce has been postponed until the shutdown is dealt with. Mantaline and Compass had been notified of this and we will reschedule.

Dave, Kate and I attended the Service Department Mutual aid quarterly meeting. Kate is going to be getting us access to the web site (as we have no passwords) with the IT person. The purpose of the mutual aid listing is so that we can share, rent, or borrow equipment between all of the municipalities that participate. State Rep Matt Lynch was a speaker (he spoke about HB5- the state wide income tax) He is not for it, I told him that we had sent in legislation expressing our views.

Also Joe Reichlin from Portage County (their IT person) gave a talk on EMS mapping for the fire departments. I spoke with Matt Roosa and will be forwarding the information to the F.D. so if they are interested they can send in their information.

I want to remind everyone that the Chamber will be holding their annual autumn steak fry on Oct 28th at 6 p.m. at Jakes. The cost is \$15.00 per person for Chamber members \$20.00 for non-members. RSVP by October 23rd.

Also the DMRC is doing a Become a Friend of DMRC campaign. They are asking for pledges in various amounts starting at \$25.00 annually to support the revitalization of Mantua.

We have also received a donation from Mantaline in the amount of \$4000.00 for their thanks in letting them use the Lodge for their meetings. I would like to ask council to accept this donation and discuss ideas on how best to use these funds.

Giles – We appreciate Mantaline and all they do for us.

Marty and Bill would like to see the funds used for the park and/or lodge.

- ❖ Motion to accept the Mantaline donation of \$4000 made by Giles S. and seconded by Marty H. All voted aye.

We have received a request from some Crestwood Senior Seminar students to Light Up Mantua. They would like to ask local businesses to put matching white colored lights in their storefronts for the month of December. They would also like to decorate the tree at the mini-park and put a tree in our fountain at City Hall. They will be fundraising to collect funds. They also borrowed some decorations from the Village.

Paul mentioned that the Light Up project may need some coordination with the Village. The Mayor mentioned that Dave and Kate have been working with these students. Dave said that we could incorporate this with the Tree City USA and use a balled tree for the fountain that we later plant. We may even be able to get this tree donated.

- ❖ Motion to approve the Light Up Mantua initiative made by Ben P. and seconded by Marty H. All voted aye.

Watershed division of Akron water supply will be putting in new signs about the local watershed.

John would like to get copies of the water resources contract to review before the service meeting. Giles agrees that the contract needs to be renegotiated but only service committee needs the contracts.

DMRC- Local Government Innovation Fund grant application

Terry Vechery of DMRC presented to Council a preliminary information packet regarding a possible grant opportunity. Todd Petes presented an overview of grants that the Village may be eligible for. The DMRC members are interested in applying for a grant for \$50,000 for a feasibility study for infrastructure improvement. If Council approves, the DMRC should be able to do the legwork to get the application made. The grant application will be online starting November 1st and must be in by Dec. 9th. Terry would like permission for DMRC to proceed.

Mayor Clark asked if they gearing the study to a certain area of the Village or to the whole Village? Terry said she it would be for the water and sewer lines for the whole Village.

The Mayor said that we have done some work studying the infrastructure. CT engineering already has a lot of knowledge about our infrastructure and what needs to be done. The Mayor suggested that not overlap the work that we have done on the water and sewer lines.

Giles S. said we all know that our utility infrastructure is in bad shape.

Brian from CT says that they have studied where the low-pressure areas in the Village are and that there are many. He said that water line wise they have a good handle. For the sewer we know it is old but if we could include cleaning and filming the lines that might be advantageous.

There is no match needed for this grant. Terry will e-mail the grant application to the Village to distribute to Council.

The mayor said that the Village would have to apply on behalf of DMRC. But then Terri said that she and Linda Ehlert would fill out the application. Linda's daughter is a grant writer and so she should be able to help if needed.

Brian said there should be a list of previous grants that were granted so that we could pre-determine if it was likely to be granted funding for the sewer line filming. Terry said that she has tried to find this information and found no list more recent than round 2, which is pretty old.

