

RECORD OF PROCEEDINGS

Minutes of
Meeting

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

Held
May 20,
2024

MINUTES
BREWSTER VILLAGE COUNCIL
MAY 20, 2024
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 Clerk King, followed by the Pledge of Allegiance to the flag.

The meeting took place in the Community Room.

MEMBERS PRESENT:
Charles Hawk, Mayor
Timothy Dorkoff, Council Member
David Godwin, Council Member
Brett Long, Council Member
Dale Fox, Council Member
Thomas Hilliard, Council Member
Sydney Radich, Council Member

VILLAGE OFFICIALS:
Michael L Miller, Village Administrator
Kris King, Village Clerk-Treasurer
John Anthony, Village Solicitor

MINUTES FROM THE MAY 6, 2024 MEETINGS:
COUNCIL MEMBER HILLIARD MOVED, SECONDED BY COUNCIL MEMBER GODWIN to approve the regular Council Meeting minutes as presented. The vote: All yes.

COUNCIL MEMBER GODWIN MOVED, SECONDED BY COUNCIL MEMBER RADICH and motion carried to approve the Utility Committee meeting. The vote: All yes.

COUNCIL MEMBER DORKOFF MOVED, SECONDED BY COUNCIL MEMBER LONG and motion carried to approve the Street Committee meeting. The vote: All yes.

PRESENTATION OF BILLS:
COUNCIL MEMBER GODWIN MOVED, SECONDED BY COUNCIL MEMBER LONG and motion carried to accept the bills in the amount of \$373,766.26. The vote: All yes.

AUDIENCE:
Jim Schumaker, 217 Wabash Ave, asked that the no parking signs for the parade not to be put up until 5:30pm or 6:00pm in front of the businesses between the light on 2nd St and Main St. The local businesses need parking for their customers and last year it created losses because people didn't have a place to park for most of the day. Mr. Schumaker also asked if the alley behind his building is Village property. VA Miller stated that it belonged to the Village. Mr. Schumaker asked if it could be patched as there are potholes. VA Miller stated he would put it on the list but had a couple of other projects ahead of it including fixing the planter at the underpass, but they would get some cold patch in the potholes.

PRESENTATION OF GUESTS:
None.

CONSIDERATION OF ORDINANCES: Titles of each read by Solicitor John Anthony.
ORDINANCE 27-2024: An Ordinance amending the Mayor and Council Members' salaries was given third reading.

COUNCIL MEMBER GODWIN MOVED, SECONDED BY COUNCIL MEMBER FOX and motion carried to approve the legislation as read. The vote: Radich, no; Dorkoff, no; Fox, yes; Godwin, yes; Hilliard, yes; Long, yes. Motion passes.

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Second Reading: An Ordinance authorizing the awarding of a contract for the 2024 Brewster Paving Project.

ORDINANCE 28-2024: An Ordinance Repealing Ordinance 52-2023 And Amending Chapter 78 Parking Schedules Schedule 1. Restricted Parking of the Village’s Codified Ordinances to Add “Fire Department Parking Only” to one (2) parking spots on the south side of east main in front of the fire office entrance door (110 East Main) and two (2) spaces on the south side of East Main immediately east of the fire department bays (in front of 142 East Main) and eliminate parking spot closest to the door of 110 East Main was given first reading.

COUNCIL MEMBER DORKOFF MOVED, SECONDED BY COUNCIL MEMBER LONG and motion carried to amend the legislation to add emergency language and pass the legislation this evening.

Council Member Dorkoff wants this legislation passed this evening because he feels it is a matter of life and death. He presented photos where during a call firemen had to park on the sidewalk because there was a party in the community room. Council Member Hilliard stated he missed out on this because he missed the meeting. He asked Mayor Hawk how he felt about this legislation. Council Member Hilliard stated that when we passed the Fire Income Tax levy that the firemen requested that the alley behind the Fire Department be widened and paved so they could park up there for the calls. The parking was set up so that the garage door on the community room could be used. He stated he missed the meeting where this was discussed and wants to know how the Mayor feels because he feels we are damned if we do and damned if we don’t. Council Member Hilliard wants to know what Council Member Dorkoff wants and what the Mayor wants because he doesn’t want to step on anyone’s toes. He stated Council Member Dorkoff spoke to the Fire Chief and wants to know if the Mayor is in agreement with this. The Mayor stated he doesn’t run calls so we have to go on their expertise and on what is right. Council Member Hilliard then asked Asst. Chief what exactly they want. Asst. Chief Henry stated he runs calls all the time and Council should notice his truck. He parks on East Main Street all the time. It makes no sense to run hot, lights and sirens into a blind alley. There are no safe ways to go in the alley. It is just dangerous. Not to mention racing down here, parking out back, and running down the steps to get to the equipment. Council Members Godwin and Hilliard stated that is what the firemen asked for when the building was being planned and constructed. Asst. Chief Henry stated that is fine for the staffing personnel but is not logical for those running hot from home. Council Member Hilliard asked what Asst. Chief Henry thought was needed. Asst. Chief stated that two spots on the west side of the Fire Department entrance and one spot on the east side of the entrance. Four spots would be better. Council Member Dorkoff stated that it is a matter of life and death when spots are saved for birthday parties and the firemen cannot find spots when responding to calls. He stated that all the spots including the one marked Fire Department Parking Only where taken up by a party. There were four spots taken up by staffing on the other side of the building. He was also told that one of the eight spots in the parking area up top is reserved for Village Hall staff. That only leaves seven spots available. Council Member Dorkoff stated that the VA’s email stated there were so many spots up top but doesn’t include that one of those spots are already taken. Council Member Dorkoff stated he agrees with the Firemen that it is not a viable option to park in the alley. Asst. Chief Henry stated it’s ridiculous to have to try to park up there when coming in hot from home. VA Miller stated this doesn’t matter to him either way but there is nine parking spots with one taken for handicap and one for Village Hall leaving seven spots. Council Member Dorkoff stated that all the spots were taken over the weekend including all the spots at the store and some of the spots out back of the Fire Station. Council Member Dorkoff also wants the parking stops removed or adjusted. VA Miller stated that one of the stops is removable. Council Member Dorkoff wanted to know who was going to move it. VA Miller stated the Street Department would move it if requested for an event. Council Member Dorkoff stated that people could pull over the stops and unload if needed. VA Miller stated the white ones are anchored in the ground and the other one could be moved if requested for Village events. Council Member Dorkoff stated that some of the spots become handicap spots during the elections twice a year. He knows there is conflict here but these guys do something that none of us in here want to do otherwise he would be on the

