

**Special Council Workshop
November 17th, 2015
6pm**

Call to order: Mayor Clark called the meeting to order at 6pm

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

Discussion: Mayor Clark said that the purpose of the workshop is to go over any questions on the appropriations for 2016.

Kate said that if they look at water operating, we are looking at a \$20,000 decrease in water because Mantaline is doing major cost cutting measures. She said that the increase in the rate is not going to make up for what we are losing because the base rate did not go up so the only people who experienced any increase would be the bigger users. She said that she thinks that the expected water revenues should be reduced by \$10,000. Kate said that she would reduce wages by \$3,000 to \$47,000, OPERS to \$6000, reduce electricity to \$21,000, and reduce operating to \$25,000 from \$30,000 which is \$10,000 in savings. She said that water operating tends to do a little better than sewer operating.

John Clark asked Kate what the estimated electricity bill would be for the year and she said that she went off what the bills were for 2014. John asked if the \$19,000 that was budgeted for electricity this year enough to cover. Kate asked Jenny if any money needed to be moved for electricity and Jenny said that everything looked ok for the year. Mayor Clark asked that since things are being upgraded at the water plant, will less gas and electricity be used, majority said no. Jenny said that there might be a little room in operating and if we are running short in electricity, we might be able to move some from operating to cover it.

John Clark said that she might want to keep PERS where it is because 14% comes out to \$6580. Kate said that she would have to find somewhere else to cut \$500. She said that she might be able to get operating to \$24,500. Mayor Clark asked Jenny if Kate can move money around as needed throughout the year as long as they know she is reducing by \$10,000 and Jenny said yes. Kate said that she can't cut as much in sewer as she can in Water. She said that she is anticipating a \$15,000 reduction overall and that should be pretty much evened out by the rate increase. She said that the cost for electricity in sewer is very conservative. Kate said that if they are anticipating a \$10,000 reduction in sewer revenue, can general fund help out with \$10,000 or just so they know that late next year, sewer may need some help. Jenny said there is about \$60,000 for emergency transfers. Jenny said that if Council agrees, they can reduce consumer rent in sewer by \$10,000 and move it to transfers in. Kate said that she thinks that this is year one for a multiyear savings for Mantaline and they will probably have to be doing this again next year.

Jenny said that Kate has \$1500 for personal services in village hall and now we are splitting the cost for the cleaning lady and she said she thinks it should be increased to \$3000. She said that they should be able to do that without reducing the police budget. John Clark asked if the police budget carries the full amount now and Jenny said yes.

Jenny said that she would like to appropriate the \$.51 that has been hanging on for the past few years, Council agreed.

❖ Motion to adjourn at 6:25 made by Ben Prescott, 2nd by Bill Zoller-**All Ayes**

Mayor Linda Clark

Assistant Clerk-Treasure Ashlee Hawkins

REGULAR COUNCIL MEETING
MINUTES
November, 17th 2015
7:00 p.m.

Mayor Clark called the meeting to order at 7:02pm and led the Pledge of Allegiance and a moment of silence for Chick Englehart

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

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; Brian Rogers of CT Consultants

Citizens Present: Wes Hawkins, Tim Benner, Mark Gray, Bob Gaglione, Andrew Bugel

Larry Kaczmarek-Summa Renewal: Larry said that the village has a fully insured plan, \$2000 deductible with 100% coverage after that. He said that our contract is a grandmother contract under the affordable care act. He said that the premium is really good for the benefits that are received. He said that it includes coverage with University Hospital and Cleveland Clinic which is something that is hard to find. Larry said that he recommend to Jenny that the village stay with the current plan even though there is a 10% increase. Larry said that Suma has given the village a choice, we can renew in 10 months or 12 months. Reason why we are getting a choice, if we go with 10 month, we can stay out of the affordable care act pricing. He said that in 2018, a Cadillac policy will take effect. Larry said that he would like to thank the village for being with him for as long as we have.

