

RECORD OF PROCEEDINGS

Minutes of

Meeting

GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 10148

Held March 17, 2025

20 25

**MINUTES
BREWSTER VILLAGE COUNCIL
MARCH 17, 2025
7:00 P.M.**

Brewster Village Council met in regular session with Mayor Chuck Hawk presiding.

Council Members bowed their heads for the invocation provided by Mayor Hawk, followed by the Pledge of Allegiance to the flag.

The meeting took place in the Community Room.

MEMBERS PRESENT:

Charles Hawk, Mayor

Tim Dorkoff, Council Member

David Godwin, Council Member

Sydney Radich, Council Member

Dale Fox, Council Member

Tom Hilliard, Council Member

VILLAGE OFFICIALS:

Michael L Miller, Village Administrator

Jerry Yost, Village Solicitor

Kris King, Village Clerk-Treasurer

COUNCIL MEMBER HILLIARD MOVED, SECONDED BY COUNCIL MEMBER GODWIN and motion carried to excuse Council Member Brett Long from this evening's meeting. The vote: All yes.

MINUTES FROM THE MARCH 3, 2025 REGULAR COUNCIL MEETING:

Mayor Chuck Hawk asked if there were any additions or deletions to the March 3, 2025 Council meeting minutes.

COUNCIL MEMBER GODWIN MOVED, SECONDED BY COUNCIL MEMBER RADICH and motion carried to approve the minutes as presented. The vote: All yes.

MINUTES FROM THE MARCH 3, 2025 STREET COMMITTEE MEETING:

Mayor Chuck Hawk asked if there were any additions or deletions to the March 3, 2025 Street Committee minutes.

COUNCIL MEMBER DORKOFF MOVED, SECONDED BY COUNCIL MEMBER GODWIN and motion carried to approve the minutes as presented. The vote: All yes.

PRESENTATION OF BILLS:

COUNCIL MEMBER GODWIN MOVED, SECONDED BY COUNCIL MEMBER DORKOFF and motion carried to accept the bills in the amount of \$ 541,772.74. The vote: All yes.

AUDIENCE:

No one wished to speak.

Police Chief Nathan Taylor and Asst. Fire Chief Jeremy Henry were also in attendance.

PRESENTATION OF GUESTS: None

CONSIDERATION OF ORDINANCES: Titles of each read by Village Solicitor Gerard Yost.

RESOLUTION 17-2025: A resolution acting on the recommendation by the Stark County Tax Incentive Review Council (TIRC) regarding the CRA Commercial Tax Incentive (agreement) with Brewster Cheese was given third reading.

COUNCIL MEMBER GODWIN MOVED, SECONDED BY COUNCIL MEMBER RADICH and motion carried to approve the legislation as presented. The vote: All yes.

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RESOLUTION 18-2025: A Resolution authorizing participation in ODOT Road Salt Contracts awarded in 2025 and declaring an emergency at third reading was given third reading. This contract does not give us a price per ton but enables us to purchase salt.

COUNCIL MEMBER FOX MOVED, SECONDED BY COUNCIL MEMBER DORKOFF and motion carried to approve the legislation as presented. The vote: All yes.

RESOLUTION 19-2025: A Resolution authorizing the Village Administrator to enter into a contract for design and engineering for a Wastewater Treatment Plant Improvement Phase I Project and declaring an emergency at third reading was given third reading.

COUNCIL MEMBER GODWIN MOVED, SECONDED BY COUNCIL MEMBER FOX and motion carried to approve the legislation as presented. The vote: All yes.

Second Reading: An Ordinance authorizing the Village Administrator to advertise and receive bids for the Wabash West Side Manhole Installation Project.

Second Reading: An Ordinance to add 5.13F – Uniform Policy - Fire Department.

Second Reading: An Ordinance adopting an Employee Handbook Policy 7.16 – Secondary Employment and/or private policy.

RESOLUTION 20-2025: A Resolution declaring it necessary to replace and decrease the tax levy in excess of ten mill limitation for the adequate funding of the Village Fire Department and requesting the Stark County Auditor to certify the current tax valuation of the Village and the revenues that would be generated by the replacement and decrease and declaring an emergency was given first reading.

COUNCIL MEMBER FOX MOVED, SECONDED BY COUNCIL MEMBER DORKOFF and motion carried to suspend the rule requiring three separate readings and bring the legislation forward for passage. The vote: All yes.

There was a discussion of what this would generate and what it would cost the residents. The millage on the current levy is 4 mils. Because property values are locked in when the levy is passed, it now has an effective rate of 2.25 mils. So a replacement levy of 3mils would increase the revenue from \$132,000 a year to an estimated \$170,000 a year. The residents would only see an increase of .75 mils instead of replacing it with the full 4 mils and an increase of 1.75 mils. The VA and the Solicitor assured Council that this legislation does not lock in that millage rate and once the County Auditor certifies the actual amount, Council can adjust the millage and create and pass another resolution as they see fit. Council Member Dorkoff stated that the Fire Department is doing a remarkable job and not dropping calls. Council Member Hilliard stated that we need to let the residents know that this is an increase because the reduction in millage could be taken as a decrease in taxes. He also stated that we (Council) need to have more communication with the Townships and not just have the Fire Chief talk to them.

