

1. Agenda

Documents:

[2023.02.01 AGENDA.PDF](#)

2. Minutes

Documents:

[2023.01.18 MINUTES.PDF](#)

3. Police Report

Documents:

[2023.02.01 POLICE REPORT.PDF](#)

AGENDA OF BUSINESS
REGULAR MEETING OF COUNCIL
SUNBURY, OHIO
February 1, 2023
7:30 P.M.

SILENT PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL: Mr. Joseph St. John, Mr. Timothy Gose, Mr. David Martin, Mr. Damin Cappel, Mrs. Cindi Cooper, Mr. Murray Neff, and Mr. John Grumney.

Public Hearing – Sunbury Meadows Community Development Authority Petitions

MINUTES:

January 18, 2023

VISITORS

COMMITTEE REPORTS

POLICE REPORT

ADMINISTRATOR’S REPORT

ENGINEER’S REPORT

RESOLUTIONS

Third Readings

Second Readings

RESOLUTION 2023.02

A RESOLUTION AUTHORIZING THE EXECUTION OF A WORKING AGREEMENT WITH THE DELAWARE SOIL AND WATER CONSERVATION DISTRICT.

First Readings

RESOLUTION NO. 2023.XX

A RESOLUTION APPROVING THE APPLICATIONS TO ADD CERTAIN PARCELS OF REAL PROPERTY TO THE SUNBURY MEADOWS COMMUNITY DEVELOPMENT AUTHORITY AND TO AMEND THE PETITION FOR ESTABLISHMENT OF THE SUNBURY MEADOWS COMMUNITY DEVELOPMENT AUTHORITY AS A NEW COMMUNITY AUTHORITY UNDER CHAPERT 349 OF THE OHIO REVISED CODE.

ORDINANCES

Third Readings

ORDINANCE 2022.50 (Tabled)

AN ORDINANCE APPROVING THE COMMERCIAL AND INDUSTRIAL SITE PLAN AND BUILDING APPLICATION OF CUTLER PROPERTIES LTD FOR CONSTRUCTION OF STORAGE BUILDINGS TO BE LOCATED AT 601 W CHERRY ST.

ORDINANCE NO. 2023.02

AN ORDINANCE APPROVING THE APPLICATION OF RANDY LOEBIG ON BEHALF OF HIGHLAND REAL ESTATE TO REZONE APPROXIMATELY 39.9+/- ACRES OF PROPERTY OWNED BY KIRK'S CREEK INVESTMENT LLC LOCATED SOUTH OF U.S. 36/SR 37 AND NORTH OF CHESHIRE ROAD FROM R-2 LOW DENSITY RESIDENTIAL DISTRICT AND R-4 MULTI-FAMILY DISTRICT TO PLANNED RESIDENCE DISTRICT PURSUANT TO THE CITY OF SUNBURY ZONING CODE.

Second Readings

First Readings

NEW / UNFINISHED BUSINESS

Special Event Permit and Block Party Policies

ADJOURNMENT

City of Sunbury Regular Council

Minutes

January 18, 2023

Mayor Joseph St. John opened the Sunbury City Council meeting at 7:30 p.m., January 18, 2023, with a moment of silent prayer and the Pledge of Allegiance.

Those answering roll call: John Grumney, Cindi Cooper, Joseph St. John, Damin Cappel, Dave Martin, and Murray Neff. Tim Gose was absent. Other staff in attendance were Assistant Law Director Vic Whitney, Administrator Steve Pyles, Clerk of Council Amber Swain, and Engineer Wes Hall.

MINUTES:

Motion by **Grumney** and seconded by **Cappel** to approve the January 4, 2023, meeting minutes. Upon roll, 6 Yeas.

VISITORS

Hali Burluson, from the Delaware Public Health District, spoke about an upcoming interactive open house where the District will be looking for feedback in ways to make the community better. She also announced the hiring of a new health commissioner, Garrett Guillozet.

