

# *Village of Windham, Ohio*

## *Minutes of Regular Council Meeting*

*Held on March 29<sup>th</sup>, 2023*

At 6:00 p.m. Mayor Scott Garrett called the meeting to order and led in the Pledge of Allegiance.

Roll Call:       Lawrence Cunningham – Present                               Sherri Pennington – Present  
                  Cheryl Belknap – Present   Terrie Altieri – Present  
                  Maurina Collins – Present   David Belknap – Absent

Also present were: Village Administrator Maurice Hankins, Solicitor Tom Reitz, Zoning Inspector Nick Bellas, Police Chief Richard Garinger, Water Superintendent Tony Blewitt, Wastewater Superintendent Billy Pennington, Mr. Seacrest, Mr. Dunn and Mr. Zelle with Portage Armory, Sheila Moore and Chris

Prior requests of Guests to Speak to Council  
None

Mayor Scott Garrett requests a motion to approve the Regular Council Minutes from February 28<sup>th</sup>, 2023.

Terri Altieri moved to approve minutes from the February 28<sup>th</sup>, 2023 Regular Council Meeting. Maurina Collins seconded the motion and it carried by a 5-0 vote.

Financial Officer's Financial Reports by Fiscal Officer Katrina Washington

Income Tax collected Year to date February 28, 2023: \$91,247.92

The Expenditures for the month of February 2023: \$163,199.52 in checks and charges. Check numbers 38382 through 38384, 38386 through 38403, 38407 through 38409 and 38411 through 38414 were paid from the primary checking account during January 2023 with 4 checks voided during the month. Direct Deposit Vouchers 56-2023 through 62-2023, 65-2023 through 83-2023, 86-2023, 88-2023 through 121-2023, 124-2023 through 125-2023, 127-2023 through 130-2023, 132-2023, 134-2023, 136-2023, 138-2023 through 142-2023, 146-2023 through 147-2023, 192-2023, 194-2023, 215-2023 through 216-2023, 246-2023 through 250-2023 were also paid during the month of February 2023. The all funds reconciled balance for February 2023 was \$2,135,546.27.

Old Business / Topics to discuss

Mayor Scott Garretts asks Fiscal Officer Katrina Washington to speak further about MDI. Fiscal Officer Katrina Washington informs Council that she just needs Council to vote on if The Village would like to move forward with renewing the contract with MDI or if The Village would like to end the contract and find a new website managing company. Mayor Scott Garrett states that he was under the impression that Council would like to renew the contract with MDI and asks Council what they thought. Council President Lawrence Cunningham asks if anyone has spoke with MDI to have him start updating the website. Fiscal Officer Katrina Washington informs Council that she has not started that process yet because she needed a vote from Council stating that The Village will be renewing the contract with MDI. Further explaining that during the informational meeting held with MDI was just to gather more information. No decisions, discussions or voting were done during the meeting by Council. Mayor Scott Garrett agrees and shares with Council that he believes part of the problem fell on The Village as well by not communicating with MDI effectively. Mayor Scott Garrett would like to give MDI one more shot and see if MDI follows through with it. If MDI doesn't, then The Village will move in a different direction. Council agrees to move forward with renewing the contract with MDI.

Village Council President Report represented by Council President Lawrence Cunningham

President Lawrence Cunningham informs Council that the gate has been removed around the Senior Home. Mayor Scott Garrett says the Senior Home is looking really nice.

Police, Fire and Rescue Reports represented by Terrie Altieri

Terrie Altieri moves to accept the Police Dispatchers Report, Fire Board, EMT, and Fire Report for February 2023. Cheryl Belknap seconds the motions and it carried with a 5-0 vote.

Mayor Scott Garrett opens The Council Floor to Water Superintendent Tony Blewitt

Water Superintendent Tony Blewitt shares with Council that the parking lot for the Senior Home is covering one of The Village's storm drains. The sidewalk proposal, based on the plans, is directly over top of the Sewer Manholes. Wastewater Billy Pennington spoke with the workers further about the situation. Water Superintendent Tony Blewitt said they may try to reroute the storm water. Water Superintendent Tony Blewitt informed Council that all the storm drains on that side of the road flow to the opposite side with two of them tying into a big pipe nearby. The last thing that Water Superintendent Tony Blewitt knew was that they said they were going to bring the Sewer Manholes up to grade, but they would be in the sidewalk. Mayor Scott Garrett asks if there would still be access if that is the case. Water Superintendent Tony Blewitt said yes, they would have to put a concrete cast with an access lid. Mayor Scott Garretts asks if the water shut off valve will still be accessible or if that is now buried. Water Superintendent Tony Blewitt clarifies that there were not water issues, it is all effecting Sewer.

