

**Service Committee
Minutes
February 02, 2021**

Call to Order @ 6:02 PM by Scott Weaver

Roll Call Scott Weaver, Matt Rosolowski, Marty Hura

Others: Tammy Meyer, Ben Prescott, Chief Urso, Michele Stuck, solicitor,
Mayor Clark, Maryann Fabian, Administrative Assistant, Jenny August

Citizens none

Approval of the Minutes for December

Motioned by Matt to approve. Second by Scott. All voted yes

Village Administrator's Report

- Meeting with Portage County Water Resources about billing
- Preconstruction meeting about West Prospect Project - prospective start date 3/15/21
- Service agrees to send Maryann to a Webinar "Navigating Grants" (\$125)
- Electric Aggregate – Lori Rader
- Work on Grant - Dan Tillett the Targets of Opportunity Grant which is CDBG (Community Development Block Grant) funding, we would be eligible for this funding, but we need a written commitment from the property owners. I have reached out to Senator Cirino's office but haven't heard back yet.
- Playground quotes
- Had Maryann order and service replace traffic signs at the cemetery and at the canoe turnaround.
- Got pricing on volleyball court, are waiting to hear from another company that appears to be less expensive
- Had service Repair the access point for the storm sewer on Cemetery Dr. - will need to fill and reseed in spring after the dirt settles.
- Estimated time and material for Storm Sewer repair @ 10934 Ambler Ln. (10 hours labor & \$400)
- Repaired the abandoned storm sewer on First Street
- Got estimates for the old chipper and leaf sucker. Chipper worth \$1000; leaf sucker \$1000. We still need to do a bid process for that. Can we approve to send to Council
All voted yes to move legislation to council
- Had a burial last Saturday, Liz is learning to use the mini excavator
- Much plowing and salting
- Working on water pipes in Park
- Dollar General Meeting about Easement our/county sanitary that runs through DG property (north side) is outside the easement. DG and County redoing the easement language the DG extending the easement about six feet
- Dollar General wants a Replat
- NAPA/Baker sign BZA need variance
- Mantua Quick Mart sign
- Chilling station sun sail
- Beauty salon A New Day Salon
- R44 Butcher and Baker Shoppe signage

Matt & Scott both said that the Service department has been doing a great job removing snow and salting.

Review of Legislation

2021-05 VA position

If we have 300 rental inspection, 9 a month (\$900/month) calculates \$5.25/hour to the pay (not a firm number). The Village could change the legislation, and put the rental inspections in the property owners ball park, and turn in some type of inspection report. The owners would be responsible for the rental inspection. Tammy mentioned PMHA (Public Metro Housing Authority), inspect every 2-3 years. Inspections would have to take place in the evening. The Mayor does feel the rental inspection should not be included in the Village Administrator position, neither does Matt or Scott. If we put it on a private entity to do it. Tammy wants to put it in as performs “other duties as required by the mayor” until we can find someone else. Tammy thought if we don’t have anyone we can go ahead and do the rental inspections.

Ben said to make sure that we get someone that is qualified. Ben thought, it would help if the Village could apply for a grant. Mayor stated that the Village Administrator, could apply for the grant, but CT would still have to sign off on the grants. Ben understands that. He just wants someone that is qualified. There is a lot to that job than just writing grants. He went on what the Service department did, that the Village Administrator would be over seeing the people that did that. It is an Administrator job. Ben feels that the Village Administrator should be able to go out and help the Service people digging and plowing etc. The Mayor reminded Ben that this is an Administrative job, and the person would be over seeing the Service Department.

Matt wants to iron out the village rental agreement. That at first it should not on the job description. A specialized person that should handle that. They need to be licensed.

Matt also wants the grant manager and thought it would be great. And make sure that we put that in here. Write some of the less complicated grants. He would hope that the person they hire has an interest in doing those things.

Mayor asked in if they are in agreement, they are to add grant manager, add attend council meetings, and keep the rental agreement off the job description. Matt believes that the Village Administrator should manage his own by laws and manage their own department. Matt - yes Scott - yes Marty – yes

2021-10 AN ORDINANCE REPEALING SECTION 4.8 OF THE VILLAGE OF MANTUA EMPLOYEE HANDBOOK RELATING TO ON-CALL COMPENSATION FOR SERVICE DEPARTMENT EMPLOYEES, AND DECLARING AN EMERGENCY.

On call time for Service employees Section 4.8 in Employee Handbook, for water/service emergencies. Since the beginning of the year, we have not had water and sewer. Mayor says we need to amend the employee hand book effective January 4th. Motioned to move to council Scott moved, Matt Second. All voted yes.

The Mayor also stated that on page 10 of the employee handbook that it says that if an employee has accumulated more than 40 hours of comp time, it should be paid out in the next weeks pay check. Mayor received a leave report and one employee has 91.65 hours, another employee has 21.27 hours and the third employee has 4 hours. The Mayor wants to pay out over the excess of 40 hours, and get authorization from Service Committee for the Mayor to talk to the clerk to pay that out. In the employee hand book does not specify what type of comp time not to exceed 40 hours. Even if we leave them in separate buckets then we should have to pay them out the excess of 40 hours of the two types of comp time. We have to amend the legislation to make retroactive to Jan 4th, and payout the difference of 40 hours. All agreed that they should pay out over 40 hours and make it retroactive.

New Business

The Village is accepting applications for service workers, so we have a pool of employees to fall back on, if the Village needs to.

Old wood chipper, we have someone interested in purchasing it. We now have to have bid process.

Wait for March meeting to discuss the Canada Rd repairs. We will have to decide if doing 1600 feet or 3200 feet and do a bid packet to start in June.

Old Business

Dan Tillett, east restoration- state bond government funding and or CDBG. We are waiting on the businesses to sign off on this.

Ohio Edison pole banner agreement- **Matt working on this** – Lisa at Ohio Edison asked if we are going to sign the agreement. Mayor talked to Dave about baskets that we could build containers on to have baskets on the sidewalk or Dave can put in metal poles to hang the baskets and the flags.

Anything else that may properly come before this committee

Matt said that Edie Benner talked about getting rid of the fence by the river, and put a fence around the playground. When and if the Village decides that funding is available to fence in the playground then removing the fence along the river would be considered. What is our liability if we do not have a fence by the river? The fence by the river is a deterrent for people not to throw the picnic benches and garbage cans in the river, and vandalize the park. Marty stated the Parks Committee does not want a move the fence from the river. Too dangerous for kids to run from playground to river.

Adjournment by Scott Weaver at 7:10PM. Motioned by Scott, second by Matt. All voted yes.