

**REGULAR COUNCIL MEETING**  
**MINUTES**  
**December, 15th 2015**  
**7:00 p.m.**

Mayor Clark called the meeting to order at 7pm and led the Pledge of Allegiance. Moment of silence was held for Duane Post who served as an officer M.P.D. in the late 70's and early 80's. Also for Janice Rooth- Service Dept. Brian's mother. For the families of those lost in the recent travesty in San Bernardino. And a prayer for all the men and women and their families who protect and serve our Country.

**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; Police Chief Harry Buchert; Assistant Clerk-Treasurer, Ashlee Hawkins; Rich Iafelice of CT Consultants

**Citizens Present:** Paula Tubalkain, Bob Gaglione, Renee Henry, Jen Sobczak, Roy Peck, Dave Pifer, Terri Vechery, Stacy Turner of the Villager

**Approval of Minutes**

- ❖ Motion to accept minutes from the November 17<sup>th</sup>, 2015 appropriation workshop made by Ben Prescott, 2<sup>nd</sup> by Marty Hura-**All Ayes**
- ❖ Motion to accept the minutes from the November 17<sup>th</sup>, 2015 regular Council meeting made by Ben Prescott, 2<sup>nd</sup> by Marty Hura-**All Ayes**
- ❖ Motion to accept the minutes from the December 1<sup>st</sup> special Council meeting made by Ben Prescott, 2<sup>nd</sup> by Marty Hura-**Bill Zoller abstained, rest were ayes**

**Mayor's Report**

Mayor Clark said that there will be a ribbon cutting ceremony for the High St Bridge on Friday the 18<sup>th</sup> at 1:30 for the official opening. She said that she and Marty met with DMRC and CT Consultants and that the DMRC wants to raise money and look for grants to improve the Village Park. She also said that the Parks Board will be working up a brief survey to send out to our residents asking what they would like to see at the Park.

Mayor Clark said that she received one letter of interest for the Planning committee and two for the Landmark Board. She would ask Council to approve her recommendation of Robert Gaglione for Planning and Terry Vechery for Landmark.

- ❖ Motion to approve Robert Gaglione for the Planning Committee and Terry Vechery for the Landmark Commission made by Ben Prescott, 2<sup>nd</sup> by Marty Hura-**All Ayes**

Mayor Clark said that we have two special event forms for approval. The first is the Soap Box Derby to be held June 18<sup>th</sup> 2016 and the Headwaters Adventure race to be held on July 16, 2016. Insurance will be coming later on both.

- ❖ Motion to approve special event forms made by Ben Prescott, 2<sup>nd</sup> by Giles Seith-**All Ayes**

Mayor Clark said that she wants to thank Bill Zoller for serving the Village the last four years and that Bill has been an asset serving on Council and the service committee and as the Council member who served on the Fire Board. She said that while she and Bill have had times in the last four years that we didn't agree, we have and will always be friends.

Mayor Clark said that the tree that Council approved to have taken down in the front of the village hall is going to be taken down before the end of the year. Council needs to decide on what they want to do with the wood. Mayor Clark said that the company who cuts down the tree could take it away and Ben said that is the best thing to do. Bill said that Council doesn't decide what is done with the trees at cemetery and Mayor Clark said that they do not. Bill said that if they are going to have to decide on this, then they are going to have to decide what is going to be done with wood from trees taken down going forward. Mayor Clark said that the reason why this is being brought to Council is because DMRC was trying to decide on what to do with the wood that belongs to the village. Giles said that he does not see giving it to the tree company. Michele asked if it has value, and Giles said that firewood does have value. Michele said that Council has the option to declare something to have no value, but she doesn't disagree with Giles and it could have value to someone. Giles said that if they give it to a local organization that could sell it and then reinvest that money back into the village that could be a good thing. Bill said that he thinks that if the DMRC is paying to have the tree taken down that they should have the right to the wood. Ben said that he would just let the company who is taking the tree down take the wood since it's going to be expensive, Mayor Clark said that it's going to be \$1200 to take it down and she thinks that the fire association said that they are going to donate \$500 to take it down. Mayor Clark said that the DMRC wanted to put the wood into chunks and that they had some wood carvers that would be interested to carve it. Giles asked Norm Ericson if he had any plans for the wood and Norm said that he got a call from someone in the DMRC that said that someone was interested in taking part of the wood for carving. He said that he told the person he spoke to that they don't own the tree that it belongs to the Village and the person who wants to take part of the wood would have to come to Council. Michele said that the Village Administrator could be in charge of disposing of the tree if it's put down at the service garage once it's taken down.