Village Administrator Maurice Hankins asks if the Senior Home will have more parking spaces. Council President Lawrence Cunningham shared with Council that they are not expecting everybody to have a personal vehicle.

Mayors Communication represented by Mayor Scott Garrett

Would like to give a shout out to the guys in the street department for their hard work during the recent storm. Cutting up trees and clearing the debris off the roads and around The Village. Their hard work is appreciated.

Mayor Scott Garretts shares with Council that one of our own, Phil Workman, has passed away. In a motorcycle accident in South Carolina. Mr. Workman joined the military during high school. The family held a funeral and remembrance service in his Honor. Mayor Scott Garrett asks everyone to keep Mrs. Workman and family in their thoughts and prayers.

Finance represented by Maurina Collins

Maurina Collins made a motion to approve the Fiscal Officer's expenditures for the month of February 2023 as reported. Terri Altieri seconded the motion and it carried by a 5-0 vote.

Maurina Collins made a motion to approve the all Funds Reconciled Bank Balance for February 2023 as reported. Terri Altieri second the motion and it carried by a 5-0 vote.

Safety, Personnel, Rules (SPR) represented by Terrie Altieri

Terrie Altieri presented ORDINANCE NO. 2023-01 and did a Second read

**ORDINANCE NO. 2023-01 AN ORDINANCE ESTABLISING THE CURRENT VILLAGE OF WINDHAM EMPLOYEE HANDBOOK.**

Terrie Altieri asks Council if there are any discussions that anyone would like to have about The Village Handbook. Sherri Pennington shares with Council that she has not fully looked at it. She has a few things highlighted and asks if there will be one more read on The Village Handbook. Terrie Altieri informs Council that there will be one more read of The Village Handbook before it is finalized. Asking Council that any concerns they may have to please let her or Maurina Collins know. Terrie Altieri does inform Council that, according to Solicitor Tom Reitz, The Village does not have to offer the FMLA. This was in the proposed Handbook and will probably be removed.

Utilities represented by Mayor Scott Garrett

Mayor Scott Garrett presents ORDINANCE NO. 2023-02

**ORDINANCE NO. 2023-02 AN ORDINANCE TO REVISE AND AMEND SECTION 921.01 OF THE VILLAGE OF WINDHAM UTILITY CODE TO ADJUST SEWER RATES FOR THE DISCHARGE OF WASTEWATER TO THE VILLAGE.**

Mayor Scott Garrett requests a motion from Council to Approve ORDINANCE NO. 2023-02

Maurina Collins made a motion to suspend the rules. Cheryl Belknap second the motion and it carried by a 5-0 vote.

Maurina Collins made a motion to Approve ORDINANCE NO. 2023-02. Cheryl Belknap second the motion and it carried by a 5-0 vote

Mayor Scott Garrett Presents ORDINANCE NO. 2023-03

**ORDINANCE NO. 2023-03 AN ORDINANCE TO REVISE AND AMEND SECTION 923.03 OF THE VILLAGE OF WINDHAM UTILITY CODE TO ADJUST WATER RATES FOR THE PURCHASE OF WATER FROM THE VILLAGE.**

Mayor Scott Garrett requests a motion from Council to Approve ORDINANCE NO. 2023-03

Maurina Collins made a motion to suspend the rules. Lawrence Cunningham second the motion and it carried by a 5-0 vote.

Maurina Collins made a motion to Approve ORDINANCE NO. 2023-03. Cheryl Belknap second the motion and it carried by a 5-0 vote

Service Committee represented by Cheryl Belknap

Opens the Council Floor to Mr. Seacrest, Mr. Dunn and Mr. Zelle with Portage Armory. They explain to Council that they are interested in possibly renting space in The Village for their new business. Maurina Collins asks what type of business they own. Mr. Seacrest shares with Council that it is an ammunition and firearms business. Mayor Scott Garrett asks if they have been in contact with the owner of the buildings. Mr. Seacrest says they have been in contact with the landlord and negotiating currently. They were wondering if Council happened to know how long ago the building was built. Terrie Altieri informs them that the plaza was built in nineteen sixty-six (1966) and the bank moved out about twenty (20) years ago.

