

**Bellaire Village Council
Meeting Minutes
November 3, 2021**

1. **Call to Order:** President Bennett called the meeting to order at 7:00 PM.
2. **Roll Call Attendance:**
 - Present:** President Dan Bennett, Council Trustees Dave Ciganick, Trish Drollinger, Bryan Hardy, Eldon McPherson, & Helen Schuckel.
 - Absent:** Trustee Pat Boyd
 - Staff Present:** Cathy Odom, Treasurer, Bill Drollinger, Chief of Police, Nicole Essad, Clerk & Bradley Keiser, DPW Supervisor.
 - Also Present:** Terry VanAlstine, Don Waara, Rachel Krino, Don Hoyt, Jennifer Hodges, Doreen McGuire & Linda Gallagher.
3. **Approval of Agenda:** The agenda was approved with the addition of new business item g, Resolution #22 of 2021, budget amendment & item h, Conflict of Interest Policy.
4. **Motion by Ciganick, seconded by Schuckel, to approve the agenda with the addition of new business item g, Resolution #22 of 2021, budget amendment & item h, Conflict of Interest Policy. Motion carried by voice vote.**
5. **Conflict of Interest:** None presented.
6. **Consent Agenda:** The consent agenda was approved.

**Motion by McPherson, seconded by Schuckel, to approve the consent agenda as presented.
Motion carried by voice vote.**
7. **Public Comment:** None presented.
8. **Old Business**
 - a) **County Update:** Mr. VanAlstine updated Council on County news. Due to Mr. Vitale's retirement, they hired Mitchell Bart as the new maintenance director. They bought an acre of land for a welcome center. There is an EDC Survey and it can be found on the EDC website. Brandon from the VA is working to get information out to all veterans by going to them if they can't get to County office. The bridge on Alden Hwy is complete. They have contracted with Revise to develop a new website. They purchased new defibrillators. The ACD annual meeting is scheduled for Thursday at 6pm at Shorts. More information is on their website. They are working on amendments to the animal control ordinance. American Waste by Elmira had their ground water tested and all is good and they will be meeting a new assistant district attorney tomorrow.
 - b) **DDA Update:** Mr. Hoyt provided an update on DDA business. There is a possible grant for public Wi-Fi that could cover the majority of the costs. The grant has to be applied for by the State and guidelines for application to them have not been released. They also have some funding set aside for the project. They will work with Aspen Wireless if the project moves forward. The DDA is also sending out a survey to determine short and long term goals from the businesses.
 - **DDA Sign Request:** Mrs. McGuire from the DDA presented information on the way finding signs they have been working on. Changes have been made changes to the sign project and are now looking at doing a downtown map in place of the signs. She will work with Mrs. Krino and Pro Image Design on the map. It will be 4 x 3, made of light

weight aluminum, laminated and placed in the new pavilion by the new restrooms. She stated that as Council reviews the map, if they see any changes that need to be made to pass that information along so they can update the information. Trustee Ciganick asked about changes that need to be made on the map during the 31/2 years it is up. It was noted that stickers will be used to make any changes. Trustee Ciganick also noted that the way finding signs used on the sidewalks by Ruthie's worked out really well and wouldn't mind seeing that idea used for future signs. He said he likes the idea because it avoids placing an abundance of signs all over town. Mr. Keiser noted that the two signs on the kiosks along with the DDA map will be placed on that wall on the restroom.

Motion by Ciganick, seconded by Hardy, to allow the DDA to pursue the map for the pavilion area next to the restrooms downtown and to place their map on the wall. Motion carried by voice vote.

- c) **Downtown Restroom Update:** Mr. Keiser stated that the Styrofoam is installed; we are waiting for Top Notch to install the snowmelt, hopefully this week. The inspector will be out to inspect that portion on Monday. Then the cement can be poured. All utilities that can be hooked up are complete and this includes water and sewer. Retaining wall is complete.
- d) **Ball Field Improvement Update:** Mr. Keiser stated we are waiting for the fence. It should be here in a week or so and will take 4-5 days to install. He also stated that Northern Tree moved the Payton Dennis memorial tree from the old Little League field and placed it in the middle of the two new fields at Craven Park. The family was invited to attend. Treasurer Odom, to make Council aware, stated that the second page of the presented financial statement shows that actual expenses will put us approximately \$26,000 over the projected cost to date for the ball field project. She noted that this will use a significant portion of the remaining unassigned fund balance. She also noted that we changed fence companies due to lack of communication from the original company. Due to this, the original fence company, Perfect Fence, sent us an invoice for work done by them to produce an updated quote. The invoice included labor for two guys, a trip to Fife Lake School to review the layout of the fence around their ball fields, which we did not ask them to do, and for a meeting with Mr. Keiser where they staked the job for the new estimate. Mr. Keiser noted that Council approved the purchase price for fencing in May, and to lock in that price, we called Perfect Fence to place the order and it was never ordered. We also asked about the conditions for payment, which would include how much was needed as a down payment, and never received the information. Mr. Keiser then called Fine Line Fencing. They agreed to do the job for the same price as our original quote even though the cost of materials has increased, and we have now changed to this company. Trustee Ciganick said to take a proactive approach and send a letter to them stating the reasons by which we will not pay the invoice.
- e) **Beautification Letters:** Clerk Essad explained the process outlined for beautification notices. We would like to use thank you cards, mail them out once a year in early fall or winter, one property a year will be recognized and staff will narrow down the recipients and Council will approve who will get it for the year. Staff will write the thank you and all of Council can sign it.

