

**CITY OF CHARDON SERVICE COMMITTEE MEETING**  
*Meeting Minutes*  
May 5, 2022

**Service Committee Members Present:** Deborah Chuha, David Lelko

**Also Present:**

Ben Chojnacki, Law Director  
Doug Courtney, City Engineer  
Paul Hornyak, Public Service Director  
Kyle Martin, Councilman

Becky Repasky, Secretary  
Randy Sharpe, City Manager  
Kevin Westbrooks

David Lelko, Chairman, called the meeting to order at 11:00 a.m.

**APPROVAL OF MINUTES**

Mrs. Chuha made a motion to accept the minutes of March 1, 2022. It was seconded by Mr. Lelko. The vote carried 2-0.

**CONSIDER ADDITIONAL FUNDING FOR THE 2022 SIDEWALK MAINTENANCE PROGRAM**

Mr. Courtney explained the sidewalk inspections completed in 2021 that need repair are greater than anticipated. Additional repair work combined with the recent construction cost of inflation has increased the anticipated project cost for the work to be \$148,850. Mr. Courtney said Staff is looking for the additional money so the program does not fall behind.

Mr. Lelko asked why Staff was so far off with projected numbers. Mr. Courtney explained the sidewalks in the past eight (8) years degenerated faster than anticipated and construction costs have skyrocketed due to inflation. Mr. Hornyak added that this year's square footage quantities are more than eight (8) years ago.

Mr. Lelko asked if Staff is looking to increase the levy in the future. Mr. Sharpe said no because the quantities of sidewalk will be decreasing each year.

Mrs. Chuha asked if the repairs to the sidewalks are the sidewalks that were repaired eight (8) years ago or were the untouched sidewalks. Mr. Hornyak said untouched.

Mr. Martin asked what the lifespan of a sidewalk is. Mr. Hornyak said approximately twenty (20) years, but the sidewalk snow plow service the City offers decreases the lifespan.

Mr. Courtney added sidewalks added to this year's repair list could be offset in height or a corner has chipped – so it may not be completely deteriorated to be on the list. Mr. Sharpe said the City will hold inspections to the same requirement as residents were.

Mr. Lelko made a motion to amend original appropriation of funds to cover the additional costs to be taken out of the 242-sidewalk fund. Mrs. Chuha seconded the motion. The vote carried 2-0.

**CONSIDER ACTIONS TO ENSURE THAT GRAVES HAVE PERMANENT MARKINGS**

Mr. Sharpe explained it was brought to his attention that makeshift headstones are being installed at the Cemetery. C.O. 941.02 (o) requires that a permanent marker by a grave or crypt gives the City the authority to remove the temporary markers and require permanent markers be installed. Staff recommends the City Manager to send notices to the owners of the graves/crypts that have temporary markers to inform them that they have one (1) year to install a permanent marker. If the permanent marker is not installed within one (1) year, the City will remove and dispose of the temporary marker. The City Manager can extend the deadline if there is an extenuating circumstance. Mr. Sharpe explained notices will be going to the owners of the plat.

Mrs. Chuha asked if a foundation is needed for permanent markers. Mr. Chojnacki said a foundation is not defined in the ordinance, therefore, he is not sure if Staff will want to define a foundation. As long as the wind does not knock down a marker, it is permanent. Granite or a stone foundation is ideal. Mrs. Chuha asked what are the requirements for decorations. Mr. Sharpe said current ordinance language says permission is needed; and he has never been asked and Staff has not actively searched.

Mr. Lelko asked how many makeshift markers are up. Mr. Hornyak said approximately six (6). Mr. Lelko asked if 'shepherds' staff' are permitted. He added those might not be a maintenance issue. Mr. Lelko suggested ordinance 941.02 be changed to: "City of Chardon" instead of "Service Committee". Mr. Chojnacki said the rules and regulations can be taken out of the ordinance and given to the Service Committee where items can be amended as the committee would like.

Mrs. Chuha asked what happens if a plat owner cannot afford a marker. Mr. Lelko explained markers are for City records and the markers have regulations. Mr. Hornyak explained each plot is identified by a number and Staff keeps records.

Mr. Lelko asked if this needs to go to Council. Mr. Sharpe said no, Staff wanted to bring it to the Committee's attention and this is for already existing markers; new makeshift markers will be removed immediately. Mr. Lelko said his personal opinion is that a makeshift marker can be in place for up to thirty (30) days until the permanent marker goes in.

The Service Committee agreed with Staff's recommendation of makeshift markers.

#### **UPDATE ON THE TRAFFIC COUNT PROGRAM**

Mr. Westbrooks provided the Committee with an updated Traffic Counting Policy to include: a database of all public roads and potentially private roads, collect new traffic counts on a three (3) year rotating basis, use consistent location for counters, collect data for a three (3) day period, avoid areas with traffic disruptions and storing the data. Mr. Westbrooks said he would like to verify the City's two current counters capture both directions of traffic. The goal is to count thirty (30) to forty (40) locations per year. Mr. Courtney explained city code requires traffic counts must be done. Mr. Hornyak explained Mr. Westbrooks is the only person to be able to interpret the data in an understandable format.

Mr. Lelko commented that because it is a code requirement and this policy was previously approved; the Committee will leave the details to Staff to incorporate. Mr. Westbrooks said he will work with Mr. Hornyak to determine if two (2) new counter machines are needed. Mr. Lelko asked for the price of machines. Mr. Westbrooks said approximately \$2,600. Mr. Lelko requested periodic traffic count updates.

#### **OTHER BUSINESS**

Mr. Hornyak made the Committee aware two (2) of the four (4) easements on Center Street were acquired. 362 and 366 Center Street cannot be acquired because it is in receivership. Mr. Courtney said Staff will bring the sidewalk to 4' of the road to avoid the needed easement. Mr. Hornyak said the sidewalk is still 5' wide. Mr. Chojnacki said the City could use Eminent Domain, but that will take much longer and costlier. He said once new owners take over the property, the City can make them remove this sidewalk and put in new sidewalk to line up with the existing sidewalk. The Service Committee agreed and Staff will move forward with this plan.

Mr. Lelko said a resident in the Woods of Burlington asked if the speed limit could be lowered from 25mph to 15mph. Mr. Westbrooks said there is no provision in the Ohio Revised Code to lower the speed limit unless it is an alley.

Mr. Lelko requested packets for meetings be delivered the Friday prior to meetings. Mondays are okay if it is a Thursday meeting.

Mr. Sharpe said the vacating of 7<sup>th</sup> Avenue is moving forward.

Mr. Courtney said bids for the 2022 Street Maintenance Program came in over the engineers estimate. Staff will be working with the Law Director to determine a decision and bring more information to the next Council meeting.

**EXECUTIVE SESSION** – none

**ADJOURN**

Mrs. Chuha made the motion to adjourn. Mr. Lelko seconded it. The meeting was adjourned at 12:14 p.m.

Respectfully Submitted:

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DAVID LELKO, SERVICE COMMITTEE CHAIRMAN

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Rebecca Repasky, Secretary