Economic Development represented by Lawrence Cunningham

Council President Lawrence Cunningham asks Fiscal Officer Katrina Washington about getting the lines painted for the Electric Car Charger. Fiscal Officer Katrina Washington shares with Council that the company does need to come out and paint the lines. Confirming that still needs to be scheduled and finalized. Fiscal Officer Katrina Washington also informs Council that she was looking into the ADA Compliant regulations for Electric Car Chargers. Council President Lawrence Cunningham asks if that is about the sidewalk. Fiscal Officer Katrina Washington confirmed. There has been some timing issues as far as returning calls with the ADA Compliant office for Ohio. While doing her own research though, Fiscal Officer Katrina Washington has found that part of the ADA Compliant for the ramp is so that once the individual gets the plugin to the Car Charger, they have to be able to get it to their vehicle. Council President Lawrence Cunningham and Fiscal Officer Katrina Washington agree that we should just plan on knocking out a section of the sidewalk to add a ramp.

Parks and Recreation represented by Sherrie Pennington

Sherrie Pennington shares with Council that she has been working with Todd Peetz on finding grants for repairing the basketball courts. There are two grants available. One for twenty-four thousand dollars (\$24,000) and the other is an undetermined amount. The applications have to be submitted by the end of June. Mayor Scott Garrett asks if that is something we can't utilize our Grant Writer for. Sherrie Pennington tells Council that the Grant Writers are doing the same thing. Todd Peetz is local, she is working directly with him, so she would just rather get it done that way. Sherrie Pennington mentions that it sounds like Grant Writer is difficult to get ahold of. Council agrees. Fiscal Officer Katrina Washington reminds Council that The Village is kind of at a stand still currently with the Grant Writer until the Comp Plan gets completed. Council President Lawrence Cunningham agrees. Mayor Scott Garrett asks for clarification that the Grant Writer is waiting on The Portage County Planning Commission to complete the Comp Plan. Fiscal Officer Katrina Washington and Council President Lawrence Cunningham confirm. Council President Lawrence Cunningham informs Council that he has been CC on emails between the two and there has been nothing new for a while. Unless they ventured off

and did their own thing. Mayor Scott Garrett mentioned that it was pretty clear that The Portage County Planning Commission has to give them an updated Comp Plan. Council President Lawrence Cunningham said the last email he saw was the two of them talking about setting up a Zoom meeting, but there was no confirmation on if they did or not. He was giving them a little time to get that organized, but he will email them for an update. Terrie Altieri wonders what the Grant Writers are working on. Council President Lawrence Cunningham informs Council that they just finished the ARP thing to try and get benches and stationary workout equipment at the park and the Comp Plan. Also informs Council that the Grant Writers have been given the quotes for the sidewalks, new water meters, sewer items. Council President Lawrence Cunningham confirms that the Grant Writers aren't really working on anything right now unfortunately. Mayor Scott Garrett thinks that once The Village gets an updated Comp Plan, things will start moving forward.

Planning Commission represented by Mayor Scott Garrett

Mayor Scott Garrett asks Zoning Inspector Nick Bellas if The Village has anything coming up.

Zoning Inspector Nick Bellas provided some handouts to Council in regards to the Modular homes.

Zoning Inspector Nick Bellas gave The Village Solicitor Tom Reitz a report recommendation to review.

Zoning Inspector Nick Bellas informs Council that at the end of April there will be a Planning Commission meeting.

Zoning and Housing Reports presented by Zoning Inspector Nick Bellas and Housing Inspector Damel Walker

Mayor Scott Garrett asks Zoning Inspector Nick Bellas if he has anything for Zoning. Zoning Inspector Nick Bellas informs Council that he has some permits that were issued and does have some new complaints to follow up on. Mayor Scott Garrett asks if the Findings and Recommendations paper he holds up is one of those. Zoning Inspector Nick Bellas confirms it is. Mayor Scott Garrett will look it over.

