

# City of Sunbury Regular Council

## Minutes

April 5, 2023

Clerk of Council Amber Swain opened the Sunbury City Council meeting at 7:30 p.m., April 5, 2023, with a moment of silent prayer and the Pledge of Allegiance.

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

Council's first order of business was to select a temporary presiding officer given the absences of Mayor St. John and Mayor Pro Tempore Gose. **Mr. Martin** nominated Mrs. Cooper to serve as the temporary chair. The motion was seconded by **Mr. Grumney**. Upon roll, 5 yeas.

### MINUTES:

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

### VISITORS

There were no visitors that wished to speak.

### COMMITTEE REPORTS

Mr. Cappel reported on the recent Services Committee meeting and briefly reported on the status of energy aggregation, Sunbury Estates trees, 2023 Street program bid, and the wastewater treatment plant permit to install.

Mr. Martin reported on the recent Parks and Recreation Committee meeting and included updates on the planned community forums for JR Smith park and the status of a grant request to the Delaware Health District.

Mr. Neff reported on the recent Events and Commemorations meeting and included updates on Trailapalooza, a tentative new rental fee structure for parks, the selection of a resident for recognition at the next Council meeting, and power on the Square.

Mrs. Cooper reported on the Planning and Zoning meeting. She provided updates on a preliminary plot and plan for Ravines at Meadow Ridge, Mr. Bennett's plans to expand his building on Burrer Drive, a commercial site plan near Sunbury Meadows and Peacock drives, and the election of a chair and vice-chair.

### POLICE REPORT

No police report given.

### Administrators Report

Sunbury, Ohio

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### Minutes

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# Memo

**To:** Mayor, Council  
**From:** Steve Pyles  
**cc:**  
**Date:** 4/3/23  
**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. 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.

# City of Sunbury Regular Council

## Minutes

April 5, 2023

- 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.

# City of Sunbury Regular Council

## Minutes

April 5, 2023

- 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.

### Engineering Status Report

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

Date: April 5, 2023

Project Description	Current Phase / Updates
<b>CITY PROJECTS</b>	
<b>Fallen Heroes Multi-Use Trails</b>	
<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>Construction Phase Contract is executed with contractor. Preconstruction activities are <b>progressing</b>.</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>Phase 4 will be completed as a change order in Phase 3.</p>
<b>Reservoirs Park Fishing Piers and Parking Lot Improvements</b>	
<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-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><b>Design Phase</b>            Conceptual plan has been finalized. Site surveying will be done week of 3/13. <b>Construction documents are being prepared.</b></p>

# City of Sunbury Regular Council

## Minutes

April 5, 2023

<p><b><u>Dept. of Public Safety (DPS) Hazardous Mitigation Grant Program (HMGP) - Round 2 - Pre-Application</u></b>                  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><b>Planning Phase</b>                  FEMA questions are being addressed. It appears that all questions have been addressed as of 3/10</p>
<p><b><u>Wastewater Treatment Plant Facilities Plan Update</u></b>                  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><b>Planning Phase</b>                  The Ohio EPA permit application is being submitted this week.</p>
<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><b>Preliminary Phase</b>                  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. On hold while MS4 program is being reviewed and organized.</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><b>Design Phase</b>                  Preliminary plan was approved at the March Planning Commission meeting.</p>
<p><b><u>Granville Street Multi-Family Development / Sunbury Commerce Park</u></b>                  Mixed-use development; 120-unit apartment complex and 40,000 sq. feet of commercial/retail space.</p>	<p><b>Planning Phase</b>                  Council approved the rezoning. A submittal is anticipated soon.</p>

# City of Sunbury Regular Council

## Minutes

April 5, 2023

<b>Magnolia Park</b> New single-family subdivision located east of the Middle School.	<b>Construction Phase</b> Clearing has been completed. Construction is anticipated to start soon.
<b>Rolling Hills Subdivision</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.	<b>Construction Phase</b> Construction is progressing.
<b>Price Ponds Subdivision</b> 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.	<b>Construction Phase</b> Construction is progressing for Section 1. Mass grading plan for Section 2 and 3 is being reviewed.
<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.	<b>Design Phase</b> Preliminary plan was approved at the March Planning Commission meeting.
<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.	<b>Planning Phase</b> 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.	<b>Design Phase</b> Waiting on the resubmittal of the construction drawings.
<b>BSTP Sunbury, LLC (Azco Development LLC)</b> Mixed retail development in the Sunbury Meadows development. Initial application for day care facility; commitments on other three lots still undetermined.	Preliminary plan was conditionally approved at the March Planning Commission meeting.

RIGHT-OF-WAY PERMITS

# City of Sunbury Regular Council

## Minutes

April 5, 2023

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

- Columbia Gas - 1515 Cabot Lane
- Columbia Gas - 1380 Clover Street
- Columbia Gas - 1260 Clover Street
- Columbia Gas - 1352 Clover Street
- Columbia Gas - 1107 Par Court
- Columbia Gas - 1087 Cape Breton Street

### RESOLUTIONS

Third Readings

#### RESOLUTION 2023.05

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

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

### ORDINANCES

#### 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

### NEW / UNFINISHED BUSINESS

Mrs. Cooper advised that the Parade Rules and Procedures – Best Practices will remain tabled at this time pending further review.

Mr. Pyles went over the City Council Strategic planning event and asked members to return their questionnaire to staff no later than April 28.

Mrs. Cooper reminded Council that the community easter egg hunt was rescheduled to April 8.

### ADJOURNMENT

Motion to adjourn by **Grumney** and seconded by **Neff**. Upon Roll all Yeas.