

MANTUA TOWNSHIP TRUSTEES REGULAR MEETING

Held December 3, 2015

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The Board of Trustees of Mantua Township convened in regular session from 7:30 to 9:35 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. Brian Tayerle, Road Supervisor. Jim Aldrich, Sexton. Lynn Harvey, Zoning Commission. Sue Skrovan, Zoning Commission Secretary. Fiscal Officer elect Jodie Thompson. Stacey Turner from the Weekly Villager and a few residents.

Introduction

Chairman Jason Carlton called the meeting to order and requested that everyone silence their cell phones.

The pledge of allegiance was led by Brian Tayerle.

RES 217-15 Motion by Victor Grimm to accept the minutes of the last regular meeting as corrected and suspend the reading thereof, seconded by John Festa. Vote as follows: Jason Carlton, Yes. John Festa, Yes. Victor Grimm, Yes.

The recent zoning amendment hearing was discussed. We received a letter from Chris Meduri. Vic said we need to amend the resolution to take out the contingency of Chris' approval. John Festa doesn't want to change the resolution. He hasn't received written approval from Chris. He said that either he is going to approve the language or he is not going to approve-so-if Chris Meduri doesn't approve then John Festa will not approve either. Vic said then we need to set a new hearing. It is a decision of the Board of Trustees, not Chris. Lynn Harvey has to wait 30 days after the hearing to record it. Jason said he is OK with it if it is within our discretion. He wants to get it handled and doesn't want another public hearing. Jason read from Chris' letter. Lynn said that the attorney, Chagrin River Watershed Partners, Regional Planning and Chris have all looked at this. She said that Chris has told her repeatedly-"the only time I write is if I find something wrong with it. If you hear nothing it is OK." This is Chris' policy. Vic described the hearings and said everyone was fine at the hearings.

RES 218-15 Motion by Jason Carlton to amend **Res 202-15 (From November 6 special hearing continuation, see minutes)** to amend the Zoning book to add Sections 408.01-408.11 as presented by the Zoning Commission and approved by Regional Planning, seconded by Victor Grimm. Vote as follows: Jason Carlton, Yes. John Festa, No. Victor Grimm, Yes.

Text of Sections 408.01-408.11

Section 408.00

COMMERCIAL DEVELOPMENT, CONSERVATION DISTRICT (CDCD)

Section 408.01 *Definition*

"Commercial Development - Conservation District (CDCD)": means a contiguous area of real property under the same ownership of record in which commercial uses may be constructed under more flexible regulations than those that would apply under the commercial regulations set forth in Section 409.00 of this resolution, in order to preserve open space and to advance the purposes set forth herein in Section 408.02

Section 408.02 *Purpose*

It shall be the purpose of a CDCD to:

1. Permit unified, yet flexible, development.
2. Encourage development in a "campus style" atmosphere with a reasonable amount of open space and compatible architectural styles within the development.
3. Allow development that is in harmony with the capability and suitability of the land.

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4. Protect environmentally sensitive areas such as wetlands, floodplains, riparian corridors, ground water recharge aquifers, steep slopes, prime agricultural land and substantial wooded areas.
5. Promote the efficient use of land as well as the installation of utilities and infrastructure to reduce the amount of impervious surfaces such as roads, driveways, and parking areas that increase the volume and velocity of storm water runoff.
6. Enhance the use of native and appropriate landscaping and ground cover that advance functional qualities related to best management practices for storm water runoff.
7. Minimize the impact of development on existing roads by reducing points of ingress and egress through careful traffic circulation planning within the development to reduce congestion and to enhance access by law enforcement, firefighting apparatus, and emergency vehicles.
8. Coordinate the planning of the density of development, setbacks, building size, spacing between buildings and structures, lot coverage, building and structure height, vehicular and pedestrian circulation, signage, lighting, utilities, water supply and sewage treatment facilities.
9. Promote the general welfare, encouraging the efficient use of land and resources, promoting greater efficiency in providing public and utility services, and encouraging innovation in the planning and building of commercial uses as permitted by these regulations. Within a CDCD, the regulations need not be uniform, but may vary in order to accommodate unified development and to promote the public health, safety, morals, and the other purposes expressed in this section.