Guest Recognition that did not request to be added to the agenda

None

Last Chance for Council to speak on any subject

Village Administrator Maurice Hankins informs Council that they really need to consider running a water line outside the Village based on the condition of the water. Should be a priority. Village Administrator Maurice Hankins has talked to Dunham (engineer) who said there are grants available. Council President Lawrence Cunningham informs Council that he has been working on that. There is a lot more involved with the process than he thinks people realize. Mayor Scott Garrett asks if we can set up a meeting with the owner and set up an industrial rate. Maurina Collins asks for clarification a term Village Administrator Maurice Hankins used, the condition of the water. Village Administrator Maurice Hankins explains that he is referring to the water not getting turned over enough. Mayor Scott Garrett asks Water Superintendent Tony Blewitt if the water plant is set up to run a million (1,000,000) gallons through it. Water Superintendent Tony Blewitt agrees. Shares with Council that when the Water plant was set up they were running seven hundred and fifty thousand (750,000) gallons a day. Saturday the water plant brought in one hundred and ten thousand (110,000) and only sent out eighty-eight thousand (88,000). Mayor Scott Garrett confirms that is not good. Water Superintendent Tony Blewitt explains to Council that they submit four (4) disinfectant byproduct samples a year, quarterly, every three (3) months. They then take the average of those samples. There are two sample sights. These sights always remain the same, they have to. There's paperwork through the EPA to change it. The problem we have is one location is a house that doesn't use much water. Horn Road Towers turnover rate has an issue and a concern for a few years now. The second sample sight from Wastewater Superintendent Billy's lab came back fine. We are not over the MCL Limit, which is eighty or eighty point two (80/80.2). We come in at a seventy-seven (77) average. This is the sample from the Wastewater Plant. But our one sample site, the first sample sight mentioned. The results came back at an eighty-nine (89) average. The problem is, that is the same house that Ryan had a bad sample six (6) years ago, and then there was another bad sample a few years prior to that. Water Superintendent Tony Blewitt, Wastewater Superintendent Billy Pennington and Village Administrator Maurice Hankins just had a meeting with the EPA. The EPA sent out a ten (10) page form and are wanting a lot of information now.

Water Superintendent Tony Blewitt said all he can do is put in what he has, but there is a good chance the EPA may ask us to close our Water Plant. Council is informed that they will give us options. One option would be to put on automatic flushing devices on the hydrants, overturn the tower or overflow it. Unfortunately, both of those options are going to cost The Village money. We would be just dumping finished water onto the ground. We have about seven to ten percent (7-10%) of our customers pulling from the tower on Horn Road, with the rest pulling from the tower on East Center. Mayor Scott Garrett asks if we run the water line out to the trailer court if that water would be pulled from the Horn Road Tower. Water Superintendent Tony Blewitt says absolutely. The trailer court is pulling thirty thousand (30,000) gallons a day, which would be a little over nine hundred thousand (900,000) gallons a month. Mayor Scott Garrett asks if the Arsenal is using any water. Water Superintendent Tony Blewitt informs Council that right now the schools, Arsenal and Harbison Walker is what is keeping us afloat. Council is advised to seriously look at and consider pushing outside The Village limits. Water Superintendent Tony Blewitt said he does not want to put automatic flushers on. Our residents will be driving by watching thousands (1,000s) of gallons of treated water get dumped on the ground. That The Village is paying to get finished. The sad part is, you shut down the Horn Road Tower the water pressure is going to go down a little. Maurina Collins mentions that in the past; when Council has discussed pushing the water line to the trailer park; people could tap into the water line if they wanted along the way. She was wondering if that was still the case. Water Superintendent Tony Blewitt said that nobody would be forced to tie into the water line, it would all be voluntary. He personally knows people out that way that have water softeners problems. Especially the further out you get towards the caution light. Council is informed that the EPA told the Village Administrator, Water and Wastewater Superintendents that there is Regionalization money available out there for a Public Water System to take over Class A Plant that is forgiveness free. You don't have to pay it back. They want engineers to call and speak with them. Once the engineers contact them they will show them how to pursue the avenues to see if we qualify for the forgiveness money that we won't have to pay back. Three years ago, when the Water Superintendent Tony Blewitt did the survey it was a million and a half dollars (\$1,500,000) to push that water line out to the trailer park. There are sixty-eight (68) homes, maybe about ten to twelve (10-12) hydrants for fire protection. It's a win-win for The Village. With only thirty (30) lots left to build on in The Village, we need to start looking outside. Maurina Collins asks if that engineer would be Dunham. Water Superintendent Tony Blewitt said Council can use whoever they want. The EPA is saying first of all we need an engineer to contact them. They will draw up everything and figure it all out. It's just The Village contacting the EPA about how to get the money and where to go is irrelevant without plans. Maurina Collins asks if part of the Regionalization money could be used cover the costs of the engineer. Water Superintendent Tony Blewitt said he's sure it could. Informs Council that they didn't say how much. They said we could have an engineer contact them and get a better idea. Water Superintendent Tony Blewitt reminds Council that the owner of the trailer park was willing to help pay for part of it when he spoke with The Village three (3) years ago about it. Mayor Scott Garrett asks if one of the big hold ups before was that the owner wanted commercial water rates. Water Superintendent Tony Blewitt agrees. Mayor Scott Garrett said he didn't want to see his residents water bills go up too much. Says that is something that needs to be looked into further. See what other communities near us are charging for commercial water rates. Water Superintendent Tony Blewitt says getting one water meter at the trailer park is the equivalent of picking up three hundred (300) customers here in The Village. Then down the road The Village could apply for more grants a few years later to push the line down Bryant and back into The Village. Mayor Scott Garrett said Council talked about extending the water line out the other direction years ago, back when Sheila Moore's Dad was the Mayor. Water Superintendent Tony Blewitt reminded Council that The Village has lost a lot of families with every building that came down. Mayor Scott Garrett agrees and says we will never get those numbers back. Village Administrator Maurice Hankins asks Council if they could give an affirmative vote saying yes we want to proceed on it so we can move forward with getting an engineer involved so we can get a cost estimate and talk with the EPA further about the Regionalization money. We can't just go off of we might possibly push the water line out. Sherrie Pennington thinks Council has given that before. Council President Lawrence Cunningham says The Village needs to meet with the trailer park owner to make sure he wants the water line so we aren't pushing out for nothing. Mayor Scott Garrett agrees that if the owner isn't on board then the revenue won't be there to make it worth it. Police Chief Rick Garinger shares with Council that the last time he spoke with the owner, he said he had already put money into drilling a new well. He had

