

City of Sunbury Regular Council

Minutes

February 15, 2023

Mayor Joseph St. John opened the Sunbury City Council meeting at 7:30 p.m., February 15, 2023, with a moment of silent prayer and the Pledge of Allegiance.

Those answering roll call: Tim Gose, John Grumney, Cindi Cooper, Joseph St. John, Damin Cappel, Dave Martin, and Murray Neff. Other staff in attendance were City Solicitor David Brehm, Administrator Steve Pyles, Clerk of Council Amber Swain, and City Engineer Wes Hall

MINUTES:

Motion by **Cooper** and seconded by **Martin** to approve the February 1, 2023 meeting minutes. Upon roll, 7 Yeas. Minutes passed.

VISITORS

Hali Burluson from the Delaware Public Health District shared information about the mini- grant that is being offered through Delaware County and what those funds could be used for if the city decides to apply.

COMMITTEE REPORTS

Mr. Gose gave an update on some preliminary conceptual plans to build an additional fire station. The next meeting of the Fire Board is scheduled for March 9, 2023.

Mayor St. John gave a brief update on items discussed during the finance committee meeting.

POLICE REPORT

Police Report Council Meeting February 15, 2023

01: Cruiser Update: Finally got word that our cruiser we ordered in February of 2022 does exist. We received a call from Tim Lalley Chevrolet last week that we can expect the Tahoe we ordered a year ago at the end of March or beginning April. We have contacted Parr Emergency Equipment and let them know we need to get parts ordered in for the cruiser to be upfitted around mid to late April.

02: Personnel Board Of Review/Appeals: We had a meeting on February 14, 2023 with our city attorney Dave Brehm and labor attorney Ben Albrecht. Also, in attendance was Steve Pyles, Daryl Hennessy, Shawn Wade and myself. We discussed the roles of the personnel board of appeals and determined that the board of appeals and board of review is the same board. We are working as a group to determine what rules we need to establish for the board or council to adopt and be used by the board in moving forward to help with the hiring process as well as certain discipline issues. **(Maybe Dave Brehm could explain more in depth if needed)**

03: Computers from GeTac: We have had 2 computers go down in our cruisers the last couple weeks. Tony with Edge and Officer Alexander have worked together to replace hard drives and patch these to work for now. Tony stated that these tablets need replaced as they are outdated (6 and 7 years old). We have funds budgeted for 2 new computers in our cruiser funds as part of the upfitting. We need to order 3 **(2 new cars and 1 replacement)** of these tablets as they take 2 to 3 months to get in. The cost will be around \$9,000.00 for the order but as I stated \$6,000.00 of that is already budgeted with the additional \$3,000.00 replacement was not planned for.

04: Thefts at new build sites: Please be aware that we are taking several reports of thefts from the new homes being built in several different areas. These thefts are happening all around the county and most I would guess are during the day. If anyone is driving through these areas and you see something that looks out of place or suspicious please call and report it. The direct number to call to report suspicious activity is 740-833-2800 this number will get you straight to a Delaware County Sheriff's Office dispatcher.

Calls for service (January) were reported at the last meeting.

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Questions?

Chief Howard

ADMINISTRATOR'S REPORT

Sunbury, Ohio

Memo

To: Mayor, Council
From: Steve Pyles
cc:
Date: 2/14/23
Re: Administrator's Report

Personnel and Staffing

- Alex Nelisse-Blankenship continued his training. Since our last meeting, we have completed signs and the process for public hearings.
- Record, box and plan sorting continues. We also visited the Lion's building and sorted, discovered the records that have been moved there.
- I've been filling in for the Streets Superintendent, meeting with staff in the morning start up from 6:45 – 7:15.. Daryl and I also met with them to discuss projects and get a list for them to start working on. More information in the Streets section which follows.

Planning and Zoning

- Two fence permits, two occupancy permits, six new build zoning certificates and a commercial alteration zoning certificate have been issued. Four sign permits were also processed and will be issued next week. There are two pending occupancy requests received this morning that I will process in Alex's absence.
- Met with the Montrose Group today. They provide consultation related to development and other community building functions.
- Continued work on resident complaints regarding a business violating the zoning code.
- Alex and I met with Vic to talk through options related to Fun in the Jungle in terms of a conditional use instead of a full rezoning.
- CT held a mini workshop on the Ravines at Meadow Ridge Development as they work through the preliminary plat application.

