

**Record of Proceedings  
Village of Peninsula Council  
REGULAR SESSION**

Held: June 12<sup>th</sup>, 2017

Page 1 of 7

**CALL TO ORDER:** The Village of Peninsula Council convened from 7:01 p.m. to 9:35 p.m. in the Peninsula Village Hall. Mayor Douglas Mayer called the meeting to order and initiated the roll call, followed by the Pledge of Allegiance. The following members and visitors were present:

**COUNCIL MEMBERS:**

Michael Matusz	Excused	Douglas Mayer, Mayor	Present
Mary Booth	Present	Pamela Schneider	Present
Carol Kramer	Present	Daniel Schneider	Present
Diane Holody	Present		

**OTHERS PRESENT:**

Fiscal Officer John Stiegel, Solicitor Brad Bryan, and Rich Studenic with Wichert Insurance.

Since Mr. Studenic was present, the renewal of the Village's insurance coverage was discussed, and the Agenda was deviated from to discuss and pass Resolution 12-2017.

Resolution 12-2017. An Emergency Resolution Authorizing the Mayor and Fiscal Officer to Enter into an Agreement for Renewal of the Village's Insurance Policies with Selective Insurance Company through Wichert Insurance Agency.

**MOTION:** TO SUSPEND THE THREE READING RULE.

**MOTION** made by Ms. Holody, seconded by Mr. Schneider

Votes were: Mary Booth, aye; Carol Kramer, aye; Dee Holody, aye; Pamela Schneider, aye; Daniel Schneider, aye.

**MOTION:** TO AMMEND THE LEGISLATION TO ADD THE CYBER LIABILITY COVERAGE FROM INDEMITY INSURANCE COMPANY OF NORTH AMERICA IN THE AMOUNT OF \$880.00 FOR A TOTAL PREMIUM AMOUNT OF \$19,865.00.

**MOTION** made by Ms. Schneider, seconded by Ms. Booth

Votes were: Mary Booth, aye; Carol Kramer, aye; Dee Holody, aye; Pamela Schneider, aye; Daniel Schneider, aye.

**MOTION:** TO PASS RES. 12-2017.

**MOTION** made by Ms. Holody, seconded by Ms. Schneider.

Votes were: Mary Booth, aye; Carol Kramer, aye; Dee Holody, aye; Pamela Schneider, aye; Daniel Schneider, aye.

**SOLICITOR'S REPORT:**

With respect to the ODOT settlement for the sidewalk repairs, the settlement amount was increased to \$37,600.00. The increase relates to ODOT agreeing to pay half of the cost of the replacement of the plastic handicap warning mats with granite mats, which look significantly better and are more durable.

**Record of Proceedings  
Village of Peninsula Council  
REGULAR SESSION**

Held: June 12<sup>th</sup>, 2017

Page 2 of 7

**SOLICITOR'S REPORT: CONT'D**

**MOTION:** TO AUTHORIZE RETROACTIVELY THE MAYOR TO SIGN THE MEMORANDUM AGREEMENT BETWEEN THE STATE OF OHIO, DEPARTMENT OF TRANSPORTATION AND THE VILLAGE OF PENINSULA.

**MOTION** made by Ms. Holody, seconded by Ms. Booth.

Votes were: Mary Booth, aye; Carol Kramer, aye; Dee Holody, aye; Pamela Schneider, aye; Daniel Schneider, aye.

Ms. Holody has been researching the granite pavers that will be used in the Village. The cost of the granite pavers is estimated to cost \$7,110.00, ODOT putting \$3500.00 toward the total cost.

**MOTION:** To purchase the granite pavers with additional Village funds not to exceed \$4,000.00.

Motion made by Ms. Holody, seconded by Mr. Schneider.

Votes were: Mary Booth, aye; Carol Kramer, aye; Dee Holody, aye; Pamela Schneider, aye; Daniel Schneider, aye.

**FISCAL OFFICER'S REPORT:**

1. May 8th, 2017 Record of Proceedings approval was deferred until next month's meeting.

**MOTION:** TO ACKNOWLEDGE AND ACCEPT THE MAY FINANCIAL REPORTS

**MOTION** made by Ms. Schneider, seconded by Mr. Schneider

Votes were: Mary Booth, aye; Carol Kramer, aye; Dee Holody, aye; Pamela Schneider, aye; Daniel Schneider, aye.

**MOTION:** TO PAY THE BILLS

**MOTION** made by Mr. Schneider, seconded by Ms. Holody.

2. Discussion to withhold the bill to Stantec until Ms. Holody has time to review it.

**MOTION:** TO PAY THE BILLS WITH EXCEPTION OF THE STANTEC BILL

Votes were: Mary Booth, aye; Carol Kramer, aye; Dee Holody, aye; Pamela Schneider, aye; Daniel Schneider, aye.