- ❖ Motion to allow the Village Administrator Kate to dispose of the wood made by Giles Seith, 2<sup>nd</sup> by Ben Prescott-**All Ayes**

## **Financial Reports**

Jenny said that one order of business that has been discussed by the Safety and the Finance Committee's is the possibility of paying out some grandfathered vacation time that Harry has accumulated and that grandfathered vacation time is vacation hours that were accumulated before the 2010-24 handbook ordinance became effective in 2010. She said that both committees agree that it would benefit the village to pay this out now, rather than waiting until he retires and having a lump sum payout that could be a burden on the General fund. Jenny said that it will be for 557 hours.

- ❖ Motion to pay out grandfathered time to Harry made by Ben Prescott, 2<sup>nd</sup> by Marty Hura-**All Ayes**

Jenny said that like last year, she would like to ask Council to allow her to pay any invoices that come in through the end of the year before the PO's are closed. She said that she would only pay these after they are signed off by the department heads and asked if anyone would consider making that motion.

- ❖ Motion to allow Jenny to pay invoices made by Ben Prescott, 2<sup>nd</sup> by Marty Hura-**All Ayes**

Jenny said that there were no negative funds this month and once again she was not able to make the monthly transfers until December 8<sup>th</sup>. She said that the December transfers will not be a problem because the money is already there. Jenny said that we received \$174,157 in revenues in November. We had large receipts in income tax, license tax, and the county OWDA debt check. We spent \$54,112 in operating and \$52,934 in payroll expenses and we paid the City of Ravenna for our road salt in November as well.

Revenue Status- Jenny said that overall, at the end of November we should be around 92%. She also said that the report shows that we have met our projected revenues or on track in some funds with the exception of Cemetery, Police Capital, Park Improvement, Water, Sewer, Sewer Capital Improvements.

Appropriation Status- Jenny said that we have reduced some purchase orders and closed others to put money back into operating funds to use as we have needed and that overall, she thinks we made it! The water & sewer and the tax software programs balanced with the UAN and bank and there were no adjusting factors on the bank reconciliation.

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

### **Correspondence**

Jenny said that we got a letter from Dominion the PUCO has approved a rate increase which won't affect us because of the contract we just did but it could affect our residents and they are also authorized to implement a tariff of some kind to recoup some of the costs of pipeline info structure.

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

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

### **Legislation**

**ORD. 2015-35 (amended)** AN ORDINANCE APPROPRIATING FUNDS TO RUN THE VILLAGE OF MANTUA DURING THE FISCAL YEAR ENDING DECEMBER 31, 2016, AND DECLARING AN EMERGENCY. 3<sup>rd</sup> Reading.

- ❖ Motion to approve made by Ben Prescott, 2<sup>nd</sup> by Marty Hura-**Bill Zoller Abstained, rest were ayes**

**ORD. 2015-37 (amended)** AN ORDINANCE TO ENACT CHAPTER 173 OF THE CODIFIED ORDINANCES OF THE VILLAGE OF MANTUA REGARDING MUNICIPAL INCOME TAX, AND DECLARING AN EMERGENCY. 3<sup>rd</sup> Reading.

