

Village of Shawnee Hills Council Meeting Minutes

April 23, 2018

Mayor Monahan called the meeting to order at 7:00 p.m.

Council in Attendance: Mary Gates, Douglas Gil, Dan Mathews, Renee Matney, Jeff Stacy and Robert Thatcher

Also Present: Fiscal Officer Shirley Roskoski, Administrator Steve DeBolt and Solicitor Brian Zets

Minutes

It was moved by Gates, seconded by Mathews to approve the minutes from April 9, 2018. Following vote on the motion is recorded: yea, 5; Gates, Mathews, Matney, Stacy and Thatcher, Abstain, one; Gil, Nay, none. Chair declared the motion passed by a 6-0 vote.

Agenda

It was moved by Gates, seconded by Mathews to approve the agenda. Following vote on the motion is recorded: yea, 6; Gates, Gil, Mathews, Matney, Stacy and Thatcher. Nay, none. Chair declared the motion passed by a 6-0 vote.

Solicitor

Brian Zets said I worked with Mark on a few zoning issues. I also worked with the Mayor in regards to the Chamber and the wayfarer sign they want to install at the Walgreen property to give some direction to the businesses. This was approved at ABR.

Brian said he worked on Resolution 06-2018, the annexation ordinance, that is on the agenda tonight.

Mayor's Court is going well for us.

I have been working with Steve on the tax incentives for the dentist that is coming into the village. I expect to have that on the agenda for next council meeting.

There will also be legislation for updates for RITA due to changes in the Ohio Revised Code.

This has to do with business net profits and whether or not they could be collected by the State of Ohio.

Village Administrator

Steve DeBolt gave the following report:

With Spring weather hopefully here to stay we unloaded both the snow plow and salt spreader. The area behind the police department is getting more crowded since we improved it. Russ had a good idea about maybe finding another place to put our spreader and plow so we worked with Concord Township and they have allowed us to put it up on their property with their equipment.

The guys had some community service help this weekend so they got 120 bags of mulch spread.

Two big events for the spring season are coming up. Dumpster Day is on May 19th and Chipper Day is on May 21st.

The business next door to us, LA Financial, are having their own shredder day on May 19th so they have allowed the residents to participate in that.

The park continues to have some work done on it, as a makeover. The bathroom is open for the season. Richard did make some improvements inside the bathroom.

The swings are up, they are operational. I heard some positive comments on that.

The next thing is we are going to regrade and reseed some of the areas of the park. We are also adding a dog waste station with the plastic bags for the residents use.

We completed the preliminary review of the streets in the village. We identified about seven streets that could use some work. We are going to prioritize those and one of those is W. Riverview, that we have talked about in the past, that will take a large portion of our monies so this might be the year to do it. This will go to UST and Finance probably here in the next month.

With the rain we have been having, we have seen a lot of storm water damage from time to time and one example of that is on W. Reindeer but the residents house is on W. Cherokee where you have a lot of water coming through an area that wasn't designed for the pipe that is there. The pipe broke away and the land has eroded and there is some exposed wire from cable. That is why it is important that things are designed correctly. When they are not you get that kind of event. So people complain when they have to pay engineering fees but if you don't have it done in the beginning then those problems crop up eventually.

On April 11th I attended a MORPC Sustainability conference downtown. It was interesting. SWACO is doing a program to promote recycling across Franklin County. All the recycling goes to Rumpke's recycling center. Seventy percent of everything dumped in the landfill could be recycled. Taylor at Rumpke said most businesses do not recycle so that is why that number is so large.

Chris Tebbe and I continue preliminary work on the Glick Rd. pathway connector and have had conversations with the City of Columbus to discuss engineering issues on the project since it will connect to their bridge or the Dam.

The new Shawnee Hills Dental office is now open for business on Dublin road and is scheduling patients.

Police Chief

Chief Baron said he received \$150.00 for the three MDT's that were sent back to the vendor. There were some sever hardware issues and screens were broken.

This Friday we have a planning meeting for the Memorial Tournament. We are going to reach out again to the Sheriff's office to see if they are willing to work around the Bogey and work together with the Bogey traffic.

We do have an opening on our Police Advisory Committee, Doug Bernier, who was appointed to this committee, is unable to make the meeting dates due to his work schedule.

We have been very busy; stats continue to climb, calls for service are high. Erin has had three call outs in the past week for negotiators. I spoke about quarterly reports at Safety. Currently, every month I send out stats to all the council members and it is usually a very poor spread sheet that I copy and paste to put in. Instead of doing that, what I discussed with Safety was, doing this quarterly report which is more comprehensive, gives you more of a picture of what we do, the stats and what created those stats. I will continue to update you on large scale situations or anything sensitive in nature and I will send out a quarterly report instead of a monthly report.