Section 408.03 Application Process

1. **Pre-application meeting.** The applicant should meet jointly with the zoning inspector and the zoning commission prior to submitting an application for development plan review and the establishment of a CDCD under these regulations. A concept plan of the overall development site should be provided by the applicant. The purpose of this meeting is to discuss early and informally with the applicant the purpose of these regulations and the criteria contained within them. However, no formal action shall be taken to approve or disapprove a concept plan at said meeting and no discussions, opinions, suggestions or recommendations of the zoning inspector and/or the zoning commission shall be assumed by the applicant to indicate subsequent development plan approval or disapproval by the zoning commission.
2. **Application.** An application and the requisite review fee for development plan review and the establishment of a CDCD shall be filed by the owner at a meeting of the zoning commission. The application shall include a development plan as required by these regulations.
3. **Transmittal.** The zoning commission shall, within 15 (fifteen) days after receipt of the application and plan, refer a copy thereof to the zoning inspector, the board of township trustees, the fire department, the police department, the road superintendent, the county engineer, the county soil and water conservation district, the county water resources department and to the county planning commission.
4. **Development plan review.** Within 10 (ten) days from the receipt of the application, the zoning commission shall determine at a meeting whether the content of the application and accompanying development plan comply with the provisions of these regulations, Section 408.02 and Section 408.03. Upon a determination by the zoning commission that the application and development plan are complete, then the zoning commission shall notify the applicant accordingly in writing and within 10 (ten) days after said finding, the zoning commission shall determine if the application and development plan are in compliance with Sections 408.04, 408.05 and 408.06 of these regulations and shall approve it or approve it with conditions at a meeting of the commission. The zoning commission shall consider any comments regarding the application and development plan from the officials and agencies specified in paragraph 3 above. The zoning commission's determination of compliance with these regulations shall not be considered to be an amendment to the zoning resolution pursuant to O.R.C. Section 519.12, but may be appealed pursuant to O.R.C. Chapter 2506.

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5. Denial. If the zoning commission's final determination regarding the application and development plan is one of noncompliance, it shall cite the applicable regulation(s) violated and advise the applicant accordingly in writing. If a court of competent jurisdiction makes a final non-appealable order finding compliance, the commission shall approve the application and plan and upon approval shall cause the zoning map to be changed.

Section 408.04 Development Plan Content Submission Requirements

- A. Development Plan: The applicant shall submit a proposal/site plan, including drawings and maps for a conservation development, prepared in accordance with these regulations, illustrating the proposed design, layout, and other features for the development, including all elements set forth in this Section.
- B. The development plan shall, at a minimum, include the following items. It shall be drawn at a scale of 1"=100' or larger on a sheet size of 24"x 36".
 1. Name, address, and phone number of the owner and the person(s) who prepared the plan. Owner's certification that the development plan represents a proposed development of his/her real property.
 2. Proposed name of development, road name(s), scale, north arrow, and date.
 3. Volume and page number(s) for deed of record and permanent parcel number(s) for the overall site and all contiguous lots. Tract, lot, and section number for the overall development site.
 4. If prepared by a Registered surveyor or registered engineer, it shall include the certification that the plan has been prepared by him/her based upon a field survey of the premises. Signature, date and seal on each page by the professional surveyor or engineer who prepared the plan and that it is based on a field survey of the boundary of the overall development site.
 5. Tabulation (in acres) of the area in lots, area in open space, area in road right-of-way(s), area in other blocks or parcels, and the total length of each road (lineal feet).
 6. Dimensions and acreage of the boundaries of the overall site and each of the lots, blocks for open space and any other parcels, including outlots, to be created. Each lot shall be numbered and blocks given a letter designation. Outlots shall be identified as such and given a letter designation.
 7. Dimensions and acreage in existing and proposed road right(s)-of-way and easements.
 8. Building and riparian setback lines, per Mantua Township Zoning Code Section 401 and Section 606, with dimensions and spacing between existing and proposed buildings.
 9. Topography, at an interval of two feet, with elevations labeled.
 10. Identification of drainage ways, watercourses, wetlands (including Ohio EPA Category based on the Ohio Rapid Assessment Method), floodplains, and soil types.
 11. Identification of natural land cover features such as wooded areas.
 12. Distance from lot lines and identification of any existing buildings (footprints), driveways, ponds, oil and natural gas wells, storage tanks, and other structures.
 13. Location of proposed signage, parking, driveways, trails, pedestrian paths, recreational facilities, storm water basins, dams, fire protection ponds, water wells, water treatment plants, sewage treatment systems, and other buildings or structures.
 14. Proposed entrance features and landscaping treatments.
 15. The development plan shall be submitted for the entire development site. If the development site is to be phased, the boundaries of each phase shall be shown.
 16. Signature block and date for the chairman of the zoning commission, evidencing the approval of the development plan.
- C. Other Submission Requirements
The following additional information shall be included with the application:
 1. A copy of the recorded deed of record for the overall development site.
 2. A copy of a current title examination for the overall development site.
 3. If the site is to be served by central sanitary sewer and/or water supply facilities, evidence that it is within an approved Health Department plan, Ohio EPA, and 208 Plan of the Federal Clean Water Act.