Motion by Hardy, seconded by Drollinger, to proceed with the beautification notice process. Motion carried by voice vote.

9. New Business

- a) **Skate Park Update:** Rachel Krino provided an update on the skate park project at Richardi Park. She explained that the current equipment is getting old but they are trying to get as much use out of them as they can. They would like permission to neatly stack them on the premises and shrink wrap them for the winter to save some of the wear & tear of moving them back & forth. The skate

park fund will cover the cost of the shrink wrap. Trustee Ciganick suggested that we wrap it where it is so it is not moved as often.

Motion by Drollinger, seconded by McPherson, to allow them to store the skate park equipment at the park for the winter. Motion carried by voice vote.

Mrs. Krino explained that they were going to fundraise then Covid hit. They are ready to start up again. There are some great fundraising opportunities at this time, especially with the CARES Act. She presented updated information for Council to review. She said they met with a new park designer because of some push back they received about the Evergreen, the first designer. She said it looks good, but doesn't ride well. The new company Spohn Ranch drew up some designs and they are included in the information presented. She has heard many good things about this company and their designs. She will be meeting with the Bellaire Chamber Foundation to ask if they would become the fiduciary instead of Parkside, she also found a couple of potential grants for this project and for the park as a whole. Trustee Drollinger noted that we are currently looking into redoing Richardi Park and have spoken with Forest Home Township who would like to work with us on the project. Mr. Keiser noted that there is a grant available that comes from Covid funds and could be worth looking into. He said he has spoken with Jennifer Hodges from Gourdie Fraser about the grant. He also noted that there is a 20% match for the grant and reached out to Forest Home Township for help in covering the match. The minimum grant award is \$100,000 with the maximum being up to \$10,000,000. Jennifer Hodges said it is a very competitive grant from ARPA funds and is targeted towards tourism. It will fund design engineering or construction. She would pursue the grant making the design engineering your match. Target date for the grant is January 31, 2022. The grant also requires an environmental review. Treasurer Odom reminded Council of the limited funds available this year and costs will be accrued for the work needed to meet the deadline. Mr. Keiser said that Forest Home Township may help with these costs and we could meet with them to discuss.

b) Parks Committee Recommendations:

- **Friends of the Veterans Request:** The Friends of the Veterans would like permission to have a flag burning ceremony in the parking lot area by 4H at Craven Park. Trustee Ciganick said his only concern is clean up once the ceremony is completed. Mr., Keiser said they will put down sand and once the ceremony is complete they will pick it all up.

Motion by Drollinger, seconded by Schuckel, to allow the FOV to hold their flag burning ceremony at the 4H section of Craven Park. Motion carried by voice vote.

- **Campground Rates:** The Parks Committee would Council to approve an increase in the campground rates. Our rates are too low and do not cover costs of utilities and maintenance. Trustee Drollinger researched rates from other area campgrounds. Parks is recommending that we increase primitive rates from \$15.00 to \$20.00 per night, water & electric sites from \$20.00 to \$25.00 per night and full hook up sites from \$25.00 to \$35.00 per night. They are also recommending that monthly and seasonal rates be increased from \$475 to \$750 a month and \$2,500 to \$5,000 for the season. The campground is currently open from April 1 to October 31st. Other area campground rates were discussed.

Motion by the Parks Committee, seconded by Ciganick, to raise the campground rates to \$35 per night for full hook up; \$750 for full hook up monthly; \$5,000 full hook up for seasonal; \$25 per night for water/electric; and \$20 per night for rustic, and to also have staff send letters to the regular seasonal/monthly campers to make them aware of the rate increase. Motion carried by voice vote.