- ❖ Motion to go with the 10 month plan made by Ben Prescott, 2nd by Bill Zoller-**All Ayes**

Approval of Minutes

Mayor Clark said that it was Chief Buchert that was here, not Chief Urso, under citizens present, Cecilia Swanson needs to be added, under the Portage County Library, it needs to be 1mil 5 year levy not 1 million and under the section from Scott Rafferty it needs to say a 24 month contract, not a 24 month lease.

- ❖ Motion to amend the minutes made by John Clark, 2nd by Ben Prescott-**All Ayes**
- ❖ Motion to accept the minutes from the October 20th, 2015 regular Council meeting made by Ben Prescott, 2nd by Marty Hura-**Ben Prescott Abstained, rest were ayes**

Mayor's Report

Mayor Clark said that the people of Mantua have spoken decisively and that she sincerely thanks everyone. She said that the villagers had a choice between two citizens who care about their village, and that she is humbled by the honor Mantua's voters have bestowed upon her. To her opponent she said, thank you for an honorable election season. Mayor Clark said that as we move forward over the next four years, she will continue to listen to our residents as she has listened over the past four years and worked towards the goals we all share. She also said that she and Council will continue to look for grants and also work with the organizations like the school, DMRC and local businesses to partner with on some of these grants. Lastly she said that she remains committed to the Village of Mantua. December 4th at 6pm at the mini park, Santa is going to be coming to town, which is sponsored by the Chamber.

Special Events: The Turkey Trot is on November 26th at 8am which is sponsored by Advanced Rehab. On December 19th from 5:30-8pm at the Mini Park will be a living nativity scene.

- ❖ Motion to approve the special events made by Ben Prescott, 2nd by Marty Hura-**All Ayes**

Mayor Clark said that the Village received a thank you for Diablo from Keith at the schools about what a good job Joe and Diablo have been doing at the school.

Citizens

Mark Grey with the American Legion- He said that he wanted to thank the village employees for how nice they have kept up Hillside Cemetery. Mark said that the flag really can't be seen and he wanted to see if they can possibly take some trees down around the monument to be able to see the flag better. He also said that during the Memorial Day ceremony, people sometimes have a hard time seeing the flag depending on where they are sitting. He said that the trees are right behind the memorial and he thinks that it will open the area up a little more. Ben Prescott asked if this would be done at the cost of the American Legion and Mark said that he was hoping to work with the village. Marty and Paul said that it would need to go through the cemetery board. Mayor Clark said that he should meet with Kate first and she will then report back as to what needs to be done.

Tim Benner with the DMRC-Tim said that Norm Ericson asked him to attend to talk about taking the tree down by the siren tower in front of the Village Hall. Marty asked Tim if he thinks that the tree has to come down and Tim said that we have a decision to make, if the village wants to trim it every few years or not. Ben Prescott said that the problem is that they can't get the crane in to be able to sandblast and paint the tower. He said that a crane would have to go onto College Street where they can anchor down and be safe. Bill said that he has talked to Shaun, the new owner of the Marathon Station and he said that he is willing to allow us to go in on College Street to do the work that needs to be done on that area. Bill said that there should be an unobstructed view of the flag and he asks that Council gives the consideration to remove what is necessary to make that a nice area. Ben said that when he talked to Norm Ericson about this, he said that there would be no cost to the Village and Tim said that he could not speak to that. Chief Buchert said that the DMRC is trying to raise funds for the project of the tower and whatever else is needed for it. Paul asked how the Shade Tree Committee felt about this and Mayor Clark said that Norm Ericson came to the last Shade Tree meeting and told the members his concerns. She said that there were only 3 out of the 5 members there and 2 voted to move it to Council and 1 voted against. Giles said that he has been told that the legs of the tower need to be taken out of the dirt because they can rust. Tim said that if the tree is removed, it gives them accessibility to the tree. They would not have to be on Main Street or up by the police department. They would be able to get right next to the tower. John Clark asked Tim what the timeline is and he said that he is not sure. Chief Buchert said that nothing is going to happen this year. Wes Hawkins said that he is a member of the Shade Tree Committee and he was unable to attend the last meeting. Wes said that the flag is able to be seen as you come into the Village. Wes said that there is a lot of "I don't know's" associated with this like we don't know if DMRC is going to pay for it, what it's going to look like if shrubs or trees are planted. Wes said that since it's on Village property, we should have plans from start to finish. He said that since it's not going to be done this year, he would recommend that it goes back to Shade Tree so they can then come to Council with an organized plan. Bill said that as a citizen and a Veteran, he disagrees. He said that the DMRC needs to know if the tree can come down or not so they can plan ahead. Bill said that it has already been to Shade Tree and now to Council and he makes a motion to give DMRC permission to trim the tree or remove it. Paul said that this has to be looked at long term and to him, that means removing the tree. John said that he would like a commitment from the DMRC that they will be paying for the removal of the tree. Tim said that if he voted to remove it, it would not be indebting the village to the cost. Tim said that the only reason why there is a flag there now is because a few people risked their lives to get it there. Mayor Clark said that the DMRC is committed to raising the money to get the tree taken down, the paint has been donated by Sherwin Williams.