COUNCIL MEMBER HILLIARD MOVED, SECONDED BY COUNCIL MEMBER DORKOFF and motion carried to approve the legislation as presented. The vote: All yes.

RESOLUTION 21-2025: A Resolution of Congratulations for Collin Sullivan was given first reading. Collin won the 2025 State Wrestling Championship.

COUNCIL MEMBER HILLARD MOVED, SECONDED BY COUNCIL MEMBER DORKOFF and motion carried to approve the resolution as presented. The vote: All yes.

MUNICIPAL DEPARTMENT REPORTS:

A. POLICE DEPARTMENT: *Chief Nathan Taylor*

1. There were 1239 calls to date in 2025 with 267 of them in March.
2. The Police Department is becoming certified under the State Collaborative Board. They have already achieved 6 out of 7 of the groups needed to achieve it and will complete

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- the last one by the end of April. There are only 10 out of the 700 departments in the State of Ohio that have achieved this.
3. The drones will be here tomorrow.
 4. The new dispatch service is going very well.
 5. Council Member Godwin asked if the department did firearms training at night. Chief Taylor stated that we have a very tough qualification. The State requires officers hit 20 out of 25 shots and only in the daylight. Brewster requires 25 out of 25 shots in both daylight and at night. Qualifications are held twice a year, one in the daytime and one at night.
 6. Council Member Dorkoff stated that the intersection at E. Main and Jefferson there is a bus stop and people are blowing through the stop sign. The Chief stated he would have more patrols in the area at that time of day.
 7. Council Member Hilliard stated that the Fire Chief had another suggestion concerning the Festival and that maybe a meeting should be set up for it. Chief Taylor stated that he was already meeting with the Fire Chief. He didn't want to wait for the Fire Chief to set one up the night before the festival started.

B. FIRE DEPARTMENT: *Asst. Chief Jeremy Henry*

1. There have been 211 calls to date.
2. Asst. Chief Henry stated that the department has been super busy. It is brush fire season.
3. The lighting upgrades for the ladder truck are complete.
4. Council Member Godwin asked how the battery pack tools are working out. Asst. Chief Henry stated they are working great and they have plenty of batteries.
5. Asst. Chief Henry let the Police Chief know that the electronic speed sign is currently directly in front of the speed sign on E. 7th Street by the high school. Chief Taylor stated that the 35MPH sign must have gotten knocked down during the construction and he would move it back to where it belongs. Chief Taylor stated in 2024, the electronic sign was activated 1.7 million times. The Flock cameras have over 45,000 vehicles pass them daily.

VILLAGE SOLICITOR: *Jerry Yost*

1. Solicitor Yost, VA Miller, and Mayor Hawk have reviewed and prepared a letter for the property at 345 Tuscarawas. In looking through the Zoning Ordinance the Solicitor found that failure to comply with this ordinance can be a criminal offense. He also stated that we need to cite the tenant and not the owner and be more specific in the offenses (items) that need to be cleaned up. The letter has been drafted, and pictures are being taken and added to the case. The statute requires that five days be given to comply with the letter and each day after that can be considered another offense. The court costs alone will make it cost prohibited to not comply with the order.
2. Council Member Godwin asked where we are with the wall on W. First St. Movable items in the right-of-way have been removed. We are waiting on the invoice from the surveyor. The wall is built over the right-of-way.
3. There have been complaints of fowls being raised in the Village. There is a resident raising turkeys. Turkeys are not listed on our legislation. The Village has to come up with a list of all the species that are to be prohibited. It was stated that it is the time of year when the Village Administrator needs to go out and count chickens at the homes that have them. Council Member Dorkoff stated that chickens carry the most diseases.

COMMUNICATIONS:

1. Council Member Hilliard was asked to promote the dinner theatre presentation at the Wandle House. "Tom Sawyer for President" will be presented on March 29th starting with dinner at 6:00 PM followed by the show at 7:00 PM. The menu includes Chicken Parm, pepperoni rolls, and dessert. It is being catered and is their fundraiser. Their membership is at an all-time low. If the building isn't updated in the next three years, the building will be failing. The roof needs replaced and it is a historical building so it has to be completed a certain way. Council Member Hilliard stated it is going to cost around \$500,000.
2. The Mayor spoke briefly about a complaint about noise at the railroad and the Solicitor is to contact the person that posted the complaint.

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VILLAGE ADMINISTRATOR: *Mike Miller*

The Council received the Village Administrator's report last week to review.

COUNCIL MEMBER HILLIARD MOVED, SECONDED BY COUNCIL MEMBER GODWIN and motion carried to approve the Village Administrator's report as presented. The vote: All yes.

