

**REGULAR COUNCIL MEETING  
MINUTES  
November 21<sup>st</sup>, 2017  
7:00 p.m.**

Mayor Clark called the meeting to order at 7:00pm and led the Pledge of Allegiance followed by a moment of silence for residents Sylvester Gharky and Janet Barkhurst that recently passed away.

**Roll Call:** Marty Hura, Ben Prescott, Paula Tubalkain, Giles Seith, John Clark and Bob Gaglione.

**Other Village Personnel:** Mayor Linda Clark; Clerk-Treasurer, Jenny August; Village Solicitor, Michele Stuck; Police Chief Harry Buchert; Village Engineer Rich Iafelice; and Administrative Assistant Chelsea Gregor. In attendance from the Mantua Police Department were Ken Justus, Joe Urso, Rodney Terry, Marty Toukonen, Paul Maroni, Stephen Gregg, retired officers Bob Reitz (and wife Patty) Dan Forman, Dispatchers Linda Wilke (and husband Dan), Dan Coffman

**Citizens Present:** Councilman elect Dave Sluka, Scott Weaver, Dave Hamlin, Cookie Vanek, Andrea Urso and her parents, Jeffry Koehn, Jeff Westerfield from Ohio Dept. of Natural Resources, Debbie Boop from Kaczmarek Insurance, Jeff and Stacy Turner of the Villager.

**Approval of Minutes:**

- ❖ Motion to accept the minutes from the October 17<sup>th</sup> Council meeting minutes by Ben Prescott, 2<sup>nd</sup> by Bob Gaglione- **All Ayes on vote.**
- ❖ Motion to accept the minutes from the October 17<sup>th</sup> Council Workshop on the 2018 appropriations by Ben Prescott, 2<sup>nd</sup> by Paula Tubalkain- **All Ayes on vote.**

**Mayor's Report:**

In lieu of a Mayor's report this month, Mayor Clark wanted to take this time to present retiring Chief Buchert with a proclamation for being a lifelong resident of the village. He was hired in 1977 as an Auxiliary Officer, and worked his way up to Chief in 1986. He has always been supportive to Mayor and Council. Best wishes on his retirement.

Next, Mayor Clark swore in Sergeant Joe Urso as the next Mantua Chief of Police. His wife Andrea Urso pinned on his badge.

Mayor Clark then introduced Jeffry Koehn, a new resident of the village who is an investigator with the state Fire Marshalls office and has experience working with K-9's. He is interested in being a part time officer of the village.

- ❖ Motion to hire Jeffry Koehn as a part time officer of the village by Ben Prescott, with a second by Paula Tubalkain. **All Ayes on vote.**

Mayor Clark swore in Mr. Koehn as a new part time officer of the village of Mantua.

**Citizens:**

Jeff Westerfield, Ohio Department of Natural Resources spoke first. ODNR is considering allowing hunting, fishing and trapping in the 152-acre marsh wetlands area in the village that is between State Route 44 and Peck Road. They are currently allowing hunting in their

Conneaut property. This would control the deer population and help save certain plant species, and might also bring more patrons to village businesses. Mayor Clark reminded Council that a letter from Scott Peters, Division of Wildlife was in their Council packet that expresses an interest in allowing bow hunting in this area. There is also a letter from Charles Englehart, a resident of Canada Road that expressed concerns to this idea. Bob Gaglione asked how many acres are being hunted in the Conneaut property. Mr. Westerfield was not exactly certain, but thought it was similar in size. Giles Seith said he thinks the deer population is way down already. They are starting to come back, but there is no overpopulation. Mayor Clark asked if they have done any studies on the deer population in this area. Mr. Westerfield said they have not done any studies, but they are aware that the deer population was pretty well wiped out a few years back. John Clark asked if ODNR marks residential properties that abut the wetlands, and if they will be patrolling the area. Mr. Westerfield said there are yellow signs identifying the areas, and they will patrol. Ben Prescott asked who is liable if there are problems. Mr. Westerfield said the hunters are responsible for their own actions. ODNR wildlife officers will investigate an incident and prosecute if necessary. Marty Hura noted that there are bald eagles in there. Mr. Westerfield said bald eagles are usually not back until the hunting season is over. Paula Tubalkain asked where the proposed parking will be, and how many spaces they plan to put in. Mr. Westerfield said there will likely just be two to four spaces along the Peck Road area. She also asked if this opens the marsh wetlands to the public. It would. Mayor Clark asked for a motion to send this to the Safety Committee.

