

**STREETS COMMITTEE MINUTES**  
**MAY 4, 2021**

The Streets Committee meeting was held on May 4, 2021 at North Royalton City Hall, 14600 State Road. The meeting was called to order at 6:00 p.m.

**PRESENT:** **Committee Members:** Chair Vincent Weimer, Vice Chair Paul Marnecheck, Jessica Fenos; **Council:** Jeremy Dietrich, Linda Barath, Mike Wos, Joanne Krejci; **Administration:** Mayor Larry Antoskiewicz, Law Director Thomas Kelly, City Engineer Justin Haselton, Service Director Nick Cinquepalmi, Wastewater Superintendent Mark Smith; **Other:** John Nickell, Community Development Director Tom Jordan.

**APPROVAL OF MINUTES**

Approval of April 6, 2021 Committee minutes. Moved by Mr. Marnecheck, seconded by Ms. Fenos. Vote: Yeas: 3; Nays: 0. **Motion carried.**

**UNFINISHED BUSINESS**

**1. Updates on sidewalks and connections**

Mr. Haselton provided an update. Bowen has continued to work on plans, in which the final plan should be submitted this week to ODOT (Ohio Department of Transportation). The plan is still to have the construction done in the fall, with completion this year. There were no updates on Bennett Road at this time.

**2. 2021 Road Maintenance Program**

Mr. Haselton summarized the bus and road project with Medina County. The plan entailed beginning construction in July. Sprague Road would also start construction in July, with a much longer duration. The work in Meadowview Subdivision is nearing completion, in which some of the concrete had some deterioration. He would be meeting at the site with the developer and contractors regarding those areas that need repaired.

Plans are in the works for Ridge Road and the expected time line would be completion next year, in 2022. Mr. Haselton had submitted Stage 2 Plans to ODOT in April; being an ODOT project, plans are being done a year in advance of the actual construction. Question was raised as to whether the Ridge Road project was going to be impacted at all. Mr. Haselton indicated no, that these are two separate projects. He can review the anticipated traffic flow and plans in the near future.

**3. Ridge and Royalwood Intersection**

Mr. Haselton had discussed a specific funding program with NOACA (Northeast Ohio Areawide Coordinating Agency) called CMAQ (Congestion Mitigation and Air Quality) however, it required a lot of traffic studies, whereas there was not enough allotted time. Also, it was not a good fit due to the scope of work not being a larger project. He would still plan to look into OPWC (Ohio Public Works Commission) in the fall for the next options.

**4. Service Department Report**

Mr. Cinquepalmi referenced the attached report. Comment was made about the positive feedback regarding the efforts made by the snow plow drivers during the recent, sudden snow fall. He commented on the hours worked the night of and indicated that it went smoothly.

**5. Street Sweeping**

Mr. Haselton obtained quotes from two companies, in which he would like one more quote. He would discuss this further at the next meeting. Mr. Cinquepalmi stated that those quotes covered main roads only and did not

include developments. He explained that the bulk of time would be spent in the developments. Mr. Haselton discussed further with Mr. Cinquepalmi and both agreed that another quote would be beneficial.

Mr. Cinquepalmi discussed road maintenance. Over the last month, asphalt work was done at the Recreation field, as well as some work in the Service yard. The contractor, Cross Roads, will start on Donmar Road on Monday, May 10<sup>th</sup>; garbage pick-up day there is Thursday. This will allow enough time for completion. The following Monday, they will start on Highland Drive; garbage pick-up there is Friday. Highland may need further base repair; therefore, the extra day would help.

The other contractor for concrete on Royal Valley started the previous day, on Monday. That project should take one month, which is roughly 80 % of the concrete contract. There is some work needed in Sherwood Highlands. The street stripers will begin, in which they have a two-month window; striping is done at night. This typically takes two weeks after school is out; with less traffic. He will try to get a lot of crack sealing completed before the striping is done.

Mr. Weimer brought up a concern from a resident that lives on Gateway Drive. The resident noticed that the concrete pad had been marked in front of their driveway and wanted to know the timeline of the work, and also if they would be informed. Mr. Cinquepalmi clarified that this was one of the projects being done in-house and everyone would be notified as to when it would begin. Everyone will have access to their driveways; there may be mats on lawns, however, all would have access.

### **NEW BUSINESS**

Mayor Antoskiewicz advised that Mr. Thomas Jordan was in attendance virtually, whereas they wanted to discuss the opportunity to be able to seek and add a position for a City Planner, as well as an additional temporary hire for the Building Department. There is an expected retirement in the Building Department and he would like to get the additional hire on as soon as possible; so that the new person can get trained well. He had emailed everyone a copy of the job description for the potential City Planner position.

Mr. Jordan explained that most cities similar in size have an urban planner on staff, or they have a consultant on retainer. The goal would be for them to work with the Boards. When applications are received for the Board of Zoning Appeals or the Planning Commission, those applications should be gone over by the City Planner to ensure that they are complete. Too frequently, there are incomplete applications whereas Mr. Jordan, along with Mr. Kulchytsky and Mr. Haselton, make efforts to try and decipher the applications. They are still experiencing incomplete applications resulting in Board meetings going longer than needed. The Board should just be able to vote and allow public input during the process.