Items to emphasize, add, or questions since the email on Friday:

1. The metering at the Dairy has been switched out.
2. The waterline loop to the Fairless bus garage is complete.
3. The concrete projects have started. ADA ramps, dugout platforms at Field #5, and a pad at the Street Department.
4. Council Member Dorkoff asked if the VA had gotten three bids on the concrete projects. VA Miller had gotten three informal bids but was hoping for one more.
5. Council Member Dorkoff stated that if Shearers would either blacktop or concrete an approach to their parking lot that would eliminate some of the limestone being dragged out onto Elton.
6. Council Member Hilliard asked the VA to contact the owner of the Post Office building about filling in the potholes in the private alley by the drop off box.
7. Council Member Hilliard asked if there had been any issues with the three change orders. VA Miller stated that all of them have been approved.
8. Council Member Hilliard asked about the waterline and VA Miller stated it was finished.
9. Mayor Hawk stated that the Hillview Trailer Park is really trying to help their residents and making improvements.
10. Council Member Hilliard stated that the only person he heard from about the parking on Dartmouth was the woman that made the original complaint. He told her that Council decided to keep the streets no parking to allow plows and emergency vehicles access to the residents on that street.

Administrator's report for period 3/4/2025 through 3/17/2025:

2025 Paving Project. The 30 days required to wait after passage of a non-emergency legislation will be up March 21st. I have put together the contract documents and delivered them to Superior Paving and Materials, Inc. They can sign the contract and all required documents prior to March 21st. It is for the base bid and alternate #1 ONLY in the amount of \$165,254 (with the final amount to be determined based on actual quantities and bid prices).

The curb ramps between 4th and Main on McKinley have been contracted. They are scheduled to be completed prior to paving beginning on that portion of McKinley. Work is expected to begin next week.

The Water Department completed installation of a new water line on McKinley from 6th Street to 7th Street early last week. That work included renting a broom to clean up the street, which was also completed. The work that remains is:

- Disinfecting the new water line (per EPA process). It takes time to get results from lab.
- Once the bacterial samples come back clear for the new water line, we can switch services from old line to new line. (more digging).
- Switch the services over to the new line. There are three (3) lines.
- Once the services are switched over, the Village will likely cement the trench (still reviewing using asphalt to fill in top of the trench, based on cost and when asphalt becomes available).
- The trench needs to be "as is" through all those prior steps. Only AFTER the ditch has had time to compact/settle can the Village fill in the trench. That is necessary so that when McKinley is paved this summer the potential for it to continue to settle and create a dip in McKinley is eliminated.

This process for water lines was followed on the \$1.3 million Water Main Transmission Project that replaced water line on approximately 10 Village blocks, completed by an outside contractor and administered/inspected by an outside engineering firm. The Water Department should have

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this work completed in-house by the end of April prior to paving commencing.

Hillview Mobile Home Park Pump Station & Force Main Project – Construction. The remaining items on the schedule are:

- Horizontal drilling/ Manhole tie in
- 3/17/25-4/10/25 Lift station install, air release, and manhole install, all electrical to lift station, and generator.
- 4/10/25-4/17/25 Demo Existing sewer plant.
- 4/17/25-4/24/25 final clean-up/ seed and straw Disturbed areas

There have been four (4) proposed change orders approved. They are:

- | | | |
|--------------------|------------|---|
| 1. Change Order #1 | \$1,258.92 | Repair MHP water line that was encountered. |
| 2. Change Order #2 | \$1,586.76 | Repair MHP water line that was encountered. |
| 3. Change Order #3 | \$1,096.00 | Adjustment to digging to get clearance from water main. |
| 4. Change Order #4 | \$2,962.00 | Lower water line in MHP to accommodate force main. |

The four (4) change orders total \$6,903.68. The amount of contingency is \$3,040.84. That means at this point. Provided that the four (4) change orders are found to be valid, and no adjustments are made, the Hillview Mobile Home Project is \$3,862.84 **OVER** the two (2) funding sources: CDBG Grant and the WPCLF Loan with loan forgiveness. Any changes in excess of the \$341,000 are the responsibility of the owners of Hillview Mobile Home Park. I have informed the attorney for Hillview Mobile Home Park of the current financial status of the Project. The amount **OVER** budget or put another way the projected "shortage" of \$3,862.84 is available in the escrow account that was established.

The current funding recap is:

- The WPCLF "grant" is \$301,000; the CDBG grant is for \$40,000, for a total "grant" amount of \$341,000.
- The contract awarded to Unlimited Core Solutions LLC. was in the amount of \$305,959.11.
- The Construction Administration, Construction Inspection, and as built drawings are in the amount of \$32,000.
- There is \$3,040.84 budgeted in contingency.
- The proposed contract amount of \$305,959.11, **plus** \$3,040.84 budgeted in contingency, **plus** Construction Administration, Construction Inspection, and as built drawings in the amount of \$32,000 **total** \$340,999.95 (I will look for the \$.05 it appears I am off).