- ❖ Motion to send this to Safety by Ben Prescott, seconded by Bob Gaglione. **All ayes on vote.**

Next, Mayor Clark said she was going to jump to Resolution 2017-49 so we could ask Debbie Boop from Kaczmarek Insurance some questions. Mayor Clark said for the exhibit A, she would like to see a copy that shows 7 employees instead of 8. Also, she wants Harry removed from 2018 and Joe Urso removed from 2017 so she knows how much our actual cost will be. Debbie provided a copy that did show the actual cost. She thanked Council and the Mayor for allowing her to handle our insurance. Paula asked if we have to join COSE to be in this group. Debbie said yes. Village Solicitor Michele Stuck asked if this is a fixed amount regardless of birthday changes at renewal. Debbie said the calendar rate will not change.

Then Debbie wanted to discuss dual coverage. If an employee's spouse has family coverage, whoever's birthday falls first in the year is the primary insurance that covers the bill. The other plan is secondary. Debbie wanted everyone to be aware of something called "A standard non duplication of benefits" which may come into play with dual coverage. If the primary insurance allows \$120 payment on a bill, and you turn the balance into the secondary company, they might say that they only allow \$120 and it has already been paid. They would pay zero. Debbie said Mantua is offering their employees a gold level plan. John would also like to amend this ordinance to include a beginning and ending date so that Council can review it annually.

- ❖ Motion to amend 2017-49 to include the updated exhibit A and include the deadline of Dec. 31, 2018 by Paula Tubalkain with a second by Ben Prescott. **All ayes on vote.**

- ❖ Motion to suspend the rules by Ben Prescott with a second by Marty Hura. **All ayes on vote.**
- ❖ Motion to approve as amended by Ben Prescott with a second by Marty Hura. **All ayes on vote.**

### **Financial Reports:**

Jenny reviewed the monthly financial reports.

- There were **no negative funds** during October.
- **Cash Summary** report shows no adjustments.
- **Revenues** totaled \$ 167,992.
- **We spent** \$169,036 in operating and payroll expenses.
- **Revenue Status-** We are on track in most funds.
- **Appropriation Status-** Council will have legislation tonight to increase appropriations in the sewer fund. The money is there, so nothing is being transferred in (possibly next month). Jenny will also ask Council to amend that ordinance to also increase appropriations in the General Fund by \$40,000 in order to meet payroll in the Police Department through the end of the year.
- **The water & sewer software and the income tax software programs balanced** with the UAN and bank.
- **Bank Reconciliation** had no adjusting factors.

- ❖ Motion to approve the Financial Reports by Ben Prescott, 2<sup>nd</sup> by Marty Hura-**All Ayes**

### **Correspondence:**

Special Events- There will be a live nativity scene at the mini park on Dec. 16<sup>th</sup> from 6-8 pm. They have provided their insurance and form.

- ❖ Motion to approve the special event b Ben Prescott with a second by John Clark. **All ayes on vote.**

Mayor Clark received an email from Hiram Mayor Lou Bertrand. He is having a swearing in ceremony on Dec. 22 at 7:00 pm at Hiram College Koritansky Hall. He has asked Congressman David Joyce to do the swearing in but has not heard back yet. Otherwise, Michele can swear people in at our Jan. 1 meeting.

The Mantua-Shalersville Chamber of Commerce will be having a holiday social on Dec. 11<sup>th</sup> from 5:30-7:30 at Jakes. No charge for our employees or spouses.

Shalersville is hosting their annual holiday party on Dec. 2 at 6:00 pm at Shalersville Town Hall.

Mayor Clark read an email that she received from Edie Benner, president of DMRC. A copy was put in Council packets. Edie wanted to follow up on progress of ideas for the 2019 paving project. DMRC is interested in blueprints for improvements for utilities, lighting, and other projects such as park improvements. Paula Tubalkain said Edie is very enthusiastic and wants to help the village. At the recent grants workshop, it was discussed that it was a good idea to look into making the Main St. businesses ADA compliant as well as filming the sewer lines on 44. It was not considered likely that burying the underground lines was feasible at this time. She noted that Rich indicated that it was \$2-3 per foot to film the sewer lines. What was not followed up on at the grants meeting was

any possible improvements to the park. She thinks the Parks Committee needs to move forward and it was said that Buckeye might help with this. We need to keep looking for what is next. Mayor Clark said we were approved for the Buchert walking trail. We are applying for funding for the dog park in 2019. Paula said since DMRC wants to help, let's give them some direction as to where we want their help. John said most of this should be coming from a specific committee, and right now the critical infrastructure is priority in his mind over the dog park. He said we would love to do this other stuff, but can't count on grants to finance it. Paula said those are different grant opportunities. John said one problem with the walking trail was the timing. It should have been submitted as a completely written application, but CT Consultants ended up finishing it. Paula said she would recommend that Council have the Mayor send Edie a response to her email stating that at the grant workshop, Council established that the projects they want to move forward with are the Northeast Quadrant waterlines and filming the sewer lines on Main Street. Paula wanted to know what we are going to do about the ADA issue on Main St. Bob Gaglione said if you make the sidewalks ADA compliant, are the businesses going to be ADA compliant. Paula said there was a design done about 10 years ago that showed the ADA compliant streetscape. Rich said the village chose the infrastructure over the streetscape as the next step. Rich said making the businesses ADA compliant impacts more than just the sidewalks. Rich also said it is possible that the sewer lines may just need some repairs or lining that may not be an insurmountable task. Mayor Clark said she will send a response as to what we are working on short term and long term. Parks meets in January. Marty said they are waiting on the waterline going to the dog park before moving forward.