**MOTION:** TO PAY SECOND QUARTER PAYROLL

**MOTION** made by Ms. Schneider, seconded by Ms. Holody

Votes were: Mary Booth, aye; Carol Kramer, aye; Dee Holody, aye; Pamela Schneider, aye; Daniel Schneider, aye.

**Record of Proceedings  
Village of Peninsula Council  
REGULAR SESSION**

Held: June 12<sup>th</sup>, 2017

Page 3 of 7

**POLICE DEPARTMENT-DAN SCHNEIDER**

**MOTION:** TO APPROVE THE PAYMENT OF \$5,422.78 FOR POLICE CAR

**MOTION** made by Mr. Schneider, seconded by Ms. Schneider

Votes were: Mary Booth, aye; Carol Kramer, aye; Dee Holody, aye; Pamela Schneider, aye; Daniel Schneider, aye.

**MOTION:** TO APPROVE THE PAYMENT OF \$2,192.32 FOR GOODYEAR TIRES

**MOTION** made by Mr. Schneider, seconded by Ms. Schneider

Votes were: Mary Booth, aye; Carol Kramer, aye; Dee Holody, aye; Pamela Schneider, aye; Daniel Schneider, aye.

1 .Mr. Schneider is requesting for Police Department access to the garage and office doors at the Road Department. Council approved that a key can be made for access. The Mayor requested that any Police Department employee who enters the building respect anything that belongs to the Road Department.

2. Mrs. Kramer wanted to address the fact that there is no procedure in place when someone is given a key to Village Buildings. It would make everyone accountable for lost keys and returned keys when deemed necessary. Ms. Kramer stated she will work with Marty to put this policy in place.

**ROADS AND PUBLIC WORKS- MIKE MATUSZ**

Mrs. Kramer proposed to Council that the Full-time Road Department Supervisor advertised position be modified to part-time for several reasons:

1. Cost factor- Voted on a budget, not included in that is money for a full-time position. The Village will be better served with a part-time person in that role.
2. With new equipment recently purchased, current workers will be more efficient in their work.

The Mayor spoke and suggested we stay on course with the present employee numbers until the budget is clearer after this fiscal year.

Part time supervisor (Alan Halko) will continue to make \$15.30/hr. at 29 hours a week.

Ms. Booth would like to consider having three part-time people on the Road Department staff, so there are two employees working every day. Ms. Holody is in agreement with this idea. If there are two part time seasonal workers at 24 hours a week, that would amount to another \$104.00 a week. It was suggested by Council members that Alan stay at 29 hours, and he would get two part-time seasonal workers at 24 hours a week. Alan would be expected to manage these two employees and report back to Council on how it is working.

The Mayor would like to appoint Doug Aspinwall to come onboard in two weeks (June 26<sup>th</sup>) as a second seasonal worker not to exceed 24 hours a week with Dave Morehouse to start Wednesday, June 14, 2017 as seasonal part-time employee not to exceed 24 hours a week with Alan Halko to continue in his role as part-time supervisor.

**Record of Proceedings  
Village of Peninsula Council  
REGULAR SESSION**

Held: June 12<sup>th</sup>, 2017

Page 4 of 7

**ROADS AND PUBLIC WORKS-MIKE MATUSZ, CONT'D**

**MOTION:** TO HIRE DAVE MOREHOUSE AS SEASONAL PART-TIME EMPLOYEE EFFECTIVE JUNE 14<sup>TH</sup>, 2017 AND TO HIRE DOUG ASPINWALL, AS SEASONAL PART-TIME EMPLOYEE EFFECTIVE WEDNESDAY, JUNE 28<sup>TH</sup>, 2017, NOT TO EXCEED 24 HOURS PER WEEK.

**MOTION** made by Ms. Schneider, seconded by Mrs. Kramer

Votes were: Mary Booth, aye; Carol Kramer, aye; Dee Holody, aye; Pamela Schneider, aye; Daniel Schneider, aye.

**PLANNING COMMISSION:**

With respect to the Right of Way Ordinance, Planning Commission recommended one change regarding the insurance requirement provisions. There was nothing else significant to report on.

**LONG-RANGE PLANNING COMMITTEE-CAROL KRAMER**

Ms. Booth and Mrs. Kramer both attended the Long-Range Plan Committee meeting, and all members were there. The next phase will consist of stakeholders being interviewed, with teams formed and two committee members doing the interviewing. Ms. Kramer will report back to Council next month with results. Interviews will continue to be conducted through Labor Day.