Lining and Manhole Repair Project. The Lining and Manhole Repair Project, awarded to Insight Pipe Contracting of Harmony, Pennsylvania in an amount of \$152,425, has wrapped up. The work has been completed and a walk through with the EPA occurred on February 19th The Village is has reviewed all the paperwork and now is waiting for EPA review and final payment.

7th Street Safe Routes to Schools Path between Park Drive and McKinley. I again solicited quotes from five (5) concrete firms for converting the limestone Safe Routes to Schools Path on 7th Street SE from Park Drive to Dartmouth to concrete.

We received three (3) prices:

Bidder	Price - 7th Street between Park & Dartmouth
Legacy	\$45,019.00
McBurney	\$48,806.00
Selinsky Force	\$60,835.00

Money is available in the Capital Fund for this project. It would be best to get this awarded so that we can assure we get it on the schedule this Spring.

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OPWC – Wabash South West Side Manhole Project. As I previously informed Council, the Village was awarded OPWC funding at the District 19 level for the Wabash South West Side Manhole Project in November of 2024. The Village is slated to receive a \$41,000 OPWC Grant and a \$34,330 OPWC Loan at 0% for 20 years towards the project, or \$75,360 in OPWC funds towards the Project. The Project is estimated at a total cost of \$83,734.

As there was no guarantee that the Village would receive OPWC funding for the Wabash South West Side Manhole Project, the Village also nominated the project for a WPCLF loan. It is not final, but the DRAFT WPCLF Program Year 2025 Program Management Plan has approved the Village for a \$91,940 loan with a Small Government Loan Forgiveness designation. That means that when the Project is successfully completed, the loan in essence becomes a grant. **However, the Village was informed verbally on February 19th that this funding is part of what has been frozen and is currently unavailable. I will monitor and keep Council informed.**

At this point, the Village does not have to make a determination/choice as to the final funding source. The WPCLF loan was filled with the premise that:

- The Village might not get OPWC funding.
- That the Village might not get WPCLF funding
- That in the event that the Village received OPWC funding AND WPCLF funding, the “gap” between the OPWC grant and loan (local match) could be funded with a low or no interest loan from WPCLF.
- The Village’s current position is that IF the Draft WPCLF Program Year 2025 Program Management Plan is ultimately approved, the Village has enough WPCLF funding (ultimately grant) to complete the project provided the engineer’s estimate is not exceeded.
- The Village is also in the position that IF the engineer’s estimate is exceeded, it has the OPWC grant and 0% loan to supplement the WPCLF funding.

The best course of action at this point is to revise the specifications (need Davis-Bacon and other Federal items added) and follow the plan I previously laid out for bidding.

Legislation to advertise and receive bids for the Wabash Ave. South West Side Manhole Project has been drafted.

A proposed contract with W.E. Quicksall for up to \$16,000 for bidding assistance and review is pending Council determining to move forward with bidding the project out.

Timing of the opening of bids and the and subsequent award of a contract for the Wabash Ave. South West Side Manhole Project would be established so that so that the award by Council occurs **AFTER** funding is released and a contract executed sometime after July 1st, 2025. Once we have the bids we will know if we need just the WPCLF funding or WPCLF and some of the OPWC funding. In either case the Village can then award a contract once WPCLF loan is approved and/or once OPWC funding is released and a contract executed sometime after July 1st, 2025 .

Community Reinvestment Area Tax Incentive – Brewster Dairy. The Tax Incentive Review Committee (TIRC) met on March 11th 2025, and recommended to continue the CRA Commercial Tax Incentive Agreement with Brewster Dairy, Inc. entered into on August 28, 2009.

Council has before it legislation to for Council to act on the TIRC recommendation. The legislation will have to be passed on an emergency basis on March 17th so that it does not have to wait 30 days to take effect.

Council will have to pass legislation to agree or disagree with the recommendation of the TIRC.

AMPT and Second/Redundant Transmission Line. As previously reported, AMPT has announced their “Final” route choice out of the two (2) presented to Council September 3rd. It exits Brewster roughly by going west on Needham then north on McKinley to 7th, then west on 7th. The full-size maps from AMPT that I requested are available to view at Village Hall. Activity includes:

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- Surveying
- soils sampling
- title work/searches.
- Archeology Surveys
- Coordinating with local entities such as the Stark County Engineer and the Wilderness Center.

Park Drive 3-D Modeling. The agreement between the Village and Stark County Regional Planning Commission Meeting for preparation of a visual 3-D model of Park Drive from 330 Park Drive to 7th Street. It will allow viewers to see various improvement options for that section of Park Drive, including:

- Improving Park Drive from 330 Park Drive to 7th Street with curb and gutter and a 10-foot path on the east side at ground level, filling in under portions of the path.
- Improving Park Drive from 330 Park Drive to 7th Street with curb and gutter and a 10-foot path on the east side with a majority of it a boardwalk.
- Narrowing Park Drive from 330 Park Drive to the driveway at 576 Park Drive, making that portion of Park Drive one-way, and installing the 10-foot path on the east side of the current roadway, as suggested by a Councilperson.