Working with Steve and Mark to get the speed sign moved around. It is on its second location on Buckeye. It will be there for the next two weeks and then it is being moved to Shawnee Trail and then to Glick Road for the tournament. I think some of our business owners and us included would like to have those numbers to include in grant work in the future to see how many cars actually pass through here that week.

I will be attending Police Memorial week in D. C. the week of May 14th. Our officers will represent the PD at the National Memorial, be in the Emerald Society parade, and the week end vigil. Some of our officers will be attending the Ohio Memorial on May 3rd in London at the Ohio Peace Officers' Training Academy.

Communications

Mayor Monahan gave the following report:

I included the communications for the EPA in the Mayor's Report and remember we have election day coming up May 8th so please vote.

Mayor's Report

Mayor Monahan gave the following report:

We are faced with a very difficult **unfunded Mandate** to video scope our 7 miles of sewer system. We have met with the EPA and I have requested verbally and followed it with a letter requesting a 2-year extension to complete the process in 2025. Our Village Engineer, Chris Tebbe has done a great job assessing the Best Case-Worst case assessment of both a 5 year and 7-year project.

5-years =	Best case	= \$375,000.
	Worst case	= \$530,000.

7-years =	Best case	= \$350,000.
	Worst case	= \$540,000.

Due to sound financial practices we have nearly \$200,000. in the sewer Replacement fund. This will give us a start, but we have to be cautious of the potential of sewer / pump station repairs between now and during the project.

I want to commend and agree with the Council Finance Committee, Steve and Shirley on the diligence associated with studying this very serious issue and Finances recommendations.

This is the letter sent to the Ohio EPA, under my signature:

April 16, 2018

Michael Sapp, Environmental Specialist
Ohio EPA Central Office
50 W. Town St.
Columbus, Ohio 43215
Dear Mr. Sapp:

On behalf of the Village Council and myself, thank you for taking time out of your busy schedule on April 5th to discuss the financial impact the EPA's Administrative Order requiring investigations and repairs of the sanitary sewers in Shawnee Hills and the impact it will have on our community.

First of all, let me say that we recognize the importance of minimizing Sanitary Sewer Overflows from the Village sewer system and we have been committed to a program of regular maintenance and inspections as documented last year in a meeting with you and my staff. Therefore, we understand the necessity for the EPA to insure all satellite communities receiving wastewater treatment service from the City of Columbus are equally as diligent in protecting the water resources in our region through the issuance of your findings and orders. Towards that end, Village Council authorized our Village Engineer to initially prepare a 5-year plan to comprehensively inspect and maintain the Village sewer system. This would include an Sewer System Evaluation Study (SSES), Capacity, Management, Operation and Maintenance (CMOM) Program Sewer cleaning, CCTV work, Manhole inspections, Flow monitoring and any necessary repairs that are determined to be needed.

Our concern involves the financial impact the order will have on the Village in order to comply with the 2023 deadline. We are a small Village of 800 residents and currently have \$196,000 in our sewer fund that would be available to fund this project. Our engineering estimate for total costs to comply with the orders range between \$375,000 on the low end to \$530,000 on the high end which includes budgeting appropriate funds to address each service needed for years 2018 - 2023. Please see the attached chart for reference. Therefore, even if the project required limited repairs we would not be able to have sufficient funds to complete the entire scope of the project without raising additional revenue. We have outlined a plan to do so and would appreciate your assistance in lessening the burden of this unfunded mandate on our community. A recommendation is being made to Village Council by the Village Finance Committee to pursue both a rate hike for sewer bills and a loan in order to raise the necessary funds for this project.

We would also like to request a two-year extension at this time in order to raise the necessary funds, complete the associated work, and spread the costs out to minimize the financial burden on our community. If approved, all work would be completed by 2025. Please keep in mind the two-year extension request represents a worst-case scenario and we ask you consider the following factors in considering our request:

- Ideally, the evaluation phase of the SSES will not identify any significant structural deficiencies in the system. The sanitary sewer system is limited in size and relatively new (installed less than 20 years ago) when compared to other satellite communities.
- A two-year extension will allow for any necessary manhole rehabilitation and line repair projects to be completed in a manner within the fiscal constraints or budget of the Village.
- All of the wastewater within the Village is conveyed to the City of Dublin via a pump station and force ~~of~~-main. Preliminary review of pumping records indicates that there is not a significant difference between our wet weather flows and dry weather base flows.
- Currently, we have had no known sanitary sewer overflows or water-in-basement events (due to issues with the public portion of the sewers) in the system since it was installed in 2001.
- The current budgetary projections are strictly to cover costs of complying with the EPA orders and do not include usual maintenance and repairs of our system and pump house in which costs are taken out of the sewer fund we will be depleting with this project.

