

City of Sunbury Regular Council

Minutes

December 21, 2022

Mayor Joseph St. John opened the Sunbury City Council meeting at 7:30 p.m., December 21, 2022, with a moment of silent prayer and the Pledge of Allegiance.

Those answering roll call: Tim Gose, John Grumney, Cindi Cooper, Joseph St. John, Damin Cappel, and Murray Neff. David Martin was absent. Other staff in attendance were Law Director David Brehm, Administrator Steve Pyles, Assistant Administrator Daryl Hennessy, and Engineer Wes Hall.

MINUTES

Motion by Cooper and seconded by Grumney to approve the December 7, 2022, meeting minutes. Upon roll, 7 Yeas.

VISITORS

Doug Linnabary spoke at the end of the Council meeting about his ongoing concerns with an issue on Greenbrier Avenue. Mayor St. John advised that the City would look into this matter and would be available after the meeting to speak with him in more details about his concerns.

COMMITTEE REPORTS

Finance. Mr. Gose briefed Council on various finance-related projects that are underway.

Events and Commemorations. Mrs. Cooper updated the Council on special event permit policies, block party permits, and a new citizen recognition program. She also updated Council on a request for quotes to upgrade electric on the Square and plans to review best practices for upcoming parades.

POLICE REPORT

**POLICE REPORT
COUNCIL MEETING
DECEMBER 21, 2022**

CPT Training: All Full and Part Time Officers have completed their required training through the Ohio Attorney General's Office for 2022.

Collective Bargaining: The contract has been voted on and has passed by the bargaining unit. Passed 100% Sargent's and 100% Patrol. This was a long process, and we want to thank everyone involved.

New Cruiser: Still being told the cruiser is coming, we just don't know exactly when just yet.

Officer Whiteside lost a challenge with the 5th and 6th graders today. The students exceeded their goal by almost 400% so in return Officer Whiteside allowed members of the class to shave his head.

Thank everyone on of you for a great 2022 and we are looking for to 2023

Calls For Service (November)

D.O.A = 0

Well Being Checks = 7

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Burglary/Thefts = 5	Suspicious Vehicle/Person = 12
Domestic = 6	Reckless Driver Complaints = 3
Alarms = 7	Juvenile Calls = 6
Assist other Agency = 4	Auto Accident/ non injury = 8
Follow Up Investigation = 8	Threats/Harassment = 1
Traffic Stops = 75	Vehicle Lockout = 5
House/Business Checks = 65	Miscellaneous Calls = 32
Total Calls For Service in December = 244	

Questions?
Thanks,
Chief Howard

ADMINISTRATOR'S REPORT

Sunbury, Ohio

Memo

To: Mayor, Council
From: Steve Pyles
cc:
Date: 12/13/22
Re: Administrator's Report

Personnel and Staffing

- We conducted one in-person interview for the open position of Zoning Inspector. The person has a BA from OSU in planning but will be a training investment to impart the real-world knowledge that will be needed. We have another interview this afternoon.

Planning and Zoning

- Since our last meeting two weeks ago, seven occupancy permits (likely the delivery promise of Christmas or the end of the year). Seven zoning certificates were issued, Six new builds and one solar system.
- Continuing to work on zoning complaints. Emailed a local business to informally resolve a parked vehicle issue, which was resolved. I also formally notified a business regarding screening, and they are re-installing a fence to screen building materials at a highly visible lot on the edge of the downtown area.

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- Continued work on resident complaints regarding a business violating the zoning code. A notice of violation was issued for light pollution, unlicensed vehicles, and screening. The owner has disconnected the source of the light pollution issue and corrected the vehicles issue, but then reversed course on both of those issues. The vehicle is parked in compliance and is on pavement and is operational and licensed. Screening is still being worked on. I also researched and found the original site plan for the building and provided it to our legal counsel.

Odds and Ends

- Researching a discrepancy discovered on an existing lot line on a plot plan and a new build submission.
- I met with BW schools to help them update their map of housing and commercial development that has, or in the process, of moving through the planning process. I shared with them the number and type of dwelling units and anticipated times when they will potentially see dwelling units occupied.
- I'm meeting today with two different developers concerning vacant commercial lots in Sunbury.
- We met on-site with Dave Ganim regarding his property, the old Nestle' complex, regarding a lateral sewer on the property.
- Brad, Daryl, and I met with Dan Whited from CT as a kickoff on the storm water utility study and also on MS-4, which is our storm water compliance program.

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.
- Leaf pickup is winding down and will continue through the first week of December.
- We had our fleet fully up earlier this week and then one of the Western Star big trucks illuminated a check engine light. Brad arranged for on-site service yesterday.
- We took delivery of the wheeled loader, which will provide us with back up for salt loading and for dealing with snow removal from cul-de-sacs if and when we have a large snow event.
- Trouble shot the town hall flood lights; they are working intermittently. Spoke with Daryl about adding them to the scope of the town square electric improvements once it is awarded.
- Brad and I visited one of the three pigtail alleys in the north end of Sunbury to discuss maintenance and options for vacating the alley with a property owner.

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.

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- 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.
- Dale reported that the windstorm blew down a tree that damaged a section of fence and our propane tank area – repairs have been completed.

ENGINEER’S REPORT

Engineering Status Report

Prepared By: Wes Hall, P.E.

