

# **VILLAGE of Commercial Point**

## **COMMITTEE OF THE WHOLE MINUTES**

September 17, 2012

7:00 P.M.

President Kuzelka called the meeting to order. The following members of Council were present: Mr. Shelton, Mr. Cruz, Mr. Thompson, Mr. Kuzelka, Mr. Wissinger and Ms. Gooden-Kinney. Engineer Grosse, Solicitor Crites and Mayor Hammond were also in attendance.

Mr. Thompson made a motion, seconded by Mr. Shelton to approve the August 20, 2012 COW Minutes. All members were in favor. Ms. Gooden-Kinney abstained.

Solicitor's Report – Nothing to report

Mayor's Report – Nothing to report

Engineer's Report – Engineer Grosse reported that Chestnut Estates will be starting Phase 4 after the first part of 2013. Engineer Grosse will be having a meeting with Drew Lehman of Lehman Farms, which is a proposed site for a new well. They will be discussing water/sewer fees, capacity and what measures the Village needs to take to keep Columbus Division of Water from offering to service this tract of land. Engineer Grosse said the developer would be responsible for the prepayment of tap fees. Pomelroy is the engineer for Lehman Farms. They have estimated the proposed project would use an estimated 500,000 gallons of water a day. Mr. Cruz asked about annexation of this property into the Village. Engineer Grosse said it is not contiguous at this time. This property is adjacent to our Utility Plant, however the Plant is not considered inside the Village limits. Mr. Kuzelka asked if there was a preliminary sketch of what they would like to do on the property. Not at this time. There was a question about this property being in the JEDD. No. Per Solicitor Crites, this property is in an unincorporated area. At

this time, Engineer Grosse presented a list to Council of the pending projects in the Village. He would like to meet with the committees and compose a priority list. The projects consist of:

- 1) Storm sewer at Front and Scioto St - \$ 21,000
- 2) Cleaning Men's Club prop ditches - \$ 1,500
- 3) Cleaning or concrete ditch at West Scioto Green  
Cleaning \$ 2,000 – Concrete \$ 25,000
- 4) 6 Bellshazzer St – storm drain repair \$ 2,500
- 5) Cleaning ditches at Walker Point - \$ 12,000
- 6) Waterline on Walker Road - \$ 30,000

Additional projects that were brought up were 1) Drainage issue behind 34-36 W. Scioto St. 2) Drainage issue at 33 Main Street. 3) Drainage issue at 15 Main St. 4) Walker Point walk path. Engineer Grosse reported the walk path has been staked and the pins have been set. He would like to start the asphalt work as soon as possible. This project will not need to go to bid since it will be under \$ 25,000. Mr. Thompson will speak with the neighbor who has placed a trampoline, tree and storage shed on the property where the walk path will be. These items will be removed. Mr. Struckman is OK with the Village starting the project now. Solicitor Crites will be preparing the legal description and the deed.

### **Committee reports**

- a. Street and Roads - Nothing to report
- b. Safety - Mr. Thompson said he had received a phone call from the company where the LED lights were ordered. They needed to know what type of posts we were using. Engineer Grosse will check and report back to Mr. Thompson. At this time, Mr. Kuzelka asked where we were with replacing the bent and missing signs. There has been a lot of talk about the signs, but Mr. Kuzelka said nothing is being done. Mr. Kuzelka suggested hiring a part-time maintenance employee for 10-20 hours a week to perform odd jobs for the Village. Mr. Cruz said there is a maintenance position available per the Village's Codified Ordinances. It is up to the Mayor to bring wage information to Council for approval. Mr. Thompson said we need to be hiring a

Village Administrator. Council asked Mayor Hammond to start looking for someone to fill this position and make recommendations to Council. Some members of Council feel \$ 4,000 might not be enough to pay for a part-time Administrator. Ms. Gooden-Kinney asked the Finance Committee to take a look at the budget and see what we could offer to a Village Administrator. She would like for them to come up with a range. Mayor Hammond asked Solicitor Crites if the wages could be changed in the middle of the year. Solicitor Crites said yes since this position is not an elected position. Mr. Kuzelka asked Mayor Hammond what types of jobs this person would be doing in the Village. Mayor Hammond said someone with a water/sewer background is what he is looking for. This person would have a lot of authority in the Village as well as hang signs, be in charge of the Utility Superintendent and employees and sign contracts among other miscellaneous jobs as they would come up. Solicitor Crites said many communities pay their Village Administrator out of the Water/Sewer funds as well as the General Fund due to the type of work they are performing. Solicitor Crites informed Council they could run an ad in the Ohio Municipal League since we are members. He also gave Council an example of a wage and said a full-time Administrator in Perry County is making \$ 35,000. Mr. Cruz said the Village Administrator doesn't have to be the one turning the wrench. We could use community service workers or high school kids to do the work. Mr. Thompson said the most important thing right now is getting the signs in place. If we use community service people, they would need to be supervised. Mayor Hammond said the signs have been ordered. When we receive them, Mayor Hammond will work on getting them installed. Mayor Hammond asked the Safety Committee for clarification on the standardization of street signs. Mr. Cruz said it is the Mayor's responsibility to submit a standard sign that conforms to the federal mandate to the Safety Committee and then on to Council for their