- ❖ Motion to allow DMRC to proceed with application for a grant to study the infrastructure needs of the Village was made by Bill Z. and seconded by Ben P. All voted aye.

Citizens

Nothing to report

Financial Reports

Kate and I went to Village Fiscal Officer's Training in Hudson. It is always a great learning experience that updates and covers a wide variety of topics such as budgeting, audits, OPERS, and a lot more.

I have e-mailed or printed out the September financial reports to all of you. so call me if you have

- All funds are in the black, but the sewer operating fund ended September with just a little over \$300.
- Total Revenues were just under \$84,000
- Total Expenses were \$89,442 including payroll
- There were no adjustments on the Cash Summary report for September.
- The last page of the revenue status report shows that year to date we have received 69% of our anticipated revenues. We should be in the neighborhood of 75%, so we are just a little under goal. The third quarter taxes are due this month, so we should see a boost to the General Fund, and also water & sewer for commercial billing.
- Regarding the appropriation status report, most funds should be in the neighborhood of 75% appropriations used. Overall, we are at 56%. I tried removing all of the debt appropriations, and then we were at about 66%.
- The water & sewer program balanced with the UAN. Kate is doing a great job.
- The Income tax balanced, but it was a very quiet month.
- The bank reconciliation had no adjusting factors.
- Council approved payments on checks 40423 through 40498.

- ❖ Motion to approve the financial reports made by Ben P. and seconded by Paul J. All voted aye.

Jenny mentioned that she added the Verizon bill for the police department. This is a bill for Harry's personal phone and usage that he paid. It is included on the list since the original bill was issued to the Village.

Paul asked about the charge for ACY Communications. This charge was for two new phones plus set-up for Village Hall.

- ❖ Motion to approve the Bills of Resolution and the Addendum to the Bills of Resolution with the removal of line 88 made by Ben P. and seconded by Marty H. All voted aye.

Correspondence:

- Correspondence this month included an invitation for the "Hope in a Handbag" event that is held at the Fairways at Twin lakes this Friday, October 18th, at 7:00 pm. This is a fundraiser for Safer Futures which is a resource center for victims and children seeking freedom from domestic violence. The evening includes wine, desserts and a silent auction. Tickets are \$25.
- Charlotte from Mantaline surprised us with a \$4,000 check as a thank you for letting them use the Park Lodge for their meetings. Dave mentioned that he would really like to use the money to have the park lodge building sided. We will need a motion from Council to accept this donation.

Legislation

ORD. 2013-80 AN ORDINANCE ACCEPTING THE BID OF RALPH W. ZOLLER II FOR THE SALE OF REAL PROPERTY OWNED BY THE VILLAGE, AUTHORIZING THE MAYOR TO EXECUTE A QUIT CLAIM DEED CONVEYING SAID PROPERTY, AND DECLARING AN EMERGENCY. 2nd Reading.

- ❖ Motion to suspend the rules made by Ben P. and seconded by Marty H. Bill Z. abstained and all others voted aye.
- ❖ Motion to approve the ordinance made by Ben P. and seconded by Marty H. Bill Z. abstained and all others voted aye.

ORD. 2013-81 AN ORDINANCE AMENDING SECTION 305.06(a) OF THE CODIFIED ORDINANCES OF THE VILLAGE OF MANTUA, RELATING TO THROUGH STREETS WITHIN THE VILLAGE OF MANTUA, AND DECLARING AN EMERGENCY. 1st Reading.

- ❖ Motion to suspend the rules made by Bill Z. and seconded by Ben P. All voted aye.
- ❖ Marty asked if High Street was included and yes, it is.
- ❖ Motion to approve the ordinance made by Ben P. and seconded by Bill Z. All voted aye.