somebody that was making water at the trailer park and that drilling his well would then be a waist of money if he tapped into a water line from The Village. Water Superintendent Tony Blewitt agreed that the owner of the trailer park was upset because he thinks the owner felt like The Village didn't push the envelope and were serious about doing it in a timely fashion. With that water line sitting in front of his place, he might hold out for a little bit. The well he put in was twenty-eight thousand dollars (\$28,000) and fifty thousand dollars (\$50,000) in the treatment plant. He is still having problems. There have been several boil alerts. Water Superintendent Tony Blewitt told Council it does not matter which direction The Village goes to push out water lines. The Village just needs to start looking into pushing out towards the Township because we are not going to make it if we just stay here in The Village. Maurina Collins explains to Council that if we push for the Regionalization money, that doesn't have to be paid back, then The Village isn't out any money. The people along the line can tie in if they want to. Council President Lawrence Cunningham informs Council that there is a lot involved with pushing the lines out. Informing Council that it is not going to happen soon. It wouldn't happen even if all six (6) of us worked on this together every single day, it's not going to happen. At least not for a little while. Mayor Scott Garrett says that if we can get the owner of the trailer park to make some kind of commitment, then we can investigate an engineer involved and start doing a mockup of what this is going to run us. Council President Lawrence Cunningham says it is going to cost a lot. Mayor Scott Garrett agrees and says it is going to cost about two to three million dollars (\$2-3,000,000). It's not cheap to run out water lines that far. Council President Lawrence Cunningham said he doesn't want to get to the point that we are doing in some projects where we rushed into things and it ended up costing us more money in the end. Mayor Scott Garrett says that step one is getting the trailer park owner on board and see if that is still possible. Mayor Scott Garrett acknowledges that in the owner's mind, it may not be worth it because he is already invested. Council President Lawrence says if that's the case then we go the other way. Try to wrap it around Horn Road and out to Rt 82 and come back the other way. Water Superintendent Tony Blewitt said that he thinks it took Newton Falls, Graceville, and Southington about a year and a half (1 ½) with the plans. Council President Lawrence Cunningham shares with Council that the gentleman from West Farmington said Newton Falls just supplied the water. They actually had nothing to do with it. He said it's not too bad or impossible to do. He explained the steps and how to get it done. It just takes a lot and the EPA holds up a lot of stuff. Maurina Collins asks if the gentleman from West Farmington would be willing to sit down with Mayor Scott Garrett, our Water Superintendent. Council President Lawrence Cunningham said that when he was first talking with the gentleman, he was going to sit down with the gentleman and his wife because she was the mayor out there at the time. She did all the stuff that we are going to have to get together. Maurina Collins asks if the owner of the trailer park would be willing to sit down with Mayor Scott Garrett and other people from Council. Sherri Pennington says that the owner is not an easy person to get ahold of or get to. Mayor Scott Garrett said he has a lot of yes people you have to go before actually getting to him. Village Administrator Maurice Hankins asks Council if they want them to work on the project of pushing out a water line to the trailer park. Mayor Scott Garrett says yes. Step one is to get ahold of the owner. See if we can get a meeting set up to speak with him in person. Also, maybe call Newton Falls and Garrettsville to find out what commercial rates they offer. Police Chief Rick Garinger informed Council that when he spoke with the owner he shared that at one of his other trailer parks, a community offered a similar deal to him and it ended up going bad for him somehow. Mayor Scott Garrett said that Solicitor Tom Reitz would be involved and draw up a contract to where he is covered for the x number of years and we will supply him.