Michele said that this does need to be passed so it can take effect January 1<sup>st</sup>. Michele said that Council needs to decide if there needs to be quarterly declaration of estimates done. She also said that they don't have to decide on that now since it would not be done until April 1<sup>st</sup>. Jenny said that as it is, people are still paying annually and Michele said that the current version requires quarterly declaration of estimates, but because the first payment would not be until April, it doesn't have to be perfect in January. Mayor Clark said that it could generate more income if we went to quarterly taxes, but it could cause a lot more work for the Clerk's Office. Bill said that it could cost the tax payer a lot more to have their taxes done every quarter, Marty said that he thinks that it would be a burden. Mayor Clark and some of Council said that they would be in favor of doing it yearly and Mayor Clark asked if they

could make their motion right now. Michele said that they shouldn't because it sounds good in theory but there are companies and individuals that would still do it quarterly voluntarily, there would need to be some sort of guidelines to tell them how to do it if they want to do it. She said that it's something that she and Jenny could talk about.

- ❖ Motion to approve made by Ben Prescott, 2<sup>nd</sup> by Marty Hura-**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. *3<sup>rd</sup> Reading.*

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

**RES. 2015-39** ADOPTION OF 2016 CALENDAR, AND DECLARING AN EMERGENCY. *3<sup>rd</sup> Reading.*

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

**ORD. 2015-44** AN ORDINANCE ADOPTING A CURRENT ZONING MAP FOR THE VILLAGE OF MANTUA. *2<sup>nd</sup> Reading.*

John Clark asked that if the map in the packet is the same one that is in the legislation. Michele said that it has the same boundaries but it's a substitute recently done by Regional Planning.

**ORD. 2015-46** AN ORDINANCE AUTHORIZING CERTAIN ADJUSTMENTS TO THE 2015 APPROPRIATIONS AND DECLARING AN EMERGENCY. *1<sup>st</sup> Reading.*

Mayor Clark said that this is for the \$.51 that was left over from the sidewalk project.

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

**ORD. 2015-47** AN ORDINANCE ESTABLISHING PAY SCALES AND POSITIONS OF FULL AND PART TIME EMPLOYEES OF THE VILLAGE OF MANTUA, REPEALING PRIOR INCONSISTENT ORDINANCES, AND DECLARING AN EMERGENCY. *1<sup>st</sup> Reading.*

Mayor Clark said that this would change some of the cap rates for some of the pay scales. She said that one of the reasons why we want to do this is because there will be people on call starting by the first of the year once the new computer program down at the water and sewer plant is in place. She said that this will allow us to utilize all 6 employees at the service department and the water and sewer plants.

- ❖ Motion to suspend the rules made by Paul Janson, 2<sup>nd</sup> by Ben Prescott-**All Ayes**
- ❖ Motion to approve made by Ben Prescott, 2<sup>nd</sup> by Paul Janson-**Bill Zoller abstained, rest were ayes**

**ORD. 2015-48** AN ORDINANCE ALLOCATING REVENUES IN THE SCHOOL RESOURCE OFFICER PROGRAM AFTER EXPENSES HAVE BEEN MADE AT THE END OF 2015 BE ALLOCATED TO THE POLICE CAPITAL FUND 4902, AND DECLARING AN EMERGENCY. *1<sup>st</sup> Reading.*

**RES. 2015-49** A RESOLUTION GRANTING CONSENT TO THE OHIO DEPARTMENT OF TRANSPORTATION TO COMMENCE A PROJECT THAT IS EXPECTED TO BEGIN CONSTRUCTION IN FISCAL YEAR 2016. *1<sup>st</sup> Reading.*

Mayor Clark said that this is for ODOT and they are going to be doing work on Canada Rd. She said that they would like us to suspend the rules so we can get them the paperwork by tomorrow.

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

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

**Chief of Police Harry Buchert**-Chief Buchert said that they are looking at going to 24/7 protection after the first of the year. He said that they will be talking about it more at the Safety Committee meeting and then should have a recommendation to give to the Finance Committee.

**Village Administrator – Kate Rogers**-Not present

**Village Engineer from C.T. Consultants**-Rich said that we have two major grants for next year. One is for the Mill St. connector and the other one is the Ohio Public Works and we can't start construction until July but plans need to be done in the spring. He said that it will all be funded, but there needs to be advance funds available.

