

Village of Sunbury Regular Council

Minutes

June 17, 2020

Virtual Meeting

President Pro-Tem Joseph St. John opened the Sunbury Village Council meeting at 7:30 p.m., June 17, 2020, via virtual in the Municipal Building with a moment of silent prayer and the Pledge of Allegiance.

Those answering roll call: Tim Gose, Cindi Cooper, Martin Fisher, Joseph St. John, David Martin, and Damin Cappel. Mayor Hatfield was absent. Also, in attendance, via virtual were Solicitor David Brehm, Engineer John Maar, Administrator Allen Rothermel and Fiscal Officer Kathy Belcher.

Motion by **Cappel** and seconded by **Fisher** to approve June 3, 2020 minutes. Upon Roll 6 Yeas.

**VISITORS**

(actually, spoke after New Business)

**Yvonne Renee Dunlap – Yoga on the Square**

- She would like to provide Yoga as a free service on the Square. St. John replied that no action would be needed from the Council, just let the Administration know for possible scheduling conflicts.

**Paul Hollar**

**575 Redshank Dr, Sunbury, Oh**

- Spoke to Council concerning the increase of impact fees and the possible expenditures from the funds. He would like to see the revenue stream increased based on future capital expenses projections.

**COMMITTEE REPORTS:**

**Fisher**

- **Services Committee Meeting –**

Discussion topics included street light bulb replacement policy. The Village is replacing incandescent bulb with LED bulbs. The replacement policy will go forward using a less bright LED bulb.

The second topic of discussion was the tree replacement policy. At this time the problem has been identified as a particular species of tree that had been used in the tree lawn area is succumbing to disease and dying, but no clear solution has been proposed for removal and/or replacement.

**Martin**

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- **Parks Committee Meeting**

The Committee will be meeting at the up-ground reservoirs Friday Night at 5:30pm including the engineer.

**POLICE REPORT:**

**ADMINISTRATOR'S REPORT:**

**ADMINISTRATOR'S REPORT**

**June 17, 2020 Edition**

**1). Covid 19 Update** - Staff continues to monitor the Directives of the CDC and Governor DeWine with respect to Covid 19 (Stay Safe Ohio Order). The Delaware General Health District is now providing bi-weekly video conferences to all stake-holders. Their last briefing was 3:00 pm June 17.

At that time Sean Miller, Director of Delaware County Office of Homeland Security and Emergency Management indicated PPE was available to municipalities. We picked up 40 cloth masks, for use by our employees, today and will make accessible to all Village employees as they perform their duties.

**3). Prairie Run Sanitary Sewer I & I-** The contractor that performed the erosion control work at the WWTP has quoted emergency repair work at the sanitary sewer manhole at the cul-de-sac at Prairie Run where a plug in the bottom of the manhole pipe has blown out causing a great deal of excess water into the system. Work on plugging the hole will begin as soon as weather permits.

**4). VOIP TELEPHONE SYSTEM UPDATE-**site survey was done June 11th with CBTS, PCS (Professional Cabling Solutions) and Edge Technologies. We are in the process of securing costs for a couple switches that we are going to need and some additional cabling runs to handle the additional sets in PD and admin offices. Some cables were pulled on Monday, June 15th. We are still on schedule for end of August/first of September.

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**5). Parks and Recreation Committee Special Meeting-** A special meeting of the P & R Committee will take place Friday June 19, 2020 at 5:30 pm. The meeting will begin at the Up-ground Reservoirs with participants to park at the Street Garage 250 Otis St. and then move to the Fallen Heroes Memorial with parking at the Community Library.

**6). Martindale Parking Lot-** Finishing touches are being done at the site. Parking spaces will be striped on Friday and landscape fence panels will be installed. Three soil borings were made on Tuesday with minimal disruption to the park (all borings were made in the grassy areas). No date was given on when the results of the soil testing will be available.

**Respectfully submitted by Allen Rothermel**

**ENGINEER'S REPORT:**

**none**

**RESOLUTIONS:**

**Third Readings**

**Second Readings**

**First Readings**

**RESOLUTION 2020.04**

**A RESOLUTION APPOINTING REPRESENTATIVES TO THE DELAWARE COUNTY TAX INCENTIVE REVIEW COUNCIL AND DECLARING AN EMERGENCY  
(first reading)**

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**ORDINANCES:**

**Third Readings**

Motion by **Gose** and seconded by **Cappel** to un-table Ordinance # 2020.18. Upon Roll 6 Yeas.

**ORDINANCE 2020.18**

**AN ORDINANCE APPROVING THE CONSTRUCTION IMPROVEMENT PLANS FOR MILLER'S COVE AND DECLARING AN EMERGENCY**

Motion was made by **Martin** and seconded by **Cooper** on the emergency Passed 6-0.  
Motion was made by **Martin** and seconded by **Cooper** on the Ordinance Passed 6-0

**Second Readings**

**First Readings**

**UNFINISHED BUSINESS:**

**Gose**

- The cleaning of the cemetery entrance sign has been completed showing a marked improvement.

**Cooper**

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- **The Black Lives matter protest** – Was a great success with Police Chief Howard and Mayor Hatfield in attendance. Various attendees spoke including the Mayor. The event concluded with a walk around the square with the Police.

**St. John**

- Impact fee report is available on the One Drive and the summary is shown below.

**To:** Sunbury Council and Mayor

**From:** Steve Pyles, Zoning Inspector

**cc:** Allen Rothermel, Kathy Belcher

**Date:** 6/17/20

**Re:** Impact Fee Annual Report

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Attached is the annual report for impact fees per Chapter 963 of the Codified Ordinances of Sunbury, Ohio.