COMMITTEE REPORTS

Mrs. Cooper updated the Council on the Events and Commemorations Committee and the progress toward developing best practices for future parades. Future meetings of the Committee have been moved to 4th Wednesday of the month.

POLICE REPORT

Chief Howard updated the Council on the MOU between the Big Walnut School District and the Police Department to convert the SRO to full-time status. The MOU is ready to be signed after Council consideration. He let the Council know the department is still waiting on the new cruiser and that we have another one budgeted for this year. Mayor St. John spoke about the cruisers and the supply chain issues and said the City would start looking into a pick-up truck options for future purchases.

ADMINISTRATOR'S REPORT

Sunbury, Ohio

Memo

To: Mayor, Council
From: Steve Pyles
cc:
Date: 1/17/23
Re: Administrator's Report

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Personnel and Staffing

- Alex Blankenship started in the position of Zoning Officer and Planning Assistant today.

Planning and Zoning

- Five new Zoning Certificate were issued since the beginning of the year. Six occupancy permits will be issued by the close of business today in the new year. These included four homes in the Rolling Hills (old golf course) subdivision, which are the first four to be occupied. Please see the graphic at the end of this report for 2022 new build statistics.
- Continuing to work on zoning complaints. I was able to work with a business regarding screening, and they have completed re-installing a fence to screen building materials at a highly visible lot on the edge of the downtown area.
- Continued work on resident complaints regarding a business violating the zoning code.
- The gutter that was a source of complaint from a resident at a previous meeting has been filled with river rock so that it continues to function as a drain but provides a surface that would avoid a foot or bike tire being caught in the gutter.

Odds and Ends

- The demolition bid package, all 100+ pages, has been issued. It is posted to our website and was also direct mailed to some potential bidders.

Adding the following two departments to my report to provide further information.

Streets

- Weekend trash services of public containers at town square, Freedom, and GRE parks.
- Responding to reports of streetlights out, I did get a compliment from a resident who reported the light to me and the following day the crew was out making the repair.
- Preventative maintenance performed on mower and tractor fleet; one had a warranty repair done. Replaced six year old pump and replumbed water tank for watering of plants in house.
- Last storm truck repairs included hydraulic line, replaced bent strobe lights, replace auger motor and added work lights in house.
- Mobilized three drivers for Thursday into Friday frozen precipitation event. Salted to prevent icing at hills and intersections. About 12 tons of salt was applied, we have 200 tons on hand.
- Congratulations to Jacob Stockmaster, our first CDL trainee since those requirements were significantly changed by Feds. We avoided a great deal of cost by having him do a computer-based classroom component as opposed to a multi-day in person class at a CDL school. He completed the 839-page instruction course that has sections and a final test. He is now approved for doing his operational seat time of 40 hours needed before he can take the driving test at Ohio BMV testing center.
- Brad continues to talk with vendors regarding the acquisition of an additional large plow truck. New trucks are showing availability in 1st Q of 2024 at a cost of at least \$220,000. He is tacking a used 2014 scheduled to be traded in that has 10,000 miles.

