

PUBLIC HEARING FOR ISSUE 42- THE STREET LEVY
VILLAGE OF MANTUA, OHIO

October 21, 2014
6:00 p.m.

CALL TO ORDER: 6:00 p.m. by Mayor Clark

ROLL CALL: Council President Paul Janson, Marty Hura, Giles Seith, John Clark, Ben Prescott and Bill Zoller.

OTHERS PRESENT: Mayor Linda Clark, Clerk-Treasurer Jenny August, Village Administrator Kate Rogers, Police Chief Harry Buchert, and Village Solicitor Michele Stuck. Consultants.

CITIZENS: Sue Steinberg and Greg Balbierz from DMRC.

DISCUSSION ABOUT ISSUE 42:

Sue Steinberg showed Council the brochure she created for Issue 42. Michele asked her to call the Board of Elections for information about adding a disclaimer somewhere. Greg Balbierz said since the DMRC is a 501-C3, they are not allowed to do any political campaigning, but this is something that they are allowed to do.

Kate asked if Carl Zeleznik can make signs if people donate money. Linda said they would have to have the disclaimer. Michele said the village cannot use taxpayer dollars for this.

Sue Steinberg and Greg Balbierz from DMRC said they will help in any way to promote the levy.

There was no other discussion.

Motion to adjourn the Council Public Hearing at 6:13 by Ben Prescott, seconded by Marty Hura.

Linda Clark, Mayor

Jenny August, Clerk-Treasurer

WORKSHOP FOR THE 2015 APPROPRIATIONS MINUTES
VILLAGE OF MANTUA, OHIO

October 21, 2014
6:15 p.m.

CALL TO ORDER: 6:00 p.m. by Mayor Clark

ROLL CALL: Council President Paul Janson, Marty Hura, Giles Seith, John Clark, Ben Prescott and Bill Zoller.

OTHERS PRESENT: Mayor Linda Clark, Clerk-Treasurer Jenny August, Police Chief Harry Buchert, Solicitor Michele Stuck, Village Administrator Kate Rogers.

CITIZENS: Greg Balbierz, Sue Steinberg

DISCUSSION ABOUT THE 2015 APPROPRIATIONS:

- Mayor Clark said we will need to add \$30,000 to the Police Chief's wages in January because of Harry being off for surgery and someone else filling in.
- Harry asked if income taxes and other revenues are up compared to last year. Jenny will check into it.
- Kate suggested adding an additional \$500 for postage into both water & sewer funds due to monthly billing. Wages in each fund were reduced by \$500 and postage was increased.
- John asked if \$16,000 will be enough for sludge next year. Kate said it may not be enough to get all the way empty again. Linda said we are not taking in the additional septage anymore.
- Jenny asked about work being done to the park lodge. Did they plan on roofing or siding the building? So far, there is nothing appropriated. Kate said they are still hoping to do that this year. Harry said the Village Hall building needs work also. John said we might be able to find funds available for historic building restorations. Paul suggested we take \$2,000 off Insurance and Bonding and add it to Village Hall maintenance & repairs.
- Linda asked Kate if there is enough for salt. Kate said because of what we already have, and the great price deal we lucked into, the \$15,000 should be enough.
- Michele noticed that there were a few line jumping errors. Jenny will fix before the next meeting.

There was no other discussion.

Motion to adjourn the Council Workshop at 6:56 by Ben Prescott, seconded by Marty Hura.
All ayes on vote.

Linda Clark, Mayor

Jenny August, Clerk-Treasurer

**Village of Mantua
Regular Council Meeting**

October 21, 2014

Mayor Clark called the meeting to order at 7:02 p.m. and led the pledge of Allegiance and also asked that everyone remain standing for a moment of silence for Rae Ellen Hawkins, mother of former Councilman and Mayor Roger and Donna Hawkins.

ROLL CALL: Ben Prescott, Giles Seith, John Clark, Paul Janson, Marty Hura, Bill Zoller.

