

**REGULAR COUNCIL MEETING
MINUTES
December 20th, 2016
7:00 p.m.**

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

Roll Call: John Clark, Marty Hura, Paul Janson, Ben Prescott, Paula Tubalkain, and Giles Seith

Other Village Personnel: Mayor Linda Clark; Clerk-Treasurer, Jenny August; Village Solicitor, Michele Stuck; Rich Iafelice; Village Engineer, Police Chief Harry Buchert; Village Administrator Bruce Rininger; Administrative Assistant, Chelsea Gregor

Citizens Present: Bob Gaglione, Joe Nairn, Toomas Tubalkain, Renee Henry, and Stacy Turner of the Villager

Moment of Silence: for Marie Luce, Mary Stamm, Mary Fryberger, Herta Lehman, Clyde Bailey, Mary Havener, Malce Hall, and Joan Lovasz

Approval of Minutes:

- ❖ Motion to accept the minutes from the regular November 15th Council meeting made by Marty Hura, 2nd by John Clark-**All Ayes**

Mayor's Report:

Merry Christmas and see you next year!

Renee Henry from the Landmark Commission

Renee spoke to Council about creating a walking tour and a flyer for the historic landmarks in the Village. She has done research in Oxford, Ohio, that currently has a walking tour and 4 historic districts. She is researching when the Landmark Commission was created to help her get a background which may help her with the current Landmark Commission. Renee stated that there are 60/40 grants available, along with business grants to help with improvements, such as façade cleaning. Renee also spoke of a Building Doctor who could come out to historic Village homes and give knowledge of the residence and advice on how to improve the property. Council advised that until they have a property registered that they cannot apply for funding as they are reimbursable grants, which would mean the Village has to pay it up front.

- ❖ Motion to approve the creation and distribution of walking tour fliers by Ben Prescott, 2nd by Paul Janson-**All Ayes**

Toomas Tubalkain from the DMRC

Toomas spoke to Council with a request to update the Welcome to Mantua sign at the south end of the Village. They have contacted the organizations that have small plaques on the sign and spoke to them about updating them to be larger and more visibly seen. Toomas was informed that the Welcome sign is a Village sign and that they have to apply for a permit and it will have to be approved by the zoning inspector.

- ❖ Motion to allow the DMRC to apply for a permit and handle the cost of changing the signs on the Welcome to Mantua sign by Giles Seith, 2nd by Ben Prescott-**Paul, Paula, Giles and Ben-Ayes, Marty and John-No**

Financial Reports

Being that it is the end of the year, Jenny asked Council for permission by motion to pay any invoices that come in after this meeting as long as they are signed off by their department heads.

- ❖ Motion to approve any invoices that come after the meeting by Ben Prescott, 2nd by Marty Hura-**All Ayes**
 - There were no negative funds in November, but the water fund ended the month with around \$500, and we were \$250 short on the monthly water transfers.
 - We received **\$157,520** in revenues.
 - We spent **\$89,019 in** operating expenses. Payroll expenses were **\$59,901**
 - Revenue Status- Looking good everywhere except water and sewer.
 - Appropriation Status- Looking good.
 - There were no adjusting factors on the bank reconciliation.
- ❖ Motion to approve the Financial Reports made by Marty Hura, 2nd by Ben Prescott-**All Ayes**

Correspondence: None

The Village has received the insurance from the Soap Box Derby, but has not received the special event form yet.

The Village has received a special event form from Portage Park District for their 2017 Headwater Adventure Race to be held July 8th in Buchert Park.

- ❖ Motion to approve the Adventure Race special event form by Marty Hura, 2nd by Ben Prescott-**All Ayes**
- ❖ Motion to approve the Portage Faith Nativity scene in the Mini Park by Ben Prescott, 2nd by Marty Hura-**All Ayes**

Bills of Resolution, Addendum Bills of Resolution

The bill for Scotchman Electric should be put on the water/sewer grant.

The Mayor is still waiting on a call back from the City of Ravenna concerning the bill the Village received.

- ❖ Motion to remove line 35 and line 13 by John Clark, 2nd by Marty Hura-**All Ayes**
- ❖ Motion to approve as amended by Ben Prescott, 2nd by John Clark-**All Ayes**

Legislation

ORD. 2016-61 AN ORDINANCE AMENDING THE VILLAGE OF MANTUA EMPLOYEE HANDBOOK RELATING TO REIMBURSEMENT OF EXPENSES. 1st Reading.