There are three items of discussion that I would like to note for your consideration. I will be happy to attend a future Council meeting once you have had time to review the report to discuss.

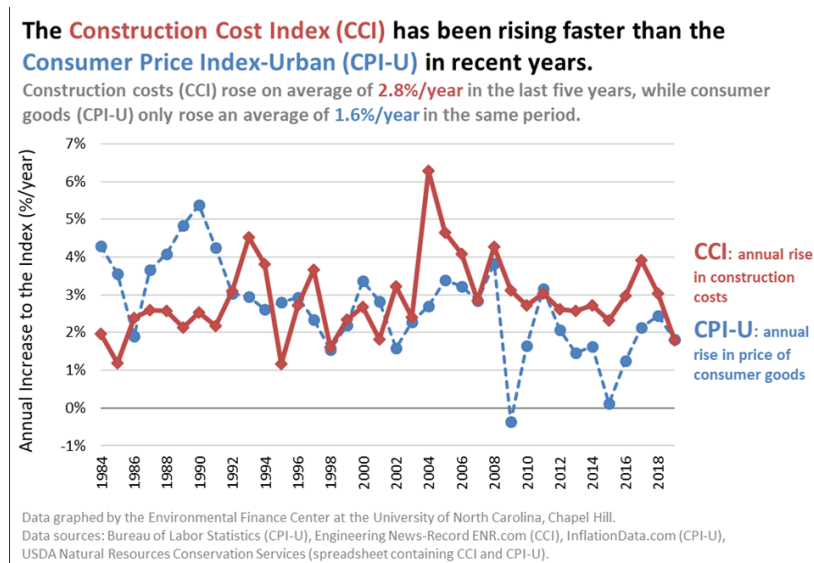
1. The Public Facility, the parking lot project, appears to be moving toward a completion date that could exceed six years from purchase of the property, planning, remediation and construction. The ordinance does contemplate these types of situations - 963.05 (b) (3) - and allows for appropriation of funds beyond the six-year timeframe if the project requires more time to plan, design and construct the project. The administration would request a continued limited extension to the end of calendar year 2020 for this project. It is 95% constructed as of this date.
2. Annual adjustments are allowed in the legislation – 963.07 (b) (1) - to reflect inflationary increases in the cost of providing public facilities. Adjustments must be based upon the most recent 20-City annual national average data from the Engineering News Record Construction Cost Index. Based upon this Cost Index, the increase for CY 2019 is an increase of 2.0%.

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Council could also possibly determine an alternate adjustment is appropriate as annual increases have not been made since passage of the ordinance until last year. Some options would include a phased implementation to capture the increases not previously calculated, such as 20% additional over the next three years. Another option would be to use the Consumer Price Index (CPI U) and enter the first-year value of the impact fees and bring it up to date based on the CPI (U). The CPI website from the Department of Labor has a calculator that can accomplish this task. As the chart below indicates, the CPI (U) has generally tracked slightly below the Construction Cost Index and I believe that would be a reasonable, conservative approach to updating the Municipal Facility and Police Impact Fee amounts.



For reference:

1/2018-1/2019 Adjustment Based on Cost Index – 3.02%

1/2019-1/2020 Adjustment Based on Cost Index – 2.0%

1/2004 – 1/2019 Adjustment Based on Cost Index – 64.19%

3. The timing of this annual report is difficult. The current practice has been to include financial and other data for the period of 7/1 – 6/30. This makes presentation of the report difficult on or before 7/1. For example, to have the report available in mid-June this year financial data is through the end of May. I do not think that was the intention of Council when this legislation was created, but rather to assure that the report is integrated to the annual budgetary cycle. I would propose that the report be done on our financial year, January 1 – December 31, with a July 1 deadline. Staff would make the appropriate notations in the next report to reflect this change in reporting timeframe.

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4. There have been internal discussions about the impact fee ordinance and doing an update that would account for the multi-year delay in calculating the allowed increase and to potentially include an additional fee related to transportation capacity impacts and even recreation. I have had conversations with some of the professional firms that specialize in impact fee studies to discuss our current situation. Some of the recommendations have ranged from an in-house update using the methodology discussed in Item #2 above to a clean slate review and new impact fee study. There was no clear consensus during the conversation as both approaches were recognized as having viability. A clean slate study will be an expensive proposition.

Council options could include doing updates in-house or via professional outside service. If the option selected is to go outside, then the next step would be for Council to approve the creation of a Request for Proposals (RFP). I have a tentative start on that RFP anticipating that option may be selected.

I would propose that this matter be brought to the Finance Committee for discussion and then on to Council once a committee consensus has been reached.

**St. John**

- Also brought up the topic of the Fourth of July and the proposed drive-by parade proposed by the Big Walnut Civic Association.  
The Civic Association has proposed a drive by celebration by blocking off the internal parking spaces around the square to allow driving to view the stationary presentation for the Fourth of July. The event would start the evening of July third to be removed Sunday, July 5.  
Each branch of the armed services will be represented including their motto/flag. The rest of the square will be decorated with a “Field of Flags.” The Village of Galena will also be participating with their own “Field of Flags.”

Motion by **Fisher** and seconded **Cooper** to show support for the Big Walnut Civic Association to allow them to block the parking spaces around the square from July 3 through July 5 for the drive by Fourth of July celebration. Upon Roll 6 Yeas.

**St. John**

- Special thanks for the Big Walnut Civic Association for their help in making celebrations happen for the Village and the Big Walnut Community.

**NEW BUSINESS:**  
(Visitors spoke here)

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Motion to Adjourn

All Yeas.

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Joseph St. John, President Pro-Tem

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Kathy Belcher, Finance Director