

RECORD OF PROCEDURES

MANTUA TOWNSHIP TRUSTEES

REGULAR MEETING

Held May 2, 2013

Page 1 of 6

The Board of Trustees of Mantua Township convened in regular session from 7:30 P.M. to 10:50 P.M. in the Mantua Township Hall. Chairman Jason Carlton called the meeting to order with the following members and visitors present: Jason Carlton, John Festa, Victor Grimm, Trustees. Marie Stehli, Fiscal Officer. Jim Aldrich, Sexton. Phil Derthick, Lynn Harvey, Roger Hurd, Dave Pollard, Zoning Commission. Susan Skrovan, Zoning Commission Secretary. Kelly Denk, from Frank Gates. Several residents.

Introduction

The regular meeting was called to order by Chairman Jason Carlton. The Pledge of Allegiance was led by Charles Foster.

RES 112-13 Motion to approve the minutes of the special meeting of April 18 as presented and suspend their reading by Jason Carlton, seconded by Victor Grimm. Vote as follows: Jason Carlton, Yes. John Festa, Yes. Victor Grimm, Yes.

RES 113-13 Motion to approve the minutes of the last regular meeting as corrected and suspend their reading by Victor Grimm, seconded by John Festa. Vote as follows: Jason Carlton, Yes. John Festa, Yes. Victor Grimm, Yes.

RES 114-13 Motion to approve the minutes of the April 25 Land Bank hearing on properties as presented and suspend their reading by Jason Carlton, seconded by Victor Grimm. Vote as follows: Jason Carlton, Yes. John Festa, Yes. Victor Grimm, Yes.

RES 115-13 Motion to approve the minutes of the April 25 meeting on road projects as presented and suspend their reading by Jason Carlton, seconded by John Festa. Vote as follows: Jason Carlton, Yes. John Festa, Yes. Victor Grimm, Yes.

There is no correspondence book tonight.

Financial Report

The Fiscal Officer presented the following correspondence:

- Letter and legal filing from Chris Meduri-CONFIDENTIAL
- OPERS Employer Outreach
- Letter from Dave Pollard regarding Veterans Memorial
- Letter from Ellen Monroe regarding use of gym
- Shalersville Asphalt prices
- Chagrin River Watershed Partners letter with conflict of interest policy
- Thank you card from Terri Vechery
- Chagrin River Watershed Partners annual report
- Parking Lot & Traffic Control products catalog
- Annual Sheriff report
- Soil & Water Dam safety program
- May Grassroots Clippings
- Letter from Dottie Summerlin/Historical Society
- Letter from Garden Club

RECORD OF PROCEDURES

MANTUA TOWNSHIP TRUSTEES

REGULAR MEETING

Held May 2, 2013

Page 2 of 6

The Fiscal Officer presented the following financial report:

2013 Appropriations:	\$1,340,929.00
2013 Payments:	\$ 495,547.73
Encumbered, not paid:	\$ 96,961.75
2012 Receipts:	\$ 618,872.81
Cash balance:	\$ 728,932.28 with
	\$ 714,397.24 invested

Kelly Denk from Frank Gates Services presented our Worker's Comp program. Only 4 states (WA, WY, OH and ND) have state run Worker's Comp. Frank Gates Agency administers the OTA Plan. Our group rating has saved the township over \$55,000 since starting. We just received our lapse free discount for paying on time of \$31.81. Worker's Comp is also promoting a Go-Green discount for payment online. There is also a class or a free safety assessment that we can take that would give us another 3% rebate. Kelly also mentioned a Drug Free Workplace program which she doesn't recommend due to cost. Victor Grimm pointed out that we already participate in Working Partners which could give us another 7% discount. John Festa asked about a policy, which Kelly will provide a sample.

