

**Service Committee  
Agenda  
May 04, 2021**

**Call to Order  
Roll Call  
Citizens  
Approval of the Minutes for March  
Village Administrator's Report**

**Review of Legislation**

**AN ORDINANCE AMENDING SECTION 121.03, ARTICLE XII, SECTION (1)(a) OF THE  
VILLAGE OF MANTUA CODIFIED ORDINANCES CONCERNING THE SERVICE  
COMMITTEE.**

**New Business**

Canada Rd repairs- **decided in March doing 1600 feet – Maryann to have quotes**

Buchert Park Phase 2 still needs to be completed-

Buchert Park Phase 3 approved for \$87,000.00 approximately funding still needs to be authorized

Crack Seal discussion

**Old Business**

Discuss legislation for bids for trash and recycle

Ohio Edison pole banner agreement- **Mayor to give update**

**Anything else that may properly come before this committee**

**Adjournment**

## **Service Committee Minutes**

### **April 06, 2021**

**Call to Order @ 6 PM** by Scott Weaver

**Roll Call** - Scott Weaver, Matt Rosolowski, Heather Paisley

Others: Mayor Clark, Solicitor Michele Stuck, Village Administrator Maryann Fabian, CT Consultant Engineer Gene Arters

**Citizens** Ted Bixler, Toomas Tubalkain, Phil Rath

Approval of the Minutes for March motioned by Matt. Second Heather. All voted yes.

**Buchert Park Phase III**

Phil said that DMRC (Downtown Mantua Revitalization Corporation) has earmarked the money for that grant.

**Ohio Edison pole banner agreement**

Phil Rath talked about this and wanted to know if this was something that goes across all communities. Mayor explained that it was coming to all the communities eventually. The Lions Club in Rootstown signed for Rootstown Township. Phil was nervous about the damages and liabilities for the people who sign. Phil said that they (DMRC) are going to look into it more and get legal input before signing anything, and look for other alternatives.

DMRC contacted Tim Robinson from Nature Works about a grant that can provide restrooms down at the park. The application has to be postmarked by June 1<sup>st</sup>. Mayor said that we could not make any promises because our money is committed for other projects (Buchert Park Phase II (\$25,000) & III (\$87,000), possible Paddling Enhancement Grant (\$50,000)) that are reimbursable grants but the Village has to commit the money until it is done. Mayor does not know if the Council will want to certify another \$150,000 in funds down at the park. Phil said that the Nature Works grant comes around every year. Matt brought up to remember that the Service Department would have to maintain the restrooms. Phil said that Ellie had thought that they could hire a cleaning company during the peak season. Matt mentioned a security camera at the bathrooms.

### **Village Administrator's Report**

Officially started the job on 3.22.2021

- Took time to get the phones and email situated, and I am still monitoring two email accounts
- Still working on getting the office how I need it, mayor is helping go thru the papers in John's office
- Had a meeting with Tammy and Jenny to go over the budget, understand the ins and outs
- Attended three virtual meetings with the Cuyahoga River Water Trail, Headwaters Collaboration and Ohio Edison
- Met Chris DeLuca from CT and will be tracking the prevailing wages for the West Prospect project
- Met with Dean Olson from the Rotary about what the plans are for the volleyball area, sent quotes for pads.
- Attended the cemetery board meeting
- Still answering questions from county about water and sewer accounts
- Water and Sewer are being audited from 2019 & 2020, gathered information and answer questions from auditor. She is not done yet that I am aware
- Scheduled Rapid Electric to come out and make electric repair the Basketball lights and other conduits around Buchert Park. Hopefully will be finishing up tomorrow.
- Worked on the Arbor Day essay contest, getting forms & certificates ready
- Got tree quotes and wrote 2 letters to residents about tree removal

- Finished the Risk Management report
- Answer zoning questions throughout the two weeks, and working on two open applications
- Last week an insurance claim of a hot water heater leak in the police station and met with the Insurance Claim Adjuster
- Had meeting with Dave at 6:30 AM the first day at the Service Garage – decided we will meet the Monday morning every week at this time.
  - Passed out updated employee handbooks to have the employees sign off
  - Went over what Service department does on a seasonal basis
  - What Dave thought job responsibilities of the department were so we would all be on the same page
  - When Service wants to do something that we need to get estimate of time and material before we consider doing projects
  - Went over all the open work orders
  - Went over some concerns that Dave had (graffiti, littering)