Others Present: Mayor Linda Clark; Clerk-Treasurer, Jenny August; Village Administrator Kate Rogers, Village Solicitor, Michele Stuck; Police Chief, Harry Buchert; Brian Rogers, Village Engineer.

Public: Carole Pollard, Greg Balbierz, Sue Steinberg, Patty Leventry, Tracy Leva, Stacy Turner with The Villager, Dan Pompilli with the Record Courier, Tammy Wheeler, and Jen Sobczak.

MINUTES:

- ❖ Motion to approve the Sept. 16th 2014 regular Council meeting minutes by B. Prescott with a second by M. Hura. All ayes on vote.
- ❖ Motion to approve the Sept. 16th 2014 Public Hearing minutes by B. Prescott with a second by M. Hura. All ayes on vote.
- ❖ Motion to table the Sept. 23rd 2014 Special Council meeting minutes until a motion is amended by B. Prescott with a second by M. Hura. All ayes on vote.

MAYORS REPORT:

- Mayor Clark reported that Kim Block has resigned from the Cemetery Board, and at this time she would like to swear in Patty Leventry. Patty was sworn in. The Mayor also welcomed Kate Rogers as our new Village Administrator. This was done at Dave Akerley's request. Dave is now the Service Department Supervisor. The Service Department has also hired Jason Biery.
- The EMA grant work has all been completed. The Hydrant grant paperwork is completed and all hydrants are functioning. The electrical service line for the lift station by the veterinary clinic has been replaced. All of these projects have been done while keeping up with day to day operations.
- Mayor Clark wanted to thank the Police Department for keeping all of our residents safe. This Council needs to look at getting back to 24/7 coverage.
- There is no decision from the EPA yet to determine what is going on with the recycling in Portage County. They hope to have answers by year end.
- She and Rich attended an AMATs meeting last week on how grants will play out. The village has been approved by OPWC for \$201,000 for repairs and upgrades to the Water Treatment Plant. The grant funds are \$149,000. The loan amount is \$50,000 at zero percent interest, and the village needs to provide matching funds of \$10,000.

CITIZENS:

Ms. Tracy Leva asked if there is any activity scheduled for the drain issue behind her house. Village Administrator Kate Rogers said they plan to lower the catch basins behind Mr. Gregor's house, and replacing the curb that the resident put up when doing his driveway and lowering his catch basin as well, and Ravenna is coming out with a camera truck to look through and see what the drains are looking like all the way down to her neighbor's house and removing any obstructions. The soil is a different issue that is a civil matter. Mrs. Leva said she has paid taxes here for 24 years and nobody wants to do anything to help her.

Carole Pollard said that the Landmarks Commission has materials ready for Council to consider and are ready to be sent away so the village can be considered for funding and other various things that will make a difference for the village. Mayor Clark said Carole was asked to submit paperwork by Thursday evening and she did not get a complete set of what they discussed until noon today, so we will look at it at the next Council meeting.

Greg Balbierz thanked the Mayor and Council for their involvement in tomorrows "Make a Difference Day" and other projects that the Village has helped with. Tomorrow they will be mobilizing downstairs for a cleanup project in town. The Portage Parks District will be hosting a presentation at the Glacial Esker Trail and everyone is invited and encouraged to attend at lunchtime. The stanchions and bench paintings will continue.

FINANCIAL REPORTS:

Jenny summarized the financial reports. She also reminded the Department Heads that no purchase orders should be issued after Dec. 1st unless they are for emergencies. Tonight will be first reading on the 2015 appropriations.

- Motion to approve the financial reports: bank reconciliation, fund status, water/sewer reconciliation, tax reconciliation, revenue & expenses, and cash summary made by B. Prescott with a second from M. Hura. All ayes on roll call.

