

City of Sunbury Regular Council

Minutes

May 3, 2023

Mayor Joseph St. John opened the Sunbury City Council meeting at 7:30 p.m., May 3, 2023, with a moment of silent prayer and the Pledge of Allegiance.

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

MINUTES:

Motion by **Grumney** and seconded by **Martin** to approve the April 19, 2023 meeting minutes. Upon roll, 7 yeas. Minutes passed.

VISITORS

Debra Miller and Sean Weatherby attended the meeting and participated in interviews for an open position on the Sunbury Planning and Zoning Commission. Following the interviews, Council decided to hold the vote on appointment until later in the meeting. There were no other attendees from the public who wished to speak during this portion of the meeting.

COMMITTEE REPORTS

Mr. Gose gave an update on the Parks and Recreation Committee, including a brief summary of the open house and public comments received on proposed improvements to JR Smith Park.

Mr. Cappel reviewed topics discussed during the Services Committee meeting including an update on the Sunbury Estates Subdivision trees and recommendations for preserving public infrastructure. He also reviewed a bid to perform street sweeping services this year, the need to resolve an issue with the water draw down facilities at Reservoir Park, AEP's plans to replace street light fixtures, and the status of the 2023 street program bid.

Mr. Neff updated Council on the Events Committee, including the approval of a plan to use the Town Square for a Memorial Day flea market on May 29.

POLICE REPORT

Police Report Council Meeting May 03, 2023

01: Drone: We have posted for officers who are interested in signing up to become Drone Pilots. This posting will come down in a week and we will pick 4 individuals to move forward in the process.

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02: Reverse 911 Through Delaware County: We are trying to make residents aware of the importance of reverse 911. This is something that you must sign up for that is free and very beneficial. We have posted directions on how to sign up on our Facebook page as well as adding it to the city website.

03: ESchedule: The schedule is being built by ESchedule now and it should be operational by mid-May. We are hoping this program makes keeping track of time much easier for us as well as Dana.

04: School Lockdowns: We are working on a meeting with school staff to help us better communicate with them when it comes to school lockdowns. We have had calls over the past few weeks that have resulted in schools either going on lockdown or the Police Department getting calls asking if a school should be locked down.

Calls for service (April)

Civil complaints = 12

Burglary/Thefts = 6

Domestics = 4

Alarms = 18

Assist other Agency = 6

Follow up Investigation = 15

Traffic Stops = 61

House/Business Checks = 67

Well Being Checks = 9

Suspicious Vehicle/Person = 30

Reckless driver complaints = 9

Juvenile Calls = 7

Auto Accident/non injury = 9

Threats/Harassment = 5

Vehicle Lockout = 5

Miscellaneous Calls = 48

80% of the contacts made were issued a verbal or written warning for their infractions.

Total Calls for Service in April = 311

Questions?

Chief Howard

Administrator's Report

Sunbury, Ohio

Memo

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To: Mayor, Council
From: Steve Pyles
cc:
Date: 5/1/23
Re: Administrator's Report

Personnel and Staffing

- Alex Nelisse-Blankenship continued his training. We are down to questions and answers as he encounters new issues.
- Record, box and plan sorting continues.
- I've been filling in for the Streets Superintendent, meeting with staff in the morning start up from 6:45 – 7:15. More information in the Streets section which follows.
- The Service Superintendent and Supervisor position, summer positions and an opening at the wastewater plant have been posted. Second round interviews for the Services positions were completed last week.
- **Planning and Zoning**
- See the zoning report for process activity in the last month.
- Meetings with developers.

Odds and Ends

- A site visit to the property beside the Martindale Park was completed regarding some additional sampling. Our consultant submitted a proposal to Ohio EPA.
- The demolition of the houses is complete, we have requested a scope change with the grantor to see if we can include the remaining structure as bids came in low and we have funds remaining. No response to the request to add scope to the grant. Some final greening (planting some buffer shrubbery) and procure some site furniture (racks and seating) needs to be completed.
- Space planning meetings continue with Daryl leading that effort, they met on finishes for the two buildings. MS is preparing probable costs and we should have that information by the end of April.
- Closing of the ODOT outstation property is proceeding.
- We were awarded the healthy community mini grant in the amount of \$3,300 to secure some racks, senior friendly seating and wayfinding signs for Sunbury's feeder trails.
- Met on-site with RLA to resolve a construction spoils issue at Freedom Park. They have agreed to pay for a local contractor to spread and compact the spoils for the parking lot. Called the contractor this morning for an update.
- Will let CT share news about the bank stabilization project along Walnut Street.
- Preparing an extensive transition memo.

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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. After a few days of trouble shooting, the flashing street light issue along a section of Granville and Evening Streets seems to be solved.
- The street sign inventory is complete, I need to compare it to an inventory of signs on hand and get pricing for what is needed.
- There was one burial since we last met.
- Mowing equipment was prepared (oil changes and other task on preventative maintenance schedule) and mowing started last week.
- Streetlight survey completed in anticipation of meeting with AEP on LED retrofit project.
- Ohio Underground Protection Service (OUPS) locates when appropriate. Received a proposal from the locator that visits our sites for gas and electric to add our locates to their work. My initial cost estimates show this would be a savings to Sunbury.

Wastewater

- The department has been busy with some of the significant rain events.
- The department dealt with a main back up on Friday evening.
- Daily operations of the plant, which includes sampling, adjusting processes based upon results, pressing sludge, sewer inspections of new taps.
- Periodic maintenance includes lubrication, cleaning clarifiers, and maintaining equipment.
- We had the new Pipe Hunter truck in for warranty work related to the power train, it is back in service.