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4. If the site is to be served by on-site waste water treatment systems, evidence from a qualified soils scientist that an on-site soils evaluation has been conducted.
5. A copy of the declaration of covenants and restrictions, including provisions for the ownership and maintenance of the open space in perpetuity. Such open space shall be held by an association and shall be covered by a permanent conservation easement held by a bona fide land trust or such other entity to ensure that it remains in open space as shown on the development plan in perpetuity and that it is properly monitored. A copy of the documentation pertaining to the formation of the association and the proposed instrument conveying the conservation easement.
6. A traffic impact analysis conducted by a qualified professional engineer may be required at the discretion of the zoning commission, showing anticipated traffic counts to be generated by the development, traffic flow, signalization, and impacts on the level of service upon adjacent roads.
7. A copy of the ODOT entrance permit if any proposed roads will intersect a designated state route.
8. Typical architectural designs, building facades, and elevations for the proposed buildings and structures.
9. A report, prepared by a professional hydrologist, with respect to the expected availability of ground water to serve the overall development site may be required by the zoning commission.
10. Such other information as may be required by the zoning commission in order to ensure compliance with these regulations.

Section 408.05 Development Regulations

- A. Principal permitted uses: All of the permitted principal buildings, structures, and uses permitted in the Commercial District(s) in accordance with Section 409.00, may be allowed in the CDCD.
- B. Accessory buildings, structures and uses: All of the permitted accessory buildings, structures, and uses permitted in the Commercial District(s) in accordance with Section 610.03 may be allowed in the CDCD.
- C. Minimum overall development site area: 25 (twenty -five) acres.
- D. Minimum lot area:
 1. In order to foster a “campus style” atmosphere, the development site need not be divided into individual building lots. The individual building sites may be held in Business ownership or a leasehold arrangement.
 2. If the development area is to be subdivided into individual building lots, then the minimum lot area shall be 2.5 (two and one half) acres.
 3. The zoning commission may require lots of record within the overall development site to be consolidated in order to avoid, for example, an existing or proposed building or structure straddling or encroaching a lot line or creating a non-conformity with respect to minimum yards (setbacks) required by these regulations.
- E. Minimum lot frontage: 150 (one hundred fifty) feet. For any lot located upon the arc of a permanent cul-de- sac, the minimum lot frontage shall be 75 (seventy five) feet. The minimum lot frontage for a corner lot shall be 150 (One hundred fifty) feet along each road..
- F. Minimum lot width: The minimum lot width, measured at the building setback line, shall be 150 (one hundred fifty) feet.
- G. Minimum perimeter setback:
 1. 50 (fifty) feet measured from all external boundaries of the overall development site.
 2. Where the CDCD boundary is contiguous with a residential district boundary as shown on the official township zoning map, the minimum perimeter setback shall be 100 (one hundred) feet.
- I. Minimum yards (setbacks):
 - A. Front yard: 100 (one hundred) feet.
 - B. Each side yard: 50 (fifty) feet.
 - C. Side yard for corner lot: shall be the same as the front yard
 - D. Rear yard: 75 (seventy five) feet.
- J. Minimum riparian setback: Same as required in Section 401.07 F.3.

