

PUBLIC HEARING FOR THE 2017 APPROPRIATIONS

October 18th, 2016 at 6:00 pm

Roll Call: Paula Tubalkain, Marty Hura, Paul Janson, John Clark.

- ❖ Motion to excuse Giles Seith by Marty Hura, seconded by Paul Janson. All ayes on vote.
- ❖ Motion to excuse Ben Prescott by Paula Tubalkain, seconded by Paul Janson. All voted aye except Marty Hura voted no.

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

Citizens: None

Discussion:

Mayor Clark said this workshop is on the 2017 appropriations, and asked if anyone had any discussion. Paula Tubalkain said she had some questions on page 15. She wondered about the large increase in Parks wages. Jenny said that the service department wages seem to always be charged to streets, water and sewer. This is probably a more realistic number.

Harry said the 911 interface will cost \$19,000, but we don't know when it is going to happen. If we take that out and add it in later when it happens, that can reduce the budget. Jenny asked why we aren't using Police Capital for that. That is where we have previously charged equipment upgrades and some of the money from Garrettsville is going to Police Capital. We are spending \$70,000 of our carryovers. Jenny recommended reducing unemployment to \$4,000 since it has never gone over \$3,000. Jenny noted that the increase in the SRO wages equals a 25% raise, which is more than anyone else is getting. Harry said Joe is not getting a 25% raise.

Paul asked why there is such a big jump in the TAC CAD dispatch software support. Harry said it is because of the upgrades we needed go to centralized dispatching. After it is paid of it will be around \$12,000 per year. The \$19,000 cost will be for 5 years. We were getting about \$95,000 a year for dispatching, now with Garrettsville and the Fire District; we will be closer to \$120,000 per year.

Harry said we will be dropping two phone lines, and also remove the phone line in the elevator and tie it directly into the dispatch center.

The last thing on page 2 is the General Fund Cemetery budget. Nita from Local Gov't said she would now recommend that we eliminate this fund and just do an appropriations transfer out. Council voted to leave it as is, and wages that are paid for the cemetery up to Memorial Day would be paid out of the Cemetery Fund because the Trust reimburses it. After Memorial Day wages can be paid from the General Fund.

For the General fund Park Operating budget, we need to add \$500 to medical, and it could safely come out of Parks motor vehicles.

Zoning is increased for the possibility of a \$25 per month raise and also to pay for a BZA secretary.

Solicitor services can be increased to accommodate an increase for Michele of \$750 per year when her contract is renewed in April.

Wages previously appropriated for an Assistant Clerk are now moved to the increased wages in Parks and Tree Care.

For the Street Maintenance fund, we need to increase medical from \$2100 to \$7500. We have enough wiggle room to do that without moving appropriations from another fund.

For Cemetery Fund 2031 we should add \$5,000 for wages through Memorial Day.

For Water Operating we need to do the same for medical coverage. We are already spending carryover, so we can really only reduce operating. Marty said predicted revenues are way down. We should be safe increasing revenues by \$10,000 and bump it up to \$240,000. This would accommodate the medical increase.

Sewer Operating will need an additional amount for medical as well. It should also have \$7500. We should be safe increasing it without causing the fund to bounce.

Motion to adjourn at 6:57 by Marty Hura, 2nd by Paul Janson. All ayes on vote.

Mayor, Linda Clark

Clerk Treasurer, Jenny August

**REGULAR COUNCIL MEETING
MINUTES
October 18th, 2016
7:00 p.m.**

Mayor Clark called the meeting to order at 7:00pm and led the Pledge of Allegiance.

Roll Call: John Clark, Marty Hura, Paul Janson and Paula Tubalkain

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

- ❖ Motion to excuse Giles who is on vacation by Paula Tubalkain, 2nd by Marty Hura-**All Ayes**
- ❖ Motion to excuse Ben by Paula Tubalkain, 2nd by Paul Janson- **John Clark, Paul Janson, and Paula Tubalkain voted Aye, Marty Hura voted No**

Citizens Present: Bob Gaglione, Mike Kerrigan, Edie Benner, Jen Sobzak, Matt Merchant of the Record Courier and Stacy Turner of the Villager

Moment of Silence- for Lydia Keefer and Carol Mix

Approval of Minutes:

- ❖ Motion to accept the minutes from the regular September 20th Council meeting made by Marty Hura, 2nd by Paul Janson-**All Ayes**

The Mayor found a typo that needed to be changed to the September 20th meeting minutes regarding Debbie Boop's name.

- ❖ Motion to make that correction by Paula Tubalkain, 2nd by Marty Hura-**All Ayes**
- ❖ Motion to accept the Council public hearing minutes of September 20th at 7:00pm made by Marty Hura, 2nd by Paul Janson-**All Ayes**
- ❖ Motion to accept the special workshop minutes from September 21st made by Paul Janson, 2nd by Marty Hura-**All Ayes**

Mayor's Report:

It has been a very busy month with the Mayor and John Clark attending the Parks Collaboration meeting at Regional Planning. Rich from CT and the Mayor presented the waterline easement plan to the Crestwood School Board, and then the Mayor and Bruce attended the AMATS annual meeting. The Mayor also attended two Opioid meetings in the county as well as the Mayors and Service directors meeting. The income tax review Board held an organizational meeting and they are setting up their format and rules.