Thank you for the opportunity to serve you and the citizens these past two years. I have worked with several Mayors and Councils over my 25 years and have found you to be professional and supportive. I will be available by phone and I am willing to come into the office if needed during my time on vacation.

Engineer's Report

Prepared By: Wes Hall, P.E., Dan Whited, P.E.

Date: April 19, 2023

Project Description	Current Phase / Updates
CITY PROJECTS	

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<p><u>Fallen Heroes Multi-Use Trails</u> <u>Phase 3 (to southern property line of Old Orchard Park)</u> 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 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. Preservation Parks of Delaware County, through its Community Trail Improvement Grant (CTIG) Program.</p>	<p><u>Construction Phase</u> Contract is executed with contractor. Preconstruction activities are progressing.</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> he project includes the design of a small gravel parking lot off Sedgwick Avenue, with hardsurface 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. This project will need to include reservoir drawdown plans as well.</p>	<p><u>Design Phase</u> Construction documents are being prepared. Will be combined with ODNR Dam project (reservoir drawdown, infrastructure removal)</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> Grant has been awarded. Will get official documents soon. (Grant amount = \$531,619 - local match = \$47,399).</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</p>	<p><u>Planning Phase</u> The Ohio EPA permit application has been submitted.</p>

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<p>the Facilities Plan Update was made to the Services Committee at its meeting on 2/2/2022.</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> Planning Design is progressing.</p>
<p><u>Stormwater Utility Study</u> 36” interceptor sewer from the intersection of Golf Course Road and Cheshire Road to Domigan Road.</p>	<p>Study is on hold while MS4 program is being reviewed and organized.</p>
<p><u>2023 Street Improvements</u> This project will involve improvements to the following streets, which will receive OPWC funding: S Miller Dr. (US 36 to SR 3), Fox Trail Dr. (entire length), Raccoon Ln. (entire length), Chipmunk Ln. (entire length), Cottontail Dr. (entire length), Woodchuck Dr. (From Raccoon Ln to the existing phase line 250' to the south), Evening St. (entire length), Walnut St. (entire length), W Granville St. (SR 3 to Evening St).</p>	<p><u>Design Phase</u> Ready to Bid by end of this week.</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> Preliminary plan was approved at the March Planning Commission meeting. Final Engineering is being reviewed. Nearing completion</p>
<p><u>Granville Street Multi-Family Development / Sunbury Commerce Park</u> Mixed-use development; 120-unit apartment complex and 40,000 sq. feet of commercial/retail space.</p>	<p><u>Planning Phase</u> Council approved the rezoning. A submittal is anticipated soon.</p>
<p><u>Magnolia Park</u> New single-family subdivision located east of the Middle School.</p>	<p><u>Construction Phase</u> Construction has been started.</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></p>	<p><u>Construction Phase</u></p>

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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.	Construction is progressing for Section 1. Mass grading plan for Section 2 and 3 is being reviewed.
<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.	Design Phase Reviewing Final Engineering
<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.	Planning Phase Rezoning was approved by Council. Working on Easements and other issues
<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.	Design Phase Waiting on the resubmittal of the construction drawings.
<u>BSTP Sunbury, LLC (Azco Development LLC)</u> Mixed retail development in the Sunbury Meadows development. Initial application for day care facility; commitments on other three lots still undetermined.	Preliminary plan was conditionally approved at the March Planning Commission meeting.

RIGHT-OF-WAY PERMITS

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

- Columbia Gas – 1285 Clover St
- Columbia Gas - 1301 Clover St
- Columbia Gas - 1250 Clover St
- Columbia Gas – 1277 Portrush Dr
- Columbia Gas - 1328 Clover St

RESOLUTIONS

RESOLUTION 2023.11

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A RESOLUTION TO ESTABLISH A CASH RESERVE POLICY FOR THE CITY OF SUNBURY (first reading)

RESOLUTION 2023.12

A RESOLUTION TO ESTABLISH A DEBT POLICY FOR THE CITY OF SUNBURY (first reading)

RESOLUTION 2023.13

A RESOLUTION AUTHORIZING EXECUTION OF A GOVERNMENTAL AGGREGATION SERVICES AGREEMENT FOR THE PROVISION OF ELECTRICAL ENERGY FOR CITY OF SUNBURY PARTICIPATING RESIDENTS AND BUSINESSES.

Motion Made by **St. John** to approve the terms of 7.5¢ for a term of 21 months, seconded by **Cappel**, passed 7-0

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

Motion was made by **St. John** and seconded by **Cappel** 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

NEW / UNFINISHED BUSINESS

Parade Rules and Procedures – Best Practices

Motion made by **Cooper** to approve the Parade Rules and Procedures- Best Practices, seconded by **Neff**. Passed 7-0.

Street Sweeping Services

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Motion Made by **Cappel** to accept the rates for Street Sweeping Services, seconded by **Cooper**, passed 7-0

S. Columbus Street Demolition Project

Motions made by **Martin** to approve the S. Columbus Street Demolition, seconded by **Grumney**. Passed 7-0

Executive Session pursuant to ORC 121.22(G)(1) to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official.

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.

Motion Made by **St. John** to enter executive session, seconded by **Gose**. 7-0

Motion made by **Gose** to end executive session, seconded by **Cooper**. 7-0

Planning and Zoning Commission Appointment

Motion made by **Gose** to appoint Debra Miller as a member of the Planning and Zoning Commission, seconded by **Cappel**. Passed 7-0.

ADJOURNMENT

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

Joseph St. John, Mayor

Amber Swain, Clerk of Council