

CITY OF CHARDON SERVICE COMMITTEE MEETING
Meeting Minutes
September 2, 2021

Service Committee Members Present: Andrew Blackley, Jeffrey Smock

Also Present:

Ben Chojnacki, Law Director
Doug Courtney, City Engineer
Dick Depenbrok
Kathy Doyle
Chris Grau
Paul Hornyak, Public Service
Director

Heather Hudson Means
Dan Meleski, Mayor
Becky Repasky, Secretary
Mate Rogonjic, Finance Director
Randy Sharpe, City Manager
Kevin Westbrooks, GPD Group

Andrew Blackley, Chairman, called the meeting to order at 4:00 p.m.

APPROVAL OF MINUTES

Mr. Smock asked for the spelling of his name to be corrected and the word “service” be changed to “serve” in the 1st paragraph. Mr. Smock made a motion to approve the minutes of June 17, 2021. It was seconded by Mr. Blackley. The vote carried 2-0.

REVIEW THE CITY’S ORGANIZATION OF ZONING PERMITS/CITY INSPECTOR QUALIFICATIONS

Mr. Yaney explained the process of how permits are maintained and catalogued. He said Public Service and Zoning permits are assigned numbers. The hard copies are stored in the storage room and digital copies are maintained on the server. Mr. Yaney said permits from prior to 2012, are scanned as files on the server; after 2012 permits are saved into the ‘ZonePro’ software. Mr. Hornyak explained some permits are needed to be reviewed by the City Engineer for a fee; and senior members of Staff review permits.

Mr. Blackley asked if permit fees are available for viewing. Mr. Yaney said they are listed in the Codified Ordinances. Mr. Blackley asked if ‘liability insurance’ is required. Mr. Hornyak said yes for general work – as well as a maintenance bond; for bigger projects, plans are required. He explained permits can be applied for by either a home owner or contractor. Mr. Blackley asked if contractors are reviewed. Mr. Hornyak said Staff does not have that ability. Mr. Blackley requested a process for contractor registration.

Mr. Blackley asked when Staff does inspections. Mr. Hornyak explained pre-pour and post-pour inspections are done. Mr. Blackley asked if a City worker is there full time. Mr. Hornyak said for general work no; for construction projects a full-time inspector from C.W. Courtney is on site. Mr. Grau asked what the qualifications are for an inspector. Mr. Hornyak said for our Staff, there is no certifications he is aware of. Mr. Blackley said he is not aware of any either – ODOT has roadway certifications; but very little for utility certifications. Mr. Courtney said the better inspectors are very familiar with the codes and specifications. Ms. Means asked how many inspections are done per week. Mr. Hornyak said between one – two per week.

DISCUSS STORM SEWER CONNECTION WORK AT 142 CHARDON AVENUE

Mr. Courtney explained an illegal connection to the sanitary sewer was found at 142 Chardon Avenue during the Chardon Avenue/Canfield Drive project. A new sanitary connection was done at the home owner’s (Kathy Doyle) expense. Mr. Hornyak said he believes the inspector at the time, 2004, made an error in signing off on the inspection form. Ms. Doyle said she paid Fabrizi Trucking & Paving Co., \$2,050 to make the correct connection and would like the City to reimburse her for the incorrect inspection done in 2004.

Mr. Chojnacki said he cannot provide an opinion on the matter but explained Ohio law does provide political subdivisions immunity for damages; with the exception of proving the city performed something maliciously or

in bad faith. Mr. Blackley shared some cities have been sued over basement flooding if it was proven their staff was negligent.

Mr. Smock said he believes the Service Committee has a moral obligation to reimburse Ms. Doyle for the error of the city employee. Mr. Blackley agreed. Mr. Smock made a motion to recommend to City Council to allow the disbursement of \$2,050 to Kathy Doyle, for the correct work done at 142 Chardon Avenue and to settle any agreements in full. It was seconded by Mr. Blackley. The vote carried 2-0.

