

Approved

**Service Committee Minutes
July 3rd, 2018**

The Mayor called the meeting to order at 6:00pm.

Members present: Councilman Bob Gaglione, Councilman Paula Tubalkain

Others present: Mayor Linda Clark, Village Solicitor; Michele Stuck, Administrative Assistant; Chelsea Gregor, Administrative Assistant Marty Fergus, Ellie Stamm and Jason Heilman

❖ Motion to excuse Scott Weaver by Paula Tubalkain, 2nd by Bob Gaglione- **All Ayes**

Pledge of Allegiance

- ❖ Motion to accept the May 1st Service Committee meeting minutes by Paula Tubalkain , 2nd by Bob Gaglione- **All Ayes**
- ❖ Motion to table the June 5th Service Committee meeting minutes by Paula Tubalkain, 2nd by Bob Gaglione-**All Ayes**

Citizen-None

Village Administrator's Report

The roof sealing is finished at the mausoleum, and the footers are complete and dressed out. Pressure washing is finished, as well as the sidewalk. The sealing of the mausoleum, tree removal, and the replanting of trees this fall still need to be done. Butch is working on the doors and railings for the mausoleum.

The service agreement with the County for operation of the water and wastewater plants has had a few issues. The Mayor has signed all the paperwork that the County needs for the commissioners and for the EPA. They have received two sets of keys. Mike May walked the County through the procedures at the WWTP and Bruce has walked them through the WTP. There are few problems with the SCADA, however, the Village is working on getting them worked out.

The Summerlins on Grand Elm are having a storm line problem. Dave looked at it, and when the line was put in, it was put in 14" inches west of their property. There is a catch basin before their drive and then the line goes from 6" to 8" inches, which may be the problem. Dave says he can dig it up, replace the smaller pipe, and change the elevation. The Mayor asked him if the Village could get it cleaned out for this year and then once the Villages has storm sewer fees in place it can be replaced.

The Banners that the DMRC donated to the Village have been installed.

The Mayor will be sitting down with Jenny and going over the rest of this year's finances. At the Finance meeting last month, Jenny said that at the end of May, Service had used 54% of their payroll budget and noted that it does not include wages from a Village Administrator.

The Mayor has made contact with someone in regards to the property at 10689 Maple St. The property is two parcels, and the contact is going to secure the house and check into whom they can get to mow it.

Service discussed the dehumidifier for the water plant and the Mayor had done some research. Service reviewed dehumidifier quotes and the Mayor said that anything over \$50,000 needs to be bid out.

The Mayor read a recommendation from Scott Weaver who was unable to attend. "Now that the County is running the plants we need the Service Department to outline the rest of the projects that the Village needs done and let us get them done efficiently because this is an issue. The Service committee needs a game plan and dates for completion of these projects."

Review of Legislation-

Service discussed possible changes to cemetery legislation 2017-47 955.01(r) Resident" A person who has been a bona fide resident of the Village of Mantua for one day or more, or who was a bona fide resident of the Village of Mantua immediately prior to entering a nursing home.

Change to-

(Ord. 2017-47. Passed 1-16-18.) Resident" A person who *is currently domiciled in* the Village of Mantua, or who was *domiciled in* the Village of Mantua immediately prior to entering a nursing home. *For this purpose, "domicile" means the true, fixed and permanent home of the person to which whenever absent, the person intends to return.*

Paula suggested adding "Assisted Living" along with nursing home.

- ❖ Motion to send to Council with the change of adding nursing home and/or assisted living by Paula Tubalkain , 2nd by Bob Gaglione- **All Ayes**

New Business

The Mayor went through clarifications on water/sewer adjustments so that the Village has not created a precedence. She has already been contacted by one resident that feels that the Village set a new rate for a practical time frame for a resident and does not agree with rate adjustments. The resident feels that all residents in the same period should get the same rate or adjustment.

A letter was received from a resident regarding an issue with their pool, which the Mayor read.

Dear Village Counsel:

Due to unforeseen circumstances, my pool liner split which ended with a two-foot hole, and I lost all of my water. I am submitting a picture of the liner for you to see. I realize that the policy is one fill up per year but I am asking that you make an exception this one time. I have never asked for this in twenty-eight years of living in the village. I have been a resident of the village for twenty-eight years and try to abide by the rules as they are presented to me. We are a one-person income household and I truly cannot afford the sewer costs associated with filling the pool a second time.

Thank you in advance for your consideration in this matter.

Sincerely,

Kenneth and Kimberly Block

Service discussed the letter request and suggested for Kim Block to see how much a pool water company would cost to see if it would be worth pursuing.

Dan Tillett and group has purchased the old Haylett building and will be putting in a coffee shop. The sewer lateral goes out to Main St. and he is asking if Service would allow the new lateral to run from W. Prospect St. instead. A tap already exists and the County will be brought in to film for existing taps.

Dan spoke to Service and explained a catch basin and pipes that have been added. He then discussed parking in front of the building and wanted to include a handicapped parking spot. Service discussed sending Dan to planning and added that they may take up to 30 days to respond to his requests but that they will try to work with him if possible.

Old Business

The curbing on Woodford St. is being worked on by the Service Department. Bob told the Mayor to tell the Service crew that they did an excellent job, and that Dave did a great job with the excavator. The Mayor spoke with CT about Giles Seith's handicapped sidewalk. CT said that the easiest solution would be to remove the handicapped section and that it should be taken back to the way it was before it was installed. The Mayor told Giles that she would speak to Service then to Council.

Service reviewed plow trucks and pricing. Bob explained the different specifications for each of the two truck options, comparing the Ford to the Dodge. In the end, Bob suggested going with the Dodge.

- ❖ Motion to move forward with the purchase of the Dodge plow truck from Junction Auto to Finance by Paula Tubalkain , 2nd by Bob Gaglione- **All Ayes**

Council is still waiting on filling the Village Administrator position.

Service discussed what they might be looking for in a Village Administrator and what has worked in the past. They also discussed adding the position of Zoning Inspector to the job description.

Anything else that may properly come before this committee

- ❖ Motion to go into executive session for employee discipline at 7:31 pm by Paula Tubalkain and 2nd by Bob Gaglione – **All Aye**
- ❖ Motion to come out of executive session at 7:43 pm by Paula Tubalkain and 2nd by Bob Gaglione – **All Aye**

Adjournment

- ❖ Motion to adjourn at 7:45 pm was made by Paula Tubalkain and 2nd by Bob Gaglione – **All Aye**

Committee Chair Bob Gaglione

Administrative Assistant Chelsea Gregor