Odds and Ends

- I was a panelist on the Delaware Chamber of Commerce Leadership Academy local government presentation along with county and Delaware City representatives. The panel approach is for the class to take the survey and compare our answers to those of the class.
- Open bids for the demolition grant, bids were well below estimate. There is a memo in the one drive regarding recommendations on the bids. I also emailed the Land Bank as I anticipate we may have some grant funds not programmed to see what options we may have in doing more site preparation and beautification.
- Asbestos abatement for the demolition homes is happening today and tomorrow.

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- Equipment Purchase Orders for vac truck and crack seal trailer have been issued. Vac truck is undergoing preventative maintenance and inspection and should be delivered first half of February.
- Space planning meetings continue, we will be meeting with the service staff on 2/21 to focus on that new building.
- Staff met with CT regarding the GIS project.
- PD and administrative staff are meeting later today to discuss bringing the Personnel Board of Appeals to operational status.

Adding the following two departments to my report to provide further information.

Streets

- Weekend trash services of public containers at town square, Freedom, and GRE parks.
- Street light maintenance, we are also working through issues with the pedestrian crossing at Fallen Heroes.
- MP Dory was in and replaced a pedestrian bollard (touch pad) that was damaged in an auto accident. We were able to have it replaced and operational the day following the evening crash.
- Aaron Noblit worked with the department instructing on street tree trimming techniques. He volunteered his time; we removed the debris, and we were able to get another street (Heartland Ct.) trimmed.
- The staff has been working on identifying missing street signs and those that have reduced reflectivity. I provided a form, Alex provided a mapping system to organize the work and the street staff has been doing the census of the signs.
- Jacob Stockmaster has completed his 30 hours of seat time driving a CDL level truck and has been getting instruction on the pre-trip part of the test. We hope to arrange his test within the next few weeks.

Wastewater

- New employee is getting trained.
- Meeting with CT every two weeks on Friday has resumed to discuss plant upgrades and for them to see how the plant is currently operating. This is being done to refine plans.
- Daily operations of the plant, which includes sampling, adjusting processes based upon results, pressing sludge, sewer inspections of new taps.
- Periodic maintenance including lubrication, cleaning clarifiers, and maintaining equipment.
- Pipe Hunter machine has received a preventative maintenance/inspection of chassis (engine and frame) and is undergoing vendor inspection/preventative maintenance of installed equipment, anticipated delivery is by late February.

ENGINEER'S REPORT

Prepared By: Wes Hall, P.E.

Date: February 15, 2023

Project Description	Current Phase / Updates
CITY PROJECTS	
<u>Fallen Heroes Multi-Use Trails</u>	
Phase 3 (to southern property line of Old Orchard Park) This project extends the existing Fallen Heroes Multi-Use Trail for the terminus of Phase 2 to the southern property line of Old Orchard Park (which is the northern property line of Sunbury Meadows). This MUT segment is approximately 610 feet long. The MUT will be an asphalt trail, 10 feet wide. Sunbury has received a grant in the amount of \$50,568.50 from the County	<u>Construction Phase</u> Contract is executed with contractor. Preconstruction activities are progressing .

