

# Memo

**To:** Mayor, Council  
**From:** Steve Pyles  
**cc:**  
**Date:** 3/14/23  
**Re:** Administrator's Report

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## Personnel and Staffing

- Alex Nelisse-Blankenship continued his training. We are down to questions and answers as he encounters new issues.
- Record, box and plan sorting continues.
- I've been filling in for the Streets Superintendent, meeting with staff in the morning start up from 6:45 – 7:15. More information in the Streets section which follows.
- The Service Superintendent and Supervisor position, summer positions and an opening at the waste water plant have been posted. We have seventeen applicants so far for the services positions, first review of applicants will be 3/24.

## Planning and Zoning

- Continued work on resident complaints regarding a business violating the zoning code.
- Eleven occupancy permits, fifteen zoning certificates (eight new builds, six alternations and one addition) were issued since our last Council meeting.
- Meetings with developers.
- Alex has been able to get a fixed object (a basketball goal) that was cemented in the ROW out and is working on a Cheshire Road property to complete a clean up of cars and boats in the front yard of the property, He has a commitment from the renter to clean up by the end of the month, and a similar commitment from the property owner.

## **Odds and Ends**

- I, our environmental consultant and legal counsel met with the Ohio EPA virtually to discuss final items remaining related to Martindale Park.
- It appears gas service to the demo houses has been disconnected, we are going to verify for safety purposes.
- The contract for the house demolition has been sent to the winning bidder.
- The new vac truck – the pipe hunter – has arrived and being used.
- Space planning meetings continue with Daryl leading that effort, they met on security and pending questions from the architect this week.
- JR Smith Park planning continues, a virtual meeting was held.
- Amber has secured rental bleachers for Memorial Day services at JR Smith.

**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.
- Street light maintenance, we are also working through issues with the pedestrian crossing at Fallen Heroes.
- The staff continues to work on identifying missing street signs and those that have reduced reflectivity. They have completed 95% of the survey and have begun to straighten and strengthen the bases of signs.
- Mulch, flowers and a tree for Arbor Day have been ordered.
- Downtown curbs are being repainted as weather allows to delineate no parking zones.
- Mice eviction and control continues every other week at our controller boxes. After finding a mouse residing in one control box, we have added trapping to our approach in addition to baits.
- One of the outcomes of City status is we now need to maintain ROW along state routes in the corporate limits. We have identified a number of trees in the north end along SR3 that are dead and need removal. Bids are being solicited as our bucket truck will not reach some of the trees from the berm and because of traffic safety.
- A private storm water drain was investigated on Saffron in some of the rear yards, a curb drain along Southview was reset, but will need concrete work to fully repair.

## **Wastewater**

- The new employee tendered a resignation during his probationary period.
- Meeting with CT every two weeks on Friday has resumed 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 arrived, and the staff has been using it in plant operations and further training, which has now progressed to field operations.