

## SPECIAL COUNCIL WORKSHOP FOR 2019 APPROPRIATIONS

November 20, 2018 6:00 pm

Mayor Clark called the meeting to order at 6:00 pm.

**ROLL CALL:** Paula Tubalkain, Bob Gaglione, Marty Hura, and Ben Prescott. Dave Sluka arrived at 6:15.

**OTHERS PRESENT:** Mayor Linda Clark, Clerk-Treasurer Jenny August, Village Solicitor Michele Stuck, Police Chief Joe Urso, Village Administrator John Trew.

**CITIZENS:** Tom Aldrich

### **TOPIC OF DISCUSSION:**

#### **Ordinance 2018-50:**

Council agreed to make the following amendments when this ordinance is read at the Council meeting that will follow:

- Increase Cemetery Operating Fund 2031 by \$9200. There are two 2018 Trust projects that did not get finished, so the money will need appropriated for 2019. The two projects are the mausoleum door replacement and handrail. Also, the Trust agreed to give the village \$4,000 per year for the next five years towards the debt payment on the new truck.
- Increase Park Operating (1000-320), Tree Care (1000-690), Streets (2011), Water Operating (5101), and Sewer Operating (5201) by \$1500 for the debt payment on the new truck.
- Increase Capital Projects fund 4905 by \$15,000 to replace the windows in the service garage.
- Increase Sewer Sales (revenue) to \$400,000. Then, add \$15,000 to Sewer Contractual Services.
- Remove appropriations for uniforms and training in both Water and Sewer operating funds.

There was no public comment.

- ❖ Motion to adjourn at 6:33 by Ben Prescott, with a second by Paula Tubalkain. All ayes on vote.

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Mayor Linda Clark

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Jenny August, Clerk-Treasurer

**REGULAR COUNCIL MEETING  
MINUTES  
November 20, 2018  
7:00 PM**

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

**Roll Call:** Paula Tubalkain, Marty Hura, Ben Prescott, Bob Gaglione, Dave Sluka

- ❖ Motion to excuse Scott Weaver made by Dave Sluka, 2<sup>nd</sup> by Ben Prescott. All ayes on vote.

**Other Village Personnel:** Mayor Linda Clark; Village Solicitor, Michele Stuck; Clerk-Treasurer, Jenny August; Village Administrator, John Trew; Village Engineer, Rich Iafelice; Police Chief Joe Urso; Administrative Assistant Marty Fergus

**Citizens Present:** Tom Aldrich, Nick Ehlert, Sue Steinberg, Dan Tillett

**Moment of Silence:** Ray Horvath

**Approval of Minutes:**

Michele made changes to the grammar used in the minutes of the October 16<sup>th</sup> Regular Council meeting for the motion of ORD 2018-41

- ❖ Motion to amend the minutes of October 16, 2018 Regular Council meeting by Ben Prescott, 2<sup>nd</sup> by Bob Gaglione - All Ayes on vote.
- ❖ Motion to approve the minutes from the October 16, 2018 Regular Council meeting as amended by Ben Prescott 2<sup>nd</sup> by Bob Gaglione- All Ayes
- ❖ Motion to approve the minutes from the October 23, Special Council meeting by Ben Prescott, seconded by Marty Hura. All ayes on vote.
- ❖ Motion to approve the minutes from the November 6 Council Workshop by Ben Prescott, seconded by Marty Hura. All ayes on vote.

**Mayor's Report:**

The Landmark Committee will have three open seats to fill in the upcoming year. The Mayor explained the requirements for membership to Council.

- ❖ Motion to advertise for members made by Ben Prescott, 2<sup>nd</sup> by Marty Hura – **All Ayes**
- ❖ Motion to accept the resignation of Renee Henry made by Ben Precott, 2<sup>nd</sup> by Marty Hura- **All Ayes**
- ❖ Motion to renew the membership of Nick Ehlert made by Ben Prescott, 2<sup>nd</sup> by Marty Hura – **All Ayes**

The Hiram Interns at the Landmark Committee have compiled a history of homes within the Village and the Mayor asked Council if we should obtain and keep this in the Village office. Ben and Marty agree and the Mayor stated that she will send a letter of request.

A special event request for the Headwaters Adventure Race on July 13, 2019 was received.

- ❖ Motion to approve the event made by Ben Prescott, 2<sup>nd</sup> by Bob Gaglione. All ayes on vote.

The Mayor reminded everyone that special event requests are to be made at least 3 months in advance of the event and that we should send out a letter to those who have not followed this policy in the past.

### Citizens:

Sue Steinberg of the DMRC discussed the Pop-up Artist Market opened on the 10<sup>th</sup> of November and will be open until December 23<sup>rd</sup>. Events are scheduled each weekend and posted to their Facebook page. Sue met with Jennifer Brown to discuss the grant process for various projects within the Village.

Tom Tubalkain mentioned that Poetry pieces done by Crestwood School students will be available to display throughout the Village. Open Poetry reading will be December 02 at 2:00 pm.