ORD. 2013-82 AN ORDINANCE REPEALING RESOLUTION 2013-42, AMENDING ORDINANCE

THAT ORDINANCE, AND DIRECTING THE RECEIPT OF FUTURE PARK AND CEMETERY TRUST INTEREST TO THEIR RESPECTIVE IMPROVEMENT FUNDS, AND DECLARING AN EMERGENCY. 1st Reading.

This is a clean up for the Auditor's sake.

- ❖ Motion to suspend the rules made by Bill Z. and seconded by Ben P. All voted aye.
- ❖ Motion to approve the ordinance made by Bill Z. and seconded by Ben P. All voted aye.

ORD. 2013-83 A RESOLUTION AUTHORIZING THE CLERK-TREASURER OF THE VILLAGE OF MANTUA TO DELAY THE SCHEDULED MONTHLY TRANSFER FOR OPWC LOAN PAYMENT AND REPAYMENT OF ADVANCE FROM FUND 5201, AND DECLARING AN EMERGENCY. 1st Reading.

Jenny said that the sewer fund ran \$1100 short from making the transfer on time although the funds are currently there.

- ❖ Motion to suspend the rules made by Ben P. and seconded by Bill Z. All voted aye.
- ❖ Motion to approve the ordinance made by Ben P. and seconded by Bill Z. All voted aye.

ORD. 2013-84 A RESOLUTION SUSPENDING RESOLUTION 2009-41 AND TEMPORARILY REAPPORTIONING THE MONTHLY PAYMENT RECEIVED FROM HIRAM VILLAGE FOR DISPATCHING SERVICES, AND DECLARING AN EMERGENCY. 1st Reading.

To make the payments for the new police cars the funds need to come from the General Fund and not the police capital improvements fund. So we are just taking more of the money received and putting it in to the General Fund. John asked if that fee increases. And yes it increases 3.5% per year.

- ❖ Motion to suspend the rules made by Ben P. and seconded by Bill Z. All voted aye.
- ❖ Motion to approve the ordinance made by Ben P. and seconded by Bill Z. All voted aye.

ORD. 2013-85 AN ORDINANCE APPROPRIATING FUNDS TO RUN THE VILLAGE OF MANTUA DURING THE FISCAL YEAR ENDING DECEMBER 31, 2014. 1st Reading.

If we pass it in December we will be in good shape.
The Council and department heads will still have a workshop to go through these.

ORD. 2013-86 AN ORDINANCE REPEALING ORDINANCE 2013-54, ACCEPTING THE REVISED OFFER OF THE STATE OF OHIO DEPARTMENT OF TRANSPORTATION RELATING TO THE ACQUISITION OF LAND FOR PROJECT NUMBER 82913 AND AUTHORIZING THE MAYOR TO EXECUTE ALL NECESSARY INSTRUMENTS, AND DECLARING AN EMERGENCY. 1st Reading.

This is for the ODOT easement for the bridge project at the South end of town. Michele shared that the ODOT center line had changed somewhat and the offer has been reduced. Michele and the Mayor also discovered that the small triangle of land North of Canada Road, where the police cars often park, is also owned by the Village.

- ❖ Motion to suspend the rules made by Bill Z. and seconded by Ben P. All voted aye.
- ❖ Motion to approve the ordinance made by Ben P. and seconded by Bill Z. All voted aye.

ORD. 2013-87 A RESOLUTION DESIGNATING THE MAYOR AS CONTACT PERSON FOR THE STATE DISASTER RELIEF PROGRAM AND AUTHORIZING THE MAYOR AND CLERK-TREASURER TO EXECUTE ALL NECESSARY INSTRUMENTS RELATED TO OBTAINING DISASTER RELIEF FUNDS, AND DECLARING AN EMERGENCY. 1st Reading.

From July 10th storm. We will be eligible for \$82,000. There will be a 25% match. Our portion will be \$20,500. We have already spent between \$9-11,000 towards this match.

We also found out today that they want all of the work to be done by January 8th and we have to certify that we have the funds available up front. This excludes the paving work that we can apply for an extension.