Date: December 21, 2022

Project Description	Current Phase / Updates
CITY PROJECTS	
<p><u>Fallen Heroes Multi-Use Trails</u></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>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>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>
<p><u>Reservoirs Park Fishing Piers and Parking Lot Improvements</u></p> <p>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-foot 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></p> <p>Conceptual plan has been finalized. Construction documents are being prepared.</p>

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<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 and information requested is being prepared.</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 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.</p>	<p><u>Design Phase</u> Construction drawings are being prepared.</p>
<p><u>Granville Street Multi-Family Development</u> A formal rezoning application (from PID to PCD) was considered by the P&Z Commission at its October meeting. The matter was discussed and then tabled to allow the applicant to address comments presented during the Public Hearing and by the Commission. This will be moved to active projects upon</p>	<p><u>Planning Phase</u> Council approved the rezoning.</p>

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Project Description	Current Phase / Updates
recommendation to Council by the Commission.	
<p><u>Magnolia Park</u> New single-family subdivision located east of the Middle School.</p>	<p><u>Construction Phase</u> Pre-construction activities and final comments are being completed.</p>
<p><u>Rolling Hills Subdivision</u> 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.</p>	<p><u>Construction Phase</u> Construction is progressing. Section 3A Plat was approved by Council.</p>
<p><u>Little Walnut Creek Interceptor Sewer</u> 36" interceptor sewer from the Sunbury Meadows Pump Station to the intersection of Golf Course Road and Cheshire Road.</p>	<p><u>Construction Phase</u> Final punch list has been completed.</p>
<p><u>Price Ponds Subdivision</u> 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.</p>	<p><u>Construction Phase</u> Construction is progressing for Section 1.</p>
<p><u>Eagle Creek Subdivision</u> 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.</p>	<p><u>Planning Phase</u> Construction drawings are being reviewed.</p>
<p><u>Kintner Crossing</u> 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.</p>	<p><u>Planning Phase</u> Council approved the rezoning.</p>
<p><u>Eagle Storage - 601 West Cherry Street</u> Addition of four new storage buildings on the property.</p>	<p><u>Planning Phase</u> Council approved the building and site improvements with contingencies.</p>

RESIDENTIAL PLOT PLAN REVIEWS

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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:

- #2022-81 - CGO - 1304 Cypress Point - Residential Service Line
- #2022-82- CGO - 1230 Portrush Drive - Residential Service Line
- #2022-83- CGO - 712 Peacock Drive - Residential Service Line
- #2022-84- CGO - 1379 Clover Street - Residential Service Line
- #2022-85- CGO - 1223 Portrush Drive - Residential Service Line
- #2022-86- CGO - 101 N Columbus Street - Emergency Service Shut Off

RESOLUTIONS

First Readings

RESOLUTION 2022.10

A RESOLUTION AUTHORIZING THE EXECUTION OF AN ENERGY MANAGEMENT AGREEMENT WITH SCIOTO ENERGY.

Motion was made by St. John to suspend the rules, seconded by Cappel, passed 7-0.

Motion was made by St. John and seconded by Neff on the Resolution, passed 7-0.

ORDINANCES

Third Readings

Second Readings

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ORDINANCE 2022.50

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. (second reading).

Mr. Hall advised there are no updates at this time, they are moving through the final plans right now. Mr. Brehm advised we can have the third reading and then table it.

First Readings

ORDINANCE 2022.52

AN ORDINANCE AUTHORIZING THE MAYOR OF THE CITY OF SUNBURY, OHIO TO ENTER INTO AN INITIAL COLLECTIVE BARGAINING AGREEMENT BETWEEN THE CITY AND FRATERNAL ORDER OF POLICE, OHIO LABOR COUNCIL, INC. FOR A BARGAINING UNIT OF PATROL OFFICERS AND A BARGAINING UNIT OF SERGEANTS AND DECLARING AN EMERGENCY.

Motion was made by Martin to suspend the rules, seconded by Cooper, passed 7-0.

Motion was made by Martin and seconded by Cooper on the Emergency, passed 7-0.

Motion was made by Martin and seconded by Cooper on the Ordinance, passed 7-0.

NEW / UNFINISHED BUSINESS

Personnel Board of Appeals – Appointments

Motion to appoint Randall Rentz (3-year term), Justin Wood (2-year term), and Crystal Mazza (1 year term) to the Personnel Board of Appeals effective on January 1, 2023 was made by St. John and seconded by Cooper, passed 7-0.

Big Walnut Local School District Property Acquisition Memorandum of Agreement

Motion to approve Big Walnut Local School District Property Acquisition Memorandum of Agreement made by Martin, seconded by Neff, passed 7-0.

Clerk of Council - Appointment

Motion to appoint Amber Swain as Clerk of Council with Steven Pyles as alternate was made by St. John and seconded by Gose, passed 7-0.

Mrs. Cooper thanked the Chamber of Commerce for the membership directory and community guide. She also shared feedback from a nine year old resident who would like to see a National Football League team and a college come to Sunbury.

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Mayor St. John thanked Brad Gerwig and the services team for helping the schools with their need for salt. He also thanked the City staff for putting together the Christmas Party and making it happen.

ADJOURNMENT

Motion to adjourn by St. John and seconded by Grumney. Upon Roll all Yeas.

Joseph St. John, Mayor

Amber Swain, Clerk of Council