In conclusion, your consideration for a two-year extension to comply with the current EPA Orders will allow the Village to still comply with all necessary EPA requirements in a responsible and timely manner while allowing the Village to remain fiscally responsible to our residents in challenging budget times.

Your consideration and response to our request is appreciated.

Best Regards, Pat Monahan
Mayor

We do not have any filings for Planning and Zoning at this time. There will not be a meeting on 4-24-18

I do ask that UST continues to work on the street repair assessment, so we can get the processing rolling and a bid out. This process worked, from a timing perspective best last year. I think it was the 1st year that it was completed before there was frost.

Since Street Maintenance money can't be utilized for other things and preliminary reports are that our streets are in fairly good shape, I ask that UST seriously consider W Riverview paving. Since no one has won the lottery and purchased the 10.5 acres at the NW end of Westview, it is reasonable to assume that someday it will be developed. Finally making W Riverview a real street will be a real plus to the Village.

Committee Reports

Council Member Matney said Finance met tonight before this council meeting. Shirley stated that we needed to approve the bank reconciliation files to comply with an audit. We discussed this EPA unfunded mandate again. The request for a two-year extension is under review. Still waiting for a response from the EPA. We talked about the funds and how we are going to pay for this mandate. We talked about the \$196,000.00 in the sewer replacement fund. We also have \$97,000.00 in the debt consolidation fund. We also discussed the \$4.96 increase in the sewer bills which should be coming to legislation. Steve said we are going to pursue a loan as well. Renee said we just haven't agreed which one, possibly with the Water Pollution Control Loan Fund. Tax Incentive for the Dentist has been submitted to legal and should hopefully come to legislation next meeting.

The small parcels of land over by the church on W. Parkside, we are unable to get an appraiser to review that I guess based on the amount and the use of it so we are moving forward with putting out the bid for that.

Brian said council will have to do legislation for that and the village has the right to reject any and all bids.

Council member Mathews asked Brian if we had to do any title work on those lots prior to putting them out to bid. Brian said I assume that we will be selling them by quit claim so no title work is necessary.

Renee said Shirley brought forward a Rain Barrel Workshop being sponsored by Delaware Soil and Water Conservation District in which participants can purchase a rain barrel for \$85.00. The village will supply \$20.00 towards that cost up to twenty residents at one rain barrel per residence. This workshop is on June 6th.

Russ submitted body armor replacement details to ensure that all of our police officers are armed with current and up to date body armor. Body armor expires in five years so we discussed the funds necessary to do that. We also discussed a reappropriation of funds to assist with the drainage issues that we are having over near the police station.

Council member Gil asked how is that calculation being made to raise the sewer bills? Shirley said it was based on collecting \$85,000.00 in four years so it will take an additional \$4.96 per bill per month to collect that amount of money.

Legislative Actions

Third Reading- Resolution 04-2018- A Resolution to increase the rate of pay for Village of Shawnee Hills Code Enforcement Officer Mark Katzenbach. Council member Mathews asked if all the paperwork had been done on this. Steve said that everybody that is considered for a pay raise gets an evaluation. That has been done. All I need is a signature on it to proceed so I guess all I would ask that you approve it pending that I get the signature that I need.

Mayor Monahan asked Brian if we needed a motion to amend this?

Brian said I am confused as to what that even meant.

Mayor Monahan said we have signed evaluations, that they are given an evaluation and signed. Any raise that is approved is up to the manager to actually enact it. It gives Steve the right to do that. Part of him enacting it is to have it signed.

Brian said meaning Steve signs it.

Mayor Monahan said Steve needs Mark to sign his evaluation.

Steve said I sign it and the employee signs it.

Brain said you would have to literally change the resolution to add that condition into it. If it is not complete because it hasn't been signed you might want to consider tabling it otherwise I guess you could amend it but you would have to add real language into that to condition the raise upon, you can't condition the motion to adopt it because you are either going to adopt it or not. You could amend the legislation somewhere in there and that is really typing different words on the page to condition the raise based upon an event.

Steve said let me recommend this, since it is being paid retroactively anyway we just table it until the next meeting.

Shirley asked why wasn't this brought up during the first and second readings and why does he really have to sign the evaluation if you gave it to him. That is his evaluation.

Steve said part of the process is to complete, that means it's an acknowledgement of proceedings of what was written.

Shirley said this is the third reading and we missed a council meeting so this should have been discussed way before now I think.

Steve said my recommendation is not to approve this until it is taken care of.