A few examples of projects, Walnut Street – 825' for \$17,000, \$7000 on Canada Road, Main Street, Reagan Street, 15 catch-basins, etc.

Council must determine if we can come up with the up front money to do these projects. Paul brought up that the important part is the paving and that this should be included in next year's appropriations talks.

Council needs to commit if we are going to do this. The final decision will be made on October 21st. Jenny said we will find as much as we can for this year. They do not allow in-kind matches or credit for regular staff hours except overtime but they will for equipment.

Paul said that we need to try to do as much of this as we can. Ben said it will be a stretch to get \$80,000 by the end of the year. John asked if we can prioritize and cut some parts out if we can't find the whole 80,000. Marty asked if these are estimates on the list. Yes, most of the costs are estimates. The catch basins are ballpark estimates but the paving is closer to an actual estimate. Ben asked if we approve and then we back out what will happen? Michele asked if we can't spend the 2% of our annual budget, then will they reimburse anything? Marty and Ben said we can't do anything until Jenny does some research to find the money. Jenny asked if the St. Gobain money could be used. Michele said that it should be able to be used and then reimbursed.

Giles asked if we can make a resolution that we give the Mayor and Jenny the permission to continue moving forward. Michele said that she thought that was a good idea given the short time-frame in which all of the decisions and repairs need to be made.

John asked what the turn-around for repayment would be. The Mayor said that the reimbursement time should begin to be processed within one week of receipt of all of the final paperwork for the repairs. He mentioned that a 90-day loan might be an option. Michele said in order to obtain a loan we should add a section 3 to the ordinance in order to allow the Clerk-Treasurer to apply for a loan.

- ❖ Motion to amend the ordinance adding section 3 authorizing the Clerk-Treasurer to apply for a 90-day loan if necessary was made by Ben P. and seconded by Bill Z. All voted aye.
- ❖ Motion to suspend the rules made by Ben P. and seconded by Bill Z. All voted aye.
- ❖ Motion to approve the ordinance made by Ben P. and seconded by Bill Z. All voted aye.

*Ordinance 90 was discussed at this point. See the legislation discussion and vote below.

ORDINANCE 2013-88 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.

Dave would like to hire 2 full time people but not fill the Supervisor position at this time. This would not eliminate any part time positions. Giles asked Jenny if the money is there. Dave said that there is so much work to do that he needs as much help as he can get. He is concerned with the turn-over rate and quality of workers they can get at the part-time rate.

- ❖ Motion to suspend the rules made by Bill Z. and seconded by Ben P. All voted aye.
- ❖ Motion to approve the ordinance made by Bill Z. and seconded by Ben P. All voted aye.

ORDINANCE 2013-89 AN ORDINANCE AUTHORIZING CERTAIN ADJUSTMENTS TO THE 2013 APPROPRIATIONS AND DECLARING AN EMERGENCY. 1st Reading.

This is money for the fire hydrant project. We will get reimbursed but we will have to have something there to begin the process.

- ❖ Motion to suspend the rules made by Ben P. and seconded by Bill Z. All voted aye.
- ❖ Motion to approve the ordinance made by Ben P. and seconded by Marty H. All voted

RESOLUTION 2013-90 A RESOLUTION SUSPENDING THE REQUIREMENT OF COUNCIL APPROVAL AND THREE ESTIMATES FOR CONTRACTS EXCEEDING THREE THOUSAND DOLLARS FOR WORK RELATED TO THE DAMAGE CAUSED BY THE JULY 10, 2013 RAINFALL. AUTHORIZING THE USE OF STATE DISASTER RELIEF FUNDS FOR SUCH WORK, AND DECLARING AN EMERGENCY.

Michele included this resolution because there is such a short deadline to get these repairs related to the storm completed. Is Council interested in suspending the rules for these repairs only so they don't have to come to Service and Council for approval of amounts larger than \$3,000. Paul asked if we could not include the paving in the exemption so that we will still get the 3 quotes for the paving work. Michele said we could add the words non-paving work to exclude that work. Marty thinks we should cover ourselves to be careful that we don't miss this window.