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- K. Minimum spacing between buildings: The minimum distance between buildings, measured in a straight line from the nearest exterior wall or foundation of a building to the next, shall be 30 (thirty) feet.
- L. Maximum height: 30 (thirty) feet.
- M. Maximum overall development site coverage by impervious surfaces: The total area included in the development plan shall have no more than 20 (twenty) % coverage by impervious surfaces.
- N. Maximum lot coverage and maximum floor area: Same as required in Section 409.04
- O. Minimum floor area: 3000 (three thousand) square feet
- P. Maximum floor area: Same as required in Section 409.04.
- Q. Exterior lighting: Same as required in Section 409.08.
- R. Dry hydrants shall be installed in Round-up Lake, as per the Mantua- Shalersville Fire Department, , unless central water lines with hydrants are in place
- S. Sewage treatment facilities: The applicant shall demonstrate that the appropriate governmental authority has approved the sewage treatment disposal facility or on-site sewage treatment systems for all of the lots or sites included in the overall development plan prior to the approval and issuance of a zoning certificate by the zoning inspector. See Section 401.07I.
- T. Water supply and treatment facilities: The applicant shall demonstrate that the appropriate governmental authority has approved the central water supply and treatment facilities, if any, for all of the lots or sites included in the overall development plan prior to the approval and issuance of a zoning certificate by the zoning inspector
- U. Refuse containers: Dumpsters or other refuse containers shall be fully screened from view by an opaque wall or fence, shall be located completely behind the principal building, and shall not be within any off-street parking or loading/unloading spaces, and shall be placed on a concrete pad.
- V. Parking spaces and driveways: See Sections 900.00 (parking spaces) , and 610.06 (driveways).
- W. Signs: See Section 1000.00
- X. Landscaping plan: See Section 700.00.
- Y. Water management and sediment control: Shall be provided in accordance with Sections 401.07F, 800.06, 900.05, 900.07 and as specified by the Portage County Soil and Water Department.
- Z. Utility easements: Shall be twelve (12) feet in width parallel and contiguous with all roads. Otherwise, such easements shall be twenty (20) feet in width. All utility lines and cable shall be underground.

Section 408.06 *Site Design Requirements*

- A. Buildings shall front along the internal roads within the development site.
- B. The number and size of off-street parking and loading/unloading spaces shall be in accordance with Section 900.00 of this resolution. In addition, the following provisions shall apply:
 - 1. Joint off-street parking areas and driveways for ingress/egress serving multiple buildings, structures, and uses are encouraged in a CDCD so as to limit impervious cover and to lessen storm water runoff.
 - 2. The zoning commission may consider “banking” off-street parking spaces in a CDCD, particularly if the development area is phased. Such spaces shall be so identified on the development plan and shall be temporarily placed in open space for future conversion to off-street parking spaces.
 - 3. Loading/unloading spaces shall be to the side or rear of the building.
 - 4. Off-street parking and loading/unloading spaces, driveways, and aisles shall be paved with asphalt, concrete, or approved permeable pavement, and the spaces shall be striped. Aisles and driveways shall have appropriate directional pavement arrows to assist in traffic flow as well as traffic control signage.
 - 5. Direct driveway ingress/egress to adjacent roads shall be prohibited. Direct driveway ingress/egress to buildings, off-street parking and loading/unloading areas shall be from the internal roads in the CDCD development.

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6. All off-street parking and loading unloading areas shall be properly lighted in accordance with these regulations.
7. Off-street parking areas shall contain landscaping islands that may serve the dual purpose of storm water and traffic control. Such landscaping islands shall be a part of the landscape plan submitted in accordance with these regulations. See Section 700.12B.
8. Culvert pipe, driveway and road entrance permits shall be secured from the appropriate governmental regulatory agency.
- C. Trails or walking paths may be provided and linked with other existing or planned trails or paths to provide a viable circulation system. Such trails or paths shall be a minimum of 10 (ten) feet in width, and shall be constructed with pervious materials.
- D. Signage: Signs shall be in accordance with the regulations set forth in Section 1000.00 of this resolution.
- E. Open space: see Section 408.07
- F. Road Design Specifications and Plans
 - a. General Design Criteria per Section 401.08 of the Mantua Township Zoning Code and per approval of the Portage County Engineer.
 - i. Road design shall reflect the minimum right-of-way needed to provide adequate and safe vehicular movement throughout the development area.
 - ii. Road alignments should follow existing contours and be designed to conserve natural features.
 - iii. Roads shall be designed to ensure safe ingress/egress by law enforcement, firefighting apparatus, and emergency vehicles.
 - iv. Roads may be required to interconnect with existing roads in order to promote public safety and access by firefighting and emergency vehicles.
 - b. Design Criteria if the CDCD is to be held in a Business Ownership or a Leasehold Arrangement

