

**Service Committee
Minutes
July 7, 2020**

Call to Order @ 6:05 PM by Scott Weaver

Roll Call – Scott Weaver, Matt Rosolowski, Paula Tubalkain

Others: Mayor Clark, Michele Stuck - Solicitor, Maryann Fabian – Administrative Assistant, John Trew – Village Administrator

Approval of Minutes – Paula Tubalkain stated that she knew that the minutes were not verbatim, and they don't need to be, but she wanted a better essence of the meetings. It would be helpful, per Paula. The reason for this better essence is that in the future sometimes this is the only information that the Village Council and the Mayor put forth to the residents. It may be the only information that residents have access too. Paula does not know how long YouTube will be available. Paula went thru the May 5th minutes first.

Abbreviations – Scott and Paula stumbled over the NOV abbreviation meaning Notice of Violation. Those abbreviations do not hit all people the same way. EPA & DMRC she felt people understood. She stated that we must be careful when we use abbreviations. She stated that it is hard to remember, and that people talk in abbreviations, but the minutes should not be.

Paragraph under the last stated NOV abbreviation, Paula brought up about roads. John brought up in the meeting about budget constraints the roads project. Paula would like the word “road” in front of the word budget. Also, when Paula brought up about the CT Consultants study of 2015, her reference were the High Street and Canada Road. It really went to the fact that High Street was #1 as a road in need of repair and Canada Road was broken into two parts and both of those parts came in at #2 & #3. Background plans have been made and are available, and she is trying to address that. That is Paula's issue with the CT Consultants 2015 road issue. That they get addressed.

In the Buchert Park walking trail, the third line. It wasn't DMRC's letter to be reviewed it was CT Consultants letter.

Third to last line in the same paragraph it states “Paula was hired by DMRC” when it was actually Jennifer was hired.

On the “Michele got an email from Rich, ODNR, phase two we can reapply for reimbursement of engineering fees as long as they bring the costs in under \$41,650”, those bills that Rich put out there – for the \$4000 or \$5000, that were talked so much about were brought up at the May Service meeting. At the May meeting that Rich

forwarded an email to the Mayor, John and Michele indicating the costs are coverable in the existing grant and information.

Second paragraph of next page it was stated that the Village could have a target on our back. Paula would like it specified who is putting the target on our back. Paula states that it was the Mayor that stated we had a target on our back with the EPA.

Discuss powers of Administrator she wants WA specified out as Work Authorization.

Paula stated that she thinks taking minutes is difficult and she will be giving Maryann her notes.

Paula makes recommendation that we make changes to May 5th minutes. Scott moved. Scott stated to wait until next month to vote on it, and Paula agreed.

June 2nd minutes

On flip side, third line, second paragraph, "Scott agrees that we need to tell them we have left over or refund" what Paula would like that to state is "Scott agrees that we need to tell them we have left over funds. We can apply them to next year or refund them". Paula feels that this goes towards what Scott was actually saying.

Next to the last, where Matt was talking about his discussion with a resident about the cemetery. The third full sentence "Who is responsible for the care of the cemetery" John spoke up and said that it's the Village Administrator and the Service guys that are responsible for maintaining the grounds, except for mowing and weed whacking. Family members need to maintain the plantings around the monument head. It is there so if there are questions in the future, they can look back on it as a reference.

Again, Paula volunteered to pass her notes on to Maryann.

Paula made a motion to have these changes made. Scott moved and stated to bring it all back next month.

The Mayor said that there were two motions on the floor. Scott second Paula's motion on both – all Yeas.

Citizens - No Citizens

Village Administrator's Report

On the 17th bids for Orchard Street Project and also Buchert Trail bids will be coming in on the same day. Don Feller and John Trew are working on the discharge permit for the waste water. The Consumer Confidence Report is up on the web and the url has been

dispersed to the water/sewer customers. Working on chlorine gas issues at the water plant and this has been fixed with an automatic switch. Down to one man this week, because one man is on vacation and we need to hire some part time workers for the summer. It is hard to get anything done with one man for the whole village, and very unsafe. Paula wanted it clarified that this was for the Service Department. John Trew stated that it would be difficult to hire someone for \$10/hr. with a CDL license, so maybe we should hire employee without a CDL license to get workers in to work. Working on setting up meters to be installed now. We have 10 meters that we are going to install and test the system in the next couple of weeks. Premier Tree will be in mid next week to take trees down around and behind Mantaline that are very dangerous. They will be in Next Tuesday or Wednesday. They will give us 24-hour notice, we will have to close the trail while they take out about 16 trees for under \$3000.

Review of Legislation - none

New Business

Discuss contingency cost for oversized meters.

