

Memo

To: Mayor, Council
From: Steve Pyles
cc:
Date: 1/27/23
Re: Administrator's Report

Personnel and Staffing

- Alex Nelisse-Blankenship is getting training. We have completed the following process trainings: Fence Permits, Certificates of Occupancy, Zoning Certificates (New Builds). I have also gone through portions of a pending sign permit with him. He has gotten an extended map and project orientation and is reading our code. We will be doing an enforcement investigation the week of 1/30.
- Started record, box and plan sorting with Alex.

Planning and Zoning

- One new Zoning Certificate was issued since the last meeting. Two occupancy permits were issued since the last meeting. Two fence permits were also issued.
- Continued work on resident complaints regarding a business violating the zoning code.
- Did a screening meeting with a national developer of multi-family projects.
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Odds and Ends

- Arranged a Phase 1 environmental survey for the ODOT Outpost property. Completed questionnaire and provided consulting firm with information from ODOT. Meeting on site to start survey on Monday morning. Provided ODOT with our administrative/legal review of the purchase contract.

- Held a bidder pre-bid walk through of the Columbus Street demolition project. Seven potential bidders were represented and hopeful that translates to multiple competitive bids. Dana has started utility disconnects. Bids will be opened on 2/10 at noon, will be on 2/15 Council agenda for award.
- Asbestos abatement proposal updated and returned to that vendor. Vendor will complete in February.
- Equipment Purchase Orders for vac truck and crack seal trailer have been issued. Vac truck is undergoing preventative maintenance and inspection and should be delivered first half of February.
- Space planning kick-off meeting was held.
- Attended the Township, Sunbury, Galena Collaboration meeting with Mayor St. John

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.
- Mobilized two drivers overnight for snow event. Remaining crew was in through the day shift.
- Crack seal machine on order.

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.
- Pipe Hunter machine has received a preventative maintenance/inspection of chassis (engine and frame) and is undergoing vendor inspection/preventative maintenance of installed equipment, anticipated delivery is by mid-February.