

**Council Meeting
13 September 2010**

Mayor Blair called the meeting to order at 7:00 PM.

Roll Call: Gerald Rougé – Yes, Linda Swaney – Yes, Craig Ronyak – Yes, Jeff Coleman – Yes, Dianne Lillibridge – Yes, Charles Hauser – Yes.

Visitors: Jennell Dahlhausen, Joe Kozial, Chip Hess, Marcianne Kimpton, Josh Echt, Jack Garner, Cady Hutchinson, Sharon Ronyak, Brian Johnston, Bill Poole, Dan Weir.

Old Business:

Mayor Blair modified the meeting Agenda to open with an item under old business concerning the potential Village Administrator. Mayor Blair deferred to Mr. Coleman. Mr. Coleman introduced Mayor Poole and Village Administrator Dan Weir of Middlefield Village. Mr. Weir explained the job of Village Administrator in Middlefield Village. Mr. Weir highlighted the efficiency of operations and quick response on daily operations. Mr. Weir noted the state imposed \$25,000 spending cap for purchases by the Village Administrator without Council approval.

Mr. Coleman asked about budgeting. Mr. Weir stated that he works closely with the Fiscal Officer.

Mayor Poole made note of the administrative responsiveness of a Village Administrator.

Mr. Ronyak asked if Mr. Weir felt he could do his job part time. Mr. Weir responded by saying that he felt, because of its size, Burton could work well with a part time administrator.

Ms. Swaney asked how long Middlefield has had a Village Administrator and what was the primary reason for going that direction. Mr. Weir answered that the Village Administrator position has been in place since the 1980's. Mayor Poole stated that the reason the Village went to an Administrator was for efficiency. Mayor Poole asked why the Village is going this way. Mr. Ronyak responded by explaining the Village Council is split on the need for a Village Administrator and that more information is needed.

Mayor Poole stated that having a Village Administrator saved the Village money. When asked, Mayor Poole explained that the Village Administrator supervises the Street and Utilities Department and works

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closely with the Fiscal Officer. Some Street Department personnel are cross-trained in the operation of the Water and Sewer plant.

Mr. Rougé discussed the recent efforts the Village of Orwell to establish a Village Administrator. Orwell Council worked for a year to educate and inform the Village population of the need for a Village Administrator. Mayor Poole agreed that this was an important step.

Mayor Blair expressed a need for a Village Administrator to provide efficiency of operations and save money for the Village.

Mr. Weir reported his salary to be \$77,000 annually.

Mr. Coleman quoted documents and studies from salary surveys that placed many communities in Ohio of similar size at much lower potential salaries.

Mr. Ronyak provided copies to Council of the EPA approved Operations and Equipment Manual for the Water and Waste Water plants in the Village. This document notes a requirement for two water/sewer employees based on the OEM. Mr. Coleman and the rest of Council questioned some of the base personnel requirements. Council discussed.

Mr. Johnston, president of the Board of Public Affairs, suggested that Council and BPA have a joint meeting with EPA to answer the questions. Mr. Johnston then asked Mayor Poole and Mr. Weir how many employees they had to which they replied, about 26.

Mr. Ronyak moved to table all discussion of a Village Administrator until a committee is formed and makes a recommendation. Mr. Hauser seconded. In discussion, Ms. Swaney suggested setting a timeline for completed the committee's work. Mayor Blair strongly objected to any motion that tabled discussion of the subject of Village Administrator. Mr. Ronyak amended his motion to read; table all discussion of a Village Administrator for sixty days so that a committee can be formed and a study completed concerning a Village Administrator. Mr. Hauser seconded the motion. Roll Call: Craig Ronyak – Yes, Charles Hauser – Yes, Jeff Coleman – No, Dianne Lillibridge – No, Gerald Rougé – Yes, Linda Swaney – Yes. Motion carried.

Mr. Ronyak recommended the committee consist of BPA Chairperson, Council President and any other interested member. Ms. Swaney recommended the Fiscal Officer be included.

Mayor Blair stated that it was not necessary to have a joint meeting with BPA and EPA since the committee was being formed.

Mayor Blair opened a discussion to fill the vacant Zoning Inspector position and asked Council if they were ready to proceed. Council discussed the options. Mr. Coleman nominated Ms. Cady Hutchinson for the position of Zoning Inspector. Mr. Hauser seconded the nomination. Mrs. Lillibridge asked one question in discussion. Will Ms. Hutchinson be available to drive around the Village frequently? Ms. Hutchinson replied that she only worked part time and that she would work with Council to conduct business however they wanted. Roll Call: Jeff Coleman – Yes, Charles Hauser – Yes, Dianne Lillibridge – Yes, Gerald Rougé – Yes, Linda Swaney – Yes, Craig Ronyak – Yes. Ms. Hutchinson is hereby appointed to the position of Zoning Inspector.

Engineers Report: Hess and Associates

Mr. Hess stated that ATT has agreed to determine the depth of the cables and grind down the concrete at their cost and Mr. Hess reminded the Village would then need to pay for applying new asphalt on top at a cost of about \$2,500 to \$3,000. Mr. Coleman felt that there were adequate funds available in the Street Capital fund to cover this.

Fire Department: Chief Sestak
Not available to report.

Zoning Inspector:

Mayor Blair noted that a garage on Spring Street had burned and needed to be demolished. The paper work for this is being taken care of.

Ordinances and Resolutions:

Ms. Swaney placed Ordinance 2198-10, amending and adopting the personnel manual for the Village, on second reading.