CONSIDER BURLINGTON OVAL HOA REQUEST FOR DRIVE APRON REPAIR

Mr. Hornyak explained a water line was repaired at 119 & 121 Burlington Oval Dr in August of 2011. In November of 2020, this discussion was removed from the agenda because the HOA reported the homeowner had no standing to make a repair claim because it is the property of the HOA and the HOA would place the work on a list of items for future consideration. The HOA is now questioning the quality of the repair the City did in 2011.

Mr. Depenbrok, President of the Burling Oval Home Owners Association and speaking on behalf of the Burling Oval HOA, said he believes the cracking on the driveway is coming from where the repairs were done. Mr. Depenbrok does not have a cost estimate for the proposed repairs.

Mr. Smock said he does not believe the City is responsible for this proposed repair to the driveway. Mr. Blackley agreed and said there will be no recommendation from the Service Committee. Mr. Chojnacki explained Mr. Depenbrok can appeal directly to City Council.

REVIEW RESIDENT NOTIFICATION PROCESS

Mr. Hornyak explained questions have arisen how residents are notified for various construction projects for city work either expected or unexpected. Leaf and brush collection are put on the Square sign board, City newsletter, "Notify Me", City website and social media. Hydrant flushing and sewer jetting are put on the Square sign board, City newsletter, "Notify Me", City website and social media. Planned Capital Improvement Projects and construction projects are put on the Square sign board, City newsletter, "Notify Me", City website, social media and Council/Committee meetings. For emergency situations, notices are hand delivered or city workers knock on doors to notify residents.

Mr. Hornyak explained Staff makes every attempt to use all tools to notify the general public of start dates, delays and service interruptions. Contractors are required to notify residents by hand delivering notices 48-hours prior to work for any utility or home access loss. These are discussed at all pre-construction meetings for projects. In the event of an emergency, staff will notify residents immediately by: social media, city website, "Notify Me" and door-to-door visits. Mr. Hornyak explained there is no penalty at this time to a contractor if proper notice was not given to residents.

Mr. Blackley said he believes Staff does a great job for public notices; and recommends making 'hand delivered notices' mandatory in the contract for projects. Mr. Courtney agreed and said that will be added.

TRAFFIC CALMING UPDATE

Mr. Westbrooks provided the Committee with a template policy for it to be tailored to the City of Chardon. Once changes/additions are made to this template, Mr. Westbrooks will bring a draft copy to the next Service Committee meeting. Mr. Blackley liked the proposal so far. Mr. Chojnacki said this should remain a policy, not a legislative document. Mr. Courtney said the policy can be reviewed on a cycle or with the master plan. Mr. Westbrooks shared this will be for a policy if complaints come forward to the City. Mr. Smock agreed and said then Staff can review if it is a valid complaint.

TRAFFIC COUNT PROGRAM UPDATE

Mr. Westbrooks provided the Committee a list of streets and their traffic counts. It was collected from the "Streetlight" program and some streets still need to be collected. The data is from 2019 as the 2020 and 2021

data will still show some impact of COVID in some locations. Mr. Westbrook recommends not relying on just the Streetlight data and roadways should still be counted with the traffic counters. Mr. Westbrook recommends new traffic counts to begin in the spring of 2022 for the most accurate counts.

CANFIELD DRIVE AND CHARDON AVENUE UPDATE

Mr. Courtney shared all utility work has been installed. The curb drains are installed. Mr. Blackley requested a more detailed update for the September 9th Council meeting. Mr. Hornyak anticipates work to be completed by October.

OTHER BUSINESS

Mr. Sharpe asked if the Committee would be open to Staff looking into which streets could allow for parking on the streets. It would not be every street but some streets could have this option. The Committee was okay with Staff looking into this.

EXECUTIVE SESSION – none

ADJOURN

Mr. Smock made the motion to adjourn. Mr. Blackley seconded it. The meeting was adjourned at 5:45 p.m.

Respectfully Submitted:

ANDREW BLACKLEY, SERVICE COMMITTEE CHAIRMAN

Rebecca Repasky, Secretary