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squad. He had a grandfather that served 49 years. VA Miller stated he is not disrespecting the Fire Department but was just giving an alternate solution to the one in the proposed ordinance that moves the two on the west side of the entrance over to keep the community room assessable. Also it provides Fire Department spots to still be reserved during voting that will be eliminated for handicap parking. Council Member Dorkoff stated that is only two days a year. Plus if you move it the spots may have cars parked on either side and be harder to get in and out of their vehicles. They will still have two spots on election days. People don't pay attention to the signs anyway. Anytime there is an event someone parks in the spot that says fire parking only. Council Member Dorkoff stated that way if someone is parked in the Fire Parking spots the police can knock on the door of the community center and asked that the cars be moved, they don't have to give tickets unless they refuse to move their cars. Council Member Godwin stated we may want to look at not renting the Community Room out anymore. We cannot have people taking up all the spots on the north side of East Main as that is parking for the store. Council Member Dorkoff stated that even with this the Fire Department is gaining five spots. Council Member Godwin stated that it is four spots. Mayor Hawk stated we have a motion on the floor to amend the ordinance. Roll call vote was taken. The vote: All yes.

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

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

ORDINANCE 29-2024: FIRST READING/EMERGENCY: An Ordinance Authorizing the Sale Of Purchase/Exchange/Sale of Two (2) Ferno In/X Cots and All Associated Equipment Deemed Unneeded For Municipal Purposes to the Quad Ambulance District was given first reading.

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

COUNCIL MEMBER GODWIN MOVED, SECONDED BY COUNCIL MEMBER RADICH and motion carried to approve the legislation as presented. The vote: All yes. Council Member Godwin asked if the money would be returned to the Fire Department's funds. VA Miller stated it would. Asst. Chief Henry stated the cots were no longer needed by our department and Quad Ambulance is one of the few departments that still use them. They would use one and use the other one to repair one of their cots.

MUNICIPAL DEPARTMENT REPORTS:

- A. POLICE DEPARTMENT:** Chief Nathan Taylor - Excused
1. Police Chief Nathan Taylor had presented a letter commending Paramedics Thom Ross and Adam Haas along with Asst. Chief Jeremy Henry for their actions on a call at the High School Stadium. All three fire personell acted quickly and professionally, they adminisstered care to the patient. They did a great job and were very professional. I would like to thank them for their quick actions and willingness to work with us to make sure that the patient was taken care of. They were extremely professional and without a doubt performed their duties perfectly, at no time would any of my officers ever hesitate to work with them in an emergency situation. Again I would like to thank them from the entire police department for doing their jobs without any hesitation, they deserve commended for their actions.
- B. FIRE DEPARTMENT:** Chief Chris Colucy - Excused. Represented by Asst. Chief Jeremy Henry.
1. There have been 370 calls to date. They have been running three to six calls a day. The staffing is going well.
 2. Paramedic Nathan McNair has resigned to join the US Navy.

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3. Asst. Chief Henry thanked Council for supporting the Fire Department. He went on to say that the Fire Department and the Fire Association are two separate entities. Any questions for the association need to be directed to the Association President. Council Member Hilliard thanked Asst. Chief Henry for the job he does.

VILLAGE SOLICITOR: John Anthony

1. Solicitor Anthony has completed his portion of the easements for Hillview and has given the paperwork to Hillview’s Atty. Thompson. Once signed, Solicitor Anthony will have them recorded. VA Miller stated the loan will not be active until August or September when the money comes into CDBG.
2. Solicitor Anthony apologized for missing the marijuana webinar that Council Member Godwin had sent to him. Council Member Godwin advised the Solicitor and Council that starting June 12th, medical marijuana distributors can sell recreational marijuana and that each household in Ohio can have two plants.