The completed model should be advantageous in obtaining grant funds and applying for an Army Corps of Engineers 408 permit, as well as preparatory work when any of the options is ready to be designed.

Fairless School Travel Plan Update (Safe Routes to Schools). Stark County Regional Planning approved the agreement between RPC and Brewster on Tuesday January 7th. A kick-off meeting was held virtually on Thursday January 16th. Meetings will continue.

One of the public input efforts being implemented as part of getting the Safe Routes Travel Plan updated for Brewster/Fairless has begun. Fairless Schools have posted to their webpage, as well as sent out to all parents and included in their social media a survey that will be open until February 28th, 2025.

There is a need to get the individuals for the committees/tasks.

As a reminder, a completed and/or updated Community Transportation Plan, also referred to as a Safe Routes to Schools Study is required for the Village to apply for Safe Routes to Schools Funding.

It is not expected that the Travel Plan will be finalized in time for the Village to use it to apply for SRTS Funding by the March 2025 deadline.

Road Salt for 2025-2026. In 2024, ODOT (for the 2024-2025 season):

- sent the Village a notice on Thursday April 11th, 2024 informing the Village it had to submit a resolution by Friday May 3rd, 2024.
- the Village had a resolution on the agenda on the following Monday April 15th to pass *AS AN EMERGENCY* (as you know, but maybe ODOT does not, either there have to be three (3) readings and 30 days (10 weeks +/-) or Council can pass a resolution/ordinance *AS AN EMERGENCY PROVIDED* it has $\frac{3}{4}$ of its members to pass it.)
- on April 15th, 2024 there were only 4 of the 6 members present, so there were not enough votes to pass the resolution on an emergency basis.
- The next regular meeting was held Monday May 6th, 2024, AFTER the ODOT deadline. (it was uncertain whether the Village could get 5 of 6 members at a special meeting in between)

As a result, no resolution could be submitted on behalf of the Village by ODOT's deadline, so the Village was /is NOT a participant in the ODOT road salt program for 2024-2025.

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As the Village normally does, it had refilled its salt storage facility in the Spring of 2024, so we have enough salt for the rest of the 2024-2025 season provided we have normal weather patterns. The Village anticipated that it could make it through 2024-2025 snow and ice season, and if we needed road salt we could buy it at "market" prices.

With that said, in trying to "top off" our salt supply the Village has faced some difficulties in making road salt purchases. So, it makes sense to have legislation in place WELL BEFORE the ODOT deadline at the end of April or beginning of May to participate in the ODOT road salt contract for 2025-2026 season. Participating assures that the Village has access to road salt deliveries and provides road salt at the best price the Village can obtain by aggregating our requirements with ODOT and other political subdivisions.

Council has legislation before it for participation in the 2025-2026 ODOT road salt bid.

Wastewater Treatment Plant Improvements - Phase I Project. Last year the Village and W.E. Quicksall got a late start on trying to negotiate a scope to get a list of items at the Brewster WWTP engineered and specifications for bid prepared in time for a OPWC Application in 2024. At the point we realized we could not get design completed in time for an OPWC Application, work on finalizing a scope and negotiating a price ceased.

Late last year we picked up where we left off, meeting with W.E. Quicksall to agree upon a scope, and then negotiate a price. We narrowed a list of items to that the Village felt was not only doable but made sense to bundle together at the same time to repair and/or upgrade. We arrived at a scope of services. The final agreed scope is:

1. New Gates, Stems & Wheels - Aeration tank, clarifiers, splitter box, CLZ contact tank, EQ tank.
Note: Allows for tanks to be properly isolated for cleaning, repairs, or any other needs that arise.
2. New Air System & Diffusers - Air lines from blowers to aeration tank, upper waste tank and diffusers in each.
Note: Will make system more efficient by eliminating several leaks, broken diffuser(s), and better plant treatment.
Note: Does not include blower replacement.
3. New Valves & Stems - Aeration tanks, clarifiers, upper waste tanks & lines running to and from, EQ tanks, in-ground throughout WWTP.
Note: Allows for proper control of WWTP flows, and/or isolation of certain processes when need be.
4. Telescoping Return Valves – 3 new telescoping valves, stems, and wheels for return pit.
Note: Allows for proper control of return flows from clarifiers back to head of plant and/or waste tanks.
5. Skimmer Box – New valves, stems, and wheels for skimmer box. New skimmer ring scum remover.
Note: Allows for proper operation of clarifier scum rings and skimmer boxes.
6. Floating Aerators - Flow Equalization (EQ) Tank.
Note: Allows for proper aeration of EQ flow during heavy flow events.

With that scope of services, we met with W.E. Quicksall to agree on a final scope and requested a formal proposal/price. A formal proposal based on the forgoing scope has been presented, with the proposed cost for engineering of \$47,300. (See attached).