No discussion

ORD. 2016-62 AN ORDINANCE ADOPTING A MORATORIUM ON APPLICATIONS FOR, AND THE GRANTING OF, ZONING PERMITS, CERTIFICATES OF BUSINESS OCCUPANCY AND CERTIFICATES OF OCCUPANCY THAT WOULD ENABLE THE CULTIVATION, PROCESSING, DISTRIBUTION OR SALE OF MEDICAL MARIJUANA FOR A PERIOD NOT TO EXCEED SIX MONTHS IN ORDER TO ALLOW THE VILLAGE TO REVIEW APPLICABLE STATE AND LOCAL LAWS, TO PLAN FOR REGULATIONS RELATING TO SUCH USES, AND DECLARING AN EMERGENCY. *1st Reading.*

- ❖ Motion to suspend the rules made by Marty Hura, 2nd by Ben Prescott -**All Ayes**
- ❖ Motion to approve by Marty Hura, 2nd by John Clark-**All Ayes**

ORD. 2016-63 AN ORDINANCE ENACTING SECTION 400.09.C OF THE ZONING ORDINANCES OF THE VILLAGE OF MANTUA, CONCERNING PORTABLE OUTDOOR STORAGE UNITS. *1st Reading.*

There will be a public hearing on February 21st

RES. 2016-64 A RESOLUTION ADJUSTING THE SEWER PORTION OF COMPASS PACKAGING'S NOVEMBER 2016 WATER AND SEWER INVOICE, AND DECLARING AN EMERGENCY. *1st Reading.*

Council has decided to keep the \$331.11 water invoice the same and to reduce the \$1,176.74 sewer invoice by \$588.84. The total amount due from Compass would then be \$919.95.

- ❖ Motion to amend the second whereas stays \$331.11, third whereas is \$588.84, section 1 is \$588.84 by Ben Prescott, 2nd by Giles Seith -**All Ayes**
- ❖ Motion to approve by John Clark, 2nd by Ben Prescott-**All Ayes**

RES. 2016-65 A RESOLUTION ADJUSTING THE SEWER PORTION OF THE CRESTWOOD BOARD OF EDUCATION'S FINAL WATER AND SEWER INVOICE FOR 4565 WEST PROSPECT STREET, AND DECLARING AN EMERGENCY. *1st Reading.*

Council has voted to keep the \$374.57 water invoice the same and to reduce the \$1,370.41 sewer bill to \$1,000.

- ❖ Motion to reduce the sewer to \$1,000 made by Marty Hura, 2nd by Ben Prescott -**Giles, Ben, Paula and Giles-Aye, John and Paul-No**
- ❖ Motion to amend the 2nd whereas to \$1,370.41, the 3rd whereas to forgive \$370.41 by Paula Tubalkain, 2nd by Ben Prescott -**Marty, Paula, Ben and Giles- Ayes, John and Paul-No**
- ❖ Motion to suspend the rules made by Ben Prescott, 2nd by Paula Tubalkain -**All Ayes**
- ❖ Motion to approve as amended by Ben Prescott, 2nd by Paula Tubalkain- **Marty, Paula, Ben and Giles-Aye, John and Paul-No**

ORD. 2016-66 A ORDINANCE AUTHORIZING TRANSFERS FROM THE GENERAL FUND #1000 TO THE WATER OPERATING FUND #5101 AND SEWER OPERATING FUND #5201 AND DECLARING AN EMERGENCY. *1st Reading.*

This is to ensure that the Village won't go into the red and will be able to make payroll in the beginning of January.

Joe Naim inquired as to why Council had given Compass and Crestwood a reduction on their sewer bills, but the Village is having trouble making payroll. The Mayor told him that the Villages water and sewer rates are not high enough in order to maintain the plants, pay its debt and have a comprehensive plan to repair and replace the Village water/sewer lines. The Village has received a rate study report from CT consultants and a meeting will be schedule to review it and to decide whether or not to approve it.

The Mayor also added that it is not a common practice to transfer funds to make payroll.

- ❖ Motion to suspend the rules made by Ben Prescott, 2nd by Giles Seith -**All Ayes**
- ❖ Motion to approve by Ben Prescott, 2nd by Marty Hura-**All Ayes**

Department Heads and Village Engineer

Police Chief Buchert:

The next Safety meeting is January 4th at 6:00pm.