Mr. Jordan went on to say that the hope is to make that process for applications more streamlined at Council. The person who reviews the applications should be familiar with the building and zoning codes, and especially understand the code. They would provide an analysis to the Administration and to the Board as to what is deficient. Another thing to consider is the Master Plan, where we want to ensure that the plan is enforced. Part of the planner's job would be to ensure that the code changes happen, that zoning amendments and initiatives that are recommended happen, and that related projects occur. The planner would assist by having the ability to convey reasonings, explain things to the applicants, and answer their questions. By taking some of the duties off of the Engineering Secretary, the secretary would be able to support their department in a productive way, as they are meant to. There is currently a full-time consultant running Engineering.

Regarding the desired Administration position in the Building Department, there is a thirty-year employee preparing to retire. There has been a new software system just implemented. There is a need to have another person that can master the new software and help applicants. It would not be realistic, to expect the employee that is retiring to become proficient in the new program; which is a reason to bring on a new person before the position becomes vacant. Mayor Antoskiewicz indicated that this is part of the realignment of how things are being organized. He concurred with Mr. Jordan that the Engineering team has been spending time on Planning

Commission and BZA, therefore, not really being able to support their department. This addition would allow a full-time individual to focus on engineering duties and will help productivity.

Ms. Barath asked whether the new hire would be available for consultation. Mayor Antoskiewicz clarified that they would have the ability to explain things and spend the time needed. Ms. Krejci inquired about a work chart for the Building Department to see where everyone fits and the flow of things. Mr. Weimer agreed that a chart would be helpful. As discussion ensued regarding positions and supervisors, Mr. Jordan indicated that he could provide a work chart for better understanding. Mayor Antoskiewicz noted that the new hire would report to the Economic Director.

Ms. Fenos inquired about the goal for the City Planner position at this time, whether it was to simply create the position, as well as the duties, salary, and expected timeframe of the position. Mayor Antoskiewicz indicated that it would depend on who is hired, but that he would come back to Council with an hourly rate. The position would be posted as soon as possible. There is the challenge to consider of finding people right now for hire.

Mr. Weimer expressed that it was challenging to just get the job description today, when it comes to being given enough notice, and that some Council members are struggling with fully understanding the position. Ms. Krejci asked about the funds to support the added position. Mayor Antoskiewicz stated that it is an add-on, however the money was available in the Building Department because of the long search for an inspector. Mr. Dietrich inquired about a position that was discussed in the past for an assistant for Brian Beals in the IT Department. Mayor Antoskiewicz indicated that Mr. Beals had conveyed that he was okay presently with the work load. This would not be a trade-off position. When things slowed down, work also slowed down for Mr. Beals. Mayor Antoskiewicz commented that the potential position for Mr. Beals could be discussed again in the near future.

Mr. Weimer shared the concern of not having enough funds for the Building Inspector following this, and stated the importance of that need; he wanted to make sure that the money would still be available to support that position if a City Planner is hired. Mr. Jordan commented that there is only one full time inspector, who is licensed in plumbing. There is not a second full time inspector, the hope would be for them to be licensed in electrical. There are currently two part time individuals and they have electrical inspector licenses. Also, Dan Kulchytsky has been helping out with some general building inspection; with some proper licensing.

Mr. Jordan noted that there are two important things that would be accomplished by hiring a City Planner. Mr. Kulchytsky would not have to attend any more of the BZA and Planning Commission meetings. He would be available during the day to assist with inspections and have the ability to run the Building Department. Secondly, the position would be a technical person. Mr. Kulchytsky has been involved in the evening meetings because he has a degree in architecture and the technical skills to respond to technical questions. The planner would have a planning degree and would be able to handle the technical questions during the day. This would help the Building Department by allowing Mr. Kulchytsky to spend more time on building issues, rather than planning issues. As discussion ensued, Mr. Jordan explained that over the last three years, the Building Division has unusually contributed to the General Fund more than what was taken out, due to the large projects that have been done. Therefore, there would not be a lack of funds.

Mayor Antoskiewicz explained if a Building Inspector were to come on board, that there would be funds to hire them. There is money for what was budgeted this year and a City Planner could be hired. If the Building Inspector came on board secondary, Mayor Antoskiewicz would do an appropriation. He concluded that the money was available, it just needs to be moved from one place to another.

#### **ADJOURNMENT**

Moved by Mr. Marnecheck, seconded by Mr. Weimer to **adjourn the Streets Committee meeting of May 4, 2021**. Roll Call: Yeas: 3. Nays: 0. **Motion carried.**

**Meeting adjourned at 6:43 p.m.**

## Service Department Monthly Report – April 2021

4/5/21 Mon.