The Law Director is reviewing the proposed agreement. Provided it is approved as to form, I will be presenting legislation for Council to approve the proposed agreement to engineer "Wastewater Treatment Plant Improvements - Phase I Project." It will include an emergency

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clause but can be passed at third reading. The emergency is to assure that the engineering plans for "Wastewater Treatment Plant Improvements - Phase I Project" are completed in time for them to be submitted with the Village's 2025 OPWC Application for said project.

I will also be requesting authorization in the legislation to also submit the "Wastewater Treatment Plant Improvements - Phase I Project" to be nominated for WPCLF Funding as well.

Employee Handbook - Fire Uniform Policy. At the last Council meeting, the provision of uniforms for the Fire Department was discussed. I have since drafted a policy to supply specific uniform items to Fire Department personnel, similar to what is done for the non-safety forces. It has been reviewed by the Fire Chief and made available to the Officers and revised based on their feedback.

Under PPE "**EMS Coats**" is listed in **red**, which signifies that there are still questions by the Administration about its provision by the Village. The Fire Association has purchased some EMS Coats in the past, but it is unclear when EMS Coats are required to be worn, and if/how they qualify as Personal Protective Equipment (PPE). I am sure the Fire Chief can elaborate.

Legislation is before Council.

Secondary Employment and/or Private Business Policy. The Clerk-Treasurer, Mayor, and I met with Auditor of State representatives February 25th to review the Village's draft audit. One of the items that was raised during that review involved outside employment. In addition, the subject of the Village potentially making purchases from a business that a Village employee has an interest in was also discussed.

One of the lessons I have learned in the many years that the entity I have been employed by has faced audits is that when a potential issue or weakness in policy is identified, if a policy is put in place to address that issue or weakness there is no mention of it in an audit or even management letter because it has been addressed in the eyes of the auditor. That was not only confirmed in our review this week, but at least one potential issue where a policy was implemented expeditiously eliminated that from further consideration in the audit, and most likely has eliminated any other potential negative ramifications.

A new lesson I learned from this audit is that issues that one would normally expect would only come up from an ethics complaint/investigation or criminal complaint/investigation are also being actively looked at by the Auditor of State.

With that background, I have a draft of an **Outside Employment and Private Business Policy** that covers the issues that have been discussed internally and were discussed in the draft audit review. As for outside employment and/or private business, it merely requires our employees to inform the Village so that the Village can proceed according to Ohio Revised Code and Village policy in making purchases of goods and services. That allows the Village to better protect the Village in audits, but more importantly to try to assure that our employees do not end up committing an ethics violation, or even worse a criminal violation.

It also addresses another issue that has been discussed with both Law Directors - Use of the employee's official title or identification on/with their secondary employment, private business, or an organization or other entity. The policy has been reviewed by the Mayor, Clerk-Treasurer, and Law Director. Legislation is before Council.

Fairless Water Line Loop. The Loan for the Fairless Waterline Loop Project was approved. Construction is now underway. There have been two (2) change orders approved.

- two (2) 6" 45* Bend at tie-ins at a proposed cost of \$805.00 each for a total of 1,851.50
Note: water line was not in the expected location, so had to add 2X45* to properly connect to existing line.
- Hydrant Riser and Valve Box Extension at STA. 7+75 at a total cost of \$1,612.04.

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Note: Hydrant as installed is below street grade of 7th Street. Need to elevate it up.

Construction is complete. The Village still has to disinfect the line prior to putting it in service.

Mosquito Spraying – 2025. I am relaying information regarding mosquito spraying **so that COUNCIL can make a decision on how it wishes to address spraying for mosquitos for 2025.**

- **At this point in time, the Village would be unable to spray for mosquitos. We do not yet have an employee who has the required certification.**
- Since 2019, the Village has contracted with the Stark County Health Department for mosquito spraying.
- Since 2019, the Stark County Health Department sprayed for mosquitos six (6) times each year.
- Prior to 2019, the Village of Brewster sprayed up to six (6) times a season.
- Since 2019, the Stark County Health Department included to required legal advertisements in their price.
- Prior to 2019, the Village of Brewster placed the legal advertisements prior to sprayings. Current cost would be \$ per advertisement.
- Since 2019, the Stark County Health Department kept the list of persons in Brewster that wished to opt-out of spraying.
- When the Village of Brewster sprayed for mosquitos, it did not keep a list of residents who did not wish to have spraying at their property.
- For 2025, the Stark County Health Department is willing to spray for mosquitos eight (8) times each year. They have not provided a cost at this point.
- For 2025, the cost for the Village **IF it gets an employee certified to spray for mosquitos** it will cost the Village an estimated \$1,074.94 per spraying:
 - \$ 127.24 Wages (Village at 1.5 times – overtime rate)
 - \$ 902.70 Duet (mosquito spray) best estimate – can recalculate IF the Village begins spraying again.
 - \$ 45.00 plus or minus for legal ad
 - \$ 1,074.94
- **IF an employee obtains certification, the Village’s spraying equipment will have to undergo an annual inspection. I expect it will pass.**
- Stark County maintains a “Do Not Spray” list within the Village. A “Do Not Spray” list is residents who do not want to have their property treated for adult mosquitoes through the use of truck-mounted spraying on public roadways and alleys. Stark County Health Department then shuts off their truck-mounted spraying equipment within approximately 150 feet of a registered property.