CORRESPONDENCE:

- Jenny said Steve Heintzelman wanted her to let Council know that their water bill has doubled because of all of the work being done on the lines. They keep having to run water and he thinks they should get a credit on their bill. Mayor Clark said it was discussed at Service and asked the Service Chair to address it. Councilman Clark said they are inclined not to pay for this. It is an act of God and we all have to do it from time to time.
- Jenny got a letter from the Bureau of Workers Comp that the Board of Directors approved "Another Billion Back" which means public sectors will have their premiums reimbursed. They said this rebate is due to sound fiscal management and investments. When the check arrives, Jenny will disburse it into the same funds that paid the original bill.
- We got a letter from the State Auditor's office that we finally qualify for having an Independent Auditing Firm rather than the state doing our audits. Bids are accepted by the Auditor's office until Nov. 4th. Our audit will be done in conjunction with the Village of McDonald.

BILLS OF RESOLUTION:

No discussion

- ❖ Motion to approve the Bills of Resolution and addendum Bills of Resolution made by B. Prescott, with a seconded by M. Hura. All ayes on vote.

LEGISLATION:

ORD. 2014-10 AN ORDINANCE AUTHORIZING THE MAYOR OF THE VILLAGE OF MANTUA TO ENTER INTO AN AGREEMENT WITH THE DISTRICT COMMISSIONERS OF THE PORTAGE COUNTY SOLID WASTE MANAGEMENT DISTRICT FOR THE COLLECTION OF RECYCLABLES FROM MANTUA VILLAGE AND DECLARING AN EMERGENCY. Tabled on 3rd Reading. Remains tabled.

ORD. 2014-42 AN ORDINANCE AMENDING SECTION 305.09 AND 305.10 OF THE CODIFIED ORDINANCES OF THE VILLAGE OF MANTUA, RELATING TO PARKING ON VILLAGE STREETS. This is the 2nd Reading. No discussion.

ORD. 2014-43 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.

This is our annual contract with the Portage County Public Defender's Office. The fee remains at \$80 per indigent representation.

- ❖ Motion to suspend the rules by Ben Prescott, seconded by Marty Hura. All voted aye.
- ❖ Motion to approve by Paul Janson with a second by Marty Hura. All voted aye.

ORD. 2014-44 AN ORDINANCE AMENDING SECTION 2.1 OF THE VILLAGE OF MANTUA EMPLOYEE HANDBOOK RELATING TO PROMOTIONS. 1st Reading.

There was no discussion.

ORD. 2014-45 AN ORDINANCE AMENDING AND RENUMBERING SECTION 2.4 OF THE VILLAGE OF MANTUA EMPLOYEE HANDBOOK RELATING TO APPOINTMENT OF RELATIVES. 1st Reading.

Mayor Clark noted a typographical error. Section 2.4A should actually be 2.4B.

- ❖ Motion to amend 2.4A needs to be renamed 2.4B by Ben Prescott, seconded by Marty Hura. All voted aye.

ORD. 2014-46 AN ORDINANCE AMENDING THE CODIFIED ORDINANCES OF THE VILLAGE OF MANTUA AND THE VILLAGE OF MANTUA EMPLOYEE HANDBOOK RELATING TO THE POSITION OF ASSISTANT CLERK-TREASURER, AND DECLARING AN EMERGENCY. 1st Reading.

Mayor Clark said that when Council established the position of Administrative Services Officer the position of Assistant Clerk was eliminated. This puts the position back in the handbook in order for Jenny to hire an assistant.

- ❖ Motion to suspend the rules by Ben Prescott, seconded by Paul Janson. All ayes on vote.
- ❖ Motion to approve by Paul Janson, with a second by Marty Hura. All ayes on vote.

ORD. 2014-47 AN ORDINANCE ENACTING SECTION 2.4.A.8 OF THE VILLAGE OF MANTUA EMPLOYEE HANDBOOK, RELATING TO APPOINTMENT OF ACTING DEPARTMENT HEADS. 1st Reading.