Nick Ehlert discussed the need for Landmark Committee members.

Tom Aldrich mentioned the asphalt repair on Cemetery Drive is not done. John Trew assured him that it will be done this winter.

### Financial Reports

- **Fund Status** report shows that all funds are staying solvent.
- **Cash Summary** report shows no adjustments.
- **Revenues** totaled \$ 177,280 (that includes the annual \$32,000 CDL license tax).
- **We spent** \$130,761 in operating and payroll expenses.
- **Revenue Status**- on track.
- **Appropriation Status**- looking good.
- **The water & sewer and tax software programs balanced** with the UAN and bank.
- There were no adjusting factors on the **bank reconciliation**.

- ❖ Motion to accept the Financial Reports made by Ben Prescott, 2<sup>nd</sup> by Paula Tubalkain-**All Ayes**

### Correspondence:

All village officials and staff are invited to the Shalersville Christmas party on Dec. 1 at 6:00 pm. Everyone should bring a guest, and a side dish or a dessert to share. The Shalersville Trustees provide the main meat dish, beverages and paper products. No alcohol allowed.

Santa will be in the Mini Park December 07 at 6:00 PM

Portage County Solar Co-op Initiative Planning meeting will also take place on Dec. 1 at the Kent Free Library from 11:00 am to 12:30 pm in the 2nd floor conference room. This will be a networking opportunity for anyone interested in solar installation.

The third annual food and toiletries collection that Chelsea coordinates was a success. She collected 12 crates of food and toiletries, \$500 cash, and the Girl Scouts donated Birthday packs. Collections will continue at the office downstairs and taken to 4C's periodically.

Lastly, Michele and Linda worked on the electric agreements for village buildings.

- They agreed on a 2-year contract with Constellation Energy of 4.862 cents per kilowatt hour beginning May 29th of next year for the Service Garage, the Reservoir, the Village Hall, the Water and Wastewater Treatment Plants, and the Park Lodge. They agreed on a three-year contract with Entrust Energy of 5.79 cents per kilowatt hour beginning January 2019 for the Prospect St. bridge, and the lift stations on E. High St. and Ambler Lane.

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

Discussion followed and items were clarified regarding the Portage County Water Resources invoices.

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

### **Legislation**

**ORD. 2018-41** AN ORDINANCE ENACTING SECTION 331.45 OF THE CODIFIED ORDINANCES OF THE VILLAGE OF MANTUA, PROHIBITING DISTRACTED DRIVING. *3<sup>rd</sup> Reading.*

- ❖ Motion to approve by Ben Prescott, 2<sup>nd</sup> by Bob Gaglione -- **All Ayes with the exception of Paula Tubalkain.**

**RES. 2018-47** A RESOLUTION STRONGLY URGING THE OHIO GOVERNOR AND MEMBERS OF THE OHIO GENERAL ASSEMBLY TO INVEST THE STATE BUDGET SURPLUS IN MUNICIPALITIES. *3<sup>rd</sup> Reading.*

- ❖ Motion to approve by Ben Prescott, 2<sup>nd</sup> by Bob Gaglione -- **All Ayes**

**RES. 2018-48** 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 2019 DEBT SERVICE REQUIREMENTS. *2<sup>nd</sup> Reading.*

- ❖ Motion to suspend the rules by Bob Gaglione, 2<sup>nd</sup> by Ben Prescott -- **All Ayes**
- ❖ Motion to approve by Ben Prescott, 2<sup>nd</sup> by Bob Gaglione -- **All Ayes**

**RES. 2018-49** ADOPTION OF 2019 CALENDAR. *2<sup>nd</sup> Reading.*

- ❖ Motion to suspend the rules by Ben Prescott, 2<sup>nd</sup> by Bob Gaglione -**All Ayes**
- ❖ Motion to approve by Ben Prescott, 2<sup>nd</sup> by Bob Gaglione -**All Ayes**

**ORD. 2018-50** (*amended*) AN ORDINANCE APPROPRIATING FUNDS TO RUN THE VILLAGE OF MANTUA DURING THE FISCAL YEAR ENDING DECEMBER 31, 2019. *2<sup>nd</sup> Reading.*

Council held an appropriation workshop prior to the Council meeting and several amendments were recommended. Appropriations to make the debt payment on the new truck were added as well as Cemetery Trust expenses for projects that have been approved and paid for by the Trust.

