

City of Sunbury Regular Council

Minutes

March 15, 2023

Mayor Joseph St. John opened the Sunbury City Council meeting at 7:30 p.m., March 15, 2023, with a moment of silent prayer and the Pledge of Allegiance.

Those answering roll call: Cindi Cooper, Joseph St. John, Damin Cappel, Dave Martin, and Murray Neff. Tim Gose, and John Grumney were absent. Other staff in attendance were Administrator Steve Pyles, City Solicitor David Brehm, Clerk of Council Amber Swain, and City Engineer Dan Whited.

MINUTES:

Motion by **Cooper** and seconded by **Neff** to approve the March 1, 2023, meeting minutes. Upon roll, 5 yeas. Minutes passed.

VISITORS

Paul Hollar addressed the Council about his concerns regarding Resolution 2023.06, and it not being available to view online prior to the meeting.

COMMITTEE REPORTS

Mayor St. John provided a brief summary of the Finance Committee agenda including proposed updates on the City's debt management and cash reserve policies and the current status of the annual budget.

POLICE REPORT

Deputy Chief Wade shared with the Council the department is working on several projects for personnel management and time tracking. He reported that there has been an uptick of crashes in the area, they are working with CT Consultants to look at speeds, timing on lights and other factors. They are also working with ms consultants on the new building design.

Administrators Report

Sunbury, Ohio

Memo

To: Mayor, Council
From: Steve Pyles
cc:
Date: 3/14/23
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.
- Record, box and plan sorting continues.

City of Sunbury Regular Council

Minutes

March 15, 2023

- 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

City of Sunbury Regular Council

Minutes

March 15, 2023

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.

Engineer's Report Engineering Status Report

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

Date: March 15, 2023

Project Description	Current Phase / Updates
CITY PROJECTS	
<p><u>Fallen Heroes Multi-Use Trails</u></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 progressing.</p> <p>Phase 4 will be completed as a change order in Phase 3.</p>

City of Sunbury Regular Council

Minutes

March 15, 2023

<p><u>Reservoirs Park Fishing Piers and Parking Lot Improvements</u> 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-feet 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. Site surveying will be done week of 3/13. Construction documents are being prepared.</p>
<p><u>Dept. of Public Safety (DPS) Hazardous Mitigation Grant Program (HMGP) - Round 2 - Pre-Application</u> 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 designed to mitigate the observed flooding.</p>	<p><u>Planning Phase</u> FEMA questions are being addressed. It appears that all questions have been addressed as of 3/10</p>
<p><u>Wastewater Treatment Plant Facilities Plan Update</u> 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 approval.</p>
<p><u>Little Walnut Creek Interceptor Sewer - Phase 2</u> 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><u>Stormwater Utility Study</u> A study is being completed to determine the feasibility of implementing a Stormwater Utility.</p>	<p>Study is progressing. On hold while MS4 program I being reviewed and organized.</p>
PRIVATE DEVELOPMENT PROJECTS	
<p><u>Ravines at Meadow Ridge (DRK Apartments)</u> Metro Development (DRK) submitted an application to rezone 67.1 acres of land between Africa Road and 3 B’s & 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 & 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 2nd submittal of the preliminary plat and plans. We are reviewing. We anticipate a submittal</p>

City of Sunbury Regular Council

Minutes

March 15, 2023

	to Planning Commission in March.
<u>Granville Street Multi-Family Development</u> New multi-family and commercial development south of Granville Street on each side of Sunbury Meadows Drive. Council has approved the rezoning.	<u>Planning Phase</u> Council approved the rezoning. Developer may be proceeding with the design soon.
<u>Magnolia Park</u> New single-family subdivision located east of the Middle School.	<u>Construction Phase</u> Pre-construction activities and final comments are being completed. Construction is anticipated to start soon.
<u>Rolling Hills Subdivision</u> New single family, planned residential subdivision located on Golf Course Road. The Final Plat for Section 1 and Section 3A were approved by Council.	<u>Construction Phase</u> Construction is progressing.
<u>Price Ponds Subdivision</u> 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.	<u>Construction Phase</u> Construction is progressing for Section 1. Section 2 and 3 will be proceeding soon.
<u>Eagle Creek Subdivision</u> 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. Currently reviewing 2 nd submittal.
<u>Kintner Crossing</u> 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.

City of Sunbury Regular Council

Minutes

March 15, 2023

<p><u>Eagle Storage - 601 West Cherry Street</u> 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>
--	--

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

Second Readings

RESOLUTION 2023.05

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

First Readings

RESOLUTION NO. 2023.06

A RESOLUTION DECLARING THE SUNBURY NEW COMMUNITY AUTHORITY TO BE ORGANIZED AND A BODY POLITIC AND CORPORATE; TO DEFINE THE BOUNDARY OF THE AUTHORITY'S NEW COMMUNITY DISTRICT; TO PROVIDE THE METHOD OF SELECTING THE BOARD OF TRUSTEES OF THE AUTHORITY AND FIX THE SURETY FOR THEIR BONDS

Motion was made by **Martin** to suspend the rules, seconded by **Neff**, passed 5-0.

Motion was made by **Martin** and seconded by **Neff** on the resolution, passed 5-0.

RESOLUTION 2023.07

A RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION WITH THE DELAWARE PUBLIC HEALTH DISTRICT CREATING HEALTHY COMMUNITIES MINI GRANT PROGRAM

Motion was made by **Neff** to suspend the rules, seconded by **Cooper**, passed 5-0.

City of Sunbury Regular Council

Minutes

March 15, 2023

Motion was made by **Neff** and seconded by **Cooper** on the resolution, passed 5-0.

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

Second Readings

First Readings

ORDINANCE 2023.08

AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO ISSUE A CHARITABLE SOLICITATION PERMIT PURSUANT TO SUNBURY CODIFIED ORDINANCE 371.06 AND DECLARING AN EMERGENCY

Motion was made by **Neff** to suspend the rules, seconded by **Martin**, passed 5-0.

Motion was made by **Neff** and seconded by **Martin** on the Emergency, passed 5-0.

Motion was made by **Neff** and seconded by **Martin** on the Ordinance, passed 5-0.

NEW / UNFINISHED BUSINESS

Motion was made by **Cooper** to approve the Spongy Moth Aerial Treatment, seconded by **Cappel**, passed 5-0.

Mrs. Cooper gave an update on the Parade Rules and Procedures – Best Practices. The document has been sent to the City's insurance agent for review.

City of Sunbury Regular Council

Minutes

March 15, 2023

Motion to cancel the March 29, 2023 Council Meeting made by **Martin**, seconded by **Cappel**, passed 5-0.

Mrs. Cooper thanked all who attended the Harlem Wizards night sponsored by Rotary, including the first responders who came to support and watch the game.

ADJOURNMENT

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