

Manager's Report - 6/25/18

1. Based on recommendations from Chief Harris and Chief Anderson, my office has approved the following awards:

- Police Chief Ray Harris – Ready Commendation Medal – 15 Years of Service
- Police Dispatcher Joe Richards - Ready Commendation Medal – 15 Years of Service
- Fire Captain Barry Schroeder - Ready Commendation Medal – 15 Years of Service
- Firefighter Stephen Woods - Ready Commendation Medal – 15 Years of Service
- Patrolman Joshua Kelm – Triumphant Medal – Officer of the Year 2018

2. We developed a phone issue with our main phone line at the city building, which also happens to be our emergency fire response phone line. The problem occurred during one the recent thunderstorms, probably from a lightning strike power surge. This is NOT the 911 line. We contacted AT&T about the emergency...who gave us a huge run-around, probably because their employees are on strike at the moment, indicating that they will send a repairman out on *Monday*. Repeated phone calls for assistance made zero difference. In the interim, Pam Dixon has shifted the phone lines to accommodate emergencies until AT&T makes the repairs. Several days later the issue was finally resolved.

3. Roger Smith from Land Bank contact us again stating that the OEPA was holding up the demolition progress at the old bus station at 10 S. 15th. They needed the ordinances which verified the Fire Chief's authority for issuing the emergency demo letter. I sent the applicable ordinances to Smith and Chief Anderson modified his letter. OEPA's approval was given (asbestos related) and the structure was demolished on June 4.

4. Contacted OBWC to check on the funding status of our ambulance power cot grant and was told that an additional purchase is required to supplement the cot. As part of that requirement they will approve an additional grant award. The program guidelines require that:

“Employers may apply for cot loading systems or cots with an integrated loading system. They may apply for a powered cot that raises and lowers the patient only if they are replacing a manual cot AND if they're also purchasing or applying for a powered load system that will safely assist in loading the cot and patient onto the ambulance.”

The application is requesting only the power cot with accessories. The Village Fire Chief confirmed that the Village does not have an existing power load system. Therefore the application must request both the power cot and power load system. If the Village is unable to apply for both the power cot and power load system, then we can withdraw the application.

The current application can move forward in the process after we receive a new original signed grant budget for both the power cot and power load and a copy of a vendor quote for the power load system.”

SFD needs the cot, so we solicited quotes for the load system and installation and submitted a modified application with a new budget and vendor quotes. The application is being reviewed and scored again for approval. Estimated additional cost to the Village is about \$5,500.00, which will yield an additional \$20,000.00 in grant money. Will let Council know when the funding arrives.

5. Chief Harris ordered the new Ford Taurus in early June, which will replace cruiser 302, the anticipated delivery date is mid-November. Chief Harris and I would like to thank Council for their approval on this.

6. Met with the owners of a new business coming to downtown, the Lowbrow Tattoo shop, which will be located at 347 North 15th Street. Their proposed tattoo business is a permitted use and acceptable within the established commercially zoned location at that address.

7. I have contracted with Julian & Grube to prepare amendments and refile the 2016 and 2017 financial statements on the AOS Hinkle System, plus provide needed training with the new system for our fiscal clerk. They anticipate beginning the 2016-2017 audit sometime in July.

8. The Village received cable franchise funds in the amount of \$14,231.23 today, which were deposited in the General Fund.

9. Part-time Patrolman Domenico Marchionda has been appointed as a full time patrolman effective Sunday, June 10. Pay rate will be \$15.40 per hour as a probationary officer. Marchionda was part-time with the department since March 18th. He was selected from the current civil service list and fills the vacancy created by the resignation of Officer Siranovic.

10. I have been going over quotes for two pieces of equipment the Service Dept. needs. Both were discussed on several occasions in Finance Committee. After discussing specifics and reviewing prices and models from co-op purchasing, I believe we should consider purchasing:

- **Asphalt hot box:** The asphalt hot box is a heated cooker unit that is used to keep the asphalt at optimum temperatures for road repair. The Stepp Oil Jacketed Permex Heater (SPH-OJ) unit will come with its own trailer, which can be taken to the asphalt plant for loading. It holds 5 cubic yards or 6 tons of asphalt. It prevents the asphalt from getting too cool to work with and also prevents waste of unusable cold asphalt resulting from long transporting distances and while being used in the field. Approx. cost is \$31,000
- **New backhoe:** After review of the specs, Bill wants to opt for a John Deere 410L Backhoe Loader, approx cost \$80,000, which includes all the features and attachments that he needs. This is almost half of the \$150,000 cost estimate for a new backhoe that we were considering. This price range makes it affordable for us to move forward. If we use a 5 year payment plan, we are only looking at about a \$16,000/yr payment, which we can handle.