The reason to maintain “Do Not Spray” lists is to avoid what is included in the current advertisements placed associated with the Village having sprayed for mosquitos, including but not limited to:

- Allowing persons who suffer with respiratory ailments to vacate the area.
- Beekeepers taking necessary precautions to protect their hives – i.e. covering.
- Asking residents not to approach the vehicle
- Also, bringing pets indoors.
- Also, closing windows.

Note: spraying for mosquitos is a broad-spectrum insecticide that affects all insects,

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both beneficial and harmful.

- The maximum number of times Duet can be “applied is:
 - 3 times a week
 - 12 times a month
 - 55 times a year
- Cost:
 - Last year the Village paid \$5,304.
 - With eight (8) sprayings the cost will be up to \$8,000 +/-
 - With a spraying each week, beginning in June and ending in September, we will have eighteen (18) sprayings at \$18,000 +/-
 - With two (2) sprayings per week, beginning in June and ending in September, we will have thirty-six (36) sprayings at \$36,000 +/-
 - At three (3) sprayings per week, beginning in June and ending in September, we will have fifty-four (54) sprayings at \$54,000 +/-
- Effectiveness: The Village will, regardless of the number of sprayings, have limited effectiveness on the west side of the Village because of the wetlands to the west and the westerly winds. This is consistent with the County spraying.
- The subject of whether it is more effective with Village employees because Village employee went “off-road.”
 - In the past the Village employee who did mosquito spraying did go to a few more locations than currently sprayed by the Stark County Health Department.
 - However, some of those were eliminated due to safety concerns (i.e. along Sugarcreek south of 7th).
 - Driving some of those routes after dark along the creek where the bank was (is) being undercut AND we believe an abandoned sanitary sewer line is located risks the employee and equipment.
 - For reference, I have provided the current Stark County Health Department Route Map, as well as the **Village’s route maps from 2018, which is the last year the Village was the primary entity who sprayed for mosquitos.**
 - Some routes were eliminated because the Village does not own the off-road path that was used.
 - Spraying on Water Department property was eliminated because of concern for the Village’s water wells/source.

Ultimately it is Councils decision – I have just gathered as much of the relevant information I could locate.

Keeping of Turkeys. I was forwarded a complaint about a resident keeping turkeys at their residence. It is the same residence where they had (have?) an emu.

In looking at Village ordinances, turkeys are not listed under prohibited animals, and the Village unfortunately did not include them as excluded or set limitations when it set limitations on chickens (and rabbits).

So, as a result I have asked the Law Director:

1. Can you think of a way the Village can take action against the resident who is keeping turkeys under the Village’s current ordinances?
2. If the answer to Question #1 is no, should Council amend Section 90.14 or Section 90.141, or both to address the complaint?
3. As for the Emu, can the Village add it to Section 90.14 as prohibited?

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4. While we are “discussing” large birds, cassowaries are the most dangerous compared to ostriches and emus – should we be proactive if we amend Section 90.14 and add cassowary as prohibited?

Storm Drainage Projects. The current list of storm sewer projects in their priority order, with updates on their status. These are not necessarily on a first come/first serve basis but based on their criticality and/or ability to fit into the schedule. Three (3) items on the list have been completed or eliminated:

1. Dartmouth/Amherst relief line. **Easement has been signed. Need surveyor to set pins. Work to start when it can be scheduled and weather permits.**
2. Drainage from Harmon west of 264 Harmon. **Survey needs to be completed.**
3. At the East end of 1st Street SE. **Will have to coordinate with US Army Corps of Engineers.**
4. Open ditch east of Mohican. **We are consulting with Stark County Soil & Water.**

Stark Parks Comprehensive Plan – Community Input. At a recent Stark Parks Training seminar, Stark Parks mentioned they were still looking for locations to hold citizen input meetings regarding their ongoing effort to update the Stark Parks Comprehensive Plan.

The previous Stark Parks Plan made recommendations for improvements to the Park District over the next five years. In general, some of what it addressed:

1. Recommendations are made for projects and planning which will complement current projects and plans, including the Stark County Trail and Greenway Master Plan, individual park and community plans, and countywide land use and transportation plans.
2. Recommendations are made to complete development in a manner that produces stable growth and quality park systems that can be maintained over time, while continuing to focus on building connections that create “destination” experiences for users.
3. Common requests made by park users include additional programming options pertaining to more advanced programs, adult health and wellness activities, more active recreational opportunities, and a general increase in the frequency of popular programs offered.
4. Increased efforts should be made to improve the accessibility and sustainability of the Park District. This includes installing ADA amenities, partnering with the local transit authority and promoting “green” initiatives both internally and throughout the park district.
5. Open space benefits the public in terms of recreation, conservation, water quality, livability and property value enhancement. Stark Parks should analyze open space preservation and acquisition opportunities, where feasible.