There were 2 special event forms to be approved. The first was Art & Ales on November 11th and 12th, and the second was Treats and Trails on November 4th.

- ❖ Motion to accept the Arts & Ales and Treats & Trails by Paula Tubalkain, 2nd by Paul Janson - **John Clark-No, Marty Hura-No, Paul Janson-Aye, Paula Tubalkain-Aye, Mayor Clark-Aye to break the tie vote.**

The Mayor said she would personally make sure that all the insurance information would be collected before the events.

The Mayor would like to recommend Randy Usher to replace Dave Campbell on the BZA.

- ❖ Motion to accept Randy Usher as the new BZA member by John Clark, 2nd by Marty Hura-**All Ayes**

Citizens: Mike Kerrigan introduced himself and spoke to Council about his current campaign to run for Portage County Commissioner. He is from Portage County and has earned a lot of political experience from his time interning and working in Washington D.C. He hopes to bring his positive communication, people skills and goals to help the residents of Portage County.

Financial Reports

- There were no negative funds in September.
 - We received **\$138,218** in revenues.
 - We spent **\$50,744** in operating expenses. Payroll expenses were **\$84,443** (3 pays)
 - Revenue Status- We should be at 75% or better. Streets, water & sewer are the major funds that are short.
 - Appropriation Status- Looking good.
 - The water & sewer and the tax software programs balanced with the UAN and bank.
 - There were no adjusting factors on the bank reconciliation for September.
- ❖ Motion to approve the Financial Reports made by Marty Hura, 2nd by John Clark-**All Ayes**

Correspondence:

The quarterly report from the Portage County Health Department is in the Clerk's office if anyone is interested.

Bills of Resolution, Addendum Bills of Resolution

- ❖ Motion to accept the Bills of Resolution and Addendum Bills of Resolution made by John Clark, 2nd by Paula Tubalkain-**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.*

- ❖ Motion to take RES. 2016-20 off the table by Marty Hura, 2nd by Paul Janson-**All Ayes**

It was approved at the Fire Board meeting and it was changed to a 3 year contract instead of a 5 year contract. The compensations for those 3 years have changed and are listed on the new contract. If the fire alarm system does fail then the fire department will be responsible for the full cost of the repair if they wish to have it repaired, or else the system will be shut down.

The water rates were removed that have no bearing on the contract anymore. In the second year there is no increase in the funded, and then a 3% increase after that. The start date is January 1st,

2017 and they are removing the part about the formation of governments since there are not enough members to have a council of governments. They are also sharing 50% of the cost of the joint owned equipment.

- ❖ Motion to approve the amendments made by John Clark, 2nd by Paul Janson-**All Ayes**
- ❖ Motion to approve as amended by John Clark, 2nd by Marty Hura-**All Ayes**

ORD. 2016-49 AN ORDINANCE APPROPRIATING FUNDS TO RUN THE VILLAGE OF MANTUA DURING THE FISCAL YEAR ENDING DECEMBER 31, 2017. 2nd Reading.

The following amendments were recommended at the appropriations workshop:

- Pg. 2 Police Dept. unemployment from \$5,000 to \$4,000. Dispatch operating from \$60,500 reduced by \$19,152.
- Pg. 3 Medical Benefits to \$7,500 and reduce motor vehicle.
- Pg. 4 Solicitor to change from \$28,000 to \$28,750.
- Pg. 7 Hospitalization from \$2,100 to \$7,500.
- Pg. 8 Cemetery personnel services \$5,000.
- Pg. 11 Hospitalization from \$2,100 to \$7,500. Consumer rent \$230,000 to \$240,000.
- Pg. 12 Hospitalization from \$2,100 to \$7,500.

- ❖ Motion to accept the amendments by Paula Tubalkain, 2nd by Paul Janson -**All Ayes**

ORD. 2016-51 ADOPTION OF 2017 CALENDAR. 2nd Reading

No discussion

ORD. 2016-52 AN ORDINANCE AUTHORIZING A CONTRACT WITH THE PORTAGE COUNTY PUBLIC DEFENDER FOR DEFENSE OF INDIGENT PERSONS CHARGED WITH CRIMINAL OFFENSES UNDER THE VILLAGE ORDINANCES AND DECLARING AN EMERGENCY. 1st Reading.

A special Council meeting will need to be set up to suspend the rules

RES. 2016-53 A RESOLUTION AUTHORIZING PARTICIPATION IN THE RAVENNA/ODOT SALT CONSORTIUM, AND DECLARING AN EMERGENCY. 1st Reading.

The contract needs to be signed and sent back.

Department Heads and Village Engineer

Chief of Police Harry Buchert- At the Safety meeting they recommended to promote Heather Holovach to part time officer. She has volunteered 797 hours and has saved the Village approximately \$9500 in wages.

- ❖ Motion to approve by Paula Tubalkain, 2nd Marty Hura by -**All Ayes**

The next Safety meeting is Wednesday November 2nd at 6:00pm.