If the CDCD is classified as a business ownership development pursuant to O.R.C. Section 5311.02 or is in a leasehold arrangement, then the roads in a CDCD shall be entirely private (non-dedicated) and such roads shall be designed and constructed in accordance with the Portage County Roads Construction Standards and of the Subdivisions Standards.

Section 408.07 *Open Space*

- A. Definition: "Open space" means any lot, block or parcel of land within the overall development site and as shown on the development plan for the common use of the owners or lessees of the land within the affected development. Open space uses shall include preservation of natural areas such as floodplains, wetlands, scenic vistas, steep slopes, and woodlands. Open space may also include and be used for walkways, trails (no motorized vehicles), storm water management facilities, excluding storm water ponds. Open space shall not include any area within individual building lots nor shall it be used for water treatment facilities, sewage treatment systems or replacement areas for such systems. Open space shall not be designed so as to preclude road connectivity where required pursuant to the Portage County Subdivision Regulations.
- B. A minimum of 40 (forty) % of the overall development site shall be in open space. If the development is phased, each phase shall include the requisite percentage of open space. The open space shall remain undivided and shall be permanently protected, monitored and held by an association. In addition, the open space shall be covered by a permanent conservation easement, recorded with the county recorder, held by a bona fide land trust or such other entity to ensure that it remains in open space in perpetuity. Open space blocks shall have a minimum of 100 (one hundred) feet of road frontage.
- C. The applicant shall provide a copy of the articles of incorporation pertaining to the association, its bylaws, and methods for maintaining the open space. The following provisions shall be included:
 1. Membership in the association shall be mandatory for all of the lot owners, business owners or leaseholders. The conditions and timing of transferring control of the association from the developer to the association shall be identified.

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2. The association shall be responsible for payment of all taxes, insurance, maintenance and monitoring costs.
3. The association shall be responsible for the development and implementation of an operation and maintenance plan for all of the permanent storm water facilities.
4. The association shall be responsible for all fees related to the conservation easement.

Section 408.08 County Subdivision Regulations

The approval of a development plan by the township zoning commission does not preclude the necessity of the applicant to obtain all requisite major subdivision approvals as set forth in the Portage County Subdivision Regulations administered by the Portage County Regional Planning Commission. The applicant is encouraged to take into consideration comments made by the planning commission concerning the development plan. In addition, the applicant shall secure all requisite approvals relating to the construction of the improvements from the board of county commissioners, county engineer, county water resources department, and the Portage County Soil and Water Conservation District.

Section 408.09 Issuance of Zoning Certificates

- A. No building, structure or use within the approved development plan shall be erected, constructed, reconstructed, structurally altered or changed in use without first obtaining a zoning certificate in accordance with the provisions of this resolution. No zoning certificates shall be issued by the zoning inspector until all of the improvements (roads, sanitary sewer main lines and/or water main lines) have been completely installed and approved by the applicable governmental authority within the development area, or any applicable phase thereof, pursuant to the approved construction plans. If the development area has been classified as a "major subdivision" pursuant to the most current adopted version of the "Portage County Subdivision Regulations," then no zoning certificates shall be issued until the final plat has been recorded with the county recorder.
- B. The township may retain the services of a professional engineer to review the development plan, traffic impact analysis, groundwater study or such other information related to the development plan review and to conduct periodic on-site inspections to ensure compliance with these regulations.

Section 408.10 Approval Time Limit

The applicant shall have a maximum of two (2) years from the date of the development plan approval by the township zoning commission to initiate construction of the improvements within the development plan area. If construction activity has not been initiated, or an extension of time for plan approval requested of the zoning commission, then the development plan shall be deemed null and void and must be resubmitted for review and approval in accordance with these regulations. If no plan is resubmitted, the township may initiate the process to rezone the affected real property to its original zoning classification.