Frank Horack discussed the Veteran's Memorial. He stopped the tree cutting but they are anxious to get going on the project. Debbie Haylett has done a 3D presentation on it to have it ready for 2014 Memorial Day. The cannon is to be on the east side of the memorial. A separate electric meter can be installed for the memorial. Frank does not want to dig across the driveway. Vic said that we could replace the meter at the Townhall. Frank said that pole needs to be replaced. Frank is trying to get with Tierney, and has the Building Department involved. Funding and maintenance are in accordance with ORC 517-30 & 517.31, in which the Township will provide the upkeep. Frank had an alternate plan which would involve moving only one tree and a picnic table. His association wants to remove two trees. Jason said that the Trustees have approved the removal of one dead tree. Frank wanted an audience vote, but John Festa turned it down. It needs to be Trustee decision. Vic read from a deed for the commons. It is restricted to five uses-a church, school, burial ground, parade ground and Townhall. This also includes the bull pen. John had the trees looked at. One is dead, the other one in question is the healthiest on the green. Jason opened it up for discussion which lasted about 20 minutes. The following spoke: Larry Lietzow, Carole Pollard, Jane Kautzman, Sue Skrovan, Bob Zullo, Steve Zielinski, Dan Cozzens, Anita Vechery, Mark Hall and Larry Parsons. Anita and Sue presented documentation with their comments. Jason said that the decision has already been made to put it on the green. He feels that the dead tree can go, and if the final prints can be ready in two weeks with no major changes they can move forward. Steps would be tree removal, place the cannon slab, move the cannon, concrete anchor for the flagpole, excavate and construct the memorial and finally put in a sidewalk. Vic added that no one is against the memorial, and we can replace the electric pole. John Festa just wants to get it done. Bud Foster said that the Boy Scouts will refurbish the cannon, which is owned by the federal government.

RES 116-13 Motion by Jason Carlton to continue with the memorial as proposed with one tree to be removed and the healthy one saved, with the final prints to be approved at the next meeting, seconded by John

RECORD OF PROCEDURES

MANTUA TOWNSHIP TRUSTEES

REGULAR MEETING

Held May 2, 2013

Page 3 of 6

Festa. Vote as follows: Jason Carlton, Yes. John Festa, Yes. Victor Grimm, Yes. Jason asked Frank for a monthly report. Vic also asked that the volunteers sign a waiver and equipment operators provide proof of insurance. Bud has an expert that can write a grant.

Main Meeting

Zoning Report

Marie read Tierney Bryant's zoning report, who couldn't make it tonight. There were 6 complaints, 3 inquiries, and 2 permits issued.

Lynn Harvey has estimates on zoning books-\$630 and \$731 for 25 books. Regional planning has provided 10 disks. Jason asked how often the zoning code changes. Lynn said they still have to work with the Land Use Plan. This has been a big mess. Marie said that the copier is being repaired. John asked that the webmaster get a copy, which he did.

John Festa had an email from the Chagrin River Watershed Partners regarding Round Up Lake. Lynn added that they are looking at the property. **RES 117-13** Motion to purchase 16 copies of the zoning book from Staples by Jason Carlton, seconded by John Festa. Vote as follows: Jason Carlton, Yes. John Festa, Yes. Victor Grimm, Yes.

Sexton Report

Jim Aldrich gave the following report for April:

Grave Sales	\$1175
Footers	\$ 621
Burials	<u>\$2140</u>
for a total of	\$3936

Jim will refurbish the signs. The footers are all in. Vic asked about setting aside \$20/grave sale and \$20/footer to help refurbish old stones.

Road Report

John Festa reported work in Old Taylor Woods and asked if any more work was to be done there. Jason said that there needs to be patching in addition to Todd's paving, which should be the third week of May. Marie Stehli thanked the Road Crew for patching Mantua Center.

Club & Committee Reports

Barbara Herbold said that the LCA would be planting on May 18. Last year 18 pears and 5 maples were planted in Westlawn, along with 4 azaleas, various shrubs and hydrangeas. The LCA is always looking for donations.

Sue Skrovan announced the Garden Club sale June 1.

