

# City of Sunbury Regular Council

## Minutes

February 1, 2023

Mayor Joseph St. John opened the Sunbury City Council meeting at 7:30 p.m., February 1, 2023, 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, Dave Martin, and Murray Neff. Other staff in attendance were City Solicitor David Brehm, Administrator Steve Pyles, Clerk of Council Amber Swain, Engineer Wes Hall, Assistant Administrator Daryl Hennessy, and Director of Finance Dana Steffan.

### **Public Hearing – Sunbury Meadows Community Development Authority Petitions**

Mayor St. John started the public hearing regarding the Sunbury Meadows New Community Authority. Mr. Brehm asked for all those wishing to speak to be sworn in by court report Sarah Clark. Mr. Brehm introduced exhibits into the public hearing record.

Mayor St. John asked if anyone would like to speak. Mayor St. John advised to let the record reflect that no one wished to speak and moved to close the public hearing. Upon 7 yeas the public hearing was closed.

### **MINUTES:**

Motion by **Cooper** and seconded by **Neff** to approve the January 18, 2023 meeting minutes. Upon roll, 6 Yeas, Gose abstained. Minutes passed.

### **VISITORS**

Barry Bennett addressed the Council with his concerns regarding the four way stop at Columbus St. and Granville St. He observed that people are using Granville as a cut through to avoid the lights through town. He also brought up an issue regarding notices for meetings no longer being sent out via the City website. The mayor asked staff to look into both matters.

### **COMMITTEE REPORTS**

Mr. Gose reported on the monthly Parks Committee meeting, and the possibility of combining planning for the Square and JR Smith Park. He also gave an update on Sunbury Memorial Park cemetery and comparison pricing in the region.

Mr. Grumney updated the Council on the Memorial Day events and preparation.

Mr. Cappel provided a Services Committee report in which they discussed potential ways to utilize OPWC funding to cover other forms of infrastructure moving into the 2024 year. He also gave an update on the Columbus St. properties and the bids that will be coming in. He also briefly noted the ongoing strategic planning for fiber capacity that is currently underway.

Mrs. Cooper updated the Council on the monthly Planning and Zoning Committee meeting that took place. She went over the applications that were presented.

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### POLICE REPORT

## 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

Burglary/Thefts = 7

Domestics = 8

Alarms = 16

Assist other Agency = 4

Follow up Investigation = 9

Traffic Stops = 166

House/Business Checks = 86

Well Being Checks = 8

Suspicious Vehicle/Person = 19

Reckless driver complaints = 10

Juvenile Calls = 1

Auto Accident/non injury = 9

Threats/Harassment = 4

Vehicle Lockout = 6

Miscellaneous Calls = 48

**Total Calls for Service in December = 401**

**Questions?**

Chief Howard

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### ADMINISTRATOR'S REPORT

Sunbury, Ohio

### Memo

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

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### 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

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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.

### ENGINEER'S REPORT

Prepared By: Wes Hall, P.E.

Date: February 1, 2023

Project Description	Current Phase / Updates
<b>CITY PROJECTS</b>	

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<p><b><u>Fallen Heroes Multi-Use Trails</u></b></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>Construction Phase</u> Contract is executed with contractor. Preconstruction activities are <b>progressing</b>.</p> <p>Phase 4 is on hold.</p>
<p><b><u>Reservoirs Park Fishing Piers and Parking Lot Improvements</u></b></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> Conceptual plan has been finalized. Construction documents are being <b>prepared</b>.</p>
<p><b><u>Dept. of Public Safety (DPS) Hazardous Mitigation Grant Program (HMGP) - Round 2 - Pre-Application</u></b></p> <p>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 <b>designed to mitigate the observed flooding</b>.</p>	<p><u>Planning Phase</u> FEMA questions are <b>being addressed</b>.</p>
<p><b><u>Wastewater Treatment Plant Facilities Plan Update</u></b></p> <p>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 addressed. Waiting on <b>approval</b>.</p>