**WIS COMITTEE-DEE HOLODY**

The School Committee met on May 15<sup>th</sup> and engaged in a general dialogue on use considerations. Jeff Hughes presented these questions to committee. Mr. Mazur will follow up on those questions and look into options for a market analysis to evaluate the potential uses of the building and costs. Ms. Walters will follow-up with local architects on the challenges of repurposing a school. Eco and environmental conversions were also discussed, and Chris Weigand will look into that issue. All committee members are taking a piece of the project and results will be reported at a later date. The next meeting is scheduled for June 19<sup>th</sup> at 7 p.m.

**WASTEWATER COMMITTEE-DEE HOLODY**

On May 25<sup>th</sup>, a meeting with EPA was held at Village Hall. The Village Core Team and Mr. Bryan attended along with the Stantec team. The EPA was represented by DEFA (finance arm) and regional office representatives. There were no pushbacks or adverse opinions from EPA as to the many systems being considered. The EPA did caution about potential permit challenges.

The size of the treatment facility that would be needed and a phased installation approach was discussed to insure that the Village did not build something larger than necessary.

The to-do list from the meeting consisted of the following:

1. Contact Anderson Water Haul to get estimates of water usage to assist with the flow calculations.
2. The core team needs to have another briefing with Stantec on all the various systems that have been looked at.

Council is requested to attend the next Planning Commission Meeting on Monday June 26, 2017 at 7:00 p.m. to hear a presentation from Stantec at to its work on the project that has been completed to date.

**Record of Proceedings  
Village of Peninsula Council  
REGULAR SESSION**

Held: June 12<sup>th</sup>, 2017

Page 5 of 7

**ZONING:** Sandwich boards displayed on Main Street were the sole topic discussed. Ms. Holody reported that the Chamber of Commerce spent a lot of time working with the Planning Commission to write the code for sandwich boards. She hopes we can all respect and abide by the ordinance that was so diligently worked on. It was decided that the Mayor would speak to the business that is violating this ordinance.

**BOARD OF ZONING APPEALS:** No Meeting

**BUILDING AND GROUNDS:** Mary Booth

*Northeast Town Hall Stone Wall.* The wall is leaning against the building. Ms. Booth is asking for this repair to be considered an emergency. The Mayor commented that the Collins Group has been used for years for these types of jobs and is very comfortable with his work.

**MOTION:** TO AUTHORIZE COLLINS GROUP TO PROCEED WITH THE REPAIR OF THE BARNSTONE WALL AT TOWN HALL IN THE AMOUNT OF \$4000.00.

**MOTION** made by Ms. Booth, seconded by Mrs. Kramer

Votes were: Mary Booth, aye; Carol Kramer, aye; Dee Holody, aye; Pamela Schneider, aye; Daniel Schneider, aye.

**CHAMBER OF COMMERCE:** Mary Booth

1.The Python Parade will add circus people. Anyone wanting to participate would need to wear a circus costume.

2.The Zinnias project was successful. Almost everyone participated. It was and enjoyable and worthwhile project for the Village.

**POLICIES AND PROCEDURES:** CAROL KRAMER

Mrs. Kramer addressed the topic of executing a new key procedure earlier in the session.

**FIRE BOARD:** DAN SCHNEIDER

The Board is discussing a renewal levy.

**CEMETERY BOARD:** DAN SCHNEIDER

1. Mr. Schneider reported that labor hours are a third of what they used to be for Boston Twp. and Peninsula.

2. All the stones that needed foundations were put in at both the Peninsula and Boston Twp. cemeteries.

**JEDD:** DAN SCHNEIDER

Nothing to report.

**LEGISLATION:**

**08-2017 AN EMERGENCY ORDINANCE ESTABLISHING CHAPTER 941 OF THE CODIFIED ORDINANCES RELATING TO THE USE OF PUBLIC WAYS BY SERVICE PROVIDERS**

**Record of Proceedings  
Village of Peninsula Council  
REGULAR SESSION**

Held: June 12<sup>th</sup>, 2017

Page 6 of 7

A slight change was recommended by the Planning Commission. The Solicitor would like this ordinance to be read a second time this evening. It must be sent to the PUCO for a comment period before it can be adopted.

**10-2017 AN EMERGENCY ORDINANCE AMENDING THE EMPLOYEE HANDBOOK AND CERTAIN CODIFIED ORDINANCE SECTION INCORPORATED THERIN**

A change to the open door policy was made since the version that was on the Agenda at last month's meeting. It now provides that employees can bring their issue to Council if they do not receive satisfaction from the Mayor provided that they advise the Mayor, prior to going to Council, that they are not satisfied with his proposed resolution and they are bringing the matter to Council.