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

Harry noted that Summa was on twice. Jenny said we received the October invoice after the Council meeting, and the November invoice before this meeting, so there are two months of bills.

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

#### **Legislation**

**RES. 2017-40** 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 2018 DEBT SERVICE REQUIREMENTS. *2<sup>nd</sup> Reading.* There was no discussion.

- ❖ Motion to suspend the rules by Ben Prescott, seconded by Bob Gaglione. **All ayes on vote.**
- ❖ Motion to approve by Ben Prescott, seconded by Marty Hura. **All ayes on vote.**

**RES. 2017-41** ADOPTION OF 2018 CALENDAR. *2<sup>nd</sup> Reading.* There was no discussion.

- ❖ Motion to suspend the rules by Bob Gaglione, seconded by Ben Prescott. **All ayes on vote.**
- ❖ Motion to approve by Ben Prescott, seconded by John Clark. **All ayes on vote.**

**ORD. 2017-43** AN ORDINANCE AMENDING SECTION 305.09(b) OF THE CODIFIED ORDINANCES OF THE VILLAGE OF MANTUA, IN ORDER TO CLARIFY PARKING ON EAST PROSPECT STREET. *2<sup>nd</sup> Reading.*

Harry said Safety is recommending amending this ordinance to exclude Mill St. parking on the west end entirely.

- ❖ Motion to amend by John Clark, seconded by Marty Hura. **All ayes on vote.**

**ORD. 2017-45** AN ORDINANCE AMENDING SECTION 305.07(a) OF THE CODIFIED ORDINANCES OF THE VILLAGE OF MANTUA, IN ORDER TO MAKE SECOND STREET ONE-WAY SOUTHBOUND. *1st Reading.*

Giles asked the Chief if he has spoken to the residents. Harry said it has been a few months, but he will speak to them again.

**ORD. 2017-46** AN ORDINANCE ENACTING SECTION 410.12 OF THE ZONING ORDINANCES OF THE VILLAGE OF MANTUA RELATING TO SATELLITE DISH ANTENNAE. *1st Reading.*

Michele said this will require a public hearing before the January meeting.

**ORD. 2017-47** AN ORDINANCE AMENDING CHAPTERS 145 AND 955 OF THE CODIFIED ORDINANCES OF THE VILLAGE OF MANTUA RELATING TO CEMETERY ADMINISTRATION. *1st Reading.*

Paula noted two things that she would like to have amended. The first is on page 3 section 145.03 item C where it refers to a Sexton. To be consistent with the rest of the ordinance, it should say Superintendent.

❖ Motion to remove the word Sexton and replace it with Superintendent by Paula Tubalkain, seconded by John Clark. **All ayes on vote.**

Paula asked if the Superintendent should be in attendance during the Board meetings. Mayor Clark said usually they just give the Superintendent a report. Mayor Clark said the Cemetery Board recommended that the rates are increased by 1 to 1.5% annually beginning in 2019. She was concerned about who is responsible for keeping track of the increase from year to year. Michele said someone in the administration would be responsible. Jenny said Chelsea would just have to update her rate sheet every year. Paula asked if the Cemetery Board could review the financials every year and make a recommendation for increases if they think it is necessary.

❖ Motion to make rates increase by 1% annually beginning Jan. 1, 2019 by Ben Prescott, seconded by Bob Gaglione. Ben, John, Bob and Marty voted yes, Paula and Giles voted no. The motion passes.

**ORD. 2017-48** AN ORDINANCE AUTHORIZING CERTAIN ADJUSTMENTS TO THE 2017 APPROPRIATIONS AND DECLARING AN EMERGENCY. *1st Reading.*

Jenny explained that we need to add \$40,000 of spending to the General fund and \$10,000 to sewer. This does not involve transfers, just appropriating money that is already there.

❖ Motion to amend by John Clark, seconded by Ben Prescott. **All ayes on vote.**

❖ Motion to suspend the rules by Ben Prescott, seconded by John. **All ayes on vote.**

❖ Motion to approve by Ben Prescott, seconded by Paula Tubalkain. **All ayes on vote.**

**RES. 2017-49** A RESOLUTION AUTHORIZING MODIFICATION OF THE PLAN OF EMPLOYEE MAJOR MEDICAL INSURANCE COVERAGE AND DECLARING AN EMERGENCY. *1st Reading.*

This was approved as amended during the Citizens portion of the meeting.