Section 408.11 Modification of Approved Development Plan

- A. Minor changes that do not represent a substantial departure from the approved development plan may be reviewed and approved by the zoning commission without being subject to the full development plan review procedure as provided in these regulations.
- B. Major changes that represent a substantial departure from the approved development plan shall be subject to the full development plan review procedure as provided in these regulations. A substantial departure may consist of, for example:
 1. An addition or reduction in the number of lots.
 2. A redesign of the road right(s)-of-way.
 3. A decrease in the open space area(s).
 4. An overall increase or decrease in the development plan area.
 5. A change in the entity holding the conservation easement.
- C. The zoning commission shall make the final determination as to whether a proposed modification represents a minor or major change to an approved development plan.

RES 219-15 Motion by Victor Grimm to approve the Special Hearing minutes of October 15 and November 6, 2015 pertaining to Sections 408.01-408.11 as amended, seconded by Jason

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Carlton. Vote as follows: Jason Carlton, Yes. John Festa, Yes. Victor Grimm, Yes.

Financial Report

RES 220-15 Motion to approve the following supplemental appropriations in the Road & Bridge Fund by Jason Carlton, seconded by John Festa. Vote as follows: Jason Carlton, Yes. John Festa, Yes. Victor Grimm, Yes.

	From	To
OPERS		\$1600.00
Contracts	\$1600.00	
Medicare		300.00
Worker's Comp	300.00	

The Fiscal Officer presented the following financial report:

2015 Appropriations:	\$1,263,202.78	
2015 Payments:	\$ 545,557.69	
Encumbered, not paid:	\$ 392,268.57	
2015 Receipts:	\$ 718,079.88	
Cash balance:	\$ 748,373.52	
with	\$ 721,637.91	invested

Victor Grimm said that we need another \$10,000 purchase order for salt.

RES 221-15 Motion by Jason Carlton to pass the following temporary budget for 2016 as submitted by the fiscal officer, seconded by John Festa.

FUND #	FUND	2016 Temp Budget
1000	General	153,134.50
2011	License Tax	7,000.00
2021	Gas Tax	45,000.00
2031	Road & Bridge	82,550.00
2041	Cemetery	13,725.00
2181	Zoning	6,100.00
2191	Road Levy	80,000.00
2231	County License	-
4400	Issue 2 #4401	-
4901	Capital-Equipment	10,000.00
4902**	Capital-School	35,000.00
4950	Bequests-5	-
9002	Agency	<u>1,500.00</u>
	Totals	434,009.50

Temporary budget = 1/2 estimated expenses +

Original budget	1750	Regional planning
Increase	2000	pay for record sorting (Twp FO Assistants)
Increase	18000	Improve Sites

Victor Grimm asked about the money for the records project. The Fiscal Officer reminded him that if the money in the 2015 budget is not used, it goes back to zero, and the project has not started yet.

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The Fiscal Officer presented the following correspondence:

- NOPEC membership conference registration
- Akron Regional Air Quality newsletter
- 3 OPERS Employer Notices
- Liquor Department changes in Ohio Law pertaining to Franklin & Cuyahoga counties
- Chris Meduri's response to CDCD District hearing
- Regional Planning has a new grant writer

Main Meeting

Vince Coia from Ravenna Township introduced himself as a Democratic candidate for Commissioner in March. He talked about new septic laws impacting sales of homes. He wants to see low interest loans available to help homeowners with the expense of failing systems.

Custodian Report

None.

Zoning Report

John Dickey is off on sick leave until January. His report is available. Income from permits was \$575 for a BZA hearing and conditional permit. A notice was sent, and Chris Meduri is sending violation notices to three businesses. He reminded people that complaints should be in writing. A short email will suffice. Verbal complaints are not admissible.

Lynn Harvey wanted to make sure that the zoning hearing was complete and she can now file it.

Marie Stehli said that there is a BZA hearing on December 14 at 6:30 for a conditional permit for Enterprise Tree Service. John Festa had the legal ad.