- ❖ Motion to allow the DMRC to take down the tree made by Ben Prescott, 2nd by Bill Zoller-**All Ayes**

Financial Reports

Jenny said that there were no negative funds in either month. She also said that the sewer fund was still recovering from the large expense of hauling sludge, so she was not able to make the October transfers until November 10th. Jenny said that this month Kate billed the county and she is sure that will put us on track for November. We received \$148,965 in revenues in October. She said that we spent \$200,986 in operating and payroll expense and it was a three pay month which is why payroll was so high.

Jenny said that overall, the revenue status report shows that we are still way under on license tax, but on November 6th we did get the big check we were waiting for that caught us back up and that she thinks we should be on track with the November report. Appropriation Status- overall they are still holding steady.

Jenny said that the water & sewer and the tax software programs balanced with the UAN and bank and that there was one adjustment needed on the bank statement for a water- sewer deposit discrepancy which has been fixed.

- ❖ Motion to approve the financial report made by Ben Prescott, 2nd by Bill Zoller-**All Ayes**

Correspondence

Mayor Clark said that the 4C's are looking for donations for the holiday of food and nonperishable items. She also said that there is a collection in Jenny's office for the schools to be able to feed children on the weekends. Mayor Clark said that Portage Solid Waste is having an open house on November 30th. She said that she received a letter from Dominion that states that they want to put some devices on some of the lines so they can measure corrosion. She said that she needs a motion from Council to sign it and that she is going to contact Dominion and ask that they give us 48-72 hour notice before they actually do it. Kate said that they had contacted her today.

- ❖ Motion to allow Mayor Clark to sign the letter from Dominion made by Ben Prescott, 2nd by Paul Janson-**All Ayes**

Bills of Resolution, Addendum Bills of Resolution

- ❖ Motion to approve the Bills of Resolution and Addendum Bills of Resolution made by Ben Prescott, 2nd by Paul Janson-**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. *3rd Reading.*

- ❖ Motion to approve made by Ben Prescott, 2nd by Marty Hura-**All Ayes**

ORD. 2015-35 AN ORDINANCE APPROPRIATING FUNDS TO RUN THE VILLAGE OF MANTUA DURING THE FISCAL YEAR ENDING DECEMBER 31, 2016, AND DECLARING AN EMERGENCY. *2nd Reading.*

Mayor Clark said that we had a budget hearing prior to the Council meeting. Jenny said in the water fund, they are going to drop wages down to \$47,000, OPERS is going to drop down to \$6,000, electric is going to do down to \$21,000 and operating down to \$24,500 which is a total reduction of \$10,000. In sewer they are going to reduce sewer sales and increase transfers in. Jenny said that in the Village Hall, personnel is going to increase from \$1500 to \$3000 for the cleaning lady.