Trick or Treating is Monday October 31st from 5:30-7:30.

After discussion at the Safety committee meeting, and with the Village Attorney, the Chief asked Council for permission to notify Jennifer Sobzak that she is no longer permitted on Village property. If she does not have permission or an appointment, she can be arrested.

- ❖ Motion to move forward by Marty Hura, 2nd by Paula Tubalkain -**All Ayes**

Village Administrator: The waterline by the park has been started and they are about a third of the way done. St. Rt. 44 and Prospect St. has been paved and sealed and was only shut down for 2 days with one late night. Bruce received a price from Utility Contracting for a culvert that crosses W. High St. near Oak St. The price was too high so the Service crew will do the work. The school and local truckers have been notified.

The check valves have been ordered for both lift stations, Ambler and North River which will be on the grant.

Fence posts are in at the waste water plant and the fence should be up by the end of the week.

The oxidation ditch should be back in service by mid-November.

Bruce had a price for Stamm's meter and said that he would like to reduce their tap in fee because of all the help that they do with the Village. Stamms is leaning on hooking up their water line off of Orchard St.

When repaving Rt. 44 and W. Prospect St. the Service crew found 3 valves that were under the asphalt that they were unaware of. One was out of service and filled with asphalt, and the other two had new valve boxes put on.

Village Engineer from C.T. Consultants: Rich talked about the Mayor attending the AMATS meeting and said how critical it was that the Mayor had been attending the policy committee meetings.

The Village did not receive the small government grant.

The Village will be receiving the Utility Analysis Report and Rich is suggesting a committee meeting to answer any questions. Rich said that he would have the report for the November 1st Service meeting.

Rich and the Mayor presented a presentation at Crestwood School in regards to an easement and said that it was well received.

Hal Stamm has been retained to assist one of the residents on Pioneer Trail that is required to tie into the Village sewer line. Rich has also been helping to assist the Village in regards to the 3 property tie ins and the best plan of action.

Committees

John Clark for Service and Fire Board:

The Soap Box Derby Committee is considering making the Village of Mantua its new home.

The Fire Board did accept the new dispatch contract and will likely sign it at the October 24th Fire Board meeting.

The Fire Association has donated a Polaris 900 side by side ATV for use with grass fires and middle of the woods retrieval with a value of about \$20,000.

The Fire Board is in the middle of full time contract negotiations and is expecting to see a proposal. The employee handbook is completed and is being reviewed.

Marty Hura for Parks and Shade Tree: Parks has received copies of the proposals from CT consultants and will be discussing it at their next meeting.

Mayor Clark for Planning, Cemetery, and Board of Zoning Appeals: Planning is still waiting on the subdivision regulations and is working on legislation to present to Council on storage containers and pods. Signage is still being worked on.

Cemetery Board met that evening and received donations from 2 residents or former residents of the Village for nearly \$5,000. The Board discussed what the donors would like to see done with their donations at the cemetery.

It was also asked if the Village Service crew would be able to help with watering next year in the cemetery.

The Mayor will get ahold of Randy Usher who will be sworn in as the new BZA member.

Ben Prescott for Portage County Regional Planning: Not in attendance

Paula Tubalkain for Finance: Finance is proposing that they move forward with a 5 year, 1.5 mil levy for the November 2017 ballot. There will most likely be a public hearing in January to discuss the levy. The levy would raise roughly \$53 per year per household for improvements in the cemetery, such as making the cemetery bowl usable for future plots. Michele will draft the necessary paperwork.

Paula looked into part time employees receiving dental care and it is possible with 7 or more employees. Her concern was that employees might use the benefits, take care of their issues and then drop out costing the Village more money.

Currently travel expenses in the handbook are hotels capped at \$100 and meals at \$30 per day for official travel to conventions, conferences and training. Finance is currently looking at how other municipalities are dealing with these issues and will most likely be coming back to Council with a recommendation to increase those expenses.

Finance has requested that Jenny look into options of how the Village can pay off the Village Hall building bond quicker and with less interest.

Giles for Safety: Not in attendance

Terri Vechery for the Historic Landmark Commission: Not in attendance

New and Other Business

Edie Benner spoke to Council and Rich about designing a space near the Village Hall flag pole to landscape a Veterans Memorial. The DMRC has \$300 for CT to review a design that would be functional and well suited to the area.

The Mayor spoke to Council about a kayak company called Breakaway Excursion that would like to lease property from the Village next spring. They said that it is public property and that the opportunity to have a kayak rental would be out for bid. Council would need a written proposal for the Parks committee on what the kayak company is looking for.

Anything else that may properly come before Council

Saturday October 22nd is the last seminar with Health Recovery for opiate addiction at the Shalersville Town Hall.

There will be a Crestwood Carnival Saturday October 22nd from 1-3pm.

Executive Session if needed-Not needed

Adjournment

❖ Motion to adjourn at 8:14pm made by Marty Hura, 2nd by Paul Janson-**All Ayes**

Mayor Linda Clark

Administrative Assistant Chelsea Gregor