Cemetery Report

Jim Aldrich noted that there was a foundation refund of \$186 in October, bringing the October total to \$364. Foundation receipts totaled \$373.60 for November.

We have a potential indigent burial. She does have family who are not claiming her body. Vic has been in touch with the hospital. Jason asked if she has life insurance. We need to determine if she was indigent. We do have graves available for this purpose.

John Festa received an email from Patti Carson saying that her name was spelled wrong on her deed. It will be re-issued.

Jim thanked the LCA for decorating the cemetery.

Road Report

Brian Tayerle reported that the new truck is in and will be sent for its bed before Christmas.

The fire escape stairs have been painted. Brian, Dan, Vic and Cal will install them on the Townhall.

Vaughn Road will be closed between Schustrich Road and the Headwaters Trail for 3 weeks.

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LaDue Reserve, Phase 2 was paved last week with a base coat. The road is turned over to the township after the top coat is paved and a one year maintenance period.

The salt shed is full.

The county is installing a culvert at Olde Taylor Woods.

RES 222-15 Motion by Jason Carlton to allocate \$250 for bib overalls for Dan & Brian, seconded by Victor Grimm. Vote as follows: Jason Carlton, Yes. John Festa, Yes. Victor Grimm, Yes.

Marie requested that purchases be cut off by December 24 and all bills be turned in by that date. Emergency purchases after that must have a purchase order.

Club & Committee Reports

None.

Trustee Reports

Jason Carlton said that the Solid Waste District open house has been cancelled and will be rescheduled.

John Festa had a report from Epic Engineering. Doug Fuller will be here at the next meeting to talk about the elevator, grant, etc. Marie said that she had seen Hal Stamm earlier in the day, and he still has not been paid. John said that the check is in the mail.

Victor Grimm noted that Regional Planning has hired a grant writer. He will give that information to the grant committee.

Old Business

Vic will finish up the OPWC paperwork next week.

The logo is in progress.

Health insurance-Marie sent the final paperwork today. They have asked for a lot of different paperwork. She wrote a check for Ohio Insurance Services for Aetna and there is no check for Anthem. She hopes this is OK.

Amy is happy with the website.

The RC2 was sent back for another signature.

Jason asked what needs to be done to complete the Fiscal Officer's office. Marie asked that they at least get the file room done because she has been holding off on the records retention project waiting for file space. Cal Brant suggested finishing the hardwood floors. The whole room seemed to agree that hardwood floors are better.

We need to run a legal ad for both zoning boards.

Chris needs confirmation of the car ad from the Record Courier to get the car out of the parking lot.

The following spoke during Public Comments-

Sue Skrovan suggested hardwood floors with an area rug.

Carole Pollard asked about the sign requested by the administration building. Marie said that they have put up a "Hidden Drive" sign.

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Dave Pollard warned of local scams. He asked John Festa why he hadn't called Chris Meduri directly on the hearing. John replied that he had given it back to the Zoning Commission.

Cal Brant wants to move forward on the Fiscal Officer's room. He is working on the steps tomorrow. The Road Crew needs a bathroom. Vic said that there is no place for a septic. It would be very expensive to hook up to the sewer, and all of the buildings would then have to be hooked up. Jason said that Pecks own the property behind the garage. John will look into it.

Finale

RES 223-15 Motion by Jason Carlton to pay the following bills, seconded by Victor Grimm. Vote as follows: Jason Carlton, Yes. John Festa, Yes. Victor Grimm, Yes.