Scott asked the Mayor to speak about this. The Mayor stated that she and John Trew, the Village Administrator, met with Ray Schwarz, Salesman from Neco. Ray kept asking for the different size of meters from the Village, and it was never documented by the Village. The Village went on the 5/8" meters. The Mayor took the time to call all the businesses and schools in the area and made appointment for Ray to visit these locations. The Village ended up with 14 over size meters, anywhere from 1" to 4". When we passed the legislation, the bid was for around \$169,000 and we added 10%. We were approved for the loan for \$200,000. The addition cost will be about \$14,000 for the over size, which will keep us under the \$200,000. Asking to amend the legislation to add this additional cost. Michele Stuck asked for clarification on if this \$14,000 was above the bid costs. The Mayor stated, yes. Michele asked why we have to add anymore, if we already added 10% (\$17,000). The Mayor stated it was because if we go into a house and there is no shut off before or after the meter, then it will be a more complicated install and plumbers will have to do the install. Ray's company only puts in the water meters, and if additional work has to be done, then plumbers will have to be involved. The Mayor stated that this was explained to everyone, and asked John to explain in more detail. John said that he does not like the fact that Ray came back with this, and it all should have been quoted up front. If council decides not to fund those changes then the village would have to read those meters every month. John feels that Ray Schwarz was not concise. Scott asked Linda if she wanted to add to it, in case we had plumbing issues. The mayor stated yes. Scott agrees with that. Scott asked the Mayor if she wanted the whole \$14,000 AND THE Mayor stated "no" she was thinking maybe 5%. She didn't want to have to come back and keep asking for more money. John Trew stated that about 70% of our residents the plumbing is before 1939, so it will be difficult. Paula stated that maybe we should find out how much it costs for a shut off to be added in. John said that he is talking with a couple of plumbers now, and that we do not want to pass this off to the resident because the water bill will be high enough.

Matt asked for clarification, and summarized the discussion. Paula stated that she feels that it is our fault, that we did not state commercial meters. John said that we did state there were commercial meters, and disagrees with Paula. The Mayor stated in the bid packet there were (500) 5/8" x 3/4" meters, and (2) 4" x 3/4" meters. We don't have (500) 5/8" meters, more like (475), and we don't have (2) 4" meters, more like 10-14. Scott agrees with Linda, but put out to the committee if they want to get a feel on the cost of installing a meter without a shutoff. Mayor reminded the committee on the time line for the 10 meters going in. Scott was hoping that one of those 10 meters would be one without a shut off, so we could see how much it costs. John stated that he has faith the homeowners have maintained their own systems, but will work on getting an estimate with a top, middle and bottom price, and will get back to the committee. Matt asked if the shut off was a just a valve, and that is true. Scott asked if this can wait until next month, and the Mayor said yes.

Orchard Street widening to be rebid

John discussed this already and the bids should be coming in the same day that the Buchert Park bids are coming in.

Discuss covid19 hiring part time compliance officer

The Mayor stated we got \$64,000, for the COVID-19 need. Police Department has a sterilizing machine for \$350/month. Chief talked to safety about this and is checking on pricing to purchasing 3 of them; one for police department, one for service department, and one for the administration building. Pricing on instant sanitary machine and video equipment (TV and camera) for COVID and not keep using Michele's. Hiring a part time compliant officer to make sure we are compliant to what we are doing. Scott asked if we were thinking the 4 Village or the bars and restaurants. Michele said that hire an employee specifically deals with COVID-19, and goes around village and does this. Paula wanted to know if it could go with the part time service person. It is stated that we cannot divide out employees for this money. It has to be a dedicated person to COVID-19. Paula asked if this person could be instead of one of the two part-time employees that John stated we would need. The Mayor reiterated that the Village has a lot of projects that have to get done, and it is hard with the people we have. Paula stated instead of a part time person, maybe we should look into a full-time person, and they could do the spray (COVID-19) as part of his job. Michele stated that we cannot split the employee up for the COVID-19 monies. Paula stated that we are always running out of people. This dollar amount we have received we have until the end of the year or we lose it. Equipment like sterilizing equipment, and TV, Video equipment, and possibly a worker. How do we look into getting a part time employee for the COVID, before or after we get the quotes on the equipment we want to buy? John said that we need to advertise for a part time employee for Service now and we can wait for the quotes for the COVID part time employee. If a position is already created then we can get one without Council Approval.

Pro rating accounts:

Scott asked if it was an email from Maryann. John true said yes, it is. John explained the redistribution of cash that happens at the end of the month, for accounts that are paid upfront. Maryann explained that it is the redistribution at the end of the month of monies that come in advance. That her and Jenny August, the Clerk-Treasurer are working on adjustments. Prorating is a separate topic that applies to people that only live at a residence for a portion on the month. There was legislation in 2014 that states we do not prorate, but when we passed the new legislation for the increases in May 2020 the legislation was ambiguous and Maryann has not been prorating based on that. Maryann called Michele Stuck and asked her exactly what the legislation was, and she explained that it was not clear. Maryann said she thought it would be a burden of the residents if we did not prorate with the new water/sewer rates.