Village Administrator Maurice Hankins shares with Council that he got a call from the insurance adjuster in regards to the storm damage to Village property and buildings. They will be meeting soon to go over all the damage, including the electric pole that snapped right in half at the bottom that Ohio Edison is now saying belongs to The Village. Ohio Edison put the pole up and it was all their equipment, but now they say it all belongs to The Village. Village Administrator Maurice Hankins informed Council that there are about seven (7) more trees on the other side of the fence outside the Utilities building that are just like the ones that already came down. Solicitor Tom Reitz sent the owner of the property a letter four (4) years ago suggesting that he take those trees down before they cause damage. If someone would have been walking in or out of the door at the same time those trees were coming down, they could have been killed.

Village Administrator Maurice Hankins explains to Council there used to be a policy in place of giving people a credit or break if they had a water leak or a toilet constantly running and they would get a high. We would knock off twenty thousand

(20,000) gallons. The Village Administrator Maurice Hankins got with the Utilities clerk to see how much those twenty thousand (20,000) gallons cost. There is six hundred and seventeen dollars and a few cents (\$617.xx) for each twenty thousand (20,000) gallons. In twenty twenty-two (2022), we had fifteen credits given. The Village basically gave away nine thousand two hundred fifty-five dollars (\$9,255). This year, two thousand twenty-three (2023), we had seven (7) credits given. That totals four thousand three hundred nineteen dollars (\$4319). In a year and three (3) months, The Village has lost thirteen thousand five hundred and seventy-four dollars (\$13,574). Because of this, The Village of Windham will no longer be offering or giving out credits for water leaks. Calls were made to Ravenna and Portage County water departments. Explained the situation to them and their position was that if it goes through the meter the resident pays for it. Obviously, there may be situations where The Village will work with an individual to catch up. Maurina Collins explains that is no different than what Dominion and Ohio Edison do.

Maurina Collins asks if Council decide to get the new water meters. Mayor Scott Garrett and Council President Lawrence Cunningham say Council did decide to get the software and meters. Solicitor Tom Reitz asks Council if they passed a motion to that effect. Council unsure, talking overtop of one another. Maurina Collins asks if that is something Council needs to pass a motion for. Solicitor Tom Reitz informs Council that if they are spending Municipal money, then they need to pass a motion. Mayor Scott Garrett says they should have put that on the agenda for the Council Meeting. Because they made a motion to do that. Maurina Collins says the software is needed ASAP. Solicitor Tom Reitz says that if Council passed a motion, he does not recall. Fiscal Officer Katrina Washington informs Council and Solicitor Tom Reitz that Council did not pass a motion. Reminding Council and informing Solicitor Tom Reitz that Council agreed that they were going to but they did not actually pass a motion to purchase the software and water meters. Solicitor Tom Reitz informs Council that now is the time to do so.

Maurina Collins makes a motion to purchase the water meter reading software and forty-eight (48) meters from Badger for approximately forty-two thousand dollars (\$42,000). Terrie Altieri seconds the motion and it carries by a 5-0 vote.

Village Administrator Maurice Hankins asks Solicitor Tom Reitz about the policy for how much can be approved before asking Council. Solicitor Tom Reitz informs Village Administrator Maurice Hankins that The Village has a policy in place that if the purchase is over two thousand dollars (\$2,000), it has to go to Council. It is not an Ohio Revised Code Policy, but rather a Village of Windham Policy. Mayor Scott Garrett agrees saying that policy has been in place for a really long time.