- ❖ Motion to amend by Paula Tubalkain, 2<sup>nd</sup> by Ben Prescott – **All Ayes**

**ORD. 2018-52** AN ORDINANCE ENACTING SECTION 4.9 OF THE VILLAGE OF MANTUA EMPLOYEE HANDBOOK IN ORDER TO ESTABLISH A CREDIT CARD POLICY COMPLIANT WITH NEWLY ENACTED PROVISIONS OF THE OHIO REVISED CODE. *2<sup>nd</sup> Reading.*

- ❖ Discussion followed as to the wording and modifications were made
- ❖ Motion to amend by Ben Prescott, 2<sup>nd</sup> by Paula Tubalkain - **All Ayes**

**ORD. 2018-54** ORDINANCE AMENDING SECTION 351.99 OF THE CODIFIED ORDINANCES OF THE VILLAGE OF MANTUA, RELATING TO PENALTIES FOR PARKING VIOLATIONS. *2<sup>nd</sup> Reading*

**ORD. 2018-55** AN ORDINANCE AMENDING CHAPTER 721 OF THE CODIFIED ORDINANCES OF THE VILLAGE OF MANTUA, RELATING TO PEDDLERS, SOLICITORS AND CANVASSERS. *2<sup>nd</sup> Reading.*

**ORD. 2018-58** AN ORDINANCE AMENDING CHAPTER 941 OF THE VILLAGE OF MANTUA CODIFIED ORDINANCES RELATING TO BILLING, AND DECLARING AN EMERGENCY. *1<sup>st</sup> Reading.*

- ❖ Motion to suspend the rules by Ben Prescott, 2<sup>nd</sup> by Bob Galgione – **All Ayes**
- ❖ Motion to approve by Ben Prescott, 2<sup>nd</sup> by Bob Gaglione – **All Ayes**

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

#### **Police Chief Urso:**

911 system will be tested and going live at 10:00 AM on the 26<sup>th</sup>.  
Auxiliary officer Eric Dunn is now on his own.  
Dispatchers- one returning from leave, another going on leave.  
No Shave November fund raiser to donate to the 4 C's.

#### **Village Administrator:**

10/16 – Met with partners for the Cuyahoga River Trail Project

10/17 – Met with possible funding recommendations for the Mats Rd. bridge and infrastructure components for funding

10/19 – Met with individual firms (Prime Engineering) for possible funding opportunities for Mats Rd. Bridge and considerations

– Met with property owners regarding street trees

10/22 – Met with contractors for the W. Prospect St. project

10/25 -Met with Mayors and Service Directors in Twinsburg to discuss regional issues on salt

- 10/26 – Met with a contractor to get estimates for the windows at the Service garage.
- 10/29 – Met with an Aqua Ohio employee that introduced himself and the company
- 10/30 – Gave a water and sewer plant tour to Mr. Bixler
- 11/1 – Went to a DMRC liaison meeting
- 11/2 – Met with Greg Balbierz and the Rotary Club about sign locations
- 11/5 – Met with Enviro Link and MS Consultants, Tony Urankar
- 11/12 – Met with Connecting Communities and Partners of the Cuyahoga Water Trail, they gave a presentation.
- 11/14 – Met with Northern Ohio Service Directors in Independence. Shelly discussed hot mix availability in winter months in Kent, along with Hot Box rentals per day or week in winter months, at \$145 a ton hot mix and \$285 a day hot box rental
- 11/15 - Met with EDG to discuss funding strategies on Mats Rd., and sewer & water efforts

#### **Village Engineer from C.T. Consultants:**

##### **Retainer / General Issues**

- Developing bid documents for the Water and Wastewater Systems
- Jennifer Brown met with DMRC on September 12<sup>th</sup>
- Orchard Street turning radius – Ohio Edison agreed to relocate the utility pole at no charge. The Village Administrator and Jennifer Brown are seeking additional funding sources

##### **Capital Projects**

- West Prospect Street Roadway and Drainage Improvements – Working on closeout documents
- Buchert Park Walking Trail – Working on closeout documents and ODNR reimbursement
- High Street Pavement and Waterline – Service Committee reviewed options for consideration and Council decided to proceed with the rest of the work
- Water Reservoir – The Final OPWC Application was submitted and design authorization will be requested later this year with a tentative bid date in June 2019
- Water System and computer Model – The findings and recommendations were reviewed with the Service Committee
- Asset Management Plan - A checklist was prepared and reviewed with the Service Committee Suggestion was to discuss tasks to complete it with Portage County. CT can assist the Village with funding sources

## Committees

### **Bob Gaglione for Service, Planning and Fire Board:**

Service discussed Orchard Street utility pole, and met with residents regarding the plants.

Planning discussed the Mats Road Bridge and the Rental Inspection Programs

Fire Board has a full time position open

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

Shade Tree – Marty inquired about the planned tree removals. John Trew said it will be handled by the end of the year

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

Nothing to report

### **Paula Tubalkain for Portage County Regional Planning:**

Nothing to report

### **Dave Sluka Safety and Finance:**

Safety – Nothing to report

Finance – Discussed the Credit Card Policy. Discussed Tax Administrative Assistant position to be 20-30 hours per week and duties outlined.

**New and Other Business** Nothing brought up

**Anything else that may properly come before Council** Nothing brought up

## Adjournment

❖ Motion to adjourn at 8:00 PM made by Ben Prescott, 2<sup>nd</sup> by Bob Gaglione -**All Ayes**

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Mayor Linda Clark

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Administrative Assistant Marty Fergus