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Wastewater

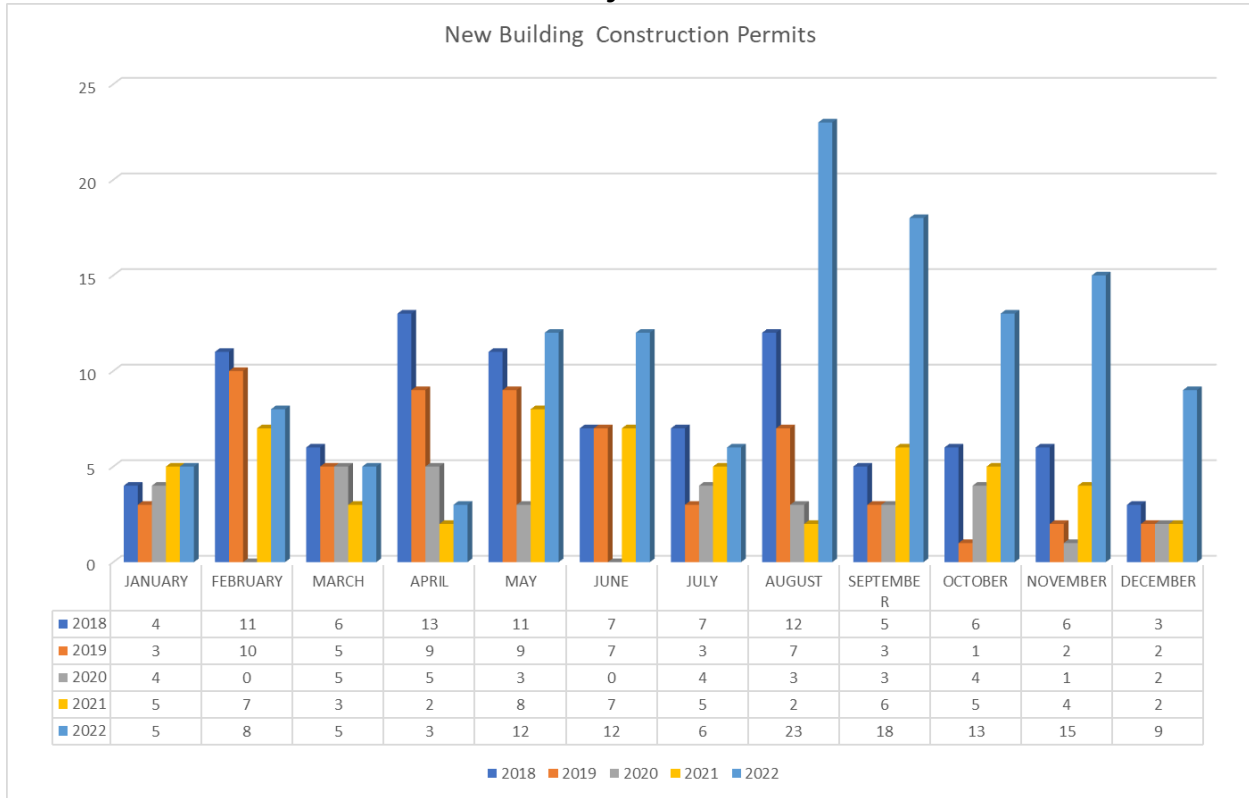
- New employee is getting trained.
- Meeting with CT every two weeks on Friday to discuss plant upgrades and for them to see how the plant is currently operating. This is being done to refine plans.
- Daily operations of the plant, which includes sampling, adjusting processes based upon results, pressing sludge, sewer inspections of new taps.
- Periodic maintenance including lubrication, cleaning clarifiers, and maintaining equipment.
- A demonstration of a sewer maintenance truck is scheduled for the first full week in December. We are seeking comparable trucks for pricing.
- The precipitation event last week resulted in one call regarding a backup. The sewer in the area was charged (full), but the backup was coming through a basement wall, which is indicative of a lateral failure. The homeowner was working with a plumber to resolve.
- The vendor with the used Pipe Finder truck stopped in on the trucks return from the Atlanta area today and Dale was able to inspect it.

SUNBURY BUILDING PERMITS FOR NEW CONSTRUCTIONS					
MONTH	2018	2019	2020	2021	2022
JANUARY	4	3	4	5	5
FEBRUARY	11	10	0	7	8
MARCH	6	5	5	3	5
APRIL	13	9	5	2	3
MAY	11	9	3	8	12
JUNE	7	7	0	7	12
JULY	7	3	4	5	6
AUGUST	12	7	3	2	23
SEPTEMBER	5	3	3	6	18
OCTOBER	6	1	4	5	13
NOVEMBER	6	2	1	4	15
DECEMBER	3	2	2	2	9
TOTAL	91	61	34	56	129

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ENGINEER'S REPORT

Prepared By: Wes Hall, P.E.

