

Memo

To: Mayor, Council
From: Steve Pyles
cc:
Date: 4/3/23
Re: Administrator's Report

Personnel and Staffing

- Alex Nelisse-Blankenship continued his training. We are down to questions and answers as he encounters new issues. Also included in the packet is his latest zoning report, he has evolved and improved my old report and it provides information that Council will find useful.
- 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. Review of applicants for the full time services positions has been completed and interviews are being scheduled for the week of 4/10 and 4/17. We have a very strong pool of applicants and anticipate scheduling over one dozen for first round interviews.

Planning and Zoning

- Continued work on resident complaints regarding a business violating the zoning code.
- See the zoning report for process activity in the last month.
- Meetings with developers.
- We had a meeting with planners, architects and engineers working on the construction plan for Sunbury Commerce Park.

Odds and Ends

- Our environmental consultant, legal counsel and I continue to communicate with the Ohio EPA to discuss final items remaining related to Martindale Park. We are seeking a continuation of the grant and some supplementary funding to bring that grant to conclusion with a No Further Action and Covenant Not to Sue from OEPA.
- Demolition of the houses began this morning and should be completed this week.
- Space planning meetings continue with Daryl leading that effort, they met on security and pending questions from the architect this week, and we have received 60% completion drawings. MS is preparing probable costs and we should have that information by the end of April.
- I prepared and submitted a healthy living grant for Delaware County. We are seeking some bike racks, senior friendly benches (with arms) and some wayfinding signs to direct path users from outlying new developments.
- Closing of the ODOT outstation property is proceeding.

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 street sign inventory is complete, I need to compare it to an inventory of signs on hand and get pricing for what is needed.
- A thank you to the Mayor's Court public service component, we had someone doing public service time collect fallen branches from the town hall green and stack them for pick up by the service department last week.
- We took delivery of our new crack sealing machine and had an orientation from the company's sales support. That person has pledged to come back the first time we use the machine to do more of an on-the-job training session. I anticipate we will use it in April once dry pavement can be predicted.
- We have engaged a wildlife trapper to relocate some ground hogs that were creating damage and a potential safety issue at the evening street park, which is located between Prairie Run and Evening Street.
- There were two burials since we last met.
- An investigation of a drainage issue along the rear yards of Ross Common is happening today.

- We had to take one of our trucks to Coughlin to get service on the pollution control components.
- A failed hydraulic cylinder was replaced on one of the plow trucks, the old cylinder was rebuilt so we have a replacement in stock if needed.
- We had a meeting with a manufacturer's representative regarding a new solution to rebuilding failed storm drains and basins. We are considering taking a long view approach and repairing a few structures every season.

Wastewater

- The department has been busy with some of the significant rain events.
- A section of sewer main in the area of JR Smith was cleaned and televised. There will be a need to do some pipe replacement on a main that crosses through that park.
- The force main from the Cheshire Road lift station had a leak detected where it goes under Cherry Street close to the Hitachi Technical Center where it heads east down the ditch line. The failure was excavated and repaired.
- 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.