COMMUNICATIONS:

1. No Communications to report.

VILLAGE ADMINISTRATOR: Mike Miller

The Council received the Village Administrator’s report last Friday to review.

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

Village Administrator stated he had nothing to add but opened it to any questions that Council had:

- Council Member Hilliard thanked VA Miller for the work done this spring. He stated that the pickleball courts are being used. He is waiting to see if anyone is going to complain because the tennis court is now two pickleball courts.
- Council Member Dorkoff asked if the yard waste was going to be closed Memorial Day weekend. VA Miller stated it would close on the Tuesday after Memorial Day until after the festival. The dumpsters will be pulled because last year they were filled with trash and had to be cleaned.
- Council Member Godwin wants to see a statement go out that the Brewster Yard Waste Center will soon be for residents only. The other communities that advertise our Yard Waste Center need to be aware that this is happening, and the site will be fenced off. Council Member Godwin stated he was glad that we were not closing the site until after Memorial Day weekend because a lot of residents do their spring yard cleanup that weekend, it’s a busy time of the year.
- Council Member Fox asked if someone knew of a place to take pallets. It used to be that you could get \$2 for them. IT’s probably up to \$4 now.
- Council Member Hilliard asked if the Village was going to charge residents for the card to use the yard waste. VA Miller stated that we are going to watch for the first six-months or so and see how much volume and what it costs. Clerk King stated she is creating a separate line item to track the expenses. VA Miller stated it is \$100/month for the box rental and he thinks it’s \$100/load for the hauling.

Administrator’s report for period 5/7/2024 through 5/20/2024:

2024 Brewster Paving Program. Council awarded a contract to Barbicas Construction Co., Inc. of Akron, Ohio for the completion of the 2024 Brewster Paving Program for the base bid and alternates 2, 3, and 4 for a contract price of \$153,038.00, with the final amount to be determined based on actual quantities and bid prices. The contract has been executed, the Notice to Proceed sent, and the Notice of Commencement recorded.

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The streets to be completed are as follows:

Street	From	To
Locustdale	Tuscarawas	Wabash
Pinewood	Tuscarawas	Wabash
Barber	Wabash	Mohican
1 st Street SW	Grant	Lincoln
Chestnut	Tuscarawas	Wabash
1 st Street	Wandle Court	Wabash

We are awaiting notification of when paving will commence but have notified the contractor not to start now until after the Fireman’s Festival. It will not commence until after the Festival.

Additional Paving Work. The paving for 1st Street SW started at Wabash and ended at Wandle Court. There was/is a need to repave 1st Street beyond Wandle Court past the Police Department to the edge of existing pavement, as well as paving the parking areas for the Police Department and a portion of Wandle Court north from 1st Street approximately 70 north of 1st Street. I obtained a quote for this additional paving work (see attachment – the additional paving area in yellow). The additional paving area cost is estimated at \$27,664. Repaving 1st Street beyond Wandle Court past the Police Department to the edge of existing pavement, as well as paving the parking areas for the Police Department and a portion of Wandle Court north from 1st Street has been approved as Change Order #1 on the Paving Program.

2024 Brewster Paving Program – Tuscarawas. They always say prepare for the worst and hope for the best. I have been preparing for the worst for Tuscarawas Paving, no funding. But we have received the “best”- funding. The Village has been informed that we received OPWC Small Government Funding for Tuscarawas between Locustdale and Chestnut. The scoring cut-off for funding was 50 points – the Tuscarawas Paving Project scored 57. That placed Brewster’s Tuscarawas Paving Project as the 55th ranked submission, but “in the money”.

As a result, Brewster is slated to receive a grant of 43.9% of the total cost up to \$48,292.

This means the Village will NOT be able to award a contract for paving Tuscarawas until sometime after July 1st, 2024.

2024 Brewster Paving Program Current Projected Schedule:

- Begin Paving Base Bid and Alternates #2, #3, and #4 – June.
- Award contract for Alternate #1 after July 1st.
- September 15th, 2024 Project Completion Date.

As previously reported, the ADA Ramps were completed in advance of the 2024 Paving Program for the base streets.

2025 and 2026 Paving Programs. Council has been provided the 2024 Pavement Condition Ratings (PCR) as part of planning for the 2025 and 2026 Paving Programs. The PCR assists the Village in identifying which roads should be repaved (or crack sealed or other), and to ensure objectivity. The PCR was completed by an outside entity who specializes in performing PCRs – the 2024 PCR was completed by Tim Herbst of National Pavement Analysis, LLC.

I have forwarded and Council has discussed a **PROPOSED** list of Village streets to be paved/rebuilt in 2025 and 2026 based on that PCR, addressing the worst rated streets first.

Some factors to keep in mind:

- The Village income tax generates approximately \$285,000 per year towards paving.
- This income tax money is referred to as the Paving Fund, although the actual fund is the Street Construction Maintenance and Repair Fund. Much easier to refer to it as the Paving Fund.