Mayor Clark asked Council to amend Sect. 8 by removing the Police Chief and Village Administrator and just have it say Department Heads in case the Clerk's position becomes a hired position. Michele asked if this could be left as first reading because Michele would like to check into some of the statutory mandates for how a treasurer is replaced and she would like to research that before it is passed.

ORD. 2014-48 AN ORDINANCE APPROPRIATING FUNDS TO RUN THE VILLAGE OF MANTUA DURING THE FISCAL YEAR ENDING DECEMBER 31, 2015, AND DECLARING AN EMERGENCY. 1st Reading.

Jenny will make some amendments to the worksheet that were recommended at the 2015 appropriation workshop and they can look it over for the next reading.

RES. 2014-49 A RESOLUTION AUTHORIZING THE MAYOR TO PREPARE AND SUBMIT AN APPLICATION TO PARTICIPATE IN THE OHIO PUBLIC WORKS COMMISSION STATE CAPITAL IMPROVEMENT PROGRAM AND TO EXECUTE CONTRACTS AS REQUIRED, AND DECLARING AN EMERGENCY. 1st Reading.

- ❖ Motion to suspend the rules by Ben Prescott, seconded by Marty Hura. All ayes on vote.
- ❖ Motion to approve by Paul Janson, seconded by Marty Hura. All voted aye.

ORD. 2014-50 AN ORDINANCE AUTHORIZING CERTAIN ADJUSTMENTS TO THE 2014 APPROPRIATIONS AND DECLARING AN EMERGENCY. 1st Reading.

Mayor Clark explained that this is related to the sidewalk project. The plans leave an open ditch in front of F&S and the cost of putting in a culvert for \$1500. The state would have charged us \$7300. Mayor Clark has asked the DMRC to pay half of the \$1500.

- ❖ Motion to suspend the rules by Bill Zoller, seconded by Ben Prescott. All ayes on vote.
- ❖ Motion to approve by Paul Janson, seconded by Marty Hura. All ayes on vote.

DEPARTMENTAL REPORTS:

Police Chief, Harry Buchert

- First he welcomed Kate to this side of the table.
- The next Safety Committee meeting is November 5th at 6:00 pm.
- The Police Department received a donation of 4 Subway gift cards from Butch's Welding and asked Council to accept this donation.
 - Motion to accept the donation by B. Prescott, seconded by M. Hura. All ayes on roll call.
- Trick or Treat is October 30th from 5:30 to 7:30, a Thursday night because of the home football game.
- Tonight Lieutenant Justus is receiving an Officer of the Year award from MADD for the arrests he has made in the village.
- Election Day is Nov. 4th.
- He got a quote of \$2500 to paint the siren tower. The tree's should be getting removed soon. DMRC is reviewing the quote for painting.

Village Administrator, Kate Rogers-

- The Service Department has focused on the Cemetery for the last two weeks. The ditch work is done and Perrin should be out to do some paving soon. The have had two burials and have been pouring footers.

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- Leaf bags are being collected. They have extended chipping into mid-November. Mayor Clark asked if she could get something into Mantua Matters about the additional brush chipping.
- They are working at the Reservoir and also the water treatment plant. Ohio Drilling will be out to do some repairs on Well Pump One.
- Friday Luli Company will be coming out to replace the valve at Main and High. Residents will receive an emergency alert for low pressure. They chose Friday because school is not in session and therefore won't be affected.
- Ravenna is coming out tomorrow to scope out the problems on West Prospect and West Franklin so we can determine what is going on and what our responsibilities are and what role the residents must play in correcting these issues.

C.T. Consultant Engineer, Brian Rogers

- Brian Rogers congratulated Kate Rogers on her new appointment.
- The OPWC grant application is due Nov. 12th and is just about ready to send. The grant money is available July 1, so the village can't award a contract or purchase order until after the agreement is signed but we can solicit quotes in early spring.
- Mayor Clark asked if there are grant funds for tuck pointing this building. Brian said none that he is aware of.

COMMITTEE REPORTS:

• **John Clark for Service and Shade Tree**

John said everything has been covered from the Service meeting already. There was no Shade Tree meeting last month.

