

VILLAGE OF MANTUA
REGULAR COUNCIL MEETING MINUTES
September 19, 2023

Call to Order at 6:30 PM by Tammy Meyer

Pledge of Allegiance

Roll Call: Kevin Maloney, Nina Schroeder, Marty Hura, Tammy Meyer

❖ Kevin made a motion to excuse Chuck Peterson and Steve Thorn. Marty second. All ayes.

Others present: Solicitor Michele Stuck, Police Chief Joe Urso, Village Administrator Ryan Klemm, Fiscal Officer Maryann Fabian

Citizens: Phil Rath, Miranda Brothers, Corey Turnbull, Wendy Davis, Sam Paratore

Citizens

Phil Rath said the DMRC has offered to help Ryan with any grant writing he may need. Dawn King has offered to donate new lights for the mini park to replace the ones that were damaged in the storm. Crestwood cleanup day was today. He said the State Representative Gail Pavliga said the Ohio Fund will give grants to parks. It might be an opportunity for more money for parks.

Financial Reports

Maryann went over the financial reports. Tammy wanted to reiterate what she said at the finance meeting. Ordinance 2023-23 where Buchert Park Walking went from \$35,680 increased it \$14,370.93 for a new total of \$50,050.93. This was passed on June 20th of this year. Then in July we passed 2023-34 to increase it \$4239.44 to make it \$50,050.93. Tammy said that the second ordinance cannot be correct if the first ordinance is correct, but neither one of them has been applied to Buchert Park. Maryann said that it has been applied now, and that she sent an email out about the update. Tammy said that this month's financial reports are not correct. Maryann said that she had tried to put in the appropriation earlier and had a problem with it, and had to table it. She had to increase something with the auditor, to be able to do that. Tammy asked which one. Maryann replied the first one Tammy talked about. Tammy said it was a different answer than Maryann gave at the finance meeting, where Maryann had stated that she missed it. Maryann said that she did miss it because she had tried it earlier and could not complete it, and had missed it later. Tammy wanted to know what we do about the ordinance 2023-34 which is additional money that adds another \$4239.44 to bring it up to a total of \$50,050.93. Michele explained that ordinance 2023-23 was a change in appropriations. Appropriations are not the same as a transfer. The council changed the appropriations in 2023-23 up to \$50,050.93, but then next month the council passed 2023-34 which was a transfer, to bring the fund balance up to match the appropriations. Maryann explained that was why she could not appropriate the money when it was appropriated. Maryann thanked Michele for her answer, because Maryann did not have the ordinances in front of her.

Tammy asked Michele to answer a question concerning 3 invoices that were paid as one, to Cleveland Wrap as one totaling \$5655. Tammy asked Michele if that was okay. Michele said it would be great if council would retroactively approve by motion to comply with our ordinance. She said that no auditor would have a problem with it, it is just something the village does as an internal control because of a distant past practice which became problematic. Michele said that it is certainly not a fatal flaw. Tammy asked for a motion to approve this retroactively. Kevin said he would make that motion. Nina said to let it lie. Kevin asked her why. Nina replied that it was an obligatory action instead of a council decision, and if it's only internal then moving forward we know. Kevin said to approve retroactively to keep in the letter of our current ordinances. Nina said if the money is already spent, invoiced and paid, why retroactively approve anything. We have already implicitly approved it. Tammy said then there is a record of it was approved after the fact.

❖ Kevin made a motion to approve retroactively. Marty second. Tammy – aye. Kevin – aye. Nina – nay, Marty – aye.

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Tammy requested a motion to approve the financial reports. Nina asked if Tammy wanted something corrected or amended on the financial reports. Maryann explained that once the month closes you cannot change the financial reports. No motion was given.

