

**Service Committee
Minutes
March 4, 2014 6:00 p.m.**

The meeting was called to order at 6:00pm

Pledge of Allegiance

Roll Call: Committee Members John Clark, Paul Janson, Bill Zoller

Others present: Mayor Linda Clark, Councilman Marty Hura, Village Administrator David Akerley, Administrative Services Officer Kate Rogers

- ◆ Motion to approve the February 4th, 2014 minutes made by Bill Zoller and seconded by Paul Janson. All voted aye.

Village Administrator's Report:

The digester sump pump has been installed at the wastewater treatment plant. It hasn't been able to run much yet though because the sludge is still too frozen.

Woodford has not been re-opened yet because there is frozen dirt that is unmovable on the street. Once we get a big thaw we can open up the road. The pipe and valve at the resident's home on Woodford will be fixed this week.

We are still waiting on Thoma to get back to us on the alarm system. AT&T forced us to switch from DSL to U-Verse and this caused us not to be able to get the alarms at the water and sewer plants. Rich Iafelice is also looking into the problem.

Otto Falkenburg and Utility Contracting came out to look at the fire hydrant installation to give price quotes. Dave will try to get some done with his crew if possible to lessen the outside cost.

Dave and Kate met with our salt-consortium members including ODOT, Ravenna, Brimfield and Ravenna Township. ODOT does not have any more access to salt so we are in conservation mode. We discussed alternative methods including cinders and grit mixed with the salt to conserve. Dave thinks we have enough salt to get us through the rest of the winter.

The service crew has been doing a lot of repair work at the garage. The backhoe took some major repairs including a new battery box and grease fittings for the front tire bearings. Dave said that the community service workers have been very helpful with some of the big projects. While repairing the brakes on the Freightliner, Dave noticed that the plow frame is in really bad shape. That is the next big repair and the truck is down until further notice.

Dave shared the new list for repairs needed at the wastewater treatment plant. John suggested that the staff at the wastewater treatment plant keep a daily log of all of the maintenance and repair work that they are doing.

Dave also asked if it is possible to get separate gas meters for the park lodge, the American Legion offices, and the Potato Festival buildings. The Mayor and Councilman Zoller suggested that we inform those involved that they should not be keeping the heat up except during a meeting. We will draft a letter to inform the Potato Festival committee members that they need to keep the gas use to a minimum or we will need to re-visit our contract. John said that the contract does have a 90-day termination of contract clause. The Mayor also suggested that we get an agreement with the Potato Festival for the use of the chairs that includes a no liability clause for the Village. The festival committee is also considering adding fireworks. There are many concerns to address regarding fireworks, which will be discussed if they make a formal request for approval.

New Business:

Draft Legislation – Point of Sale

This legislation came from Rich Iafelice to attempt to address the question of why we have almost twice as much flow coming into the sewer plant as we have treated water leaving the water plant.

Bill commented that between this legislation, the legislation on sidewalks and driveway aprons, and an upcoming bond levy it seems we are trying to chase people out of town with rules and fees. Dave agreed that this was more than the service department can deal with.

Everyone seemed to agree that this legislation is not what we had intended. John said we need to figure out our exact mission with this legislation. Paul said that we wanted to be able to address the residences where we thought that there was an issue of infiltration between the sanitary and storm sewers. John suggested that we come back with ideas for how we want to construct this ordinance.

There was a discussion about some of the problems we have run into lately regarding the water, sewer, and sanitary sewer lines. Resident Bob Fejes on High Street was having trouble with a sewer back-up which Ravenna came and cleared. Also several businesses on Main street still don't have water. This is probably due to frozen pipes that will hopefully be thawing soon.

Draft Legislation – Portage County Recycling Contract

The committee members decided that they are not comfortable with this contract until after we have a ruling from the EPA regarding our recycling options. They will recommend that Council vote down the ordinance.

- ◆ Motion to send the legislation to Council was made by Paul Janson and seconded by Bill Zoller. All voted aye.

Old Business:

Emergency Messaging System

Kate reported that she will be meeting with the Superintendent of Crestwood Schools tomorrow to begin exploring whether we can partner with them to use their Blackboard Connect messaging system. Either way we would like to get moving forward as quickly as possible so that we have the system ready and give residents plenty of time to sign up before next winter.

Service employee raises – ORD 2014-12

After some discussion the Mayor suggested that we reduce the raises that Dave proposed to a 2% raise for Matt and Dan and a 3% raise for Mike.

- ◆ Motion to approve a 2% raise for Matt Kohn and Dan Mounts and a 3% raise for Mike May was made by Paul Janson and seconded by Bill Zoller. All voted aye.

Service employee uniforms – We would like to get some pricing, but have not done so yet.

ORD. 2014-06 - Monthly w/s billing – Sewer service charge, timeline for billing, reading, etc.

Michele asked Kate to look at the timelines for reading meters, billing, late fees and shut-offs. Kate looked at the timing for all of these and made suggestions.

Kate reported that we had not been able to make the debt payments for the wastewater treatment plant in January or February and the March was looking even bleaker than the first two months in terms of revenue expected. One way to combat this might be to institute a sewer service charge similar to the one that we have for water.

Bill asked if we could re-finance our existing loan for the wastewater treatment plant to save money on the debt payments. We will look at this but several thought they remembered that this loan could not be re-financed. They thought, however, that we could do a one-year payment deferral. The committee members would like to look at the details of a one-year deferral.

John suggested that it might be wise to keep the language of 941.14k in the Codified Ordinances so that at some point if we are still struggling in the sewer fund we could institute a sewer service charge.

- ◆ Motion that we keep 941.14k and amend it to say monthly instead of quarterly was made by John Clark and seconded by Paul Janson. All voted aye.

Draft Ordinance Driveway Aprons and Tree Lawns

The committee recommends that we do not pursue the legislation at this time. The ordinance will be saved in draft form to re-visit at a future time. They felt that we cannot, at this point, put more burden on the residents of the Village, especially in a year when we will be trying for a bond levy. Additionally, we should focus first on enforcing the legislation we have regarding sidewalks before adding an additional piece.

The Mayor brought up the concern about who is in charge of paving the driveway aprons and tree lawns. There are places in the Village where we have paved in the past and maybe shouldn't have. Bill said that maybe we could give the homeowners the option to pay for the paving of their driveway aprons at the time of street work.

Bill brought up the parking map that Harry had shared at the safety meeting. He said we should be paving the parking along the road that is currently not paved so that we can divert water appropriately.

Other Business:

Jim Kotkowski still has an excavator that he is eager to sell to us for \$19,000. John is not sure if this includes the trailer. He would like to set up a payment plan for \$500 per month with 3% interest. Paul will look into finding out a value for the machine so we can make a decision. Bill and the others discussed some ways that we might be able to re-coup some of the money in savings from burials and even renting it out to communities and individuals that need it.

- ◆ Motion to adjourn was made by John Clark and seconded by Paul Janson. All voted aye.

Service Committee Chair, John Clark

Admin Services Officer, Kate Rogers