

**Village of Mantua**  
**Service Meeting Minutes**  
**Tuesday, August 1, 2023, 6:00 P.M.**  
**Mantua Village Hall**  
**4650 W. High St.**

I. **Call to Order** by Tammy Meyer at 6:00 P.M.

II. **Pledge of Allegiance**

**Roll Call**

**Members Present:** Tammy Meyer and Kevin Maloney

**Others Present:** Nina Schroeder, Ryan Klemm V.A., Mayor Linda Clark, Elena Feather-Faber Administrative Assistant

III. **Approval of Minutes:**

- **June 6, 2023-** Motion to Approve made by Tammy and 2<sup>nd</sup> by Kevin, all ayes
- **July 5, 2023-** Motion to Approve made by Tammy and 2<sup>nd</sup> by Kevin, all ayes

IV. **Village Administrator Report**

- **Current Projects**

1. Service Department began the digging up of Pavilion 1 and were able to see the underlying substructure issues. Department along with Stamm will pour the concrete this week. There will be volunteer help to cut costs of in-kind labor. The ADA sidewalk and basketball court are prepped but will not have the posts needed until next week.
2. How are catch basins on Reservoir coming? (Tammy) Only one more has been completed the rest will need to wait until Phase 4 Project is complete (Ryan)

- **Upcoming Projects**

1. Where do we see ourselves going? We need equipment and personnel change. What budget do we have or allocate next year for miscellaneous repairs around the Village. Currently we are doing projects at what we can do at minimum cost and with what we have on hand.
2. Mowing we have taken on is going well. Tom Knipper is still handling the mowing at the cemetery. Next year would like to move away from using an outside mowing company all together.
3. Equipment covered- we will be getting rid of the white pickup truck as well as the Kushman. We have received one of our newly purchased Kawasaki Mules and the second within a month. With equipment we can either hold on to it and run it into the ground until it holds no more value or we could part ways with said equipment it still holds marketable value. Is a leasing model a possibility? (Kevin) How beneficial would it be to the Village due to us paying state bid. In need of new commercial grade lawn mower, as an example the cost of this mower would be \$21,311 and state bid is \$15,351- when looking at a leasing option state bid almost always comes out and end up back at the primary number. The goal off purchasing new equipment is to offset expenses. Tractors are the future of snowplowing, have a longer longevity. Can put together from the used market a tractor, a snowplow, and a salt spreader for around \$75,000-\$80,000 which is about \$40,000 less than purchasing a new truck. 10–12-year life expectancy on the plow and spreader and much longer for a name brand tractor that will be properly taken care of. Tractor will also include a loader, allowing us to get rid of our backhoe

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which has an estimated auction value of \$22,000, Freightliner dump truck estimated value of \$15,000, and Ford F-350 pickup estimated value of \$25,000. Which will put us at approximately \$62,000. We will be left with the Dodge, 2 UTVs, a Tractor and plow, and would like the chief's SUV instead of sending to auction. How will we haul salt? (Tammy) It is trucked in by Benjamin and Benjamin. Ravenna is only charging us state contract. (Ryan) New contract will be sent out this week (Mayor) We want a more streamlined more efficient Service Department, will be cutting costs. Hopefully receives a \$50,000 investment. Wants to sell the plow around fall when the market is good (Ryan)

4. Wants to complete projects appropriately instead of going back and repairing over and over. It needs to be done correctly the first time.

**v. Old Business**

**vi. Other**

- Budget- Tammy questioned the Mayor on how she feels about the budget needed for the Service Department. The Mayor stated she supports Ryan and that funds need to be appropriated. Ryan feels that all our projects and ideas need to be a collaborative affair and that we need to come together and base it off of our budget. It is hard to predict government spending (Kevin) But, RITA tends to show trends, and if we are trending down, we spend less and if we are trending up we have the ability to spend more. Tammy and the Mayor discussed the transfer of approximately \$30,000 from the police to the Service Department. Ryan believes the Village may be moving at a pace that may not be sustainable for us financially.
- The cleaning contract has been terminated and brought in house. The service Department will be doing the Police Station and upstairs and Elena will be doing the Village Hall.
- Grants- Using in-kind labor will allow us to qualify for more grant points. We will be using a firm that understands the OPWC for larger projects but for smaller projects we can use a private engineer and private or county grant writer. Do we have any funds left in our budget that was used for CT? (Kevin) The CT projects have been very expensive and  $\frac{3}{4}$  of our grant money awarded has gone to their costs. Without CT as our engineering firm the retainer will not have to be paid. (Tammy)
- Softball and Baseball concerns- The ponytail softball bleachers and benches need repaired and re-finished (playground side) as well as a branch trimmed by the field (Tammy) The Village will work with CYSB to handle safety concerns.
- MOU (Memorandum of Understanding) - Wants to remove DMRC from the MOU and make it generic so it may be used with other entities (Tammy) Ryan agrees that even though the MOU may only be relevant to the DMRC he would like for it to remain generic and does not want to include in kind work in the verbiage. What is an MOU? (Nina) An MOU is a blanket agreement about the work being done together between two entities on one project (Ryan) Section 1

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should state a clear cut timeline of the projects deadlines (Nina) A MOU is an open door agreement, he wants the entity that is using the MOU to give him a chance to show them the work he can provide (Ryan) Documentation is important through all steps of a project (Nina) A MOU gives a timeline of when things would be done during a project (Mayor) Council and committees should be given deadlines and timelines to make the process more streamlined. Is there a checklist that can be followed? (Tammy) A project proposal should be required by entities (Nina)

- What are the final costs for the Benadetti project? (Tammy) It was kicked back to CT due to being \$15,000 over bid
- Cemetery- Service Department will work on cleaning the cemetery up by cleaning up debris build up, bringing in trees, filling holes, fix drainage issues, trim overgrown trees, order box for water meter, mow grass. Will get a quote from VanCuren to drop two trees before they cause more damage. Will bring all this to budget for 2024. What about washing headstone? Can volunteers do it? (Nina) Due to chemicals Ryan states he is uncomfortable having someone who is not a professional doing this work. For the cemetery trust, Lombardi does not want to bring the mowing in house this year (Mayor) What can the Cemetery Board do to help? (Nina) What needs to be done? (Ryan)

**VII. Motion to Adjourn:** At 7:31 P.M. by Kevin 2<sup>nd</sup> by Tammy, All ayes