11. Malea tracked down contractors to repair/replace the failing brick wall to the basement at the rear of City Hall. After six weeks she contacted six different contractors that do masonry work.

Contacted:

- D.K. Masonry- Mr. Burkhart submitted an estimate
- Gates Masonry- spoke to owner and they were out and looked at the wall, I called him 4 times to get the estimate and has not submitted one
- U. S. Pride/ North Benton – came and looked at the project and I called them 4 times and still have not received an estimate
- Jim Bica/ private contractor – he said he was not interested in the job
- Also contacted two businesses from the Youngstown area and they both stated that we would have to hire our own excavator
- Found other masonry's phone numbers that are not from the area and contacted them and never received any return calls

The wall looks like it can fail at any time, so I contacted D.K. Masonry to do the job for the \$8,300 they quoted, since we have done our due diligence on seeking multiple contractor quotes. Based

on D.K.'s workload, they said they can start in early September. We will leave it cordoned off until it's repaired for safety reasons.

12. WSOS has an opportunity to apply for USDA funding to continue out work on behalf of the entrepreneurs and small business in Sebring. The application is due in a few weeks and everyone is interested in being able to use these funds to continue the work and bring projects now in planning and development stage to fruition. As you may remember I started this program with WSOS over a year ago on behalf of local business. Since the program has been successful with keen interest from local businesses, my office has completed and submitted the paperwork to continue the program for another two years at no cost to the Village.

Speaking of WSOS, we had a final bill of \$9,900 for the Asset Management Plan. I contacted RCAP and asked if we could use part of the remaining unused balance of the Crypto Project funds to cover this bill, since we also used WSOS to complete the GIS project. I received approval to do so, which save us the \$9,900 out of pocket.

13. Sue Sanor (SBA) and I did a site inspection at Schreckengost Park and identified the trees that we feel should be removed to prevent unwanted vandalism, etc. at the restroom area. We decided to remove about 8 small trees, but leave the evergreen backdrop in place. I mark the trees to be removed with paint and Bill Sanor took them down last week. Hopefully this will improve the vandalism situation and keep the park attractive at the same time. We will also do minor landscaping later to beautify that corner.

14. Due to the heavy workload of the service crew, I have solicited multiple quotes to spruce up the landscaping around City Hall. We're just going to add new red mulch, do bed edging and bush trimming. Outside was looking a little shabby and this building does represent Sebring. The lowest quote came from Turf to Trees, a local business; for \$795 and they said they should get to it this week.

15. Chief Harris and I attended a meeting at the high school with Superintendent Visconte a few weeks ago to go over new security measures and equipment that the school system will be implementing by August for the new school year. We also discussed options for reinstating a new School Resource Officer (SRO) and perhaps starting a new DARE program as well. I will report to Council on the details of the SRO/DARE program when Chief Harris completes a

program draft. We are anticipating a contractual arrangement with the school system in which they will cover the associated costs for the program.

16. You may have also noticed that Central Allied has completed the repaving work on California Avenue, and also repaved two sections of Kentucky Avenue. Per Council's earlier request to look into additional paving by Central Allied, separate from the California project, I have worked with our engineers and Bill Sanor and we have requested and received quotes to pave parts of Kentucky Avenue while the contractor was mobilized. Cost was additional \$23,769.00 for the following work:

West Kentucky Ave – 15th Street to Corporation Limits

- Approximately 400'x25'
- Item 441 type 1 (448) 1.5" overlay
- No pavement planning
- Item 407 Tack Coat 0.040 gal/SY
- Butt Joints at each intersection (start/stop) and any hard surface driveway approach

East Kentucky Ave – 14th Street to 15th Street

- Approximately 525x25
- Item 441 type 1 (448) 1.5" overlay
- No pavement planning
- Item 407 Tack Coat 0.040 gal/SY
- Butt Joints at each intersection (start/stop) and any hard surface driveway approach

This is over my spending limit, and I requested and received permission from Council by email earlier so I could move forward with this ASAP. On tonight's agenda there is an ordinance to approve the transfer necessary for the additional expenditure.