Trustee Reports

Jason Carlton had lawn fertilization bids for the green area, the Townhall and the ballfields.

Todd Monroe quoted \$174 for crabgrass, and 3 applications of \$160 for

RECORD OF PROCEDURES

MANTUA TOWNSHIP TRUSTEES

REGULAR MEETING

Held May 2, 2013

Page 4 of 6

broadleaf control.

Lawn Matters quoted \$235 per application.

The bids were not equal and there was discussion. Marie asked why we were fertilizing the green if it will be torn up? Jason told her that this proposal was for the Trustees. Marie said that her job is to consider funding.

It was decided that full applications were not needed.

RES 118-13 Motion by Jason Carlton, to contract with Todd Monroe to fertilize the ball fields at a cost not to exceed \$675, and apply spring fertilizer to the common areas and overseeding in the fall, total not to exceed \$400, seconded by John Festa. Vote as follows: Jason Carlton, Yes. John Festa, Yes. Victor Grimm, Yes.

Jason presented a draft process for citing violations for Zoning. ~~It was suggested that~~ He was checking with Todd Peetz.

John Festa Nothing tonight.

Victor Grimm is all set up for the spring clean-up. We will have 3 tire dumpsters.

The salt bid has been sent in.

Round 28 is ready to submit.

There were no bids for equipment rentals. **RES 119-13** Motion by Jason Carlton to extend the bid and advertise one time. The bid opening will be May 23, motion seconded by Victor Grimm. Vote as follows: Jason Carlton, Yes. John Festa, Yes. Victor Grimm, Yes.

Vic is working on crack seal quotes.

Old Business

All resolutions and memorandums of understandings have been sent to Todd Peetz. A copy of each resolution was sent to each landholder and will be sent to the lienholders.

Chip & seal was discussed. Limestone or slag? Scot Miller does not suggest stockpiling the materials. Jason wants to open the bids May 23. He will do the ad. The county uses slag.

Vic will meet with Randy on the Administration building.

John presented an outline for a feasibility study for a ballot issue for the Administration building.

John had the upcoming insurance renewal. There is a \$500 surcharge if we don't complete a survey.

Ellen Monroe has sent a letter for the use of the gym at no charge for the senior program. He said that the Townhall is open to all but is not sure about the Administration building. He suggested looking at ORC 511.03. After an affirmative vote in an election held under sections [511.01](#) and [511.02](#) of the Revised Code, the board of township trustees may make all contracts necessary for the purchase of a site, and the erection, improvement, or enlargement of such building. The board shall have control of any town hall belonging to the township, and it may rent or lease all or part of any hall, lodge, or recreational facility belonging to the township, to any person or organization under terms the board considers proper, for which all rent shall be paid in advance or fully secured. In establishing the terms of any rental agreement or lease pursuant to this section, the board of township trustees may give preference to persons who are residents of or organizations that are headquartered in the township or that are charitable or fraternal in nature. All persons or organizations shall be treated on a like or similar basis, and no differentiation shall be made on the basis of race, color, religion, national origin, sex, or political affiliation. The rents received for such facilities may be used for their repair or improvement, and any balance shall be used for general township purposes. Vic said that the townhall is open for meetings at no charge. Jason said he has no problem with

RECORD OF PROCEDURES

MANTUA TOWNSHIP TRUSTEES

REGULAR MEETING

Held May 2, 2013

Page 5 of 6

the seniors using the facilities, but we charge others rent. He is concerned about precedent.

Vic reported that the building will be tested tomorrow.

Public Comments

The following spoke during public comments:

Mark Hall reported that HEPA has removed the asbestos.

Barbara Herbold had comments on veterans.

Lynn Harvey said that the zoning book has some procedures for the Zoning Inspector.

Carole Pollard had comments on the feasibility study.

Phil Derthick discussed fertilization.

Larry Lietzow wants to hang the honor roll. He asked to go on record that he is not against the school as long as it is done correctly and is handicapped accessible.