Approval of Minutes

July 18, 2023 Regular Council Meeting Minutes

Tammy still had a correction for March 2021, that she said March 21, and showed Maryann a document that it was March 21, 2023, where the appropriations were at 1.599 as she stated. Maryann said she went back and relistened after Tammy had made the same comment at Finance. Tammy did say March of 21 the first time, and other times she said March 21, but Maryann had asked on the recording why she picked March of 2021 and Tammy had said it was because it was what Maryann had given her. Tammy said that Maryann would not have sent her something from 2021, and Maryann replied that was why she asked. Tammy said that was why she showed Maryann the paper. Maryann stated she just wrote what was said at the meeting. Nina asked if the correction could be shown in this month meeting minutes. Yes, it can. Tammy asked if anyone else had any corrections. There were none.

❖ Kevin made a motion to approve the 7.18.2023 minutes. Marty second. All ayes.

8.14.2023 Budget 2024 Workshop

Tammy stated she had a few corrections and said that she assumed Maryann was using AI to do the minutes. Maryann replied she was not. Tammy said that Maryann wrote “*revenue of one thousand, five hundred ninety-one, two thirty-two dollars*” and wrote it out, and did not put a number. Maryann replied it was because she could not figure out what number Tammy was trying to say, so she wrote out exactly what Tammy had said. It was not a full sentence, so Maryann will correct that. Tammy said that she was talking about the revenue and was trying to say \$1,592,262 but probably misspoke.

Tammy said on page 2 “*Tammy figured out that 87,036 hours*”, she probably stuttered but said 8736 hours. Maryann said Tammy said 87,036 hours and at the meeting was thinking about how you could have come up with over 87,000 hours and was confused. Tammy asked if there was a reason why we were writing the minutes almost verbatim rather than bullet points. Maryann said that was what council wanted and she would love to do bullet points. Tammy said that they were not requesting verbatim, just more thorough. Maryann said she was requested to put more in the minutes from this council. She would love to go back to bullet points, and she would love for the council to agree on how to do minutes. Then we would not have these discussions. Steve asked at the Finance meeting if these lengthy minutes were worth it and Kevin said yes, they were.

Tammy said the next item was “8 days of holidays” she said that was not true, she said 11 holidays as 8 hours. Maryann said that she would look this up. Tammy said sometimes you write out the word and sometimes you don’t. Middle of the page Maryann wrote \$154 and Tammy did not mean \$154, she probably said \$154,000, or at least that is what she meant. Maryann said, that is the thing, she has to write what was actually said. Kevin said his understanding of the minutes was they should accurately reflect what was said in the meeting; if someone misspoke in the council meeting then it should be in the minutes. Tammy said okay, but she was talking about the police budget on the last page she said \$45,000 not \$45. Tammy said the last one was “*seventeen five five*”, in the middle of the paragraph. Tammy said she could go back and listen to the tape.

Nina said at the bottom of the 1st page that \$7000 was there twice. Maryann said she would look into it.

Tammy said that she would table these minutes.

8.15.2023 Regular Council Meeting

Tammy said on the second page Wendy Davis was talking about Mantua. Tammy wants the word “*Tammy*” changed to “*you*”, because that is what Wendy actually said. Tammy said where it states “*Nina voted for the police levy*” is out of order. Maryann said she would check into it. Tammy said a sentence does not start with the word “*And*”,

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and she wants the word “*the mayor*” taken out of the sentence that states “*when the mayor read something like the statement read at this meeting*” and replaced with “*you*”. Maryann said would fix that but then she also needs to remove the names of the people that Nina pointed at in her statement.

Tammy said she would table these minutes.

8.30.2023 Special Council Meeting

Tammy asked for a motion to approve these minutes.

- ❖ Nina made a motion to approve. Kevin second. All ayes.

Legislation:

ORD 2023-35 AN ORDINANCE AMENDING CHAPTER 121 OF THE MANTUA VILLAGE CODIFIED ORDINANCES CONCERNING THE RULES OF COUNCIL OF THE VILLAGE OF MANTUA. 2nd reading. No discussion.

ORD 2023-36 AN ORDINANCE AMENDING SECTIONS 121.02 AND 133.02 OF THE CODIFIED ORDINANCES OF THE VILLAGE OF MANTUA REGARDING COMPETITIVE BIDDING THRESHOLDS. 2nd reading. No discussion.

