

**Service Committee
Minutes
March 7th, 2017**

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

Members present: Councilman John Clark, Councilman Paul Janson, Councilman Marty Hura

Others present: Mayor Linda Clark, Village Administrator Bruce Rininger and Administrative Assistant Chelsea Gregor

Pledge of Allegiance

- ❖ Motion to approve the Minutes of the February 8th Service Committee meeting as presented made by Marty Hura, 2nd by Paul Janson – **All Aye**

Citizens- None

Village Administrator's Report

Bruce purchased four "Road Closed & High Water" signs to be placed permanently on Canada Rd. The signs have a fold down feature that can easily be used by the Service crew or the Police Dept. There will be a road-closed sign and a high water sign on the west end and the east end of Canada Rd. The signs are in and the Service crew is waiting on better weather to install them. Paul asked what the signs would cure. Bruce explained that he has received calls informing him to remove signs on Canada Rd. during off hours. He stated that by installing these signs the Police Dept. would have easy access to putting them up, or taking them down during off hours. Bruce also mentioned that even though barricades were put up to close the road, they had been moved. So in putting the road closed signs up, at least drivers would be informed to the possible dangers, if again, barricades were moved aside. Paul inquired if the signs lock, expressing concerns that people could flip signs back over during bad weather to place blame on the Village if they were to perhaps get stuck. Bruce stated that the Police Dept. and the Service crew would be informed when the signs have been flipped to help keep a log. The Village had to submit lead mapping for the EPA, which CT will complete and turn in on time. Bruce has been talking with the baseball teams at the park and what the Service crew can do to help them. The baseline fence on the north field needs attention. Bruce got a quote to replace the fencing and the top rail, which was less than \$700. The fencing on the other two fields are in good shape. All the high service pumps and the contactors are finished. There might be a problem with Well #1, amongst some other issues such as check valves, and so Bruce will be contacting Thoma to come out. The Service crew was at a property on Herald St. to turn off the water at the curb box and ended up taking out the service line. Bruce ended up having to close eight valves just to turn the water off so that they could repair the line. There is currently no curb box at that location but can be added when the owner wants to reconnect the water line. The Service crew has been hanging shut off notices with a high success rate. There is still the issue of working curb boxes, which Bruce says, will be an easy fix once the mini excavator comes in. The past due balance from the water/sewer accounts is down to \$11,000. The Mayor stated that the Service Dept. needs to come down harder on those on a payment plan, which brought Bruce to bring up the idea to temporarily suspending payment plans. The consensus was to start turning off service for people that have been given several warnings.

Review of Legislation

The Service committee reviewed the Special Recognition signs, 2017-05, and stated that only the italicized items were changed. Paul stated that he liked everything and said that he came up with sizes for signs, which are 16" x 20" inches and 18" x 24" inches. Legislation will be drawn up for Council, and Paul will be meeting up with Dave Toth to go over what he would like to do.

Paul was informed about the good news that the Cemetery Trust will be paying a large portion of the Bobcat mini excavator so that the Village does not have to take out a loan.

The Mayor brought up the topic of utility rate increases that Council needs to still discuss. Bruce said that he and Chelsea were working on possible rate increase numbers that would eliminated the need for Jenny to take money out of General Fund to put into the water or sewer funds each year.

The pay cap has been increased for Bruce, who is also the new Operator of Record for the Village. Bruce's wage went up from \$20 per hr. to \$22.50 per hr., which will be saving the Village about \$5,000 by not having to employ Dan Mounts to be the Operator of Record. The committee discussed Councilperson Paula's apprehension to Bruce's cap being raised from \$25 per hr. to \$29 per hr. The Mayor was informed about a Municipal Bridge funding 95%/5% grant for the Mats Rd. Bridge from CT consultants. There was limited time left to apply, and Marty stated that CT should have contacted us sooner, and that type of last minute notification happens too often.

- ❖ Motion to send the Municipal Bridge funding grant to Council for legislation by Paul Janson, 2nd by Marty Hura– **All Aye**

New Business

The Mayor had a Portage Parks meeting with Chris Craycroft about taking over the west end of the trail. Since the Village received a grant in 2003, they cannot transfer that part of the trail for 15 years. The Village has not received any plans from Napa Auto Parts to build a new building on the corner of Main St. and Canada Rd. Matt has been inquiring about water and sewer hookup, but plans need to be submitted before the Village can consider his tie in options.

Old Business

Stripping will be completed in the spring for High St.

The project with Buckeye is still on hold.

The little free library is coming along. Chelsea is waiting to hear back from Masco Cabinetry to see if they would be willing to donate any wood materials for the construction of the library.

Bruce and the Chief met with a couple people from Security Installation about installing cameras at the wastewater plant. The committee talked about looking into Homeland Security grants or any Water Plant grants that could help with the cost of the addition. The Village may have to consider putting in a fence around the WWTP as a precautionary measure. In the park there is a camera that will be repaired and they will install an additional camera that will view the lodge and the basketball court.

Anything else that may properly come before this committee

Adjournment

- ❖ Motion to adjourn at 7:20 pm was made by Paul Janson, 2nd by Marty Hura– **All Ayes**