Date: January 18, 2023

Project Description	Current Phase / Updates
CITY PROJECTS	
<p>Fallen Heroes Multi-Use Trails</p> <p><u>Phase 3 (to southern property line of Old Orchard Park)</u> This project extends the existing Fallen Heroes Multi-Use Trail for the terminus of Phase 2 to the southern property line of Old Orchard Park (which is the northern property line of Sunbury Meadows). This MUT segment is approximately 610 feet long. The MUT will be an asphalt trail, 10 feet wide. Sunbury has received a grant in the amount of \$50,568.50 from the County Commissioners, through their Trail Assistance Program. This amount is one-half of the estimated cost to construct the MUT.</p>	<p><u>Design Phase</u></p> <p>Bid were received for Phase 3. A contract was awarded to the Facemyer Company.</p> <p>Phase 4 is on hold.</p>

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<p><u>Phase 4 (from Old Orchard Park to Sunbury Meadows Drive)</u> This project extends the existing Fallen Heroes Multi-Use Trail for the terminus of Phase 3 to Sunbury Meadows Drive. This MUT segment is approximately 550 feet long. The MUT will be an asphalt trail, 10 feet wide. Sunbury has received a grant in the amount of \$40,000 from Preservation Parks of Delaware County, through its Community Trail Improvement Grant (CTIG) Program.</p>	
<p><u>Reservoirs Park Fishing Piers and Parking Lot Improvements</u> The project includes the design of a small gravel parking lot off Sedgwick Avenue, with hard-surface pavement for ADA parking spaces, 620 feet of concrete sidewalk (5-feet wide) from the parking area to top of reservoir levees, to meet with the existing asphalt walking trail, a fishing pier, and ancillary items such as, but not limited to, fence gates, trail signage, trailside benches, lifebuoy rings, dog waste stations, and drainage infrastructure. Sunbury was offered, and accepted, a grant in the amount of approximately \$41,000 from ODNR's NatureWorks Grant Program.</p>	<p><u>Design Phase</u> Conceptual plan has been finalized. Construction documents are being prepared.</p>
<p><u>Dept. of Public Safety (DPS) Hazardous Mitigation Grant Program (HMGP) - Round 2 - Pre-Application</u> CT is preparing a pre-application for Round 2 of the DPS HMGP. The pre-application is due on 3/24/2022 Sunbury will submit a request for a grant to assist in the engineering study of Prairie Run to identify possible solutions to mitigate flooding along the creek within the City. The results of this study will inform future decisions and actions of the City in completing projects designed to mitigate the observed flooding.</p>	<p><u>Planning Phase</u> FEMA questions are being addressed.</p>
<p><u>Wastewater Treatment Plant Facilities Plan Update</u> Submitted FP Update to Ohio EPA for review and approval. Waiting for comments. We were advised, informally, that the first reviewer for Ohio EPA had no comments on the FP Update. We are working to get something formal from Ohio EPA acknowledging their acceptance of the update or additional comments from additional reviewers so that we can finalize the Update. A presentation summarizing the findings, conclusions and recommendations of the Facilities Plan Update was made to the Services Committee at its meeting on 2/2/2022.</p>	<p><u>Planning Phase</u> EPA comments were received and are being addressed.</p>
<p><u>Wastewater Treatment Plant Improvements</u> Submitted plans to Ohio EPA (for PTI). Comments were received from Ohio EPA and have been addressed. Ohio EPA Permit to Install was issued. Project is being expanded to include additional improvements to increase plant capacity.</p>	<p><u>Design Phase</u> Design is progressing.</p>
PRIVATE DEVELOPMENT PROJECTS	
<p><u>Ravines at Meadow Ridge (DRK Apartments)</u> Metro Development (DRK) submitted an application to rezone 67.1 acres of</p>	<p><u>Design Phase</u> Construction drawings</p>