Since the last Service meeting the Service department had been busy

- Put blanks in the breaker panel box in the Potato festival building
- Installed “No Parking Between Signs” behind the Police Department
- Placed 2 handicap parking signs on the potato festival shed
- Fixed the storm sewer at 10934 Ambler Lane
- Liz took pictures and documented all Ohio Edison poles
- Installed new water meters in the Service Garage, Lodge and Cemetery
- Ordered and picked up hardware for plow trucks
- Repaired and paint the interior walls at the Service Garage
- Put in new stairs that were a safety issue at the Service Garage
- Paul repaired the White pick-up truck in order to pass E-check, got e-checked
- Cold Patched pot holes on Ambler, Peck, Prospect, on West side of Village
- Risk Management repairs
  - Mulch under the merry go round
  - Quotes for repairs on Pavilion close to Mantaline
  - Replaced broken pieces on playground equipment
  - Fixed façade on shed
- Cut & cap water line at the curb stop by southwest backstop/ball field
- Pull out hydrant on East end of Buckeye Pipeline property
- Replaced a total of 7 delineator’s and 2 bases on Mill St next McDonalds
- Moved John Trew’s computer with CAD, file cabinet & table to downstairs office
- Installed a door in the inside of the mailboxes to block draft
- Met with Seal Master about crack seal
- Took dead tree down at the cemetery
- Check the cross walk for any unusual unevenness or pot hole on the crosswalk that goes across West High Street by Sud’s Your Dud’s
- Repaired and removed graffiti (sanding) and sealed the wood on the picnic tables
- Remove graffiti on a bridge
- Back filled and leveled 2 graves filled in lower spots, and older sunken graves with fill
- Cleaned and painted and installed grills at Buchert Park
- 22 Benches have been painted, sealed, and wooden slats completely replaced, new hardware
- Relocated the fire extinguisher in Maryann’s office
- Take out cemetery desk in Maryann’s office and relocate file cabinet.
- Dry wall work in the lodge that needed repaired from the plumber. Painted the main room in the lodge

Maryann suggested the Service committee visit the Service Garage to see how nice it looks

Discussions that Maryann wanted to talk about:

Crack tar fill (read Dave's letter). Dave met with Seal Master.

Concerns – the amount of people we would need to be there (need 4 people). We would need all the Service people to be there, and at times a 5<sup>th</sup> person. Maryann talked to Chief Urso about if this was possible, and Chief Urso said that this should not be a concern. Matt said that there is value in this crack seal maintenance program. The machine is not rented, it is included in the cost of the machine. Gene said to make sure that you get the crack where the asphalt meets the cement curb.

Things to find out:

How far does 4800# go?

How do we reserve the machine, how many days do we have it, what kind of schedule would we have to set up?

What streets would we be doing, and in what order?

Is the air compressor part of the machine?

No one has a problem with the Mayor moving her office downstairs

Recommend Dan Wysznski for the Brick Time capsule at \$5200. The other quote was for \$5600. The money is coming out of the Park Capitol Fund. Scott motioned to move this to Council. Matt second. All voted yes. Scott asked that the estimate goes into the Council Packet.

Capitol funds for vehicle & equipment replacement and capitol funds for building maintenance will have to be done at the budget workshop.

Employees recording time, could be a liability issue. Matt thought that there should be a way of tracking their time. Matt said that he is going to think of some creative ways to tackle this. It was decided to think about this for a month, and come back with ideas.

Liz & Paul are part time employees that have to be home right now, and the Covid pay expired. Maryann would like to pay the employees during the mandatory time off. It needs to be approved by council. Matt & Scott asked if the new COVID release fund will cover this. Michele said that it could be reallocated when we get that check. Matt motioned to move to Council, Heather second. All voted yes.

Next Service meeting Maryann hopes to have a "wish list" with estimates so we can prioritize and try to come up with a long-term plan.

Matt did go down to the Service Garage and complimented how nice and clean it looks.

### New Business

Canada Rd repairs- decided in March doing 1600 feet – keeping it under \$50,000. Todd is out measuring it tonight.

Discuss Advertising for applications for service workers. Maryann has an interview on Thursday for an applicant. Service Committee agreed to have Maryann continue advertise for a Service worker.

Buchert Park Phase II the see-saw is in, the swings are in, the brackets are in, and we need laborers to put the park back together. This should be completed soon.

Buchert Park Phase III approved for \$87,000.00 approximately. DMRC will be contributing \$22,000.