I have also been working this week on finishing the drafting of the 2018 D6 grant application for next cycles W. Virginia paving project. This will be from 13th Street to 19th Street. Project cost is approx \$280,000. Grant award should be about \$156,800, with a local match of \$128,000.

17. Local business owners were discussing the Small Business Visitation Program from the April SBA meeting. I have volunteered to partner with them on this. Visiting businesses is a priority of Jennifer Ling's at the local Huntington Bank because she can help business owners if she knows their needs and other business owners can gain new business insights. I met with Ms.

Ling last week to discuss the program further and supplied here with a master list of local business contacts. Ms. Ling and I will be working out a visitation schedule to hopefully start next week, as time and work permits, will eventually stop and talk to every business owner in town. Purposes for developing a local business visitation program include these:

- Business visitation provides an opportunity for local officials to recognize and affirm the importance of the business to the community. The visit can include presenting a “certificate of appreciation” or letter of appreciation to the business from the Mayor or other officials.
- It provides an opportunity for the local representatives conducting the interview to express their interest in and learn about the business. At least two volunteers should be present at each visit – perhaps a Chamber or business association official, and a local community official as well (ideally the Mayor, the Village Administrator, or a Council member).
- Business visitation allows the business owner to express their opinions on community-provided services, on business activities and organizations in town, and on municipal services such as utilities or safety forces, and be heard directly by someone who is recording their thoughts.
- Finally, it provides an opportunity for a feedback loop. If the business owner expresses interest in a specific program or service (say, a local revolving business loan program, or a new student internship program at the high school), the volunteers conducting the interview can direct the business owner’s questions or concerns (examples: a dangerous Main Street sidewalk or street intersection, or a building code issue) to the proper person who can provide a quick response.

18. Chief Harris reports the Sgt. Eberling attended a first time supervisor class in Richfield at OPOTA this week. He is the first sergeant from Sebring to attend in the last ten years and will be a standard practice in the future for supervisors in the PD. It’s an excellent way to polish supervisor skills and to mitigate personnel issues and field ops issues.

Dispatcher Pam Dixon attended the LEADS class on June 8 and received all the new updates and requirements from the LEADS system. This was also in Richfield. Also, I inquired on the status of the dispatcher EMD training program and was advised that the details are still being reviewed by Mahoning County 911 via their Equipment Committee. Pam said she will keep me informed on the program's progress and when the County will be implementing.

19. We checked on the delivery status of the new utility van and Sarchione's said it was scheduled to be built August 1st in Kansas City and delivery to Ohio last week of August. So it looks it will be delivered in the first week of September.

20. Several Council members expressed interest this week on the progress and timeline of the Fire Dept staffing program status and first quarter assessment report. As you may remember the consensus of Council was to allow the program to operate for 30 days and then allow for ten working days staff and I to review the financial data and draft a report for your review. After discussing the 90 day timeline with Chief Anderson, he advised that the first official day of the program was March 26, in order to start tracking in the first week of April. The Chief reminds us that the revenue report is about a month behind the expense status, due to the lag time involved in the billing and insurance companies review process. Therefore, in order to have the correct revenue and expense data to compare, he needed revenue data won't be available until late July, even though the program would end at the end of June. Chief and I can provide the labor costs at the end of June, but you will still need the revenue numbers.

21. I forwarded a request by Chief Anderson to Council this week, which I believe he also sent to Council by email. The substance of his request was to propose a restructure of the officer positions:

"I am writing to propose an adjustment to our ordinance regarding FD structure, specifically adjusting officer positions. We would like 4 senior officer positions and 4 junior officer positions (currently at 2 and 2). Adding the additional officer positions is a key part in the organization's succession planning for knowledge transfer and continuity of fire protection. The current officers all have over 70 years of service combined and it is critical that their expertise in managing fire ground operations is transferred to our future leaders. Adding the additional positions would allow each seasoned officer to be paired with an emerging leader within the department. The

seasoned officer would be assigned as a mentor to the lower ranking officer. The emerging leader would observe, learn and progressively be provided with leadership duties with oversight provided by the seasoned officer. This method of knowledge transfer will ensure that the Village continues to provide experienced leadership during fire ground operations, which is a vital part in protecting the community we serve.