MANTUA TOWNSHIP PAID BILLS			12/3/2015
21549	DAVID SOMMERS, ARCHITECT	PRE-DESIGN PHASE-ADMIN BLDG	2,403.75
21550	BRIAN TAYERLE	NOVEMBER 16-30, 2015	1,253.54
21551	DANIEL WYSZNSKI	NOVEMBER 16-30, 2015	1,176.67
VOUCHER	INTERNAL REVENUE SERVICE	NOVEMBER FEDERAL DEPOSIT	1,368.84
VOUCHER	TREASURER, OHIO	NOVEMBER WITHHELD	252.27
21552	OPERS	NOVEMBER CONTRIBUTIONS	2,896.47
21553	AFLAC	NOVEMBER WITHHELD	105.44
21554	OHIO DEFERRED COMP	NOVEMBER WITHHELD	175.00
21555	OHIO INSURANCE SERVICES	NOVEMBER WITHHELD	388.86
21556	SCOTT HOLLIS	REPAIRS TO GARAGE	2,500.00
21557	OHIO INSURANCE SERVICES	HEALTH INSURANCE	2,364.47
21558	OHIO INSURANCE SERVICES	DENTAL, VISION, LIFE INS	323.55
	OHIO PUBLIC ENTITY		
21559	CONSORTIUM	FUNDING PLAN	35.00
21560	SAM'S CLUB	DUES	45.00
21561	LAKE BUSINESS PRODUCTS	COPIER LEASE-3 MONTHS	431.85
21562	DOMINION EAST OHIO	NOVMEBER SERVICE	518.78
21563	OHIO EDISON	NOVMEBER SERVICE	139.19
21564	AT&T	NOVMEBER SERVICE	103.47
21565	AT&T	NOVMEBER SERVICE	339.27
21566	TIME WARNER CABLE	NOVMEBER SERVICE	74.89
21567	MILLER & COMPANY	NOVMEBER SERVICE	75.00
21568	SPIRIT SERVICE COMPANY	NOVMEBER SERVICE	114.08
21569	STAPLES	OFFICE SUPPLIES	54.74
21570	RAVENNA OIL	DRUM OF OIL	683.00
21571	SOUTHEASTERN EQUIPMENT	MAINTENANCE ITEMS	72.97
21572	LEPPO	CHIPPER RENT	912.66
21573	ZUVER CONTRACTING	GRADE FROST ROAD	375.00
			<hr/>
			19,183.76

RES 224-15 Motion by Jason Carlton that from this point forward, all indigent burials will be cremains, seconded by John Festa. Vote as follows: Jason Carlton, Yes. John Festa, Yes. Victor Grimm, Yes.

RES 225-15 Motion to adjourn made by Jason Carlton, seconded by John Festa. Vote as follows: Jason Carlton, Yes. John Festa, Yes. Victor Grimm, Yes.

Victor Grimm

Jason Carlton

**MANTUA TOWNSHIP TRUSTEES
REGULAR MEETING**

Held December 3, 2015

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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.

**Minutes of the Mantua Township Trustees
Special Meeting**

Held December 7, 2015

The meeting was called to order by Chairman Jason Carlton at 6:10 p.m. with the following present: Jason Carlton, John Festa, Victor Grimm, Trustees. Marie Stehli, Fiscal Officer. Dave Pollard.

This meeting is to discuss an indigent burial for Bonnie S. Beck. Victor Grimm has talked to her son, Josh Hillier. She has 2 Social Security benefits. Death benefit only goes to a surviving spouse or minor child. The family can get a 1099-SSA. Jason calculated that she must have income below \$18,000 to be declared indigent. Indigency is 150% of the federal poverty level. Jason has talked to Ron at Shorts, who gave him a price for cremation of \$900, \$1500 for full burial. Green's is \$1350 for cremation. Someone has to sign off for cremation.

Shorts would take care of the hospital contact, death certificate and death notice. Bonnie's sister wants the ashes. Vic told her that we are responsible for the burial, and to provide a grave and marker with name and date of death (and birth if known).

RES 226-15 Motion by Jason Carlton that based on the information provided, Mantua Township Trustees are declaring Bonnie S. Beck, last known address 3271 Winchell Road, Mantua, Ohio 44255, to be indigent and that the township will provide a proper burial, seconded by Victor Grimm. Vote as follows: Jason Carlton, Yes. John Festa, Yes. Victor Grimm, Yes.

RES 227-15 Motion by Jason Carlton to hire Shorts Funeral Home to cremate Bonnie Beck's remains for a quoted price of \$900, seconded by Victor Grimm. Vote as follows: Jason Carlton, Yes. John Festa, Yes. Victor Grimm, Yes. Jason will call Shorts. Dave Pollard had some questions.

RES 228-15 Motion to adjourn made by Jason Carlton, seconded by John Festa. Vote as follows: Jason Carlton, Yes. John Festa, Yes. Victor Grimm, Yes.

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.