- c) **CVTRS-Dashboard:** This dashboard is an annual requirement for revenue sharing. This performance dashboard provides financial and public safety data of the Village for the year. It has to be submitted to the State by December 1 and we will post it on the Village website. Once complete, we will send a letter to all residents letting them know it's complete and where to find it for review. Along with this letter we will be mailing the run water notice in case of freezing during the winter and the Parks Survey.

Motion by Ciganick, seconded by Hardy, to approve the CVTRS Dashboard as reported and approve the appropriate posting and filing. Motion carried by voice vote.

- d) **DPW Vacancy:** The Administration Committee met to interview three candidates for the DPW vacancy. The committee is recommending that Council hire Steve Elandt to fill the vacancy at a rate of \$18.31 per hour. President Bennett noted that he already has his CDL license. Clerk Essad noted that last year's rate scale was used when determining his starting wage.

Motion by Bennett, seconded by Ciganick, to hire Steve Elandt at a rate of \$18.31 per hour. Motion carried by voice vote.

President Bennett noted that the committee also recommended who to hire if Mr. Elandt turned down the offer of employment.

Motion by Bennett, seconded by Hardy, that if Mr. Elandt turns down the position, the Village hire Robert Varicak at \$17.36 per hour and if he turns it down, then the Village hire Zachary Shepard at the rate of \$16.41 per hour. Motion carried by voice vote.

- e) **Crusecom Tax Abatement:** Clerk Essad reached out to the attorney and the MEDC with questions about dissolving the abatement. She explained that the current abatement was for five years and expires in March of 2022. The Village will have to decide whether to proceed now and accrue costs or wait until the expiration in March. Council discussed the options and will wait until it expires. At the time of its expiration, Council can approve a motion or resolution to make their decision clear on whether or not to renew the abatement. Trustee Ciganick noted that we should address this in February so they are given notice of Council's decision prior to the expiration date.
- f) **L & T Auto SUP:** Based on a prior conversation about revoking L & T Auto's SUP, Clerk Essad explained that revoking an SUP has to be done through the court system. She said he has been in violation of zoning, but has somewhat cleaned it up. Currently he is still in violation. He has filed an application for a fence permit, but will not issue it until he is in compliance with zoning. He will be receiving a ticket by Friday if he has not finished cleaning it up. Trustee Ciganick asked if he doesn't get it cleaned up is everything in order if we move forward in revoking the SUP? Clerk Essad noted that it is but that the next step will be to ticket him if he doesn't get it cleaned up.
- g) **Resolution #22 of 2021, Budget Amendment:** This resolution will amend the budget to include the \$50,000 from the school for the ball fields.

Motion by Drollinger, seconded by Hardy, to approve Resolution #22 of 2021, the budget amendment for including the revenue received from the school for the ball fields. Motion carried by roll call vote. Ayes: Drollinger, Hardy, Ciganick, McPherson, Schuckel & Bennett. Nays: None.

- h) **Conflict of Interest Policy:** Our ARPA application has been approved and we will be receiving the funds shortly. This policy is part of the requirements of accepting the ARPA funds and is a federal procurement conflict of interest policy. It deals with specifications for contractors we may hire and information on acceptance of gifts.

Motion by Ciganick, seconded by Drollinger, to approve the federal procurement conflict of interest policy #034. Motion carried by voice vote.

9. Discussion Items

- President Bennett stated that the DDA had a discussion about affordable housing for employees. He did some research and found that short term rentals may be part of the problem for the lack of it. Council had a short discussion as well as whether or not they should be inspected.

10. Department/Committee Reports:

- a) **Committee Reports:** Committee minutes, for the committees that have met, were included in packets for review.
- b) **Clerk/Zoning Administrator:** It is time for evaluations. They should be turned in by November 24. It is also coming up on budget time so committee meetings will be scheduled soon.
- c) **Treasurer/Deputy Clerk:** Nothing presented.
- d) **Department of Public Works:** The new truck will be ready in a week or so. The Act 99 loan information is at the attorney and you should vote on it at the next meeting. The EZ Rink is here and they will be installing that soon. The shed is moved for Rotary and the youth garden club.
- e) **Police Department:** Halloween went well. There were a couple of minor incidents but all went well. He also said that Officer McBee would like to move the offices back upstairs. The evidence room would stay downstairs and the DDA could use the Council chambers for their meetings. It will also give them more of a public presence. Mr. Keiser said it will cost under \$1,000 to get the area secure for the police department. The budget was discussed and Chief Drollinger said they will make it work.
- f) **Planning Commission:** Nothing presented.

11. Closing Member/Public Comment:

12. Adjourn: Meeting adjourned at 8:20 P.M.

Compiled by Cathy Odom
Minutes are subject to approval.

Approved: _____

Date: _____