

# City of Sunbury Regular Council

## Minutes

March 1, 2023

Mayor Joseph St. John opened the Sunbury City Council meeting at 7:30 p.m., March 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, and City Engineer Dan Whited.

### MINUTES:

Motion by **Cooper** and seconded by **Martin** to approve the February 15, 2023, meeting minutes. Upon roll, 7 yeas. Minutes passed.

### VISITORS

No visitors wished to speak.

### COMMITTEE REPORTS

Mrs. Cooper updated the Council on upcoming events, parade best practices, and quotes for the electricity upgrade for the square. Also gave an update on the 345 McGill Street property.

Motion made by **Cooper** to approve Trick or Treat night for October 31, 2023 from 6 to 8pm with a rain date of November 1, 2023 from 6 to 8 pm. Seconded by **Gose**. Upon roll, 7 yeas.

Mr. Cappel updated the Council on the speed study that was on Sunbury Meadows Dr. and job openings within the Service department.

Mr. Gose updated the Council on the city parks. He updated the Council on JR Smith Park and the master plan. Planning of a Town Hall for resident feedback is in the works. Discussion also took place about plans for safe walkways to provide safe access between the JR Smith Park and Town Square.

### POLICE REPORT

## Police Report Council Meeting March 1, 2023

**01: Sheriff Russ Martin** announced his retirement from the Delaware County Sheriff's Office, effective April 17, 2023, we want to wish Sherriff Martin well and thank him for his service to Delaware county.

**02: Part Time Officer:** Officer Robert Wilson was sworn in today and we look forward to working with Mr. Wilson as he brings several years of experience with him.

### Calls for service(February)

Burglary/Theft = 8  
Domestic = 6

Well Being Checks = 8  
Suspicious Vehicle/Person = 22

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Alarms = 16  
Assist other agency= 4  
Follow up investigation = 8  
Traffic Stops = 91  
House/business check = 72

Reckless driver complaints = 4  
Juvenile Calls = 5  
Auto Accident/Non-injury = 11  
Threats/harassment = 11  
Vehicle Lockout = 6  
Misc. Calls = 81

**Total Calls for Service in February = 343**

Questions?  
Chief Howard

### Administrators Report

Sunbury, Ohio

# Memo

**To:** Mayor, Council  
**From:** Steve Pyles  
**cc:**  
**Date:** 2/28/23  
**Re:** Administrator's Report

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### Personnel and Staffing

- Alex Nelisse-Blankenship continued his training. Since our last meeting, we covered minor lot line adjustments, and he will be staffing the Planning and Zoning Commission meeting this week.
- Record box and plan sorting continues. We also visited the Lion's building and sorted, discovered the records that have been moved there.
- I've been filling in for the Streets Superintendent, meeting with staff in the morning start up from 6:45 – 7:15.. Daryl and I also met with them to discuss projects and get a list for them to start working on. We also met with the full staff to do a space planning exercise for the new building. More information in the Streets section which follows.

### Planning and Zoning

- Continued work on resident complaints regarding a business violating the zoning code.
- Six sign permits, four represent Price Ponds sales signs, five occupancy permits, eleven zoning certificates (nine new builds, one solar and one mail kiosk) were issued since our last Council meeting.