Dave Pollard is opposed to the location of the memorial.

Dan Cozzens thanked the Trustees for moving forward.

Steve Zielinski echoed Dan's sentiments.

Finale

Res 120-13 Motion to pay the following bills by Jason Carlton, seconded by John Festa. Vote as follows: Jason Carlton, Yes. John Festa, Yes. Victor Grimm, Yes.

MANTUA TOWNSHIP PAID BILLS

5/2/2013

19557	MICHAEL RICHARDS	MAY 1-15, 2013	944.06
19558	BRIAN TAYERLE	MAY 1-15, 2013	1,143.18
19559	DANIEL WYSZNSKI	MAY 1-15, 2013	927.16
VOUCHER	INTERNAL REVENUE SERVICE	APRIL FEDERAL DEPOSIT	1,362.74
19560	TREASURER, OHIO	APRIL WITHHELD	287.16
19561	PERS	APRIL CONTRIBUTIONS	3,325.91
19562	AFLAC	APRIL WITHHELD	223.76
19563	OHIO DEFERRED COMP	APRIL WITHHELD	80.00
19564	JASON CARLTON	REIMBURSEMENT	44.90
19565	LYNN HARVEY	REIMBURSEMENT	49.04
19566	MARIE STEHLI	REIMBURSEMENT	3.56
19567	BRIAN TAYERLE	REIMBURSEMENT	4.50
19568	PORTAGE COUNTY TREASURER	BUILDING PERMIT	231.75
19569	POSTMASTER	STAMPS	110.40
19570	BANK OF NEW YORK	LEASE PAYMENT	16,880.00
19571	AMERICAN LEGION POST #193	15 FLAGS	180.00
19572	CHAGRIN RIVER WATERSHED PTRS	DUES	1,030.30
19573	COMMUNITY JOURNAL	DISPLAY AD	48.00
19574	OHIO PUBLIC ENTITY CONSORTIUM	FUNDING FEES	42.00
19575	OHIO EDISON	APRIL SERVICE	127.94
19576	AT&T	APRIL SERVICE	54.47
19577	AT&T	APRIL SERVICE	250.51
19578	SPIRIT SERVICE COMPANY	APRIL SERVICE	133.28
19579	CHASE BANK	FUEL	51.81
19580	LOWES	CLEANING SUPPLIES	130.70
19581	INDUSTRIAL CONNECTIONS	SUPPLIES	8.26
19582	GATTO ELECTRIC	LIGHT FOR GARAGE	303.47
19583	COLUMBUS EQUIPMENT	TEETH FOR BACKHOE	203.85
19584	OK BRUGMANN	CONCRETE FOR FOOTERS	560.88
19585	AT&T	APRIL SERVICE	45.03

28,788.62

RECORD OF PROCEDURES

MANTUA TOWNSHIP TRUSTEES

REGULAR MEETING

Held May 2, 2013

Page 6 of 6

A bid was submitted for 24" of aluminized pipe-94' @ 7.48/ft. **RES 121-13** Motion to accept this bid from Carlton Excavating for 94' of 24" aluminized pipe at \$7.48/ft as advertized by John Festa, seconded by Victor Grimm. Vote as follows: Jason Carlton, Abstained. John Festa, Yes. Victor Grimm, Yes. Marie asked if the pipe bought previously is to be paid for soon.

RES 122-13 Motion to adjourn the meeting by Jason Carlton, seconded by John Festa. Vote as follows: Jason Carlton, Yes. John Festa, Yes. Victor Grimm, Yes.

The meeting was adjourned till May 16, 2013 at 7:30 p.m. at the Townhall for the next regular meeting.

Victor Grimm

Jason Carlton

John Festa

Marie Louise Stehli, Fiscal Officer

All formal actions of the Board of Trustees of Mantua Township concerning and relating to the adoption of resolutions and/or motions passed at this meeting were adopted in a meeting open to the public, in compliance with the law, including Section 121.22 of the Ohio Revised Code.