

CITY OF CHARDON SERVICE COMMITTEE MEETING

Meeting Minutes

November 29, 2021

Service Committee Members Present: Andrew Blackley, Jeffrey Smock

Also Present:

Doug Courtney, City Engineer
Chris Grau, Councilman
Paul Hornyak, Public Service
Director
Becky Repasky, Secretary

Mate Rogonjic, Finance Director
Randy Sharpe, City Manager
Kevin Westbrook

Andrew Blackley, Chairman, called the meeting to order at 4:00 p.m.

APPROVAL OF MINUTES

Mr. Smock requested Mr. Walder's name be corrected and a statement from Mr. Courtney regarding the Chardon Avenue project be clarified. Mr. Smock made a motion to approve the minutes of September 27, 2021. It was seconded by Mr. Blackley. The vote carried 2-0.

DISCUSS THE DIRECTION OF THE SIDEWALK MAINTENANCE PROGRAM

Mr. Hornyak explained Round #8 was the final round of the Sidewalk Maintenance Program and now the City will assume the cost for repairs to all sidewalks going forward. The Street Department has conducted a re-inspection of the sidewalks in Round #1 which includes: Washington, Court, Tilden, Ferris, Short Court and Water Street. The estimated cost to replaced sidewalks needing replaced is: \$76,500 which is \$26,500 more than budgeted. Staff is looking for direction on how to restructure the program going forward.

Mr. Sharpe said Staff was hoping to get sections 1 and 2 both done for \$50,000. Mr. Smock said he is surprised the sidewalks went bad that quick. Mr. Hornyak said the first section is the oldest part of town. Mr. Sharpe said there is an extra \$100,000 that could be used to complete all repairs for the first section.

Both Mr. Smock and Mr. Blackley said they are okay to get the work needed done now and use the funds to do so. Mr. Smock commented as the rounds continue, the work will get smaller.

Mr. Smock made a motion to recommend to Council to complete the needed sidewalk repairs of 4,500 sq. ft. at \$76,500. It was seconded by Mr. Blackley. The vote carried 2-0.

Mr. Hornyak said Staff will continue to go to the next section of town to avoid too small of sections being too expensive for a contractor to do. Mr. Smock said do the repairs needed with the money that is there.

Mr. Blackley asked if there is a skip year. Mr. Hornyak said the hope was to not do this so often. Mr. Sharpe said Staff would like to eventually get to a point to do this work in house. Mr. Blackley asked what if the dollar amount is above \$76,500. Mr. Hornyak said there will be a change order to reduce the square footage. Mr. Blackley said the administration costs of the program should be lower. Mr. Courtney said yes, as there is a system in place now.

UPDATE ON CATCH BASIN CLEANING

Mr. Hornyak said 109 catch basins have been cleaned so far with a rented vac-truck from M-Tech. 10 loads of debris has been collected from the catch basins. The total cost to rent the truck and gallons of diesel fuel used, and man hours comes to \$11,412.41. Mr. Hornyak said the basins were mostly downhill basins and problem basins and this work will continue on a regular basis.

Mr. Blackley asked what the cost of taking the waste to a landfill is. Mr. Hornyak said the material is mostly organic and Staff drains it and puts it in the compost pile. Mr. Blackley suggested budgeting money for a contractor

to remove the waste. Mr. Sharpe said Staff will look into regulations and requirements for what is to be done with waste collected from catch basins.

OVERVIEW ON THE 2021 BRUSH COLLECTION PROGRAM

Mr. Hornyak shared the 2021 Brush Collection Program has concluded. A total of 52.2 loads of brush were collected; and the program overall cost \$22,018.48 which is \$1,081.52 less if the City hired a contractor. Mr. Hornyak said it is a better service having Staff do the work for residents. This waste goes to a local EPA approved supplier to compost.

TRAFFIC CALMING POLICY DRAFT FOR REVIEW

Mr. Westbrooks provided the Service Committee with a draft for traffic calming requests. The steps are as follows:

1. Complaint/request is received
2. Determine traffic calming eligibility
3. Collect data and analyze
4. Legislative review and approval
5. Public involvement
6. Develop a draft plan
7. Plan implementation
8. Plan evaluation

Mr. Blackley said this policy was important to create so that one is in place ahead of a complaint. Mr. Westbrooks agreed and said it is for proper consideration of a request, but not to spend too much time on it.

Mr. Blackley asked if this needs to go before Safety Committee. Mr. Grau said Safety Committee has seen this a number of times. Mr. Sharpe shared to get both committee members present to review will be tricky for Staff. Mr. Grau said the majority of complaints will be speed. Mr. Smock suggested deciding which committee reviews the complaint at the time the request comes in. Mr. Grau agreed and said keep it Service Committee unless something arises that needs the Safety Committee's attention.

Mr. Blackley asked Mr. Westbrooks to add "and/or" regarding which committee will review the requests.

Mr. Westbrooks said once the policy is adopted and in place, for Staff to review it once per year.

Mr. Blackley made a recommendation to Council for the acceptance of the draft Traffic Calming Policy with the amended "and/or" to be added in for committee review. It was seconded by Mr. Smock. The vote carried 2-0.

CWC RATE INCREASE REVIEW

Mr. Sharpe explained to the Committee the proposed staff assignment and hourly rate increases for the C.W. Courtney Company. The average rate increase is 10.12%. The last time fees were increased were in 2016; and the next increase will be in 2023 and 2024. This excludes large projects and review fees for developers. Twenty-nine (29) communities were listed for comparison. Mr. Sharpe said Staff believes the fee proposals are fair and in line and recommends approval.

Mr. Blackley agreed these fees are in line and reasonable. Mr. Smock said this request is justified.

Mr. Smock made a motion to recommend to Council the approval of the C.W. Courtney contract and these rates. It was seconded by Mr. Blackley. The vote carried 2-0.

OTHER BUSINESS

Mr. Blackley asked if the G-TV contract is coming back to Service Committee. Mr. Sharpe said to Council.

EXECUTIVE SESSION – none

ADJOURN

Mr. Smock made the motion to adjourn. Mr. Blackley seconded it. The meeting was adjourned at 4:55 p.m.

Respectfully Submitted:

ANDREW BLACKLEY, SERVICE COMMITTEE CHAIRMAN

Rebecca Repasky, Secretary