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<p>Commissioners, through their Trail Assistance Program. This amount is one-half of the estimated cost to construct the MUT.</p> <p><u>Phase 4 (from Old Orchard Park to Sunbury Meadows Drive)</u> This project extends the existing Fallen Heroes Multi-Use Trail for the terminus of Phase 3 to Sunbury Meadows Drive. This MUT segment is approximately 550 feet long. The MUT will be an asphalt trail, 10 feet wide. Sunbury has received a grant in the amount of \$40,000 from Preservation Parks of Delaware County, through its Community Trail Improvement Grant (CTIG) Program.</p>	<p>Phase 4 will be completed as a change order in Phase 3.</p>
<p><u>Reservoirs Park Fishing Piers and Parking Lot Improvements</u> The project includes the design of a small gravel parking lot off Sedgwick Avenue, with hard-surface pavement for ADA parking spaces, 620 feet of concrete sidewalk (5-feet wide) from the parking area to top of reservoir levees, to meet with the existing asphalt walking trail, a fishing pier, and ancillary items such as, but not limited to, fence gates, trail signage, trailside benches, lifebuoy rings, dog waste stations, and drainage infrastructure. Sunbury was offered, and accepted, a grant in the amount of approximately \$41,000 from ODNR's NatureWorks Grant Program.</p>	<p><u>Design Phase</u> Conceptual plan has been finalized. Construction documents are being prepared.</p>
<p><u>Dept. of Public Safety (DPS) Hazardous Mitigation Grant Program (HMGP) - Round 2 - Pre-Application</u> CT is preparing a pre-application for Round 2 of the DPS HMGP. The pre-application is due on 3/24/2022 Sunbury will submit a request for a grant to assist in the engineering study of Prairie Run to identify possible solutions to mitigate flooding along the creek within the City. The results of this study will inform future decisions and actions of the City in completing projects designed to mitigate the observed flooding.</p>	<p><u>Planning Phase</u> FEMA questions are being addressed.</p>
<p><u>Wastewater Treatment Plant Facilities Plan Update</u> Submitted FP Update to Ohio EPA for review and approval. Waiting for comments. We were advised, informally, that the first reviewer for Ohio EPA had no comments on the FP Update. We are working to get something formal from Ohio EPA acknowledging their acceptance of the update or additional comments from additional reviewers so that we can finalize the Update. A presentation summarizing the findings, conclusions and recommendations of the Facilities Plan Update was made to the Services Committee at its meeting on 2/2/2022.</p>	<p><u>Planning Phase</u> EPA comments were received and addressed. Waiting on approval.</p>
<p><u>Little Walnut Creek Interceptor Sewer - Phase 2</u> 36" interceptor sewer from the intersection of Golf Course Road and Cheshire Road to Domigan Road.</p>	<p><u>Preliminary Phase</u> Survey and preliminary design has started.</p>
<p><u>Stormwater Utility Study</u> A study is being completed to determine the feasibility of implementing a Stormwater Utility.</p>	<p>Study is progressing.</p>
PRIVATE DEVELOPMENT PROJECTS	
<p><u>Ravines at Meadow Ridge (DRK Apartments)</u> Metro Development (DRK) submitted an application to rezone 67.1 acres of land between Africa Road and 3 B's & K Road, on the south side of 36/37, to Planned Residence District (PRD) and to rezone 2.0 acres of land on the east side of 3 B's & K Road, on the south side of 36/37, to Planned Commercial District (PCD). Metro Development proposes to construct 744 apartments, with ancillary supporting facilities, within the PRD.</p>	<p><u>Design Phase</u> Developer has submitted the preliminary plat and plans. We are reviewing. We anticipate a submittal to Planning Commission in March.</p>
<p><u>Granville Street Multi-Family Development</u> New multi-family and commercial development south of Granville Street on each side of Sunbury Meadows Drive. Council has approved the rezoning.</p>	<p><u>Planning Phase</u> Council approved the rezoning. Developer</p>

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	may be proceeding with the design soon.
<p><u>Magnolia Park</u> New single-family subdivision located east of the Middle School.</p>	<p><u>Construction Phase</u> Pre-construction activities and final comments are being completed. Construction is anticipated to start soon.</p>
<p><u>Rolling Hills Subdivision</u> New single family, planned residential subdivision located on Golf Course Road. The Final Plat for Section 1 and Section 3A were approved by Council.</p>	<p><u>Construction Phase</u> Construction is progressing.</p>
<p><u>Price Ponds Subdivision</u> New single family planned residential subdivision located on Golf Course Road. Final Plat for Section 1 was approved with contingencies by Council on 7/6/22.</p>	<p><u>Construction Phase</u> Construction is progressing for Section 1.</p>
<p><u>Eagle Creek Subdivision</u> New single family, planned residential subdivision located on 3B's&K Road. The preliminary plat / plan was conditionally approved at the 8/22/2022 Planning Commission Meeting.</p>	<p><u>Design Phase</u> We have reviewed the construction drawings (1st submittal) and provided comments.</p>
<p><u>Kintner Crossing</u> New small lot single family and town home development north of Cheshire Road and west of West Cherry Street. The development consists of 81 small lot single family and 107 town homes on a 39.9 acre site.</p>	<p><u>Planning Phase</u> Rezoning was approved by Council.</p>
<p><u>Eagle Storage - 601 West Cherry Street</u> Addition of four new storage buildings on the property. Council approved the building and site improvements with contingencies. We have reviewed the construction drawings (1st submittal) and provided comments.</p>	<p><u>Design Phase</u> Waiting on the resubmittal of the construction drawings.</p>