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- Brewster bids out its paving and associated work early in the calendar year. We do so because we tend to get better prices bidding early.
- Our bid schedule in 2024 was opening bids in February, awarding a contract in March; executing the contract in April; and we expect/hope that the contract could be completed by the end of May. That allows our contractor to pave our streets as soon as the weather allows and as soon as the plants are making asphalt.
- Whenever the Village bids and awards a contract, it needs to have enough **cash on hand** (carryover plus what has been collected up to the date of completion) so we can pay the contractor.
- Based on our 2024 Paving schedule, of the \$285,000 projected to be collected in 2024, only 5/12ths is available for the 2024 contract. \$118,750. Added to our carryover from 2023 of \$210,000, we have a total of \$328,750.
- We awarded a base contract of \$153, 038.
- We executed a change order of \$27,664 (\$21,216 out of the Paving Fund for an additional portion of 1st Street SW and the Police Department). That brings the running total committed to \$174,254.
- **The OPWC Small Government Funding will cover a little over \$30,000 of the estimated \$69,220.50 for Tuscarawas, leaving an approximate Paving Fund. balance of \$273,474.50.**
- Also, based on experience, the Village sets aside (budgets) an additional 10% contingency. It sometimes can be more, as the Village is still removing “fabric” from our streets in the past that we have since discovered/determined functions to accelerate their deterioration, not extend it as originally “advertised.”
- When paving streets, any ADA ramps that are “missing” or need to be upgraded must be addressed.
- By Council Ordinance the Paving Fund must be used to upgrade/install ADA ramps.
- That ADA Ramp expenditure occurs to some extent every year.
- In 2023, the ADA Ramps associated with the streets for 2024 were addressed at a cost of \$15,250.85.
- The streets on the list for 2025 and 2026 will cost in my estimation more than that expended for the 2024 streets.

A **BIG** question that needs to be answered is whether the sections of McKinley need a full-depth restoration (rebuilt) similar to the McKinley between 5th and 4th did.

In the meantime, prices are being solicited for the ADA Ramps on McKinley ahead of 2025 paving.

Proposed Capital Projects. I have consulted with Clerk-Treasurer Kris King about the balance of the Capital Fund with the potential 2024 Capital Projects in mind. With the \$60,000 transfer the total in the Capital Fund is approximately \$180,000. An additional amount of approximately \$7,500 is added each month from income tax income.

With that balance, and keeping in mind that some capital funds should be kept in reserve, I am recommending the following projects:

Proposed Project	Amount	Status
7th Street SRTS - Park to east	\$30,000.00	Soliciting Prices
7th Street SRTS - Dartmouth to west	\$18,000.00	Soliciting Prices
East Main SRTS - Cleveland to 362 E Main	\$30,195.00	Contract Awarded
East Main SRTS - 362 E Main - Concrete	\$9,918.00	Completed
East Main SRTS – 362 E Main - Restoration	\$1,875.00	Completed
	\$89,988.00	

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A quick recap of uncompleted projects:

- 7th Street Safe Routes to Schools Path from Park to the east would replace approximately 310 feet of the limestone Safe Routes to Schools Path with concrete, as some on Council have been requesting.
- 7th Street Safe Routes to Schools Path from Dartmouth to the west would replace approximately 180 feet of the limestone Safe Routes to Schools Path with concrete, as some on Council has been requesting.
- East Main Safe Routes to Schools Path from Cleveland to 362 E Main will hard surface in asphalt the Safe Routes to Schools Path (approximately 790 feet) from Cleveland Avenue to the house at 362 East Main. Combined with installing a concrete path the rest of the way on East Main in concrete in front of 362 East Main (approximately 125 feet) that will connect downtown to Park Drive.

Hillview Mobile Home Park Sanitary Sewer “Project” – Easements. With the use of Federal funds through WPCLF subjects the easements to Title II and III of the Uniform Relocation Assistance and Real Property Acquisition and Policies Act of 1970 (P.L.91-646). The easements for the Project have been identified, have been appraised, the owner has been notified in accordance with URA requirements, the Owner of Hillview Mobile Home Park has agreed to donate the easements at no cost. The Law Director has drafted the easements to be recorded and is communicating with the property owner’s attorney to get the easements executed. The Law Director is in the process of getting the easements executed so they can be recorded.

Hillview Mobile Home Park Pump Station & Force Main Project – Construction. The *Water Pollution Control Loan Fund Draft Program Year 2024 Program Management Plan* has received final approval (for the construction of a pump station as well as a force main to the Village of Brewster’s sanitary sewer system) for Hillview Mobile Home Park Sanitary Sewer. It has been approved with principal forgiveness under the regionalization category for the full \$301,000 awarded. Principle forgiveness means the loan will become a grant once construction is completed.

So, as indicated above the CDBG Grant of \$40,000 combined with the \$301,000 WPCLF Construction Loan with principal forgiveness, the entire Hillview Mobile Home Park Sanitary Sewer Project has 100% non-Village funding with grants, or loans that will become grants, for construction costs.

CDBG Funding will not be available until sometime after July 1, 2024. With advertising and bidding, bids likely will be opened by Stark County in September. The WPCLF Loan Funds will be available in September. As a reminder, the owners of Hillview Mobile Home Park are to ultimately reimburse the Village for any costs it incurs on the Project, but at this point it appears there will be no Village costs.