Solicitor Report represented by Tom Reitz

Solicitor Tom Reitz asks if he can address Council about the adjacent property with the weak trees. Council agrees. Solicitor Tom Reitz informs Council that Village Administrator Maurice Hankins shared with him before the meeting that he has contacted the insurance adjustor. Which is the appropriate course of action to ensure damages done to the buildings, fence, pole and other damage gets fixed and taken care of. Also suggesting that The Village instructs the insurance company that they need to go after the Turners to recoup their money. There is not reason to pay him to do that, unless the insurance company says that they are not going cover it or unless there is some further development. Let the insurance company do that work for The Village. That addresses half of the problem. The other half is the correspondence that Solicitor Tom Reitz wrote back in May of two thousand nineteen (2019) to Mr. and Mrs. Turner stated that The Village had an arborist out to assess the trees. The arborist investigated your trees and they are going to fall. It's just a matter of when. We are telling you about this now so that you can proactively take care of it. They didn't do that. The Village Administrator Maurice Hankins is well taken. That had this a cured during a time when people were here, somebody could have been killed. The next step he would like Council to consider is if The Village would like to sue these people, asking the court to order them to let you go onto the property to take these dangerous trees down. To do that The Village would have to end up paying Solicitor Tom Reitz and The Village would also have to get an arborist out here saying that this problem is not going to go away. It is something that The Village needs to deeply consider. The ground work is laid from two thousand nineteen (2019). Now The Village is on notice that there is a problem, the same kind of notice they were under because it is clear there is a problem. The Village is required to respond to it now. Maurina Collins asks if it is something The Village could talk to him about in person. She knows that taking trees down is not cheap. Is it something that he

does not have the funds to get done. Would the Street Department be allowed to help him get the trees done if they had the time to do so, or can The Village use the Municipal money to help cover some of the cost to remove the trees. Solicitor Tom Reitz advises Council that they would need to make a finding of a couple of things. One being that those trees are creating a hazardous condition. It is appropriate use of Municipal funds to alleviate a hazardous condition, which is a general condition of the Community. The Village is not obligated to do so, but The Village now knows that it is a problem. The second thing being that The Village needs permission. If Mr. Turner says that he's not interested, leave him alone. The Village can not just start taking his trees down.

Last chance for members of Council to speak upon any subject at this meeting

Fiscal Officer Katrina Washington informs Council that she has had multiple meetings with Burgess and Nipples over the last few weeks about the ongoing old Gas Station Cleanup. Informing Council that the process is almost complete. There is going to be a request for an extension on the project. Due to wells being in the area and samples coming back with higher levels of contamination than allowed when drinking water is in the area. The Village will be providing a letter to the state stating that we provide Harbison Walker with their water; potable or drinking water; from The Village. Mayor Scott Garrett asks what that has to do with the gas station. Fiscal Officer Katrina Washington explains that the old gas station, which the state is paying to have cleaned up, was leaking into the ground and the surrounding area. It's all part of the Buster Grant process. Fiscal Officer Katrina Washington was not sure how involved Council has been on the whole process, so she just wanted to give them an update on how it was going. There will be another two-tier process, but it is really close to being complete.

Fiscal Officer Katrina Washington also informs Council that she has been speaking with Cintas about the contract. Originally Council was advised by the previous Village Administrator to end the contract with Cintas. Fiscal Officer Katrina Washington advises Council that they may want to reconsider that. Cintas just gave us a proposal that pretty much cuts the bill in half. The rugs over at the Community Center will be provided to us for free since we rarely change them out. We will pay for four (4) sets of rugs, which is pretty much cutting the price in half. Toilet paper and paper towels, The Village has never paid for toilet and paper towels. Our Cintas representative gives them to us for free. And as stated, he is basically cutting the price in half so he can keep us as a customer. Mayor Scott Garrett asks when would Council need to decide. Fiscal Officer Katrina Washington informs Council that they need to decide tonight because the contract is up for renewal now. We can renew for a two or three (2/3) year contract. Mayor Scott Garrett suggests to Council resigning with Cintas on a two (2) year contract and then revisit. Council Agrees. Mayor Scott Garrett requests for a motion.

Maurina Collins makes a motion to authorize a two (2) year contract with Cintas to provide rugs to The Village of Windham. Council President Lawrence Cunningham second the motion and it carried with a 5-0 vote.

Mayor Scott Garrett encourages Council to take a look at the proposed Village Handbook so at the Committee Meeting of the Whole it can be further discussed before the final read at the Council Meeting in April. Maurina Collins informs Council that there is one change she was going to make and discuss in Executive Session. But Maurina Collins is just going to go ahead and make the change, highlight it and email the change to Council Members. Mayor Scott Garrett agrees.

Maurina Collins informs Council that she has been in contact with the lady from Ohio Edison and right now it is at their executive, executive level. So once that guy signs off she can get it to Solicitor Tom Reitz and he can look at it.