- ❖ Motion to make amendments made by Ben Prescott, 2nd by Paul Janson-**All Ayes**

ORD. 2015-37 AN ORDINANCE TO ENACT CHAPTER 173 OF THE CODIFIED ORDINANCES OF THE VILLAGE OF MANTUA REGARDING MUNICIPAL INCOME TAX, AND DECLARING AN EMERGENCY. *2nd Reading.*

Michele said that we need a Board of Review so that if someone gets a decision from the Tax Administrator and they don't agree with it, then the Board of Review will hear their appeal and make a decision. Michele said that the Board can be village residents or they don't have to be village residents. Ben said that he thinks that they should be a member of the village and Paul said that it should be the opposite because if there is someone who has more knowledge in tax matters, we should use them. Michele said if option B is chosen, village residents can still be on the Board but with option A they must be village residents.

Ben said that he would go with number 9, which is the Board members receiving compensation. Michele that they have to decide on number 8 and 9 and Paul asked if they can have both and Michele said yes.

Michele said that Council chose to keep B on the first page, keep 8 and 9 on the second page and then choose option B on the 3rd page, everyone agreed.

- ❖ Motion to amend the ordinance made by Paul Janson, 2nd by Ben Prescott-**All Ayes**

RES. 2015-38 A RESOLUTION AUTHORIZING CERTAIN FUND TRANSFERS BY THE CLERK-TREASURER BETWEEN THE WATER AND SEWER OPERATING FUNDS AND THEIR RESPECTIVE DEBT SERVICE RESERVE FUNDS, NECESSARY TO MEET 2016 DEBT SERVICE REQUIREMENTS, AND DECLARING AN EMERGENCY. *2nd Reading.*

Ben asked if they need to pass this now since they do it every month and Jenny said that it can be passed next month, but it can be passed now if they just want to get it out of the way. Paul said that he would rather let it go to 3rd reading and not to pass on emergency if it's not needed, Ben agreed.

RES. 2015-39 ADOPTION OF 2016 CALENDAR, AND DECLARING AN EMERGENCY. *2nd Reading.*

Mayor Clark said that last month there was a question on whether or not to move the December 20th back a week earlier.

RES. 2015-43 A RESOLUTION AUTHORIZING PARTICIPATION IN THE RAVENNA/ODOT SALT CONSORTIUM, AND DECLARING AN EMERGENCY. *1st Reading.*

Mayor Clark said that this is so she can sign the salt contract and have it to Ravenna by December 7th.

- ❖ Motion to suspend the rules made by Bill Zoller, 2nd by Marty Hura-**All ayes**
- ❖ Motion to approved made by Bill Zoller, 2nd by Marty Hura-**All Ayes**

ORD. 2014-44 AN ORDINANCE ADOPTING A CURRENT ZONING MAP FOR THE VILLAGE OF MANTUA. *1st Reading.*

Giles asked if there are any changes and Michele said that there are no changes that haven't already been approved by Council in the past. Michele said that they are trying to get everything on the map that has been approved in the past.

ORD. 2015-45 AN ORDINANCE AMENDING SECTION 131.02(c) OF THE VILLAGE OF MANTUA CODIFIED ORDINANCES CONCERNING THE SALARY OF THE MAYOR, AND DECLARING AN EMERGENCY. 1st reading

Mayor Clark said that in January Council passed legislation to increase the salary, but no legislation was done to put it in the codified ordinances.

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

Department Heads and Village Engineer

Chief of Police Harry Buchert-Chief said that the next safety meeting is December 2nd at 6pm. He also said that he needs to see the special event form for the Turkey Trot because he has not seen it so he does not know the route. Chief said that the Safety Committee approved the reallocation of the School Resource Officer for funds not used at the end of the year. He said that he talked to Jenny and she thought that this would be housekeeping and that instead of doing an ordinance every year that we just do one blanket ordinance that would cover at the end of year. Chief said that he would recommend to Council that they contact Michele to have an ordinance drafted for the next Council meeting to do that.