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land between Africa Road and 3 B's & K Road, on the south side of 36/37, to Planned Residence District (PRD) and to rezone 2.0 acres of land on the east side of 3 B's & K Road, on the south side of 36/37, to Planned Commercial District (PCD). Metro Development proposes to construct 744 apartments, with ancillary supporting facilities, within the PRD.	are being prepared.
Granville Street Multi-Family Development New multi-family and commercial development south of Granville Street on each side of Sunbury Meadows Drive. Council has approved the rezoning.	<u>Planning Phase</u> Council approved the rezoning.
Magnolia Park New single-family subdivision located east of the Middle School.	<u>Construction Phase</u> Pre-construction activities and final comments are being completed.
Rolling Hills Subdivision New single family, planned residential subdivision located on Golf Course Road. The Final Plat for Section 1 was approved by Council on 2/2/2022.	<u>Construction Phase</u> Construction is progressing. Section 3A Plat was approved by Council.
Little Walnut Creek Interceptor Sewer 36" interceptor sewer from the Sunbury Meadows Pump Station to the intersection of Golf Course Road and Cheshire Road.	<u>Construction Phase</u> Final punch list has been completed.
Price Ponds Subdivision New single family planned residential subdivision located on Golf Course Road. Final Plat for Section 1 was approved with contingencies by Council on 7/6/22.	<u>Construction Phase</u> Construction is progressing for Section 1.
Eagle Creek Subdivision New single family, planned residential subdivision located on 3B's&K Road. The preliminary plat / plan was conditionally approved at the 8/22/2022. Planning Commission Meeting.	<u>Design Phase</u> We have reviewed the construction drawings (1st submittal) and provided comments.
Kintner Crossing New small lot single family and town home development north of Cheshire Road and west of West Cherry Street. The development consists of 81 small lot single family and 107 town homes on a 39.9 acre site.	<u>Planning Phase</u> Council approved the rezoning.
Eagle Storage - 601 West Cherry Street Addition of four new storage buildings on the property. Council approved the building and site improvements with contingencies.	<u>Design Phase</u> We have reviewed the construction drawings (1st submittal) and

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	provided comments.
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RESIDENTIAL PLOT PLAN REVIEWS

The following residential plot plans were reviewed since the previous report:

Residential Reviews Completed:

- N/A

Residential Reviews Received and still under review:

RIGHT-OF-WAY PERMITS

The following R/W Permits Completed and/or under review:

- #2022-88 - CGO - 1235 Portrush - New Residential Service Line
- #2023-01 - CGO - 23 Southview - Abandoning Gas Service Line

RESOLUTIONS

First Readings

RESOLUTION 2023.02

A RESOLUTION AUTHORIZING THE EXECUTION OF A WORKING AGREEMENT WITH THE DELAWARE SOIL AND WATER CONSERVATION DISTRICT.

Mr. Brehm stated that we no longer need an emergency on this, but Council could suspend the rules if necessary. Mr. Hennessy noted that would not be necessary. Council agreed to consider the item for action at the next meeting.

ORDINANCES

Third Readings

ORDINANCE 2022.50 (Tabled)

AN ORDINANCE APPROVING THE COMMERCIAL AND INDUSTRIAL SITE PLAN AND BUILDING APPLICATION OF CUTLER PROPERTIES LTD FOR CONSTRUCTION OF STORAGE BUILDINGS TO BE LOCATED AT 601 W CHERRY ST.

Mayor St. John advised this will remain tabled.

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Second Readings

ORDINANCE NO. 2023.02

AN ORDINANCE APPROVING THE APPLICATION OF RANDY LOEBIG ON BEHALF OF HIGHLAND REAL ESTATE TO REZONE APPROXIMATELY 39.9+/- ACRES OF PROPERTY OWNED BY KIRK'S CREEK INVESTMENT LLC LOCATED SOUTH OF U.S. 36/SR 37 AND NORTH OF CHESHIRE ROAD FROM R-2 LOW DENSITY RESIDENTIAL DISTRICT AND R-4 MULTI-FAMILY DISTRICT TO PLANNED RESIDENCE DISTRICT PURSUANT TO THE CITY OF SUNBURY ZONING CODE.

Mayor St. John thanked the applicants for the updates they have recent made to the proposal.

