

Village of Mantua
Service Meeting Minutes
Tuesday, October 3, 2023, 6:16 P.M.
Mantua Village Hall
4650 W. High St.

- I. **Call to Order** by Tammy Meyer at 6:16 P.M.
- II. **Pledge of Allegiance;** Previously done

Roll Call

Members Present: Tammy Meyer, Kevin Maloney, Chuck Peterson

Others Present: Marty Hura, Steve Thorn, Michelle Stuck Solicitor, Ryan Klemm V.A., Mayor Linda Clark, Elena Feather-Faber Administrative Assistant

- III. **Approval of Minutes:** Motion to approve Service Meeting Minutes with change from “paving” to “mobilization” by Tammy, 1st Kevin and 2nd Tammy, all ayes.

IV. Village Administrator Report

- Review of Section 4.4, Line Item 3 of the Employee Handbook; this ordinance floods overtime for employees into any missed time, and reduces sick and vacation time. I do not feel this ordinance is personnel friendly. (Ryan) The Service Department guys worked Labor Day but did not get any overtime due to the holiday. (Tammy) We will not be able to reach the pay of any other communities but we can make a better working environment and help keep employees and reduce turn over rate. (Ryan) Section 3 should not be removed but be revised. (Kevin) We pay a minimum of two hours for an employee to come in (Ryan) This needs to be codified, not just an oral stipulation. (Michelle) An employee should still get paid overtime even if they take sick time, but a leave of absence will not qualify for the overtime pay. (Kevin) Ambiguity is not recommended when it comes to pay. (Michelle) Wants to condense overtime description into one section.
 1. **Motion:** To move rewording of Section 4.4, Line Item 3 to council made by Tammy 2nd Kevin, all ayes. to move on call minimum of two hours pay to council.
 2. **Motion:** To add a on call minimum, pay of two hours made by Tammy, 1st Kevin, 2nd Chuck, all ayes.
- **Completed of projects since May 2023:** Village Hall cannon project, all the earth work, concrete preparation, and signage, Village Hall Drainage Project, Park Phase 4, Buchert Park Drainage- ditch piping and drains installed and removal of giant pile of dirt from Hillside Cemetery and from Pavilion Project, solving two problem, Reservoir Rd. catch basins; two have been rebuilt and four more to be completed, The Village Service Department has taken over majority of mowing. We have had two major wind storms and have performed the cleanup around the Village, numerous water line repairs in Buchert Park and Hillside Cemetery, Oak St. Drainage Project, Maple St. storm sewer repair, Mill St. storm sewer repair. (Ryan)
- While completing the list of projects above our Service Department has continued to handle the day-to-day operations of the Village such as: basic cleanup, lodge rental and cleaning, mowing, watering of flowers on the streets and in the cemetery, brush pickup, trash pickup throughout town as well as any other as needed calls that come in. (Ryan)

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- Projects to be completed this year: Road side mowing and cemetery, Village Hall front step rehab, Hillside Cemetery clean up, and Peck Rd. asphalt repair, possible hot patch, not sure about asphalt paving. (Ryan)
 - Hillside Cemetery cleanup is still in progress. All the fallen trees have been cleaned, but there are still four standing trees that were damaged. They are scheduled to be removed this week. Mr. Lombardi will be paying for the tree removal. \$22,000 is guaranteed for 2024. We have also met with Portage Marble and Granite to get a quote on the cost of the damaged headstone repairs, this will be absorbed by the Village. I will be meeting with Mr. Lombardi to further discuss the Village taking over the mowing next year, just waiting on costs. (Ryan)
 - Our new small project engineer will be ready to start the first of the year this should greatly speed up plans and submittal of grants for our smaller projects. (Ryan) Council will need to approve a small projects engineer. (Tammy)
 - We are still waiting on CT Engineering to get us Phase 1 of West Franklin St. As soon as they get us the plans and drawings, we will be able to have a new firm begin work on Phase 2 of Franklin St. (Ryan) Has CT been paid for the work done? (Kevin) We have an agreement with them and a signed work authorization. (Michelle) There has been no contact for ODNR Buchert Park Phase 4 Project. (Ryan)
 - **Equipment:** Our Kawasaki Mules are working out well and have made considerable savings on fuel. The sale of the Chevy truck and Cushman exceeded our expectation at a total of \$11,043.75 We purchased a Scag Mower and it has worked out great with our two zero turn mowers we can complete all mowing in the Village not including the cemetery in 10hrs. The purchases for our 2020 Case IH Tractor build is going well; we have the snow plow and salt spreader and are working on the building and installing of these items. As soon as the tractor build is finished, we will auction off our Freightliner and F350. The Ford Tractor, mower, and other miscellaneous items will go to auction in November pending approval. (Ryan) We need legislation for October to change the auction outlet. (Michelle)
 - **Motion:** To bring changes of auction outlet to council made by Tammy, 1st Kevin, 2nd Chuck, all ayes.
 - All Service Department employees are now in uniform and highly visible
 - How is the carwash working out? (Tammy) It's been great, clean equipment is important to keep it lasting. (Ryan)
 - What is a work order? (Tammy) It is just a way to keep track of our employees and the work that is done. Is it really necessary if we are constantly getting work done? (Ryan)
 - I want to make the lodge more presentable. (Ryan) What additional projects can we do? Is the lodge the best choice? (Kevin) It could be beneficial for us to do renovations and could bring in more revenue. (Ryan)
- v. New/Old Business**
- MOU will be pushed until November. (Tammy) Could we adjust the interagency agreement and MOU? (Mayor) MOU helps establish timelines. (Michelle) Seems

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to benefit the agency rather than the Village. (Mayor) Does it outline ongoing costs? (Kevin)

- Mats Road- a survey is estimated at \$3,200; the problem is it would leave a landlocked parcel. We need consent from property owners. The other option would be to get in touch with ODNR. (Michelle) The only gas tax for Mats Road was in January (Tammy)

VI. Motion to Adjourn: By Tammy at 7:08 P.M. 1st by Kevin 2nd by Chuck, all ayes.