- ❖ Motion for Michele to create the ordinance made by Ben Prescott, 2nd by Bill Zoller-**All Ayes**

Village Administrator Kate Rogers-Kate said that she would like Council's permission to apply for the Derg grant to get a new cleaner diesel plow truck. She said that if we were to get the grant, the village would have to do a 20% match. She said that she had some quotes and the villages match would be \$25,000-\$35,000. Ben asked where the match would come from and John said that he contacted Jenny and she said that there should be enough money available in streets to make the match. Jenny said that we already have about \$12,000 appropriated for a new truck. Bill said that this came to Service and they gave their support for Kate to go ahead with the grant.

- ❖ Motion to allow Kate to apply for the grant made by Ben Prescott, 2nd by Giles Seith-**All Ayes**
- Kate said that the Rotary approached her to talk to Council about putting permanent poles on Main Street that would hold banners to go all the way across. She said that the funds would not be Village funds and they contacted ODOT to get the requirements that they would need to meet. Kate said that they told the Rotary that they come to council with a full plan.

Village Engineer from C.T. Consultants-Brian Rogers said that Mayor Clark had gotten a letter from ODNR stating that the grant for the trail has been approved pending final approval from the Federal Highway Commission. He said that the project at the water/wastewater plant is going good. He said that he hopes to have most of the work done by the end of the year or the first part of January. He said that for the past few months, there has been a note on the bottom of the Engineer's report stating that he and Rich would recommend having another capital improvement project meeting. Paul asked Brian what a good date would be for them, and Brian said that there is a Service meeting on December 1st and maybe during the meeting they can authorize the Mayor to apply for the grant. Mayor Clark said that it sounds like they want to have the meeting on December 1st at 6 pm and then do the Service meeting after. Brian said that Rich is out of town and would need to get in contact with him to see if he will be available that day.

Committees

John Clark for Service-John said that they did discuss the special recognition signs with the school. Said that they decided that they need to talk to zoning to see where the signs can go. He also said that the school is going to get a bucket truck to take down their banners. At the same time, the Village is going to use it and pay for ½ so we can put up the Christmas Wreaths. He said that they talked about the water and sewer issues on Pioneer Trail. Kate said that they wanted everyone together in the same room because they have been talking about it in many different ways about the possible connection for the residents. She said that they learned a few things from the Health Department about what their requirements are. She said that the Health Department will be taking the next step

Marty Hura for Parks and Shade Tree-Mary said that he is looking into any possible grant that he can find to try and finance some improvements at the park. Mayor Clark said that since the Parks meeting she got in contact with Rich and he said that he would like to come out with a planner and brainstorm what the vision for the park is. Marty said that for Shade Tree, there was a tree that fell in the cemetery but we knew about it but it fell into the cornfield so it just needs to be cleaned up.

Tim Benner said that in 1996, a tree was dedicated at the park to his father and the family has talked about putting a marker down there showing the dedication. Tim asked if they would need permission to put the plaque in the ground and John Clark said that he would probably want to get permission from Council as a formality.

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

Mayor Clark said that Planning will work on sub division regulations when they receive them and the zoning map.

Ben Prescott for Finance and Portage County Regional Planning

Nothing

Bill Zoller for Fire Board

Bill said that the new utility truck that he talked about last month is in but it needs to be outfitted with lights.

Giles for Safety

He said that they had a good meeting and everything is going well.

New and other Business

Representative from DMRC said that he understands that Council has approved the removal of the tree and they are in the process of finding another person to paint the tower because who they had is no longer able to do it.

Adjournment

❖ Motion to adjourn at 8:34 made by Ben Prescott, 2nd by Giles Seith-All Ayes

Mayor Linda Clark

Assistant Clerk-Treasurer Ashlee Hawkins