approval. Mayor Hammond showed Council a picture of the signs he ordered. The Safety Committee will review and report to Council. Mr. Kuzelka thought each subdivision was going to be able to keep the type of sign that they currently have in place. Mr. Cruz said that was never agreed upon by the Council. That was an idea that was presented to Council, however never agreed to. The Safety/Sign Committee will work on a recommendation for Council. Solicitor Crites wanted to verify that the Finance Committee would be putting together a proposal for the range of wages for the Village Administrator position. An estimate of hours needed and a calculation between funds will be used.

- c. Utilities - No meeting since August 13, 2012. Next meeting scheduled for Friday, September 28, 2012 at 7:00 p.m. Ms. Gooden-Kinney asked Engineer Grosse to give a report on the Utility Plant. Engineer Grosse said we are still having issues at the well site. Motors have been ordered to replace the ones that are not working. Valves need to be replaced. We are waiting on a quote. The replacement work will be done in house. All media in one of the filters has been changed. We will be replacing the media in the other filter within the next few months. Water softness has been stable at a range of 130-140. The new aerator is up and running. EPA is happy with our test results. Engineer Grosse commended Jim Muskera for all of the hard work he has been doing at the plant. Mr. Thompson asked if the timing had been adjusted on the flush hydrant. Engineer Grosse said the location has been changed as well as the timing of when the hydrant runs. Mr. Kuzelka asked if the test results were back from the water samples that were taken from his shop at Genoa Crossing. Engineer Grosse said not that he knew of. Jim Muskera said that he had been flushing hydrants in different subdivisions for the last several weeks. Since the water that is being produced at the plant is at a softer rate than what it was for the last few years, small amounts of sediment could be releasing from the pipes and be the cause of

discolored water. At this time, Mr. Cruz informed the Utility Committee that Frontier Communications is now in the Walker Point area and offers high speed DSL service. Ms. Gooden-Kinney would like for this information to be posted on the website.

- d. Zoning – Mr. Kuzelka said there was no meeting due to 2 members being present for the meeting. He will reschedule.
- e. Finance - Nothing to report.

### **Items for discussion**

- a. Mayor Hammond said all items he had questions on had been answered. He did mention there is money appropriated for sidewalks and he would like to see something put into place before the end of the year.
- b. JEDD discussion – Mr. Kuzelka asked for an updated contract. Solicitor Crites said he had spoken to Don Brosius and the Trustees are going to work with an engineer to get this project moving. We should have an updated contract by the beginning of next week. Mr. Kuzelka feels for the Village to be able to form other JEDD's in the future, we need to work together with the Township on this JEDD.
- c. Meet the Candidate Night – Scheduled for October 4, 2012 at Community Men's Club starting at 7:00 p.m.

At this time, Mr. Kuzelka pointed out that Council decided the discussion for deduct meters needs to start at the Utility Committee level. He would like to see this discussion at the COW meeting so that all of Council could voice their opinions. Ms. Gooden-Kinney said only 2 members were in favor of the deduct meters. The Utility Committee will be discussing other ideas to present to Council. Mr. Shelton asked if the Committees were really working. Mr. Kuzelka doesn't think so. Mr. Thompson said they would work, but too many people are trying to take control and be involved. They would work and be successful if the committee worked on the project, presented their findings and costs to Council

for approval and then hand over to the Administration for finalization. Mr. Kuzelka said he would like to see the COW meetings for discussion and updates from the Committees. No surprises at the Regular Meetings. Use Regular Meetings for taking action on the projects.

Mr. Kuzelka asked for an update on Mayor's Court. Solicitor Crites said from a financial standpoint, we need to keep Mayor's Court in the Village. Mr. Kuzelka also asked for an update on widening First Street. Roads Committee will look into and report back to Council. Finally, Mr. Kuzelka asked for an update on the stagnant pond at Chestnut Estates. The aerator has been put into place and working for the last few weeks. A picture was sent to Council from Engineer Grosse of the working fountain.

Trustee Struckman asked for a key for the fire department to the removable post once it is placed on the walk path.

Solicitor Crites informed Council the applicant for the variance postponed the meeting tonight. He will inform the applicant the next available dates are October 1 or October 15.

At this time, Ms. Gooden-Kinney asked for the date and time of the Utility Meeting be changed to September 27, 2012 at 8:00 p.m. She would also like to add an Executive Session onto the Agenda for the October 1, 2012 meeting to discuss a personnel matter.

The Road Committee will meet on October 8, 2012 at 7:00 p.m.

Mr. Cruz made a motion, seconded by Mr. Thompson to adjourn the meeting. All members were in favor. The meeting adjourned.

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Jim Kuzelka, President of Council

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Wendy Hastings, Fiscal Officer