Ms. Swaney introduced Resolution 2010-18, accepting and authorizing the County Auditor approved tax rates for 2011, and placed it on first reading.

Council offered to pass the personnel manual by waiving further readings but Mr. Coleman stated that he had one more question concerning salary caps, raised by the Street Department, and wanted the extra time to review it.

Fiscal Officer:

Mr. Paquette asked for a motion to pay approved bills. Mr. Coleman so moved. Mr. Ronyak seconded the motion. By voice vote the motion passed.

Mr. Paquette asked for corrections and comments to the minutes of 9 August 2010. Mr. Paquette noted changes on page 2, under Police Report; The Department received 'two' radar units vice 'to'. On page 3, Engineers report, fourth line down, determine 'the' depth not determine 'and' depth. On page 5, fourth paragraph, last sentence should end with 'in the historic district for the development of a walking tour brochure.' And finally on page 5, under Health District Advisory, change Mr. Burdett of Claridon to Mr. Burnett of Burton Township. Mrs. Lillibridge moved to accept the minutes as amended. Mr. Rougé seconded the motion. By voice vote the motion passed.

Committee Reports

BPA, PLANNING COMMISSION and ARCHITECTURAL REVIEW BOARD, Mr. Rougé;

Mr. Rougé reported that the Architectural Review Board met and approved a sign for Geauga Credit Union, authorized the removal of the burned Spring street garage in the historic district, approved of the replacement windows in the Shibley building on North Cheshire, were attempting to work with Geauga Power Sports concerning placement of his sign, and authorized the replacement of front steps at a home on Cook Street. The Board is working with a Grant of \$9000 for a walking tour brochure. Wednesday at 7 PM in the large meeting room of the library there will be a presentation on the Historic District for Village residents.

BZA, LOCAL GOVERNMENT and BOARD OF REVIEW, Mr. Ronyak;
Mr. Ronyak had nothing to report.

FINANCES, ECONOMIC DEVELOPMENT COMMITTEE, BCPA, Mrs. Lillibridge;
Mrs. Lillibridge reported that she had reviewed the budget and found that several line item areas were over budget and warranted attention by the person responsible. Mrs. Lillibridge stated that she had attended the last Berkshire Community Planning Association meeting and learned that Burton Township is working handling solar power in the township, Great Lakes Cheese is expanding and the Fath family dedicated a church and parcel of land. Troy EMT's are paid \$8 to \$10 per hour. The Superintendent of Berkshire Schools talked about the cooperative agreement between Berkshire Schools and Kent State. Claridon Township is looking to purchase some land near the hospital for businesses to use. Sean Thompson is the president of BCPA. Council was

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reminded of the dinner on 21 September with BCPA if interested. Four Council members were interested in attending.

TREES and PARKS, GRANTS, HISTORIC DISTRICT ASSOCIATION, Ms. Swaney; Ms. Swaney reported that the Tree Commission did not meet this month but will meet in October.

The Ohio Certified Local Government request for proposal for the Historic District Walking tour brochure went out to 10 consultants who will respond by 1 October. A local review committee was set up to handle the grant. Ms. Swaney thanked Mr. Paquette and Ms. Dahlhausen for all their work so far on the grant.

STREETS and CEMETERY, Mr. Coleman;

Mr. Coleman reported the 2002 Red dump truck is in Preston's being worked on for brakes, a/c and horn. 220 feet of sidewalk has been replaced. Berming work on uncurbed areas is being done. The Street Department is working with the Cemetery board to address drainage issues in the Cemetery. The Street Department is prepping the leaf vac and starting preparations for winter snow plowing.

A request for quote went out to three companies for chip and sealing in various locations around the Village. Only GAR paving responded. His price was \$10,075. Mr. Coleman moved to enter into an agreement with GAR paving chip and seal around the Village at the stipulated price of \$10,075. Mr. Hauser seconded the motion. Roll Call: Jeff Coleman – Yes, Charles Hauser – Yes, Dianne Lillibridge - Yes, Gerald Rougé – Yes, Linda Swaney – Yes, Craig Ronyak – abstained. Motion passed.

Mr. Ronyak reminded Council that the specifications quoted for this job require that the contractor remove excess stone, cleanup the sight and provide material sheets.

HEALTH DISTRICT ADVISORY REPRESENTATIVE, FIRE DEPARTMENT, Mr. Hauser; Mr. Hauser had nothing to report on the health district.

Mr. Hauser reported that the fire tax district was in committee.

MAYORS Report;

Mayor Blair noted that the Village had made it through the Geauga County Fair. Over 72,000 were in attendance on Sunday.

Mayor Blair asked permission of Council to place the fiberglass display cow in front of the log cabin to advertise the October Chamber of Commerce Ox roast. Council gave its approval.

Old Business:

No further old business.

New Business;

Mr. Coleman asked Council for input on an Ordinance he is proposing to have Mr. Hicks write. The Ordinance would deal with cars and trucks parked in the municipal lot, west side of the park and possibly with the length of time a car could be in the lot being sold by owner. Council discussed and was in basic agreement with Mr. Coleman's suggestion.

Mrs. Kimpton asked that the Village do something about the library exit between the Library and the Hiscox building as it is a hazard to pedestrians. Council will look into it.

Mr. Ronyak moved to adjourn. Ms. Swaney seconded the motion.
Meeting adjourned at 8:25 PM

Mayor

Fiscal Officer