ORD 2023-37 AN ORDINANCE AMENDING SECTION 123.01 OF THE CODIFIED ORDINANCES OF THE VILLAGE OF MANTUA REGARDING POSTING OF LEGISLATION, AND DECLARING AN EMERGENCY. 2nd reading. Kevin asked if we are declaring this as an emergency, why are we going through the process of multiple readings, why can't we suspend the rules. Michele explained that the council could not suspend the rules with only 4 council members and an emergency meant that the legislation would take effect the date it was passed, instead of 30 days later.

ORD 2023-39 AN ORDINANCE ENACTING SECTION 440.17 OF THE ZONING ORDINANCES OF THE VILLAGE OF MANTUA RELATING TO ELECTRIC VEHICLE CHARGING STATIONS. 2nd reading. No discussion.

ORD 2023-43 AN ORDINANCE AUTHORIZING A TRANSFER FROM THE GENERAL FUND #1000 TO THE STREET MAINTENANCE FUND #2011 AND DECLARING AN EMERGENCY. 1st reading

ORD 2023-44 A RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE PORTAGE COUNTY BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR. 1st reading. No discussion.

RES 2023-45 A RESOLUTION AUTHORIZING PEARSON SURVEYING, LLC TO CONDUCT A SURVEY OF THE EASTERN PORTION OF MATS ROAD, AND DECLARING AN EMERGENCY. 1st reading. We do not have that legislation yet. This will be moved to next month.

Department Heads:

Police Chief Joe Urso said that the Safety Committee met on September 6th. They went over the appropriation status, vendors, and SRO reports. The committee discussed the training requirements for the SRO officer. Under old business, they discussed an odor complaint from a resident, Elm Street parking update, and the patrol car status. New business, the Potato Festival went off without a hitch, the weather actually cooperated. All paperwork and forms are turned in for the Potato Festival. The committee discussed the

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employee status and a flooring concern in the building. They discussed the tornado siren, and have started working on updating the website. The Halloween Bash is October 31st from 5:30 PM – 8 PM, and Trick or Treat is October 31st from 6 PM – 8 PM. Chief Joe Urso asked for a motion to accept 2 donations for the Halloween Bash. Mantaline Corporation gave \$100, and an anonymous donor gave another \$5.

❖ Kevin made a motion to accept the donations. Marty second. All ayes.

Chief Urso signed off on the liquor permit for The Sisterhood of St. Joseph event for the wine tasting event on October 14th, the liability insurance will be coming before the event.

Village Administrator Ryan Klemm reported at the Planning meeting they discussed the electric charging stations. Zoning has one permit for a garage on Prospect Street. There was a water leak in the park the service department worked on. They also worked on two drainage projects, one at the hardware store (an open man hole) and the other on Oak Street. Today Crestwood schools volunteered for clean-up and it was a success.

Ryan has made the purchases for the equipment that was approved. On Gov Sales the village recovered approximately \$11,625 from the sale of the Cushman and Chevy Truck. Ryan spent about \$23,000 for the two UTVs. Ryan requested to use Edinburg Auction Sales. Michele said for Ryan to get what he wants to sell and she will write the legislation.

Ryan stated that the cemetery clean-up is going well.

The company removing the trees had a piece of equipment break, but all the trees are safe and secure.

Ryan said there has been expressed interest for him to be at more meetings than he currently is going to. He has been reaching out to people to see if he can bring people up to speed during business hours. Ryan said he had a good meeting with the Chamber, and also has worked for better coordination with DMRC with Phil.

Ryan also requested for Council to consider a change to the employee handbook, section 4.4, line item #3. He would like hours worked changed to include comp, vacation, sick and holiday time.

Nina asked Ryan if there were any changes to Buchert Park Phase 4 or 5. Ryan said that phase 4 is completed. There was \$1600 left in the ODNR grant in Phase 4, Ryan would like to address a drainage problem they have at Katie's meadow.