Hillview Mobile Home Park - CDBG Funds. The CDBG Grant continues to progress. CDBG has documents they requested to address the Environmental Review process. In addition to utilizing the documentation in the Environmental Review process, there will be:

- A “historic” review by the Ohio Historic Preservation Office, which Stark County CDBG will take responsibility for.
- Published legal notices, which Stark County CDBG will take responsibility for.
- 30-day comment period, which Stark County CDBG will take responsibility for.
- As portions of the project will lie within the flood plain, environmental review for flood plain/wetland incursion, which Stark County CDBG will take responsibility for.

Coordination has also begun for the Stark County CDBG funding/process and the WPCLF funding/process. **The initial Public Hearing has been held.** It is anticipated that this project will go out to bid (via Stark County) in August of 2024.

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WPCLF Funding – Manholes on South Wabash. The *Water Pollution Control Loan Fund Draft Program Year 2024 Program Management Plan* for WPCLF has received final approval. Our Manholes Project has received a construction loan (which will have to be paid back) in the amount of \$93,000 at 0% interest. Not quite as good news as Hillview, as the Village will have to pay the construction loan back. But the NEW interest rate is now 0%, instead of what we initially had - 3.2%. That still is a significant savings. Using a loan amortization calculator, the approximate savings (assuming a 20-year payback) is:

- Manholes Project (Wabash S) \$93,300 Construction Loan
- Interest at 3.2% for 20 years *would have been* = \$33,182.13

Loan funds will be available July of 2024. In addition, we received our Permit to Install (PTI) from Ohio EPA.

This project is out to bid.

WPCLF Funding – Lining and Manhole Repair north of 5th and Jefferson. The *Water Pollution Control Loan Fund Draft Program Year 2024 Program Management Plan* for WPCLF has received final approval for our Lining and Manhole Repair Project north of 5th and Jefferson. In the amount of \$129,500 at 0% interest. Again, not quite as good news as Hillview, as the Village will have to pay the construction loan back. But the NEW interest rate is now 0%, instead of what I was told would be 3.2%. That still is a significant savings. Using a loan amortization calculator, the approximate savings (assuming a 20-year payback) is:

- Lining & Manholes (Jefferson) \$219,500 Construction Loan
- Interest at 3.2% for 20 years *would have been* = \$79,954.67

Loan funds will be available July of 2024.

This project is out to bid.

Ohio EPA's Division of Drinking and Ground Waters H2Ohio Equipment Grant. The Village has received an Ohio EPA's Division of Drinking and Ground Waters H2Ohio Equipment Grant for \$5,400. The grant is to reimburse the initial cost of valve exercising equipment and associated equipment. An acknowledgement to Water Superintendent Mike Maybaugh for locating the grant.

The grant agreement will need to be signed by an authorized official and returned to Ohio EPA. The full grant agreement must be returned in PDF or Word format. Ohio EPA will then review and sign the agreement. Once the Village receives the signed copy from Ohio EPA, we may move forward purchasing the equipment listed in the original application.

I will be asking for a motion ratifying the application for and acceptance of the Ohio EPA's Division of Drinking and Ground Waters H2Ohio Equipment Grant for \$5,400 at the Monday May 20th Council Meeting.

Stark County Sanitary Sewer Extension to Justus and Harmon. It has been nearly a year since the subject of the Stark County Sanitary Metropolitan Sewer District extending sanitary sewer lines, with Federal Funds, to Justus and Harmon. Once that extension is completed the ownership of the lines is to be transferred to the Village.

The Village has received a plan set cover sheet for signature, so the project can be advertised for bid. The plans were reviewed by the Village in November 2023, and are mostly unchanged. There have only been minor edits following ODOT and EPA comments.

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As has been discussed and authorized, the Village is concurrently having a water line “loop” bid out with the sanitary sewer extension. The project’s bid sheet currently has the waterline as separate bid items rather than a true “Alternate.” A mandatory pre-bid meeting for bidding contractors where this will be explained. Currently the cost estimate for the waterline is \$400,000, based on the design consultant’s and the District’s own internal estimate. I believe that is high, but the actual amount will not be known until the County/District advertises and receives bids. At that point the Village will know the bid amount for those waterline pay items and be able to authorize proceeding or eliminating the water line items.

In addition, the District has asked about scheduling an informational public meeting. I informed them that the Village has a venue that accommodates up to 71 people, and that we can make it available. If they need a larger facility they will contact the Fairless School District.

Safe Routes to Schools Travel Plan Update. As part of the process to submit an application for a new Safe Routes to Schools Grant for the portion of the Safe Routes to Schools path on Park Drive from the north side of the levee to the south side of the Elm Run bridge, I have discovered that the Safe Routes to Schools Travel Plan that was adopted by the Village and Fairless Local Schools in November 2018 needs updated.

The **UPDATING A SCHOOL TRAVEL PLAN** document that ODOT provides states the SRTS Plan needs updated if:

- The school(s) has moved (the High School has);
- Team lead or a significant number of team members have changed (new superintendent and Mayor and new Council members); and/or
- The Safe Routes to Schools Plan was created five or more years ago (yes. The 5 years was up in November 2023).