↑ But no amendments were made.

- ❖ Motion to suspend the rules made by Ben P. and seconded by Marty H. All voted aye.
- ❖ Motion to approve the ordinance made by Ben P. and seconded by Marty H. All voted aye.

Department Heads and Village Engineer-

Chief of Police Harry Buchert

- November 6th will be the next Safety Meeting
- We are co-sponsoring with Bath and Copley Police Department to put on a program called Hiding in Plain Sight related to kids and drug use on Dec 10th at the High School.
- The new cars are in and the new equipment will be installed next week.
- Mr. Crozzi - fresh out of the academy and his father used to work for us as well.
- Trick-or-Treat will be Oct 31st from 6-8pm.

Village Administrator Dave Akerley

The Water and Sewer plants are EPA compliant.

East High Street Lift Station is temporarily repaired. We purchased two new pumps from a company in New York for a very good price compared to what we had been getting locally.

The control box and pole needs to be replaced. Dave is looking into this process.

Dave and Kate wrote up a proposal for how to deal with secondary water and usage.

Michele is concerned about how the proposal addresses water meter readings. Dave is thinking of an inline meter that hooks into the hose.

Dave mentioned that another option would be a meter that we keep at the Village that people call and borrow for each major non-sewer usage.

Bill Z. asked about the proposal's extra charge of \$25 per quarter that non-sewer use is reported. Dave and Kate explained that this charge was to discourage everyone from having this meter. If every resident got an additional meter then the already weak sewer fund would go broke. Jenny asked if this would create more work for the billing clerk. It should be fairly easy once the procedure is consistent. Paul suggested we take the issue back to Service.

Ben Prescott asked for a motion for Council to accept the donation of a fridge that he donated to the service department valued at \$350.

- ❖ Motion to accept the fridge donation made by Giles S. and seconded by Bill Z. Ben P. abstained and all others voted aye.

The Mayor gave the Service Department a new to do list primarily for the water and sewer plants. This was compiled with suggestions from Dan at the water plant and Mike at the waste water plant. Should be discussed further when we have our appropriations meeting.

Village Engineer from C.T. Consultants

Nothing new to add other than what is in the report. Brian asked Paul to follow up on the 2 property owners have not returned their easements

Committees:

John Clark for Shade Tree – Nothing to report other than that the Committee needs members. The committee needs 3 citizen members in order for the committee to even exist and there are currently none.

Paul Janson for Finance – We are doing ok and watching things like a hawk.

Marty Hura for Parks - Marty has received a resignation to the Board. Park Board also needs members. Mantua Matters articles have to be in by Oct. 27th.

Mayor Clark for Planning– We may be having a site plan review for Planning is also reviewing options for our site plan review.

Mayor Clark for Cemetery - The cemetery looks great. The Board will be meeting and coming to Service with a wish list of things to go to the Trust for 2014.

Mayor Clark for Board of Zoning Appeals - BZA nothing to report.

Bill Zoller for Service – The service department is doing a good job. The next meeting is Tuesday Nov. 5th at 6pm.

Giles Seith for Safety - Working on communications issues to lower the phone bill.

Giles Seith for Fire Board- There is a levy renewal for November that will not increase taxes. The Mayor mentioned that Portage County is helping to compile EMS usage mapping this will be free and will be a helpful tool to show call-out hot spots and mutual aid best practices.

New or Other Business

- Commercial Backflow meter test requirements – The mayor asked the Council to consider what criteria we will use to determine who is required to have a backflow preventer and to report the test results to the Village annually. Ben asked if this was a requirement for all commercial properties. Brian from CT said he would look into this and get back with us.

Anything else that may properly come before Council - Nothing to report

- ❖ Motion to adjourn at 8:39pm made by Ben P. and seconded by Marty H. All voted aye.

Mayor Linda Clark

Administrative Services Officer Kate Rogers