### **Committees**

**John Clark for Service**-John said that he is going to do Kates Report. He said that L&R Water has still not paid for summer bulk water sales and that Kate would like to take them to small claims court.

- ❖ Motion to allow Kate to take L&R Water to small claims court made by Ben Prescott, 2<sup>nd</sup> by Paul Janson-**Bill Zoller abstained, rest were Ayes**

John said that Kate has a quote to replace all of High Streets sidewalks on the Village hall property and the worst parts of Main Street for \$3800 and that she has it in the budget to do it this year

- ❖ Motion to allow Kate to replace the sidewalks this year made by Ben Prescott, 2<sup>nd</sup> by Marty Hura-**Bill Zoller abstained, rest were Ayes**

John said that for Service Committee, Craig Hammonds is asking to do a senior cemetery seminar at the cemetery, he wants to put wreaths on some of the graves. He said that Kate is planning on taking 6 ash trees out of the park and that wood will probably be destroyed since you can't transport ash trees in the state.

**Marty Hura for Parks and Shade Tree**-Marty said that for parks, they had a meeting with CT Consultants and they brought a parks expert with them. He said that we have a parks meeting tomorrow and we are going to talk some more about what we would like to see at the park and trying to find grants to fund them.

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

Clark said that she and Wes Hawkins were not able to attend the Planning Meeting so she thinks that it ended up being canceled due to no quorum. She said that hopefully in January, they will be working on subdivision regulations. Mayor Clark said that she has not yet heard from the Cemetery Board with

their wish list of things that they might want to do at the cemetery next year. She also said that for Board of Zoning Appeals, Ken Hetzel has decided not to renew his status and she is going to ask Jenny to run an add in the paper to fill that position.

**Ben Prescott for Finance and Portage County Regional Planning**-Ben said that they hired a grant writer at Regional Planning and that we could use our hours to utilize the grant writer.

**Bill Zoller for Fire Board**-Bill said that they have received their new utility truck and it is in service but not all graphics and tools are on it yet.

**Giles Seith for Safety**-Giles said that Chief went over everything already.

### **New or Other Business**

Mayor Clark said that at the October Council meeting the Historic Landmarks Committee came to the meeting and presented forms that they wanted Council to approve. Council had some things for them to change and they are here today to present the new forms. Renee Henry went over the changes that were made to the forms.

Mayor Clark said that at the last Landmarks meeting, they talked about possibly using interns from Hiram College to go out in the village and be able to utilize the forms, which they would get school credits for. She said that the Landmarks Commission would like Council to consider getting an intern that would get a description of houses in the village so a database could be started. Ben said that if it's paid for by the grant, then he thinks that the Mayor should fill out the paperwork. Mayor Clark said that the intern would be supervised by Kate or someone from the Landmarks Commission. Mayor Clark said that they need to verify some information before the paperwork is filled out. Renee said that Carole Pollard is going to work on a description of the job for the intern to do.

Mayor Clark said that she was going to ask Council if they could have a meeting on Monday, January 4<sup>th</sup> to appoint a new Council president and set up committees and wanted to know if she could add this to that meeting so Council could make an informed decision by looking at the paperwork. Paul said that it sounds like a good idea. Renee said that they thought that someone from the Landmarks Commission should oversee the intern since they know more about what is going on.

- ❖ Motion to have a special Council meeting on January 4<sup>th</sup> at 6pm made by Ben Prescott, 2<sup>nd</sup> by Paul Janson- **Bill Zoller abstained, rest were Ayes**

### **Executive Session**

- ❖ Motion to go into executive session at 8pm for pending litigation made by Paul Janson, 2<sup>nd</sup> by Ben Prescott-**All Ayes**

### **Adjournment**

- ❖ Motion to adjourn at 8:23pm made by Ben Prescott, 2<sup>nd</sup> by Paul Janson-**All Ayes**

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Mayor Linda Clark

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Assistant Clerk-Treasurer Ashlee Hawkins