RIGHT-OF-WAY PERMITS

The following R/W Permits Completed and/or under review:

- #2023-18 - CGO - 155 Letts Avenue - New 1" Residential Gas Service Line
- #2023-19 - CGO - 742 Peacock - New 1" Residential Gas Service Line
- #2023-20 - CGO - 1594 Nettle - New 1" Residential Gas Service Line
- #2023-21 - CGO - 1274 Clover - New 1" Residential Gas Service Line
- #2023-22 - CGO - 1365 Clover - New 1" Residential Gas Service Line
- #2023-23 - CGO - 1455 Clover - New 1" Residential Gas Service Line
- #2023-24 - CGO - 240 N Vernon - Abandoning gas service line
- #2023-26 - CGO - 96 Harrison - Eleven (11) 1" Residential Gas Service Line for 11 different properties

RESOLUTIONS

First Readings

RESOLUTION NO. 2023.04

RESOLUTION AUTHORIZING CITY OF SUNBURY TO APPLY FOR, ACCEPT, AND ENTER INTO A WATER POLLUTION CONTROL LOAN FUND AGREEMENT ON BEHALF OF THE CITY OF

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SUNBURY FOR PLANNING, DESIGN AND CONSTRUCTION OF WASTEWATER FACILITIES; AND DESIGNATING A DEDICATED REPAYMENT SOURCE FOR THE LOAN

Motion was made by **Martin** to suspend the rules, seconded by **Grumney**, passed 7-0.

Motion was made by **Martin** and seconded by **Grumney** on the Resolution, passed 7-0.

ORDINANCES

Third Readings

ORDINANCE 2022.50 (Tabled)

AN ORDINANCE APPROVING THE COMMERCIAL AND INDUSTRIAL SITE PLAN AND BUILDING APPLICATION OF CUTLER PROPERTIES LTD FOR CONSTRUCTION OF STORAGE BUILDINGS TO BE LOCATED AT 601 W CHERRY ST.

To Remain Tabled.

First Readings

ORDINANCE NO. 2023.06

AN ORDINANCE AWARDED THE CONTRACT FOR THE DEMOLITION OF 63 SOUTH COLUMBUS STREET AND 75 SOUTH COLUMBUS STREET TO DILLEY'S EXCAVATING AND DEMO, LLC AND DECLARING AN EMERGENCY

Motion was made by **Cappel** to suspend the rules, seconded by **Neff**, passed 7-0.

Motion was made by **Cappel** and seconded by **Neff** on the Emergency, passed 7-0.

Motion was made by **Cappel** and seconded by **Neff** on the Ordinance, passed 7-0.

NEW / UNFINISHED BUSINESS

City Council Strategic Planning Retreat

Discussion took place and finalized plans to hold the retreat on Saturday May 13, 2023.

Motion was made by **Martin** to schedule a special meeting of Council to conduct a strategic planning retreat on May 13, 2023. The motion was seconded by **Cooper**. Upon roll call, 7 Yeas.

Executive Session pursuant to ORC 121.22(G)(2) to consider the purchase of property for public purposes when the premature disclosure of information would give an unfair competitive or bargaining advantage to a person whose personal, private interest is adverse to the general public; and ORC 121.22(G)(1) to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official.

Motion made by **Mayor St. John** to enter into executive session, seconded by **Cooper**, upon roll called, 7 yeas.

Motion made by **Martin** to come out of Executive Session, seconded by **Gose**. Upon roll call, 6 yeas. Cooper was absent for the vote.

ADJOURNMENT

Motion to adjourn by **Gose** and seconded by **Grumney**. Upon Roll all Yeas.

Joseph St. John, Mayor

Amber Swain, Clerk of Council

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