The updated Safe Routes to Schools Travel Plan in THEORY COULD just be updated based on the tasks completed. However, it has been mentioned by ODOT and two (2) engineering firms that an updated Safe Routes to Schools Travel Plan should go through the Public Input Process again. Based upon:

- one of the tasks having a petition turned in opposing said task in the adopted Safe Routes to Schools Travel Plan
- a potential alternate route for the Shared Use Path from the High School to the crosswalk to the Middle School of Route 62.
- A new School District Superintendent (Team lead or a significant number of team members have changed)
- Two (2) new Council Members (Team lead or a significant number of team members have changed)
- New Mayor (Team lead or a significant number of team members have changed)

In my opinion it would be the better course to forgo attempting to get a Safe Routes to Schools Grant Application submitted for Park Drive Phase 2 by March 1st, and instead work on getting the Village of Brewster and Fairless Local Schools Safe Routes to Schools Travel Plan updated.

However, let me point out that the only reason to update the plan would be IF there is an intention to make a request for Safe Routes to Schools Funding.

I have also forwarded my spreadsheet/table of what tasks have been completed and/or status of each task from the original SRTS Plan. We have made substantial progress since adopting the plan just over 5 years ago. Since the Safe Routes to Schools Plan adopted in November 2018 was prepared by Thrasher, it follows that they are in the best position to update the plan with the least amount of effort (and cost). I have requested a proposal. Once I have that cost, Council can determine what step(s) it wishes to take next.

OPWC - Potential 2024 Application(s). I met with W. E. Quicksall (Engineering Firm who has worked on most recent Wastewater projects) regarding potential WWTP upgrades for 2024. The

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Wastewater Department put together a list of items that should be addressed going forward, which we presented to W. E. Quicksall with the thought that any items we could package together and get plans completed for by August could be a 2024 submission for a OPWC Grant/Loan.

After meeting with W. E. Quicksall, I can report the following:

- Items #1 (New Gate Stems and Wheels), #3 (New Valves and Stems), #6 (Telescoping Return Valve), and #8 (Skimmer Box) are all items that can be engineered by August and have completed/stamped plans to include with an OPWC Application (completed/stamped plans are worth 10 points in the District 19 scoring process). All of these items will be scoped together, and once the scope is agreed upon W. E. Quicksall can prepare a formal cost proposal.
- Items #2 (New Air System and Diffusers) and #5 (Sludge Press) will require more detailed engineering and likely would not be completed by the August deadline. Both of those items will be scoped separately, and once the scope is agreed upon W. E. Quicksall can prepare a formal cost proposal. As an aside, one (1) of the “subitems, the auger on the sludge press, failed and has been rebuilt, so that is one less item on the sludge press that needs replaced.
- Item #4 (UV Disinfection) is a new process and will require not only detailed engineering but an EPA Permit to Install (PTI) after review by the EPA. The cost of chlorine has continued to rise exponentially, so from both a long-term cost savings and the increased safety of not having to handle chlorine tanks, this is an improvement worth exploring at a minimum. This will be scoped separately, and once the scope is agreed upon W. E. Quicksall can prepare a formal cost proposal.
- Item #9 (Floating Aerators) was initially understood by W. E. Quicksall to be a new process that would require not only detailed engineering but an EPA Permit to Install (PTI) after review by the EPA. However, the floating aerators we are addressing are existing but no longer functioning, so we are seeing if those can be rolled into what is submitted for an OPWC Grant/Loan in 2024 as well.

I will keep Council informed.

Yard Waste and the Stark-Tuscarawas-Wayne Recycling District. Pursuant to the Ordinance Council passed May 6th, on Tuesday May 7th both the Village and the Stark-Tuscarawas-Wayne Solid Waste District executed the Agreement for the District to provide \$30,530 total to invest in infrastructure necessary to “privatize” the Village’s yard waste drop-off site.

Also, on Tuesday May 7th I authorized Premier Fencing to proceed with erecting the necessary fencing, gates, card readers, and other items contained in their proposal to “privatize” the Village’s yard waste drop-off site in an amount of \$33,400. Their quote is based on the plan discussed by Council.

The Village will have to come up with the additional \$2,870 for the infrastructure to “privatize” the Village’s yard waste site beyond what the District is providing.

AMP’s Rural and Municipal Cybersecurity (RMUC) Topic 2 &3 Grant Applications. The Village of Brewster has been approached by AMP regarding the Village’s willingness to participate in AMP’s Rural and Municipal Cybersecurity (RMUC) Topic 2 and 3 grant applications. These grants are designed to help municipal-owned utilities protect against, detect, respond to, and recover from cybersecurity threats and to increase participation in threat information sharing programs. Participating in these applications and subsequent projects would be at zero cost to the Village.