Do we want to apply for a OPWC for West Franklin Street to go down as far as Elm St. replacing storm sewer? The Mayor talked with Tia about being a joint effort between the Village and the County. West side of Prospect will be done. The Service Committee agreed that they are in support of Gene starting the application for the OPWC, and it should be done at the end of May. Scott motioned. Heather second. All voted yes to bring this before Council.

The Mayor wanted to make sure the Service committee was aware that it is possible a business owner may be coming to Council for assistance with the water bill. The surcharge was over \$400. It is within the business owners right to come before council to have this looked at again.

The Mayor read a confusing text that came thru, but the residents are not happy with the green book surcharge. Michele explained how the green book surcharge works, and there is a provision that someone can request that the surcharge be reevaluated, but this is the book that the County has used and will continue to use.

Mayor stated that the Village has 90+ meters that have never been installed and the residents will be getting letters.

### **Old Business**

Discuss legislation for bids for trash and recycle. This has been done and can come off of the agenda.

Ohio Edison pole banner agreement on hold until Phil talks to the lawyer, and the Mayor talks to AT & T. Heather brought up the Lowe's grant and maybe we should come up with a plan for posts. Scott said that maybe we should look into it. Matt said that we still have options open and if we have to wait a year, then we wait. It was decided to wait.

We need to get the half baskets that go on the bridge planted.

Lowe's grant Maryann came up with a theme of Soapbox derby, but not an actual plan. Heather came up with a Barn Quilt tour, and put Portage County on the Barn Quilt Map. She suggested that we incorporate a bit of history on the wooden quilt's ideas. Maryann asked that we think about this project, how to maintain, and the costs to maintain. The project has to be done by October.

Matt asked what the graffiti was. Maryann told him that there was spray paint on bridge with a racist slur on it, and on the picnic table it was put in with marker and carved in with a knife. She stated that we are having a problem with littering and graffiti.

Motioned to adjourn by Scott. Second by Matt. All voted yes. Meeting adjourned at 7:35PM

Village Administrator Report  
5.4.2021

Been very busy trying to finish up Buchert Park Phase II. Worked with Todd Lamb, Tony Hood & Todd Brugmann to remove excess dirt. Mulch is done, See-Saw foundation poured. Just last finishing touches – paint, install swings, plant grass around the mulch, install see-saw. Still waiting on the basketball boards to arrive. Worked on paperwork with Brian Rogers from CT

Completed Risk management, and concrete is poured in Pavilion #1

Been getting quotes for the water damage in the Police Station, and am in the process of scheduling the work to be done.

Veneer Tree took down tree on Elm, branches at Cemetery, and stump at Buchert Park.

Worked on prevailing wage for the West Prospect project

Put a spec packet together for 1600' Canada Road, sent requests to Isaac Whitney @ Ronyak, Tim Perrin @ Perrin Asphalt, & Todd Lamb @ Todd Lamb Excavating

Zoning - 4 open applications – 1 sign, 1 mural, 1 fence, and 1 accessory building, and 1 anticipated application for a pole building

Service Department

Buchert Park

- Removed Top Soil
- Grading
- Landscape cloth
- Mulching
- Painting
- Repair pea gravel shovel box
- Poured foundation for See-Saw
- Basketball lights are repaired
- Sanitize picnic tables 2x a week, Sanitize mini park daily

Risk Management

- Fixed facade on storage shed
- Fixed concrete slab on Pavilion #1
- Put up replacement parts on playground

Lodge

- Repaired drywall from holes left by the plumber
- Painted main room
- Repaired the parking lot from the winter
- Removed mud from the Storm sewer by the potato fest building
- Pulled weeds
- Trim hedges

Cemetery

- Dropped off planters/urns and half baskets at Urban Growers
- Replaced Spigot near the shed attached a hose

Mark grave for burial

#### Streets

Update the no parking area in front of 4690 Prospect Street.

Put up new Mantua Village sign at corner of High & Main

Place "Yield to pedestrians" on Main St

Replace both pedestrian push button assemblies at crosswalk at Mill St

Put businesses on sign at Main & Prospect

Redistribute the benches that were refurbished around the Village

Trash pick-up

#### Village Hall

Weeded under sign

Started prepping to clean fountain

#### Mowing

Along all trails

Headwaters Trail

Glacial Esker trail

Buchert Memorial Park

Along sides streets

Regan

Line

Glenwood & 44 both sides

Canada Road

Peck Road

South end of town between bridges including by the big sign

#### Miscellaneous

Around the back of the Service Garage

Picnic area by WTP

Triangle entrance to the cemetery