Paula stated that she missed a lot of the statement because it was breaking up. There was interference, so Maryann explained again. Prorating is the question because she has been prorating since the increase on May 1st and wanted to make sure she was doing the correct thing for the village. Paula asked if a resident was living at a place for 10 days of the month, then they would be billed 1/3 of the capital improvement fee. This is true. Paula thought that if the landlord did not get the apartment rented for a month and a half that and the village would lose 6 weeks of capital improvement money. Maryann explained that this was incorrect. A water/sewer account has to go into something, so if it was a renter the bill would go back into the owner's name and they would be responsible until the next renter would come in. The Village would get all of our money and the village would not be out of any money. Paula understood that the landlord would be responsible if the apartment was not rented. Paula did not understand what the problem was. Maryann explained the problem was the legislation needed to be reworded to allow for prorating. Paula wanted clarification that we wanted to do this because the rates and fees have gone higher. Scott said that we should amend the 2014 ordinance and Paula said no, we need to amend the one that passed this year. Paula states that she agrees that we should prorate, and at the end we come out with the correct amount. Paula brought up about "change" factor and that things needed to be whole dollars. Maryann explained that it not always be whole dollars. We are billing the customers in whole dollars for the capital improvement, but if they do not pay the whole bill, then there will be dollars and cents, not just whole dollars. The money would be allocated into those capital improvement accounts when they get paid. Paula was confused on the when the redistribution of funds happens at the end of the month, and was getting it mixed up with the prorating. She also thought the sewer capital improvement fee was \$32/month and not \$2/month. The Mayor explained that the \$30 increase in the sewer went toward the base rate of the sewer, so it could run in the black. The water capital improvement fee went up \$20/month for a total of \$22/month. Paula said that she understood, and Scott does also. The Mayor assured the committee that the adjustments that are happening are correct, and that t has been a project to get there. Mayor asked if they want to make a recommendation to amend 2020-16 Section 2

921.08 (b). Mayor said make sure that it is clear, so no one can dispute it in the future. Michele said that we would be adding to 921.08 (b) a sentence when an account holder moves at odd times of the month the account will be prorated. Paula wants to know if it will be a whole new ordinance. Scott motioned to have Michele rewrite 921.08 (b) and have all the capital improvement fees prorated, Matt Second it, all yeas.

Michele asked if we want to do the same thing about the sewer capital improvement fees. Maryann asked about the base rates for usage if they will be prorated. Michele said that was a separated ordinance. Maryann explained that we were not losing any money if we prorate and we are double dipping if we do not prorate. Scott and Paula said that they want to prorate all 941.18 (e) (4). Scott made a motion that we need to amend 941.18 (e) (4) Paula asked about if someone owns a house. It was explained to her that it didn't matter if it was a renter or owner it was the account holder. Paula second – all yeas. Paula then asked if we should let the \$2 sewer charge slide, if it was worth it to prorate. It was explained that the computer prorates automatically and that consistency is good.

Motion to amend 941.14 (k) Scott motioned, Matt Second all yeas. Three ordinances to go forward to council includes the Capital Improvements and the Base rates for prorating.

Advertise for a part time employee since Warren is gone. Already discussed – Service committee approves.

Still advertising for Operator of Record Class 1 water Class 2 wastewater and a maintenance worker. No one interested in being hired.

Old Business

Cemetery response from Mr. Lombardi on letter. Felt good about the letter from Mr. Lombardi.

The Mayor talked to Lorriane Coit and told her that she has funds, as of next year we will purchase flowers with it, and Cookie will get a list of what she needs and receipts. The Mayor talked with Lorriane about her concern for the mausoleum and found out the Lorriane has not been in the mausoleum since she was a teenager. The Mayor told her that anytime she wants to get in, just to let us know and sign out the key and she can get in. John Trew is meeting with a company out of Akron to replace mausoleum doors, the middle of next week. The door has rare old hinges. Scott said he has hinges that he could donate. We need to make sure the notches in the door and door jam match with the hinges so we do not have reseal the door.

Asset Management, CT Consultants to handle-they got a lot of the information they need from the county's draft report.

Mayor said list of delinquent accounts letters have been mailed out.

Anything else that may properly come before this committee

Matt brought up Harry Buchert question about the meter bid. And why are we on the hook for the 4" meter bid. John responded that the difference in the (500) 5/8" water meters should cover most of it. Some of the 4" are a lot more than they thought. We should be okay. For most bids, the bidders are fully aware of everything, but because of COVID-19 that we could not get an accurate account of what was in the houses. We will be keeping detailed records when the new meters come in.

Harry Buchert also mentioned splitting costs with another village for an employee COVID-19. John Trew said that it is not practical in the public sector.

Michele Stuck brought up about the EPA order of no shut offs and no penalties. The order end July 10th, and Michele wants to know if we should reinstate no shut-offs and no penalties. Mayor says that 90% of customers have been current with the bill. It was agreed that we would suspend penalties and shut-offs for now. Look at it again next month.

Scott adjourned the meeting at 7:22 PM, Paula second -all yeas.

Adjournment