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See below for additional information regarding AMP’s RMUC Topic 2 and 3 grant applications:

Topic Area 2: Strengthening the Peer-to-Peer and Not-for-Profit Technical Assistance Ecosystem	Topic Area 3: Increasing Access to Technical Assistance and Training for Utilities with Limited Cybersecurity Resources
Project Title: Cyber 360	Project Title: Cyber Response
Project Activities*: <ul style="list-style-type: none">• Will complete Cybersecurity Assessments for all Members annually• Will provide a managed Cybersecurity Awareness Solution to Members (phishing, awareness training, posters, etc.)• Will assist Members in implementing several free and low-cost tools and services from CISA and the ISACs• Will assist Members in enrolling for threat information and setting up a secure threat intel and incident response communication tool• Will develop templates and a blueprint so other JAAs can develop similar programs	Project Activities*: <ul style="list-style-type: none">• Will perform 10 Regional Cyber Workshops• Will perform 6 Regional Incident Response Exercises• Will assist Members in creating, improving, and testing their incident response plans• Will assist Members in enrolling and participating in the Electricity Subsector Coordinating Council’s (ESCC) Cyber Mutual Assistance (CMA) Program• Will develop templates and a blueprint so other JAAs can develop similar programs

*All activities to be performed over a 36-month performance period.

Our IT Consultant and our Electric Superintendent have both reviewed the proposal, and agree it is in the Village’s best interest to participate.

AMP is not asking the Village to provide any council resolution. However, as part of the application process, the Department of Energy requires that each applicant provide a commitment letter confirming participation in the projects. Therefore, AMP has requested an executed commitment letter, which will increase the chances of being awarded these grants, from all **participating** members returned to AMP by no later than May 20th, 2024. Because Council doesn’t meet next until May 20th, I have executed and forwarded the Village’s commitment letter confirming participation in the AMP’s Rural and Municipal Cybersecurity (RMUC) Topic 2 and 3 Grant projects.

Conversion of Tennis Court to Pickleball Courts. The conversion of the tennis court in Bimeler Park to two (2) pickleball courts continues, with the initial cleaning, installation of the posts, and the crack repair complete.

Lighting in Bimeler at West Parking Lot. In discussions about projects for the Parks, specifically the walking path, and with the new Pickleball Court and pending addition of two (2) more, I have been looking at ways to add lighting in Bimeler Park without adding additional power poles and overhead wires.

In looking at the new Pickleball Court and associated parking area, that area is particularly dark. We have had indications from our Police Department that there may be after dark activity specifically because the area is so dark.

So, in consulting with the Electric Department, we feel that the first step to getting more light throughout Bimeler without adding more power poles and overhead wires is to get decorative lighting and feed it underground. I have provided an aerial view of the 1st Street parking area by the pickleball Court(s), basketball court, and skatepark showing location of three (3) new decorative lights (see first attachment) that would have a lower light towards the path/courts and taller lighting towards the parking area. These would be fed underground from an existing power pole at the southeast corner of the parking area. Cost for the lights would be \$31,320.69. In addition to addressing the immediate need for the parking area and adjacent path, it would

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provide the foundation to in the future to add lighting on the walking path, as well as potentially replace the lighting for the basketball court, tennis (soon to be pickleball courts, and skatepark in the future. The lighting for the basketball court, tennis (soon to be pickleball courts, and skatepark is extremely dated, and if/when there are equipment failures it is highly unlikely we will be able to get replacement parts.

In any event, I would like to discuss this option with Council at its convenience.

Sale of Ferno iN/X Cots. The Fire Department forwarded a proposal from Quad Ambulance District to purchase two (2) Ferno iN/X cots and all associated equipment that are no longer needed for municipal purposes because they have been replaced.

I have drafted an ordinance to facilitate the sale.

Street Sweeping. The street sweeping contract was awarded to Reilly Sweeping this year for four (4) sweepings at a cost of \$11,100. The first sweeping occurred the week of April 22nd.

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. 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.

High Grass. The first letters have been sent out to property owners who are not maintaining their property by keeping the grass cut in accordance with Village regulations. If anyone sees a property they believe should receive notification, please let me know.

Crack Sealing. As it has in past years, the Street Department has created a list of streets to be crack sealed to extend their life, utilizing in part the recommendations from the Pavement Condition Ratings. The list contains 12 streets accounting for 26,856 square yards. The proposed price is \$18,799.20. The proposed company is Strawser Construction, who has been contracted by Stark County for County work this year, giving the Village some advantage in pricing. I plan to move forward once the Law Director approves the contract as to form unless there is an objection.

Mosquito Spraying 2024. The status of mosquito spraying for 2024:

- I have signed the agreement with the Stark County Health Department for mosquito spraying for 2024.
- The proposal from the Stark County Health Department is to do six (6) sprayings this summer, between the months of June and October, weather permitting.
- The total cost will be \$5,304, up from \$4,896 in 2023 (8% increase). That number is IF none of the sprayings are cancelled due to weather conditions. The cost increase represents an increase to \$884 per spraying from \$816 per spraying.
- As before, the Stark County Health Department will also be taking care of placing notices in advance of each spraying.
- The cost of Duet, the product the Village has used and that the Stark County Health Department has used continues to increase.
- There will not be a delay this year as there was last year.
- However, the Stark County Health Department will not be able to provide a spray before May 29th (Fireman's Festival).
- Currently we do still have a licensed individual for spraying, but:
 - the only licensed individual is unavailable this week at a minimum

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- the only licensed individual may be retiring, with his last day of work being as early as July.
- the Village’s sprayer had not been used for a number of years, but was re-certified last year.