First Readings

ORDINANCE NO. 2023.03

AN ORDINANCE APPROVING THE PURCHASE OF REAL PROPERTY LOCATED AT THE SOUTHERN TERMINUS OF MORNING STREET AND DECLARING AN EMERGENCY

Motion was made by **Martin** to suspend the rules, seconded by **Neff**, passed 6-0.

Motion was made by **Martin** and seconded by **Neff** on the Emergency, passed 6-0.

Motion was made by **Martin** and seconded by **Neff** on the Ordinance, passed 6-0.

ORDINANCE NO. 2023.04

AN ORDINANCE AUTHORIZING THE PURCHASE OF CRACK PRO 125 DA CRACK SEALING MACHINE OUTFITTED WITH ATTACHMENTS AND FURTHER AUTHORIZING THE EXECUTION OF ALL DOCUMENTS AND DECLARING AN EMERGENCY.

Motion was made by **Cappel** to suspend the rules, seconded by **Grumney**, passed 6-0.

Motion was made by **Cappel** and seconded by **Grumney** on the Emergency, passed 6-0.

Motion was made by **Cappel** and seconded by **Grumney** on the Ordinance, passed 6-0.

ORDINANCE NO. 2023.05

AN ORDINANCE AUTHORIZING THE PURCHASE OF A 2022 PIPEHUNTER NON-CDL MINI COMBO TRUCK AND DECLARING AN EMERGENCY

Motion was made by **St. John** to suspend the rules, seconded by **Martin**, passed 6-0.

Motion was made by **St. John** and seconded by **Martin** on the Emergency, passed 6-0.

Motion was made by **St. John** and seconded by **Martin** on the Ordinance, passed 6-0.

NEW / UNFINISHED BUSINESS

Special Event Permit and Block Party Policies. Mrs. Cooper advised that Mr. Brehm is going to look over documents and provide comments before Council's next meeting.

MOU Police/BWLSO 2023. Motion to approve was made by St. John and seconded by Cooper, passed 6-0

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Mr. Martin commented that he spoke with city staff about the road between Sunbury and Galena and getting lines painted on the road for safety purposes. Mr. Pyles advised the county engineer did reach out and will add this to their work schedule for the year.

Mrs. Cooper gave congratulations to Officer Whiteside and spoke about the upcoming drama performance at the High School.

Mayor St. John mentioned his desire to schedule a retreat for Council to consider its priorities. More discussion about this item will occur at a future meeting.

ADJOURNMENT

Motion to adjourn by **Martin** and seconded by **Cappel**. Upon Roll all Yeas.

Police Report

Council Meeting

February 01, 2023

01: Full Time SRO: Officer Whiteside is full time within the Big Walnut Schools effective today February 01, 2023

02: New Part Time Officers: We are in the process of putting on 2 officers at a **part time status**. With Officer Whiteside going to the schools fulltime we need to also look at getting the process started for a couple **fulltime as well**. The fulltime process can not start until we get either a Personnel Board Of Review established with rules or we use the existing statutory guidelines that are set by the civil service. We just need to figure out what way we want to go and move forward. Attorney Ben Albrecht has offered to sit down with a group of us and help get a policy in play.

03: School Zones: We have been hitting the school zones harder the last couple of weeks. With the assistance of the Ohio State Highway Patrol and overlapping our shift changes we were stopping on average of 6 to 8 cars a day between both agencies. In the past **2 weeks** there were **24 total** speeding citations with **9 of those being in the school zones**.

Calls for service (January)

D.O.A = 0	Well Being Checks = 8
Burglary/Thefts = 7	Suspicious Vehicle/Person = 19
Domestics = 8	Reckless driver complaints = 10
Alarms = 16	Juvenile Calls = 1
Assist other Agency = 4	Auto Accident/non injury = 9
Follow up Investigation = 9	Threats/Harassment = 4
Traffic Stops = 166	Vehicle Lockout = 6
House/Business Checks = 86	Miscellaneous Calls = 48

Total Calls for Service in December = 401

Questions?

Chief Howard