Council member Gates asked Steve if Mark has had this evaluation in front of him. Steve said he has had it for a while. There were some issues that had to be addressed. We discussed it and the purpose of the extension, there was an extension provided for a review period so as far as I was concerned that was to be ongoing until this whole process is completed. Mary said so the ball is really in his court and he hasn't signed it so we should probably just table it.

Shirley asked Steve if he told Mark, during these readings, did you say Mark, in order to get that pay raise. Steve said no I did not.

It was moved by Thatcher, seconded by Matney to table this until the paperwork is signed and appropriate. Following vote on the motion is recorded: yea, 6; Gates, Gil, Mathews, Matney, Stacy and Thatcher. Nay, none. Chair declared the motion passed by a 6-0 vote.

First Reading- Ordinance 10-2018- An Ordinance to grant variances to the provisions of the Shawnee Hills Code Section 509.09 to allow applicant, Bogey inn, to deviate from time and volume standards for the Country Tee off and declaring an emergency. Shirley said the Bogey has added an additional concert date to the Country Tee off. It was moved by Gates, seconded by Gil to suspend with the second and third readings and declare Ordinance 10-2018 an emergency. Following vote on the motion is recorded: yea, 6; Gates, Gil, Mathews, Matney, Stacy and Thatcher. Nay, none. Chair declared the motion passed by a 6-0 vote.

It was moved by Matney, seconded by Mathews to adopt Ordinance 10-2018 as an emergency. Following vote on the motion is recorded: yea, 6; Gates, Gil, Mathews, Matney, Stacy and Thatcher. Nay, none. Chair declared the motion passed by a 6-0 vote.

Second Reading- Ordinance 06-2018- An Ordinance to amend and rename Section 311.02 (Parades and Assemblages) of the Codified Ordinances of the village of Shawnee Hills.

First Reading- Resolution 06-2018- A Resolution accepting the petition for annexation of +/- 0.280 acres being lots 210, 211, 212 and 213 along River View Drive, near Elizabeth Drive.

Bills

It was moved by Thatcher, seconded by Matney to approve the bills in the amount of \$24,788.67. Following vote on the motion is recorded: yea, 6; Gates, Gil, Mathews, Matney, Stacy and Thatcher. Nay, none. Chair declared the motion passed by a 6-0 vote.

Treasurer’s Report

It was moved by Stacy, seconded by Thatcher to approve the following treasurer’s report:

General	215,911.56	Fire	11,541.87
Street	108,199.03	Weed	7,410.24
State Highway	14,233.44	TIF	8,556.59
Parks and Recreation	1,203.02	TIF 2	28,855.15
PD Body Armor	406.40	Veteran’s Mem	248.97
Cont. Prof. Training	4,278.15	Sewer Oper.	45,923.89
Drug Law Enf.	283.41	Sewer Repl.	196,000.00
Indigent Drivers	385.84	Storm Sewer	6,902.49
Enfct. and Education	1,160.85	Debt Service	176,880.16
Court Computer	4,123.24		

For a total of \$832,504.30.

Following vote on the motion is recorded: yea, 6; Gates, Gil, Mathews, Matney, Stacy and Thatcher. Nay, none. Chair declared the motion passed by a 6-0 vote.

Miscellaneous

Council member Gil said to Steve that he mentioned to him that they took down the 15mph speed limit sign on W. Mohawk when they put up the portable speed sign. That was fine but when they moved the portable speed sign the 15mph sign was not put back up. Saturday evening as you know, the civic is a busy place and there are a lot of kids there. Do you know when they are going to put that sign back? What happened to the old one? Mayor Monahan said let’s just get the former sign back up.

Mayor Monahan said as we have businesses that are looking at coming in along Dublin Road. I ask UST to look at widening the roads. The side streets need to be widened for commercial business for an X amount of feet.

Chief Baron said I am not going to speak to the situation but I want to thank you council and the mayor for standing up for Steve’s decision to table that. Not getting into the situation but the fact that the supervisor made a recommendation to council and that’s pay, benefits, and that kind of thing is what we have to manage the employees and thank you for standing up for that, again not talking about the situation but the process, I appreciate that.

Council member Gil said to Brian. It is a lot of work for you to have the policy ready and all that so we are not in the position when employee raises will come. Do you have a time frame on when you will be done with the policy review? Brian said I do not but I will work on it as quickly as I can.

Council member Mathews said the policies have nothing to do with raises.

Council member Gil said you can put the increases in there.

Brian said that is separate from the policy manual.

Adjournment

There being no further business, it was moved by Gates, seconded by Gil to adjourn until May 14, 2018. Following vote on the motion is recorded: yea, 6; Gates, Gil, Mathews, Matney, Stacy and Thatcher. Nay, none. Chair declared the meeting adjourned at 7:46 p.m.

Fiscal Officer

Mayor