I will continue to keep Council informed.

Street Department Roof Repair. The repair to the roof on the Street Department Garage on Lincoln has been completed. The old metal roof was removed, the plywood removed, 2 X 4s to anchor the metal roof, and reinstall the existing roof panels were installed, and the metal panels reinstalled. at a cost of \$5,150.

AMPT and Second/Redundant Transmission Line. The progress/status of the construction of a second/redundant transmission line to Brewster Substation by AMPT is:

- As previously reported, Power Engineers has been hired to design/engineer the project.
- Detailed engineering is underway by Power Engineers – 60% design/engineering submittal is being reviewed.

Transmission line siting/routing work continues. I will continue to keep Council informed.

VILLAGE MAYOR: Charles Hawk

1. Resignation of Adam Haas as a firefighter/paramedic with Brewster Fire Department.
2. Resignation of Heidi Everly with Brewster Fire Department.

VILLAGE CLERK-TREASURER: Kris King

1. The check register for this meeting and last was presented to Council for review and initialing. The bills were also on the table for review.
2. The Auditor of State’s Office has been requesting information for our 2022-2023 audit. They have requested fund reports for 2021, 2022, and 2023 along with detailed revenue and expense reports. I’m fielding email questions until they schedule a time to come to the office.
3. The Fire Department has been selected for the Medicare Collection Survey. This is a thirteen-part survey that the Chief and I will have to work on together along with Ohio Billing providing some information. The deadline for this survey is May 31st. If this report is not completed, there will be a 10% penalty on our EMS collections. Estimated time to complete is 23 hours.
4. I am requesting that Council ratify the application for another ambulance grant. This is the Ohio Ambulance Transportation Impacted Industry Program. The intention of the program is to provide new bonuses/benefits to the direct care workers.
5. I will be out of the office June 5th – 7th for annual training in Sandusky, Ohio.
6. We have two donation requests for scholarships. The first one is for the Zachary Grass Memorial Scholarship Golf Outing. In the past, one hole is sponsored by the Village and one by the Police Department. Each hole is \$100 so the total is \$200. The event is on July 13th at Oak Shadows in Dover. The second request is for the Zach Neuenschwander Memorial Scholarship. Last year we donated \$250.00. It is a 3-on-3 basketball tournament at the Fairless Middle School. The event is on June 22nd.
7. Worked with Ohio Billing to get our Medicare Revalidation. The revalidation has been submitted and the fee has been paid. Next, CMS will assign a representative to perform an “unannounced” site visit – Ohio Billing will send the notification letter with more details once they receive it.
8. May is the month that we also have to recertify with PCI to enable us to receive credit card payments. This has also been completed.
9. American Legal has contacted the Village to update our codified ordinances. I have gathered and sent the requested information and list of Village officials. It usually takes them a couple of months to get it updated.

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- I've been in contact with the Board of Elections. It looks like the June 11th Special Election and the General Election in November will be in the Community Room for all of Sugarcreek Township once again.
- Council Member Hilliard asked where the donations for the scholarships should be paid from. I replied that I would suggest they are paid from the Recreation Fund.

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.*

PENDING EXPENDITURE REQUESTS:

- None.

PENDING PROPOSALS FROM PAST MEETINGS:

- None.

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 LONG and motion carried to accept the resignation of Adam Haas from the Brewster Fire Department. The vote: All yes.

COUNCIL MEMBER GODWIN MOVED, SECONDED BY COUNCIL MEMBER LONG and motion carried accept the resignation of Heidi Everly from the Brewster Fire Department. The vote: All es.

COUNCIL MEMBER DORKOFF MOVED, COUNCIL MEMBER GODWIN and motion ratify the clerk's application for the Ambulance Transportation Impacted Grant. The vote: All yes.

COUNCIL MEMBER GODWIN MOVED, SECONDED BY COUNCIL MEMBER LONG and motion carried to ratify the application for and acceptance of the Ohio EPA's Division of Drinking and Ground Waters H2Ohio Equipment Grant for \$5,400. The vote: All yes.

VILLAGE SPEAKS (Communications received by Council Members from Village Residents):
There were no comments.

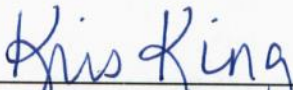
AUDIENCE COMMENTS:

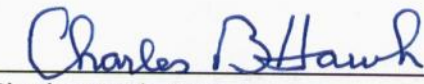
Mayor Hawk introduced Asst. Clerk Alyssa Wheeler and stated she was a wonderful asset to our Village. She is training in case of the Clerk-Treasurer's absence from Council meetings.

Council Member Godwin stated the Police Department has really slowed down traffic at Main and McKinley.

COUNCIL MEMBER FOX MOVED, SECONDED BY COUNCIL MEMBER RADICH and motion carried to adjourn the meeting at 8:02 PM. The vote: All yes.

Respectfully submitted,


Kris King, Clerk-Treasurer


Charles Hawk, Mayor