One of the patrol cars has a transmission issue, but they are unsure of the cost or the amount of time it will be out of commission.

Merry Christmas and Happy New Year!

Village Administrator:

Brian Rooth is on sick leave due to having foot surgery and is doing well.

Service met with the property owners for the Pioneer Trail tie-in. They received recommendations and Bruce has not heard back from them.

Check valves on Ambler have been installed and complete. Service had the check valves for the North River lift station, but they were the wrong ones and so Bruce is waiting for the correct check valves from Workman.

Well contactors from 1 and 2 are done. The wells were flushed yesterday and had them sampled for bacteria. Bruce said they are good to go. Next week he will put Wells 1 and 2 back in service and adjust the chemicals accordingly. After that Bruce will rebuild the contactor in #3 completely. The contactors for the High Service Pumps are no longer made so Service is looking elsewhere for the replacements.

There was a public records request for well information from the water plant from before the year 2000. Bruce is gathering the information and staying in touch with the requestor.

Village Engineer from C.T. Consultants:

Rich spoke about his work on subdivision regulations and said he would like to work with a board with the use of a projection screen. The Mayor suggested to meet at the Planning meeting which is the second Tuesday of each month at 6:30pm. Bob brought up the topic of master grading in the Village. Grading is a concern when it comes to flooding which has been a large concern with the residents. The first Planning meeting with Rich will be January 10.

Committees

John Clark for Service and Fire Board:

Fireboard agreed to the terms of a one year contract. The reason is to see what direction health care goes in.

The Service committee met with the Pioneer Trail residents and nothing can be done until they come back with a plan to be approved.

A class at Crestwood High School has volunteered to build the Little Free Library. Chelsea's contact at the school will inform her on the materials that they need so that donations can be acquired for them.

There was a joint meeting at Service that included Parks which talked about the future park plan.

Marty Hura for Parks and Shade Tree:

Marty said that his recommendation for the new park design would be to get the permits as soon as possible to move the baseball fields across the street into the floodplain and finding out an estimated cost. He said that if the ball fields are unable to be moved then they are back to square one. Parks has not said that they are moving forward with anything other than getting the required permits. A different issue with the park plan is that during the summer months the endangered Indiana bat makes its home in the woods where one of the ball fields would be relocated to. Marty suggested that the Village can put up bat boxes to ensure they will still have their summer home. Marty wished everyone a Merry Christmas and Happy New Year, and then thanked everyone for their hard work.

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

Much of the items for planning were already discussed. Signage is on hold because Wes Hawkins was not at the Planning meeting.

There were a few burials in the cemetery. Bruce will be getting pricing for a mini excavator with a short term loan. The Mayor and Bruce will be getting together and will write a letter to Mr. Lombardi to ask for help with the cost of the mini excavator.

Board of Zoning Appeals held a meeting for the storage sheds on Line St. and they were approved with some stipulations including one way drives.

Ben Prescott for Portage County Regional Planning:

Ben wished everyone a Merry Christmas and a Happy New Year.

Paula Tubalkain for Finance:

Finance is recommending holding off on the 1 mil levy and would like to do some research into how much is spent in the cemetery. Part of the 1 mil levy would go to help fix up the "bowl" in the cemetery for future use with burials.

Giles for Safety:

Giles wished everyone a Merry Christmas and a Happy New Year.

New and Other Business

Bruce, Michele and the Mayor met with Charles Rainer from NOPEC on behalf of Mantaline who were unable to attend. The Mayor will have a meeting with David Little from Mantaline to inquire as to why Mantaline spoke to NOPEC about gas and electric aggregate.

The Mayor also met with Scott Rafferty and they went over the NOPEC information. The Mayor will have more information next month after she meets with Mantaline.

On January 18th from 3-4 pm there is a Kaboom webinar. The Mayor has another meeting at the school so she will not be able to attend. Someone from the CT office will watch the webinar.

The Mayor will not be able to attend the Parks meeting that evening, so Chelsea will be attending and taking notes for her.

Anything else that may properly come before Council

Adjournment

❖ Motion to adjourn at 8:45pm made by Ben Prescott, 2nd by Paula Tubalkain-**All Ayes**

Mayor Linda Clark

Administrative Assistant Chelsea Gregor