This was proposed once before and for reasons never made clear to me, ended in a 3-3 tie. There will not be an increase in cost as our officers don't make a cent more than non officers. Aside from the reasons outlined above we had an increase in our roster size, and we NEED to increase the number of officers we have to regain an effective "span of control".

22. Director Sanor and I were advised this week by Chris Maslo that OEPA says they are concerned that corrective action needs to be taken in response to the engineer's findings regarding the failing of interior coatings and significant interior corrosion of the Texas Ave storage units and for the increase in inspection frequency for the concrete reservoir.

Bill Sanor and I had already requested a comprehensive tank status report from MBA engineers in 2015 and also discussed implementing this project in 2017, including having the tank inspected with quotes for the work. Council was advised in my weekly at that time with pictures. As we remember, the ballpark cost for this project was around \$300,000 to \$500,000. It was not mandated work at the time, so we held off in order fund and do the mandated OEPA work first, which we have only recently completed.

It appears that OEPA is now mandating the work and will be requiring project projections with timelines within 30 days. OEPA just hit us out of the blue with this. Bill and I have already contacted the contractor we spoke with earlier for an updated quote to give us an updated cost for the project. The tank work can be done, probably within 120 days at the minimum, but it's going to require an additional loan, since we can't absorb this cost this fiscal year. We will work out and comply with the details as soon as OEPA tells us specifically what they want and when.

Speaking of OEPA, they also want us to relocate the WTP Orthophosphate Injection Point from the current location that they approved earlier. A summary of the relocation involves:

1. Currently the injection point is behind the chlorine feed point on the effluent of the GAC. The feed locations are prior to the clear well and after the “anti-syphon” piping of the GAC.
2. The Plan Approval states that the ortho feed point shall be prior to the chlorine feed.
3. The GAC filters are in a building that is lower than the Clearwell surface.
 - a. The anti-syphon piping raises above the clearwell.
 - b. The anti-syphon piping maintains water level in the GAC filters after plant operations stop keeping the media wet.
 - c. The piping shown as section 5 of sheet 14 (see attached) shows the chlorine injection point.
4. The water level in the section of the downward flow pipe remains at the level of water in the clearwell.
5. The water level in the section of the upward flow pipe remains at the level of water in the GAC filters.
6. The horizontal run of pipe at the chlorine injection remains full with water.
7. It is allowable to place the ortho injection point at any place upstream of the chlorine feed.

Our engineers propose to relocate the ortho feed point from directly downstream the chlorine feed to directly upstream of the chlorine feed IF there is space available. If there is not enough space, the feed will be placed just above the 90 degree bend on the down flow section of vertical piping. Our engineer added that Patricia (OEPA) said that the Village could wait until the Sanitary Survey is issued stating a violation of the feed location prior to relocating the feed. The Village would like something in writing to direct them to perform the work.

23. I was advised by the police department that businesses, real estate agencies, and others that have placed signs within the public right of way (tree lawn, sidewalk) have been given notices reminding everyone of Village Ordinance 503.02 prohibiting such.

I contacted the merchants through the SBA and explained the purpose of this long established ordinance is to keep the right of way free of traffic view obstructions, to prevent obstructions of pedestrian use of the sidewalks and prevent signage clutter within the Village.

However, I also understand the need to advertise their business to passing potential customers. Therefore, to assist the merchants and encourage and promote business, I granted permission for the placement of sidewalk placards on public sidewalks in the downtown business district, which the ordinance allows, *as long as the placement of the placard does not impede pedestrian traffic or obstruct the view of motoring traffic*. I felt that this will both help the merchants and keep the spirit of the ordinance intact.

Further, I have asked Chief Harris to use the code enforcement process, as applicable within the regulations, to try to clean-up commercial/industrial properties. It may not address structural issues of the buildings, but we believe it can be used to help clean up junk and debris on the property itself. The business property condition, on Maryland Ave, was not the only concern.