The Potato Festival brought a lot of things to light. Operational safety needs to be addressed.

The service department will be working on the police steps before winter.

Ryan talked to Mr. Lombardi from the Thompson cemetery trust, and he agreed to help pay for trees that were damaged during the storm. He also talked with him about the village taking over the mowing at the cemetery next year.

Committees:

Kevin said the Finance Committee discussed the financial reports.

Tammy said Ryan already covered Service Committee meeting.

Tammy said the Planning Committee discussed Village Center.

Tammy turned in the PCRCP minutes. At PCRCP they discussed Turnpike Commerce Center; someone is coming into lot #3 that will generate approximately 1.4 million in revenue. There is a JEDD with Streetsboro. The next PCRCP meeting will be at R44.

Tammy reported at the Fire Board meeting they discussed Dominion Gas using the south lot area of the fire station property to put equipment, when they are putting a new gas line in the area. Dominion will be graveling the area and paying the Fire Department monthly for use of the land. The Fire Department is looking at changing the billing company they use. They are looking and a new fire truck that will cost approximately almost \$800,000 with a 2-3-year build time. They are also looking at a new ambulance that

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would be 3 years out and will cost approximately \$300,000. The fire department has a new oxygen supplier and they are also putting in a sauna for firefighters to recover in after a fire. There have been 1149 calls to date for the fire department which is an average of 4.5 calls per day.

Nina said at the August Parks Board the discussed Phase 4 and 5 and thanked the Service department for the exemplary work. They discussed skid mounted restrooms. Ryan is providing pricing and renderings of this restroom for the next meeting. The DMRC is amenable to this plan and price point which is sitting at about \$65,000. The Parks Committee discussed landscaping the park and upgrades to the playground and equipment. They discussed a wayfinding program with Shade Tree.

Tammy asked Michele if the Parks, Shade Tree and Cemetery meetings could be added to the Service meeting starting in January. Michele said they could have the Parks and Shade Tree immediately following the Service meeting. The problem would be with Cemetery, which is not a regular scheduled meeting at this time. It could be possible to state that Cemetery meeting is schedule for certain months following the Service meeting. It is easy to cancel a meeting, but to schedule one that is not on a regular schedule it must be advertised. Michele suggested the council think about exactly what they want. Then Tammy asked if they need a Shade Tree, Parks and Cemetery Committee or if it could just be part of the Service Committee. Michele said the ordinances would have to be repealed that govern those committees. The Shade Tree Committee needs to stay because we are a shade tree community. Nina said that she has not gotten to talk about Shade Tree yet, but they discussed sending this up to council at their meeting. It was not discussed at the Parks Committee to combine with the Service Department.

Nina said at Shade Tree they discussed the wayfinding project, the meeting schedule and made two motions to move to council. The first one was to revise the Shade Tree schedule to meet quarterly or as needed after Service Committee is held. The second motion to move to council was the redaction of invasive plant recommendations from Ordinance 460.10.

Ryan said there was nothing to report for the BZA, and at the cemetery they are getting ready to start fall clean-up.

Any Other Business

Tammy received an email from Nina about a records request. Tammy did not respond to it because of open records. Tammy said she spoke to Michele and can address this in an open meeting. Tammy said if she produces the records they become an open record, and she is not sure she wants to produce something. Tammy said she cannot have a one on one discussion about it. Michele asked Maryann if it would be difficult for her to forward a records request to Nina that had been sent to Tammy. Maryann said it would not be difficult. Michele said that if anyone wants the raw data they could contact Maryann the same way Tammy did to get the information.

A Special Council meeting will be schedule for October 3rd at 5:45 PM, and a Capital Planning meeting on October 24th at 6:00 PM.

Sam Paratore asked if the council knew the time frame and the location Dominion was going to be digging for the new gas line. Ryan explained it was not much digging, they are starting from the north and going south. It will be all directional bore.

Adjournment

❖ Kevin made a motion to adjourn at 7:45 PM. Marty second. All ayes.