• **Marty Hura for Parks**

Marty said if the weather is good and if the service department gets the time, they may install the base for the merry go round this year. The merry go round won't go in until next year. Repair work to the lodge roof is priority. The new door in the lodge needs some trim installed on the inside.

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

The Planning Commission set up their agenda for next year. They will be working on site plans, subdivision regulations, and signs.

Mayor Clark welcomed Patty Leventry as the new Board member. Kate already covered the paving and Cemetery work.

Nothing is going on with the Board of Zoning Appeals at this time.

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

Ben said there is nothing happening at the Regional Planning Commission that concerns us, and Jenny has already covered the Finances.

• **Bill Zoller for Fire Board**

The new squad is in service. Station #2 is working well. This may increase labor costs but it is necessary while the bridge is out.

• **Giles Seith for Safety**

Congratulations to the Chief and the entire Police Department for keeping the village safe Peck Road and East High Street under control. He wondered if the missing speed limit signs have showed up. Harry said they received new ones from the County.

NEW OR OTHER BUSINESS:

- Mayor Clark wanted to remind everyone about "Make a Difference Day" tomorrow.
- She and Michele have been working on a gas aggregate. Mantua is one of two Portage County communities that do not belong to an aggregate for their residents. She and Michele have met with brokers looking for a discount for our residents. It would be a spring ballot issue if we go forward.

- The Mayor said they had a discussion at Finance about whether or not the Clerk-Treasurer position should become an appointed position or remain elected. If Council were to change it to an appointed position, she is not sure if it would be a Fiscal Officer or a Village Clerk. Mayor Clark asked Paul Janson and Marty Hura to get together as a committee and put together a job description to see which way we want to go on this.
- Our government access channel has been down for years and we have some funds to get that up and running again. Someone from Time Warner will be contacting us with costs.
- At Service we discussed the swimming pool credit form and Service failed to tell what section of the Codified Ordinance chapter 921 they want this in, and also to give Michele some sample draft language to help create legislation. This should go back to the service committee.
- Michele said in keeping with the handbook Council needs to approve Jenny's assistant. Jenny has selected Ashlee Hawkins as the new Assistant Clerk. Mayor Clark said we need a motion to approve hiring Ashlee Hawkins for this position.
 - Motion to approve hiring Ashlee Hawkins as the new Assistant Clerk-Treasurer by Ben Prescott, with a second from Marty Hura. All eyes on vote.
- Jenny said in order to certify funds for the OPWC grant, she needed clarification on how the matching funds and loan payment will be provided. She was under the understanding that it would be the water and sewer capital improvement charges. Brian said it was mostly going to be water and a small amount sewer. Kate affirmed that the water & sewer capital improvement funds would make the payments. Brian said it should be around \$8,000 water and \$2,000 sewer.
- Paul Janson recommended that we forgive the monthly advances for water and sewer, year by year. Council agreed to forgive the total remaining water advances, and all of the 2015 advances for the sewer repayment. Michele will prepare an ordinance for next month.

EXECUTIVE SESSION

- ❖ Motion to go into executive session for Imminent Litigation at 7:47 pm by Ben Prescott. Marty Hura seconded the motion. All eyes on vote.
- ❖ Motion to resume the regular meeting at 8:00 by Ben Prescott, seconded by Marty Hura. All eyes on vote.
- ❖ Motion to follow the insurance company's recommendation to not pay damages caused by potholes because we were not negligent in filling the pothole in a timely manner, and to direct Michele to send a letter to anyone who submitted a notarized complaint form letting them know that we will be following the insurance company's recommendation. Motion was made by Ben Prescott and seconded by Marty Hura. All voted aye.

ADJOURNMENT

- ❖ Motion to adjourn the meeting at 8:07 p.m., made by Ben Prescott, with a second from Paul Janson. All eyes on vote.

Mayor Linda Clark

Clerk-Treasurer Jenny August