I also asked if anyone in the SBA if they might assist the Village in this clean-up process, if they are so inclined, by contacting property owners they know, went to school with or are friends with and ask them, friend to friend, if they could help their community and be a considerate neighbor and clean-up their own properties. The Village did not put those properties in non-complaint condition; it's ultimately the property owner's responsibility and obligation.

24. I met with Mr. Chuck Allcorn this week about this concerns with the new RITA tax process, reviewed his tax return and pass on his questions to RITA for a response. Also, after reviewing his taxes based on his perceived refund (credit) versus his actual tax bill, we concluded that the RITA numbers and tax bill appear to be correct. Mr. Allcorn seemed satisfied and I will follow-up with him on answers I receive from RITA regarding his questions.

25. Chief Harris and Pam Dixon met with Maggi McGhee (Mahoning County 911 Coordinator) today to review the 911 Support and Compliance Program. Chief advises that we are in compliance with everything except for the EMD. This is no fault of our own. The county still has not made a decision as to which EMD program the county will be going with. Canfield PD is now our backup/overflow PSAP (this was changed from Austintown). The County made its change of network to ASE for 911. This was done on 14 June without any problems. Two of our officers attended advance building clearance last week. .

26. A copy of Officer Brindack's updated vacant house list was forward to all Council members earlier. He will continue to update and adjust the list as needed. The list was also forwarded to Mabel Unkefer to send out the appropriate vacant house notices en masse.

27. I have been invited to represent Sebring in the update for the Mahoning County Hazard Mitigation Plan of 2018. The meeting is this Wednesday, June 27th, at 10:00 a.m. at the Mahoning County Emergency Management Agency offices. The meeting we will review hazard mitigation but will focus primarily on projects that can reduce the loss of life and property and

damage to the environment. It also seems like an excellent opportunity to see if there is any grant funding for associated projects, such as the \$150,000 WTP generator project.

28. I have been working on finalizing the draft of the Trash Aggregation specifications, based on committee recommendations, which should be available for Council review by month's end. Once you give the final OK after review, I'll start working on the bidding process for August. I recommend we consider a public education program for this in July and August as well.

29. The Auditor of State approved our IPA Contract Modification Agreement to extend beyond the IPA due date of July 2 for the 2016-2017 audit. This was at the request of Julian & Grube to accommodate the time lag of additional special audits still pending resolution and their other commitments.

30. Superintendent Hatton's update at the WWTP:

- Dearing Compressor was here on the 18th to look at the 2 bioreactor blowers that are leaking oil internally. They are working on a quote to make the repairs needed. They are large blowers so it will require they disassemble them onsite then transfer to shop for further inspection and repair.
- Still waiting on parts for #3 Influent pump to proceed with rebuilds. I have a call into Ohio Pump to see where we are at with parts and a time frame to get this done.
- We did purchase 2 small lab fridges needed for lab at Groves Appliance and they are used for sample/chemical storage in lab.
- Power & Associates said that the new Influent Sampler has been ordered and delivery is expected in 4 to 6 weeks.
- Staff has been busy with daily and weekly lab and general operations and maintenance and mowing.

31. This info on brownfields was recently forwarded to me from the ICMA – (International City/County Management Association). The Brownfields Utilization, Investment and Local

Development (BUILD) Act was enacted on March 23, 2018 as part of the Consolidated Appropriations Act, 2018. The BUILD Act reauthorized EPA's Brownfields Program, and made amendments to the 2002 Small Business Liability Relief and Brownfields Revitalization Act. Authorized changes affect brownfields grants, ownership and liability provisions, and state and tribal response programs. EPA is developing policy guidance to implement the BUILD Act. As part of this process, the EPA is fine tuning three provisions in the BUILD Act:

- The authority to increase the per-site cleanup grant amounts to \$500,000;
- The new multi-purpose grant authority; and
- The new small community assistance grants authority.

I mention this because when the USEPA implements this new Act, it may create new options and grant funding for us to address the Royal China property, especially when this new small community assistance grant authority becomes active.

32. As you may already know, all the 2018 Consumer Confidence Reports for the water plant were all sent out to all customers last week in compliance with OEPA regulations, two weeks in advance. The CCR was also uploaded to the Sebring website. All water quality indicators and results are optimum for the system.