Stark Parks will be holding a community input meeting regarding their comprehensive plan on May 13th from 6:00 pm – 8:00 pm in the Village’s Community Room.

VILLAGE MAYOR: *Charles Hawk*

1. There will be a Christmas in the Village meeting on April 2nd at 10 am in Village Hall. Anyone interested is invited to attend.

VILLAGE CLERK-TREASURER: *Kris King*

1. The check register and bills are on the table for the Council’s review.
2. Mayor Hawk, Council Member Godwin, Council Member Sydney Radich, and I registered for Public Records and Open Meetings training. I put myself down as a designee for the rest of Council but in order for each of you to get credit, Council needs to make a motion making me the designee if this is agreeable. Every elected official is required to take a three-hour training course during each term or have a designee. We had two records requests last week. One for wages and another for our legislation on smoking and marijuana.
3. The porta-johns were ordered and delivered to the park and ballfields.
4. The old yellow bucket truck is now on GovDeals.com for auction. The auction ends on 03/24/2025.

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5. The Mazda information has been sent to GovDeals.com for auction. The auction has not been opened on the website.
6. We received notification from the National Opioid Settlements for the Walgreens settlement. We would be receiving \$154.82 but it looks like they are reallocating it to Stark County.
7. The Recreation Board is requesting a budget of \$700 again this year and also requesting about \$100 to purchase a new bunny suit. The Easter Egg Hunt will be on April 12th at Bimeler Park. The bunny will be there and there will be a picture station, a DJ, and the egg hunt.
8. Good news! I received notification that the Village is eligible for group rating in 2026. The estimated cost savings will \$13,505. I have filled out all the paperwork and submitted it to BWC and Sedgwick.
9. I also attended a Sedgwick seminar last week in Independence to earn one of our required outside credits for our drug-free workplace savings.
10. I was able to cash in \$150 in credits for one of our credit cards and a rewards check for \$376.34 from the other.

VILLAGE SPEAKS (Communications received by Council Members from Village Residents):

1. Council Member Hilliard stated that either turkey or peacocks have been seen on the south east side of town. Police Chief Taylor stated that they are turkeys. There were eight turkeys but now there are only seven.

COMMITTEES or COUNCIL REPORTS: The Goal of any committee meeting is to discuss an issue or proposal and to provide, by consensus of the committee members, ONE recommendation to Council.

1. Nothing to report

PENDING EXPENDITURE REQUESTS:

1. None.

PENDING PROPOSALS FROM PAST MEETINGS:

1. Donation to the Fairless Youth Baseball/Softball Association.

OLD or NEW BUSINESS: Council Rules require a two-week waiting period before any expenditure of funds unless determined to be an emergency.

COUNCIL MEMBER GODWIN MOVED, SECONDED BY COUNCIL MEMBER HILLIARD and motion carried to approve a \$1,000 donation to the Fairless Youth Baseball/Softball Association. The vote: Dorkoff, yes; Fox, yes; Godwin, yes; Hilliard, yes; Radich, abstain.

COUNCIL MEMBER GODWIN MOVED, SECONDED BY COUNCIL MEMBER RADICH and motion carried to hire Legacy Concrete to complete the shared path on 7th Street. The vote: All yes.

COUNCIL MEMBER GODWIN MOVED, SECONDED BY COUNCIL MEMBER HILLIARD and motion carried to make Clerk Kris King the Public Records designee for Council Members Dorkoff, Fox, Hilliard, and Radich. The vote: All yes.

COUNCIL MEMBER GODWIN MOVED, SECONDED BY COUNCIL MEMBER DORKOFF and motion carried to approve a \$1,000 budget for the Recreation Board's Easter Egg Hunt and to purchase a bunny suit out of those funds. The vote: All yes.

Chief Taylor remembered something else he needed to run by Council. He applied for a grant for 8 body cameras/chargers. The cost of the cameras is \$16,000 with a \$4,000 match.

COUNCIL MEMBER HILLIARD MOVED, SECONDED BY COUNCIL MEMBER DORKOFF and motion carried to ratify and accept the grant for the body cameras and chargers. The vote: All yes.

AUDIENCE COMMENTS:

None.

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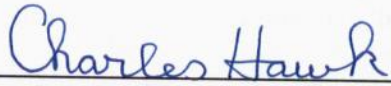
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COUNCIL MEMBER FOX MOVED, SECONDED BY COUNCIL MEMBER RADICH and motion carried to adjourn the meeting at 8:18 p.m. The vote: All yes.

Respectfully submitted,



Kris King, Clerk-Treasurer



Charles Hawk, Mayor