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<p><b><u>Little Walnut Creek Interceptor Sewer - Phase 2</u></b>            36" interceptor sewer from the intersection of Golf Course Road and Cheshire Road to Domigan Road.</p>	<p><u>Preliminary Phase</u>            Survey and preliminary design has started.</p>
<p><b><u>Stormwater Utility Study</u></b>            A study is being completed to determine the feasibility of implementing a Stormwater Utility.</p>	<p>Study is progressing.</p>
<p><b>PRIVATE DEVELOPMENT PROJECTS</b></p>	
<p><b><u>Ravines at Meadow Ridge (DRK Apartments)</u></b>            Metro Development (DRK) submitted an application to rezone 67.1 acres of land between Africa Road and 3 B's &amp; 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 &amp; 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>            Developer has submitted the preliminary plat and plans. We are reviewing. We anticipate a submittal to Planning Commission in March.</p>
<p><b><u>Granville Street Multi-Family Development</u></b>            New multi-family and commercial development south of Granville Street on each side of Sunbury Meadows Drive. Council has approved the rezoning.</p>	<p><u>Planning Phase</u>            Council approved the rezoning. Developer may be proceeding with design soon.</p>
<p><b><u>Magnolia Park</u></b>            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. Construction is anticipated to start soon.</p>
<p><b><u>Rolling Hills Subdivision</u></b>            New single family, planned residential subdivision located on Golf Course Road. The Final Plat for Section 1 and Section 3A were approved by Council.</p>	<p><u>Construction Phase</u>            Construction is progressing.</p>
<p><b><u>Price Ponds Subdivision</u></b></p>	<p><u>Construction Phase</u></p>

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<p>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>Construction is progressing for Section 1.</p>
<p><b>Eagle Creek Subdivision</b>                  New single family, planned residential subdivision located on 3B's&amp;K Road. The preliminary plat / plan was conditionally approved at the 8/22/2022. Planning Commission Meeting.</p>	<p><u>Design Phase</u>                  We have reviewed the construction drawings (1st submittal) and provided comments.</p>
<p><b>Kintner Crossing</b>                  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>                  Rezoning approval is being considered by Council.</p>
<p><b>Eagle Storage - 601 West Cherry Street</b>                  Addition of four new storage buildings on the property. Council approved the building and site improvements with contingencies. We have reviewed the construction drawings (1st submittal) and provided comments.</p>	<p><u>Design Phase</u>                  Waiting on the resubmittal of the construction drawings.</p>

### 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:

- #2023-02 - CGO - 1392 Clover - New 1" Residential Gas Service Line

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- #2023-03 - CGO - 1184 Portrush - New 1" Residential Gas Service Line
- #2023-04 - CGO - 1204 Portrush - New 1" Residential Gas Service Line
- #2023-05 - CGO - 1214 Portrush - New 1" Residential Gas Service Line
- #2023-06 - CGO - 1224 Portrush - New 1" Residential Gas Service Line
- #2023-07 - CGO - 1143 Portrush - New 1" Residential Gas Service Line
- #2023-08 - CGO - 1153 Portrush - New 1" Residential Gas Service Line
- #2023-09 - CGO - 1391 Clover - New 1" Residential Gas Service Line
- #2023-10 - CGO - 1406 Clover - New 1" Residential Gas Service Line
- #2023-11 - CGO - 1430 Clover - New 1" Residential Gas Service Line
- #2023-12 - CGO - 1442 Clover - New 1" Residential Gas Service Line
- #2023-13 - CGO - 1356 Clover - New 1" Residential Gas Service Line
- #2023-14 - CGO - 585 Redshank - New 1" Residential Gas Service Line
- #2023-15 - CGO - 190 Hawthorne - Time Extension for #2022-80 for  
Service Line Replacement
- #2023-16 - CGO - 361 Millers Cove - New 1" Residential Gas Service Line
- #2023-17 - CGO - 353 Millers Cove - New 1" Residential Gas Service Line

## RESOLUTIONS

### Second Readings

#### **RESOLUTION 2023.02**

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

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

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

### First Readings

#### **RESOLUTION NO. 2023.03**

**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.**

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

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



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### 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.

To remain tabled.

##### 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.

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

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

### NEW / UNFINISHED BUSINESS

Special Event Permit and Block Party Policies

Motion was made by **Cooper** and seconded by **Neff** to adopt the permit policies, passed 7-0

City Council Strategic Planning Retreat

Discussion to continue at the next meeting.

### ADJOURNMENT

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

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**Joseph St. John, Mayor**

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**Amber Swain, Clerk of Council**