## Department Heads and Village Engineer

### **Police Chief Buchert:**

Chief Buchert wanted to thank Council and the Mayor for all of their support over the years. He said it has been a real pleasure. He wishes Joe the best of luck.

Chief Buchert said Darko Company has donated another skid of toys to the Police Dept.

❖ Motion to accept the donation by Ben Prescott, seconded by Marty Hura. **All ayes on vote.**

Sergeant Joe Urso said this is the second skid they have donated. The first skid was already distributed amongst Crestwood school kids. Joe then asked Council to donate the old analog television from Harry's office to Harry. The village has no use for it.

❖ Motion to donate the old analog television from Harry's office to Harry by Giles Seith, seconded by Ben Prescott. **All ayes on vote.**

### **Village Administrator:**

Bruce is on vacation this week, so Mayor Clark read a report from Bruce. The Christmas decorations were going up, the plows are being prepared, there is enough salt to get us through the beginning of the year. He is meeting with Portage County EMA about the Emergency Plan for our water systems. He is meeting with Job and Family Services to see about getting some workers. Also, David Loader purchased 4 graves in a plot back in 2011 for \$1,000. Now he would like to buy the 5<sup>th</sup> grave. Since it is in the same lot, Mayor Clark asked Council if he could pay the price of \$250 since a full five grave lot costs \$1250, rather than have him pay the single grave price of \$400.

❖ Motion to sell David Loader Section H, Lot 672, grave one for \$250 by Ben Prescott, seconded by Marty Hura. **All ayes on vote.**

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

Rich Iafelice of CT Consultants reported on the status of High Street, which is in limbo and has gotten to be a complicated project involving contaminated soil and undisclosed pipes. Buckeye has removed some of that. The conditions of the project have changed, so the Contractor has been asked for a revised quote to complete the project. Financially we are still in budget. Paula asked if we are within our grant deadlines. Rich spoke with OPWC and it does not seem to be a problem. Giles said regarding the handicap access on Oak Street, the way it was installed is running storm water down the sidewalk. Rich said this has been flagged as a something to be corrected by the contractor.

## Committees

### **John Clark for Service and Fire Board:**

The Fire Department has had some personnel changes. The health insurance is being looked at. They are in negotiations with the full time fire fighters right now. The Fire District is contracting with the Portage County Prosecutors office for law. They purchased some scheduling software that should help juggle shifts.

The Service committee talked about bike racks that the Rotary has already ordered. The committee recommends that the Service Department does not put these in because many are on private property. They also discussed the brochure that Chelsea made that helps explain the water and sewer rate increases for the residents. Also, the Service department be adding some curbs to direct the storm water to the storm drains on Woodford Street and also on High Street. There has been discussion about abandoning Line Street where the Glacial Esker Trail designation is. There are other things involved such as utilities, maintaining right of ways.

**Bob Gaglione for Planning:**

Planning met at 6:30 pm on Nov. 14<sup>th</sup> where they approved the minutes and went over the zoning inspectors report. They also discussed satellite dishes, medical marijuana and occupancy permits. They adjourned at 7:16.

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

Meetings for November and December have been cancelled.

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

Cemetery has been discussed. After January we will be getting prices for flowers. We can reduce the number of flats. There have been a lot of burials lately. There were no BZA meetings.

**Ben Prescott for Portage County Regional Planning:** They are still working on subdivision stuff.

**Paula Tubalkain for Finance:**

Paula said she was not in attendance for the finance meeting. John said everything has been covered.

**Giles for Safety:**

Nothing that hasn't been covered.

**New and Other Business**

Mayor Clark said Planning, Safety, Parks and shade Tree have cancelled the December meetings.

Mayor Clark said Jenny has advertised for the open Council seat and we have only received one letter of interest. We cannot swear that person in until January 1. People have until Dec. 15<sup>th</sup> to submit letters of interest.

Mayor Clark said we received the Nature Works grant for the Buchert park walking trail. Nobody else applied, so we got the whole amount of approximately \$32,000. DMRC has committed \$12,000 or \$13,000 for matching funds.

Andrea Urso said she is excited about getting the Mantua matters going again, but she only has four articles. Mayor Clark said she sent her several more articles today. Anyone who is interested in submitting an article can email Andrea at [mantuamatters2@aol.com](mailto:mantuamatters2@aol.com).

Mayor Clark wished everyone a happy Thanksgiving.

**Anything else that may properly come before Council-** There was nothing.

**Adjournment**

❖ Motion to adjourn at 8:53 pm made by Paula Tubalkain, 2<sup>nd</sup> by John Clark. -**All Ayes on vote.**

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Mayor Linda Clark

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Jenny August, Clerk-Treasurer