

SERVICE COMMITTEE MEETING

January 23, 2026

The Service Committee of Chardon City Council met on Friday, January 23, 2026, at 9:30 a.m. in Conference Room A of the Municipal Center.

Deborah Chuha, Chairman of the Service Committee presiding.

Members of Service Development Committee present: Heather Means, Deborah Chuha.

Others present: City Manager Benjamin Young, Community Development Administrator Jonathan Holody, Clerk of Council Amy Day, City Engineer Doug Courtney, Public Service Director Justin Czeka, Street Superintendent Leroy Dowling, Kelsey Fortman, Jessica Gillenwater.

Mrs. Chuha called the meeting to order at 9:30 a.m.

APPROVAL OF MINUTES

Mrs. Chuha moved and Ms. Means seconded to accept the minutes of the Service Committee meeting from August 5, 2025 as amended to reflect that Ben Chojnacki, Law Director, was present. Upon voice vote the motion passed unanimously.

Regarding the 2026 Street Maintenance Program, City Engineer Doug Courtney reviewed the streets selected for repair, noting that the 2026 budget increased over the prior year. He stated that the streets planned for maintenance are in the same neighborhood as 2025: Allynd Blvd between Maple and Basquin and Downing Drive from Maple to Downing, Downing Drive from Maple to Allynd and the boulevard portion of Allynd Blvd. The estimated cost with overhead is \$323,000 for the project.

Ms. Means asked how long the project is expected to take.

Mr. Courtney stated that the project is expected to take one month if done at one time.

Mr. Czeka stated that the City is going to begin to take advantage of OPWC grant money for projects in the future.

Mr. Czekaj reported that his 2026 budget includes the expenditure for pavement condition rating through Pavement Management Group.

If approved, the company will analyze the City's roads and formulate a 5-year capital plan based on the road conditions and funds the City has allocated.

Mr. Czekaj stated that the quoted cost for the service, which has been discounted, is \$14,700.

Mr. Young stated that the funds are expected to come from the \$75,000 in IT upgrades and will be discussed more during approval of the budget.

Mr. Courtney distributed a map of street repairs from 2015-2025 for the Committee members' reference.

Regarding the discussion of cemetery rules, Mr. Young stated that Superintendent Leroy Dowling brought a cemetery issue regarding right to burials to his attention which prompted his review of the entire chapter. He presented proposed revisions to Chapter 941 of the C.O. to address the issue brought by Superintendent Dowling and to ensure consistency and simplify application.

The functional changes he is proposing address:

The Right to Burial clarification to allow for the interment of spouses and adopted children of blood relatives.

Discussion occurred regarding the City's current process and why it has become an issue.

Kelsey Fortman stated that while alive, a person can choose who can also go in the grave with them (up to 4 others) by using a right to burial permit, but the issue occurs after the grave owner is deceased and is unable to communicate their wishes.

Committee members concurred with the proposed change.

Mr. Young stated that the second change would not allow for applicants to arrange mausoleum crypt opening and sealing themselves. To protect City facilities, only the City will select contractors and manage this work.

Mr. Young stated that the third change clarifies decoration and marking requirements, eliminating repetition and ambiguity.

Ms. Means questioned why the decoration limit is currently 2 items, suggesting that if it is not a problem, leave it alone.

Mr. Young stated that he would like to reinforce the biannual cleanouts.

Committee members concurred with the proposed change.

Mr. Young stated that there are no changes to the cemetery fees except for the implementation of a \$10 additional fee per transaction for the preservation of the cemetery.

Committee members concurred with the proposed change.

Mr. Young stated that the final change to the cemetery rules is to the indigent policy. He stated that the determination of indigent status will be based on the claimant's financial status or whether remains are unclaimed, not the financial status of the deceased as currently stated.

General discussion occurred regarding the indigent burial grave.

Committee members concurred with the proposed change.

Ms. Chuha asked about the status of graves without headstones, noting that if there is no headstone, the grave may not be decorated.

Mr. Dowling stated that a headstone has been added to one of the unmarked graves.

The Committee asked the City Manager to include all materials in the Council packet for all of Council when they consider the cemetery rule changes.

EXECUTIVE SESSION - none.

ANY OTHER BUSINESS - none.

ADJOURN

Ms. Means moved and Mrs. Chuha seconded to adjourn. Upon voice vote the motion passed unanimously.

The meeting adjourned at 10:09 a.m.

Attest:

AMY DAY
Clerk of Council