Ms. Holody questioned when the vacation time increase was passed. Ms. Holody would like to research when this was discussed. Ms. Holody will send her comments to Mr. Bryan on that issue. This Ordinance will be on second reading at the Regular July Council Meeting.

**11-2017 AN EMERGENCY RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO A COOPERATIVE AGREEMENT WITH THE COUNTY OF SUMMIT FOR CERTAIN CULVERT AND DRAINAGE PIPE REPAIR AND IMPROVEMENT WORK THROUGH THE COUNTY 2017 CULVERT REPLACEMENT PROGRAM**

Solicitor Bryan stated the County would like to be advised this week whether the Village wants to move forward with this project or not. Mayor Mayer commented on his initial recent walk-around with the County Engineer's Office representative and the County contractor.

The Mayor met with Alan Halko from Road Department and Sam Ross from the County Engineer's office to walk the road. The plan is to dig out, compact, and level the road so that a footer can be installed. The pipe will go to a distribution box that will run the water in the same direction as the driveway. A headwall will also be put in. Mr. Schneider was advised by Charles Uray that catch basins are a necessary part of the project and shouldn't be done after. It was decided that work would be performed by the Village Road Department or be contracted out in conjunction with the pipe replacement project.

The price of the total cost of project was reduced by 9% from the initial County's estimate. Since it is part of the County Program, quotes do not need to be obtained by the Village.

A deadline for a decision is due in part to the need to get the project completed this season.

The Mayor and Mr. Bryan will assist with communicating the Village's expectations to the County and the Contractor, receiving documentation from the County as to what work is being done in connection with the project, and making sure the catch basin installation is coordinated with the street and pipe replacement work.

**MOTION: TO SUSPEND THREE READING RULE**

**MOTION** moved by Ms. Holody, seconded by Mrs. Kramer

Votes were: Mary Booth, aye; Carol Kramer, aye; Dee Holody, aye; Pamela Schneider, aye; Daniel Schneider, aye.

**Record of Proceedings  
Village of Peninsula Council  
REGULAR SESSION**

Held: June 12<sup>th</sup>, 2017

Page 7 of 7

**MOTION:** TO AMMEND THE ESTIMATE OF THE PROJECT CONSTRUCTION COST FROM \$26,000.00 TO \$23,800.00

Motion made by Mrs. Kramer, seconded by Ms. Booth

Votes were: Mary Booth, aye; Carol Kramer, aye; Dee Holody, aye; Pamela Schneider, aye; Daniel Schneider, aye.

**MOTION:** TO PASS AS AMMENDED

**MOTION** made by Ms. Holody, seconded by Mrs. Kramer

Votes were: Mary Booth, aye; Carol Kramer, aye; Dee Holody, aye; Pamela Schneider, aye; Daniel Schneider, aye.

**13-2017 AN EMERGENCY ORDINANCE ESTABLISHING SECTION 137.02 OF THE CODIFIED ORDINANCES RELATING TO VILLAGE ROAD DEPARTMENT EMPLOYEES**

*There are two versions to be considered:*

**Version 1 states:** Village Road employees will be appointed to their positions by Council. Council can remove the employees at any time. The employees will work under the supervision of the Mayor and Street Commissioner.

**Version 2 states:** The positions and pay rates are established by Council. The employees are appointed to their positions by the Mayor with the confirmation of a majority vote of those members elected or appointed to Council (at least four votes).

This Issue was tabled, and Council will determine what it wants to do at a later date.

**OLD BUSINESS:** NONE

**NEW BUSINESS:** NONE

**EXECUTIVE SESSION:** NONE

**ADJOURNMENT:**

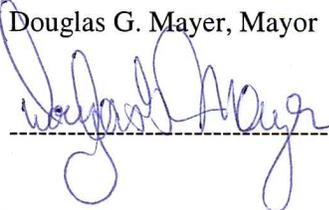
**MOTION:** TO ADJOURN, AT 9:35 P.M.

**MOTION** made by Mrs. Kramer, seconded by Mr. Schneider

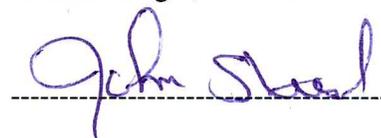
Votes were: Mary Booth, aye; Carol Kramer, aye; Dee Holody, aye; Pamela Schneider, aye; Daniel Schneider, aye.

Respectfully submitted:

Douglas G. Mayer, Mayor    Date

  
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John D. Stiegel, Fiscal Officer    Date

 2/3/17  
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