

**Service Committee  
Minutes  
December 01, 2020**

**Call to Order @ 6:46 PM** by Scott Weaver

**Roll Call** Scott Weaver, Paula Tubalkain, Matt Rosolowski

**Others:** Mayor Clark, John Trew Village Administrator, Michele Stuck, Solicitor, Gene Arters (CT Consultants), Maryann Fabian, Administrative Assistant

**Citizens** - none

**Approval of the Minutes for October**

Paula has a question about Canada road repairs. Close to the bottom it was not Dave that asked, it was Scott asked about the culvert on the first page. Under the COVID-19 State Funds. She wants FD = Mantua Shalersville Fire Department.

Motioned by Matt, to approve as corrected

Second by Paula

All voted yes.

**Village Administrator's Report**

Tia walking the streets to get the list for the building units for the water meters, so Gene and he can work on it.

We had the bid openings for Prospect, we had 15 bids that came under budget. CT Consultants is reviewing them. Matt asked if we knew some of the bidders. John said that he knew many of them. CT Consultants will have it ready before council meeting. Bid packet said they had to start by March 15<sup>th</sup>.

**Review of Legislation**

None

**New Business**

Meter replacement to start first of October STOPPED BECAUSE THE COUNTY IS RED. The County will be taking it over, there will be a meeting tomorrow about this.

Canada Rd repairs, we need to decide if we are doing 1600 feet or 3200 feet and do a bid packet to start in June. 3200' would be about \$80,000. Matt and Scott said that they are fine doing 3200' as long as we have the money. Paula is upset that Todd Lamb is starting at an end where there are no residents. Mayor asked if we should wait until February to do a bid packet? That way we would be reimbursed the road levy money from Orchard Street. We would know where our taxes are, and get reimbursed for the other monies. Matt asked if we lose any value if we wait, John Trew said no. Asphalt plants do not open until Late April, Early May, so February would give enough time to have a bid packet. Scott said in January we need to pin down Jenny on the money to see if we can do the 3200'. Paula thinks Jenny will not have the number until February.

Dan Tillett, east restoration, state bond government funding and or CDBG (Community Development Block Grant) funding-see attachments. Mayor explained the east side project is in two steps. Back in August Mayor reached out to Senator Eklund office about State Bond Funding. We can't do anything until January until the Cirino takes office. In November Todd reached out to the Mayor about a letter that Edie Benner had sent him. There is confusion about whether this project is a DMRC (Downtown Mantua Revitalization Corporation) or a private business planning this project. It was decided that Dan Tillett is the one to reach out to. To keep our costs as low as possible, to help Dan and the business, we have our technical assistant hours from Regional Planning (around 50 hours per year). We could have Regional Planning's grant writer write the grants for us. Scott said that before anything happens the Mayor should contact Dan. Matt asked if something is labeled "blight" does it mark us with a negative, Mayor answered no, we have applied for blight grants before. Ceiling on CDBG is \$250,000. Dan Tillett said at a previous meeting that they were going to do this in two parts. The Village would have to do legislation, and Dan would have to be on board with the owners. Matt asked if it was a historical building, and Mayor said no.

Potato Festival contract ideas on changes, for our January meeting. The contract expires in March. Changes will be that they have to pay for water bill and surge charge. Edie had reached out to Brian Perkins complaining about the electric poles and water lines above the ground. They will also need to set up account with PC for their water bill. Mayor asked if we should give them a time frame to let them earn the money to put the electric lines underground. Should we invite them to the January meeting. Matt said to invite them, Scott agreed. Mayor asked service to read it over at their leisure and make suggestions.

Eric from the police department is putting old documents on a flash drive of historical documents, for the Village of Mantua. The documents are PDF's (Printed Document Format) and all searchable. All agreed to have this on the website.

COVID – when an employee calls off sick – fever/cold symptoms – we can't just say to go get a COVID-19 test, without infringing on HIPPA (Health Insurance Portability and Accountability Act) For the duration of COVID-19 if they are running a fever, and have COVID-19 symptoms they need to go get a COVID-19 test. 100.4 is the threshold for the temperature for a test. Protocol, diagnose to send them home, Matt asked about what about coming back. John said it is not our call about when the employees come back it is the CDC (Centers for Disease Control) and Health Department to call. The Mayor was concerned. Paula asked if we could get a hold of the county protocol. Employees are entitled to pay if waiting for a test result. Matt would like the check list every morning. Are supposed to be cleaning the vehicles on a routine? Add to the checklist. John will get the protocol from the county and Maryann will email out to the Service Committee to look at.

The Mayor has been talking with John and Matt, with the water and sewer going away a comment was made that we will no longer need a village administrator. While we won't need a Village administrator to oversee the water and sewer, we will need a Village Administrator to oversee streets, ditches, parks, cemetery, enough stuff that we need to rewrite a job description for a Village Administrator. The Mayor, Michele and Matt could come up with a draft for Service meeting in January. Paula wanted to know if there was something in the ORC (Ohio Revised Codes) that had to we do not need a Village Administrator without utilities. Michele said that the Village Administrator duties also cover streets and public grounds. All agreed to be on board with Mayor, Michele and Matt coming up with a rough draft.

### **Old Business**

Round 35 OPWC water line replacement Glenwood/Grand Elm. CT Consultants is working on final application, we'll have it at council.

Ohio Edison pole banner agreement- Matt working on this, and has had a hard time getting a response from Ohio Edison.

West Prospect phase II Small Government funding was approved- Bid opening for project will be before council.

Asset Management – this should be completed by the county. John Said that he is getting everything in line for the county to take care of this.

Matt heard from a resident that they were impressed with the removal of the snow during the snow storm.

**Anything else that may properly come before this committee - nothing**

**Adjournment** motioned by Matt. Second by Paula. All voted yes.

Meeting adjourned at 7:57 PM by Scott Weaver.