Water Superintendent Tony Blewitt inquires about Ohio Edison drilling through The Village's Water Main. Solicitor Tom Reitz said he sent a letter to Lisa Taddia.

Village Administrator Maurice Hankins presents samples to Council then opens floor to Water Superintendent Tony Blewitt to explain. The samples came from inside the water lines and are blocking the pipes. Water Superintendent Tony Blewitt explains to Council that the pressure got high in the pipes last week. Which forced them to tear the pipes apart. The pipe that Mr. Dunham said would be good for twenty (20) years is down to about a six (6) inch opening. There is not going to be a way around it. We are going to have to call them back again this summer to jet out the pipes. Water Superintendent Tony Blewitt has spoke with Portage County Water Recourses; Don and Bruise Wagner. The money is not there right now and we don't really want to spend it in the water fund. But Water superintendent Tony Blewitt would like to propose that when the street and maintenance guys move over to their new location. Put up a block wall and move the



caustics station out and we dose directly into the clear well. That will stop this from happening in our pipes again. Mayor Scott Garrett asks for some clarification that the proposal is to move it outside the water plant to bypass that part. Water Superintendent Tony Blewitt says he wants to dose directly into the clear well. So there will be no way of it doing that to our pipes. The chemical reacts at fifty-eight degrees (58\*), our water is coming in at fifty-four (54\*). So we were only tearing the pipes apart twice a year to clean them in order to keep the valve open. The water plant was able to go a whole year this time and we paid the price the other day. It takes an air chisel and about six and a half (6 ½ ) hours to get three (3) fittings clean. The pipe in the bottom that is running around the back because the eight (8) inch that feeds the clear well is restricted also. Mayor Scott Garrett asks the Water Superintendent Tony Blewitt to see what the cost would be to move everything. Portage County says that you can do a temporary test with their authorization to try it, which he would like to try it. He just wont be able to until the Street and Maintenance Department is relocated into their new location.

#### April Meetings

Mayor Scott Garrett does inform Council that he will not be able to attend April 11<sup>th</sup> or April 25<sup>th</sup>, due to track meets.

Committee Meeting Monday April 10, 2023 at 6:00 pm

Council Meeting Wednesday April 26, 2023 at 6:00 pm

Maurina Collins asks if we have a date on when Street and Maintenance Department will be able to move into their new location. Mayor Scott Garrett says we are a long way from that. Until we can get Portage County to start giving some approval we are at a standstill.

Terri Altieri asks Police Chief Rick Garinger for an update on the Easter Egg Hunt. Police Chief Rick Garinger says the candy and eggs are here and ready for stuffing. The Egg Hunt will be April 8<sup>th</sup>. Cheryl Belknap, Mayor Scott Garrett, and President Lawrence Cunningham all volunteer to help stuff eggs.

Maurina Collins informs Council that she has the Facebook Page created now, thanks to Fiscal Officer Katrina Washington. Maurina Collins just has to tweak a few things and privacy settings.

Council President Lawrence Cunningham asks Village Administrator Maurice Hankins inquires about the Community Cleanup being held on April 28<sup>th</sup> and 29<sup>th</sup>, 8am-4pm. Wondering if he has any specifics on what people can or can't bring so it can get advertised. Village Administrator Maurice Hankins says he does not have any specific information, advises to speak further with Danny.

Fiscal Officer Katrina Washington notifies Council that we will need to revisit the Ordinance that states the posting locations used to notify residents. Because most of the locations on the current Ordinance are not in the Village anymore. There is a restaurant that is closed, was told that we can't post anything not Dollar General related there. So that only leaves me the bank, post office and Circle K. Which only three locations. Mayor Scott Garrett asks if we have to have four (4) locations. Fiscal Officer Katrina Washington believes we need five (5) locations. The Utilities Clerk had mentioned maybe posting at the Renaissance Family Center because of the library. Council agrees that would be a good location.

There being no further business, Mayor Scott Garrett requests a motion to adjourn the Council Meeting. Terri Altieri made a motion to adjourn the meeting. Cheryl Belknap seconded the motion and it carried by a 5-0 vote. The meeting was adjourned at 7:17 pm.

Respectfully Submitted,

Attest,

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Katrina Washington  
Clerk of Council

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Scott Garrett  
Mayor

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Tom Reitz, Solicitor

**\*NOTE: THESE MINUTES ARE A SUMMARY BY DIRECTION OF COUNCIL\*  
All Council and Committee Meetings will be held in Windham Council Chambers,  
unless otherwise noted**