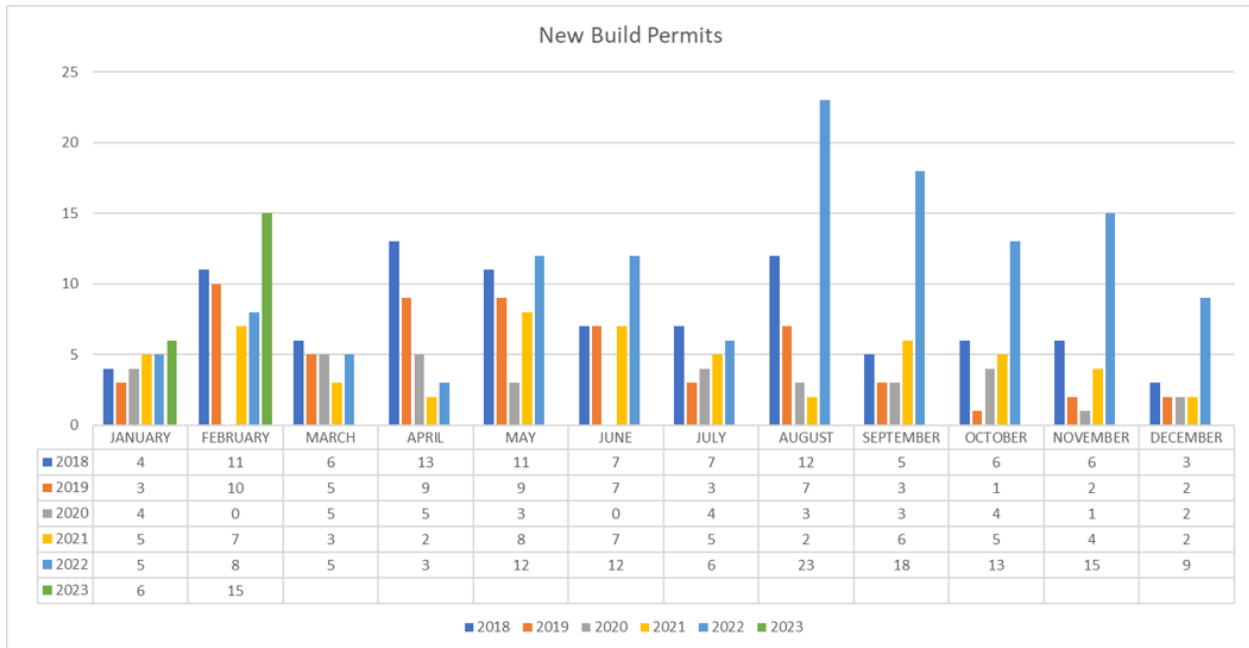
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- Meetings with developers, trail walk to set path construction limits, preconstruction meeting for Ph2 of Rolling Hills.

February Data:



### Odds and Ends

- Daryl and I met with MORPC representatives regarding our membership return on investment.
- We have one more service (gas) to disconnect before demolition of the properties is ready to proceed.
- Asbestos abatement for the demolition homes is completed and we have a certificate of removal.
- The new vac truck – the pipe hunter – has arrived and being used.
- Space planning meetings continue, we met with the service staff to discuss the needs and wants for the new building.
- JR Smith Park planning continues.
- Amber has secured rental bleachers for Memorial Day services at JR Smith.
- The Utility/Fiscal Clerk job description has been reviewed and will be posted in the next week.

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**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.
- Baby changing stations were installed in the town hall rest rooms.
- The staff continues to work on identifying missing street signs and those that have reduced reflectivity.
- Jacob Stockmaster has completed his passed his CDL license, which involved book work and an independent test for pre-trip and maneuvering.
- A fallen tree that was in and over the Prairie Run Creek just upstream from the wastewater plant entrance was removed to avoid it being swept into the culvert during a flood.
- A staff person was cross trained on operating the wheeled loader and successfully used it for a pallet delivery.

**Wastewater**

- New employee is getting trained.
- 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.

**Engineer's Report**

**Engineering Status Report**

Prepared By: Wes Hall, P.E., Dan Whited, P.E.

Date: March 1, 2023

Project Description	Current Phase / Updates
CITY PROJECTS	

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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 will be completed as a change order in Phase 3.</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 the 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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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.	Construction is progressing for Section 1. Section 2 and 3 will be proceeding soon.
<b>Eagle Creek Subdivision</b> 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.
<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.	<u>Planning Phase</u> Rezoning was approved by Council.
<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.	<u>Design Phase</u> Waiting on the resubmittal of the construction drawings.

**RIGHT-OF-WAY PERMITS**

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

- #2023-25 - CGO - 96 Harrison Street - Abandoning gas service line

**RESOLUTIONS**

First Readings

**RESOLUTION 2023.05**

**A RESOLUTION REVISING THE INVESTMENT POLICY FOR THE CITY OF SUNBURY PURSUANT TO OHIO REVISED CODE SECTION 135.14**

**ORDINANCES**

Third Readings

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### 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

### First Readings

### ORDINANCE NO. 2023.07

**AN ORDINANCE AUTHORIZING THE CREATION OF THE ONEOHIO OPIOID SETTLEMENT FUND NO. 211, AND DECLARING AN EMERGENCY**

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 Emergency, passed 7-0.

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

### NEW / UNFINISHED BUSINESS

Motion was made by **Gose** and seconded by **St. John** on the Insurance Renewal 2023-24 – Ohio Plan, passed 7-0.

Motion was made by **St. John** and seconded by **Grumney** on the Baker Tilly Supplemental Advisory Agreement, passed 7-0.

Motion was made by **Cooper** and seconded by **Cappel** to approve a Branding, Communications, and Media Services agreement with Joey Thomas, passed 7-0.

### ADJOURNMENT

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