Concrete – Shaker Dr. pour a large section of the turnaround at the end of the street.

Crack Sealing – Continue on Wiltshire Rd.

Street Sweeping – Finish sweeping in the central part of the City and start in the N.E. corner.

4/6/21 Tue.

Concrete – 10989 Shaker Dr. Pour a large section in the morning. In the afternoon tear out another section of the turnaround for a Wednesday pour.

Crack Sealing – Finish Wiltshire Rd. Start Cady Rd.

Saw Cutting – Finish cutting Hillside and start on Center Dr.

Street Sweeping – Continue sweeping in the N.E. corner of the City.

4/7/21 Wed.

Concrete – Pour a section of the turnaround and continue to tear out for a Thursday pour.

Crack Sealing – Continue sealing Cady Rd.

Recreation Department – Install a guardrail along side the building. The new pavement was put down and will be striped for new parking spots next week.

4/8/21 Thur.

Crack Sealing – Rec. Dept. seal all of the new pavement that was done to the parking lot.

Concrete – Pour another section on Shaker Dr.

Street Sweeping – Continue in the N.E. corner.

4/9/21 Fri.

Concrete – In the morning tear out & pour a section in our front parking lot. In the afternoon continue work on Shaker Dr.

Crack Sealing – Finish working on the Rec. parking lot.

Street Sweeping – Continue in the N.E. corner.

4/12/21 Mon.

Concrete – Continue on Shaker Dr.

Asphalt – Install new asphalt on High-View. This was a C.W.D. repair, the plant is open for asphalt. We will also be doing small sections at the Rec. Yard.

Street Sweeping – Continue in the N.E. corner.

Signs – Doing several signs throughout the City.

4/13/21 Tue.

Concrete – Pour two more sections on Shaker Dr.

Asphalt – City Hall grind out several sections and install new asphalt.

Saw Cutting – Continue on Center Dr.

4/14/21 Wed.

Concrete – Pour a section in the turnaround on Shaker Dr.

Asphalt – W130th repair three C.W.D. digs. We also paved over a box culvert repair that storm water did.

Signs – Paint lines on the parking lot in front of the service building.

4/15/21 Thur.

Concrete – Pour a section of the entrance of Shaker Dr.

Asphalt – Repair two C.W.D. digs 19000 Bennett Rd. and the corner of Julia & Ridge.

Saw Cutting – Finish Center drive.

4/16/21 Fri.

Concrete – Tear out a large section at 10988 Shaker Dr. for a Monday pour.

Asphalt – Edgerton Rd. grind out and install new asphalt in several spots. [C.W.D. digs].

4/19/21 Mon.

Concrete – 10988 Shaker Dr. pour two large sections in the morning, In the afternoon tear out the other side of the intersection by Albion Rd. We will pour it on Tuesday.

Garage – We are putting all of salt trucks back together for the Wednesday snow event.

4/20/21 Tue.

Concrete – Pour the intersection at Shaker & Albion. Saw cut and hammer out the other side of the turnaround at the end of Shaker Dr.

Garage – Finish putting together our plow trucks. We will have our entire fleet ready for the snow event.

4/21/21 Wed.

Snowing – All of our plow & salt trucks have been out since 1 o'clock in the morning. The snow stopped around 10am, [4 to 6 inches total]. We spent most of the day cleaning up once it stopped.

Tree Clean-Up – A lot of tree branches snapped from the heavy snow.

4/22/21 Thur.

Concrete – Tear out the other side of the turnaround and set up for a Friday pour.

Patching.

Garage – Tear down plow trucks [pull V boxes & plows off the trucks].

4/23/21 Fri.

Concrete – Pour a large section of the turnaround on Shaker Dr. Tear out small section for a Monday pour.

Asphalt – 8980 York Install a strip in front of a new driveway. Repair water digs on Gardenside, and Parkdale.

Garage – Finish tearing down plow trucks.

4/26/21 Mon.

Concrete – Shaker Dr. Pour another section of the turnaround, excavate a section for a Tuesday pour.

Asphalt – 5361 Akins Rd. install strip in front of a new driveway. Cady Rd. start grinding large sections for road repair. We will spend a few days on Cady doing repairs.

Street Sweeping – Finish the N.E. corner.

4/27/21 Tue.

Concrete – Pour a section on Shaker Dr. in the morning. Move to Royal Valley Dr. to start catch basins. We will be repairing all the catch basins prior to the contractors replacing the road.

Asphalt – Continue work on Cady Rd.

Street Sweeping – Start on the S.E. corner.

Garage – Repair front gate [ the automatic gate is in need of repair, we will remove the main post and reset in new concrete]. After a few days of curing the gate can be rehung.

4/28/21 Wed.

Catch Basins – Royal Valley Dr. continue repairs on the basins.

Asphalt – Continue work on Cady Rd.

Street Sweeping – Continue sweeping in the S.E corner.

Mowing – Start cutting our guardrails throughout the City.

4/29/21 Thur.

Catch Basins – Continue repairs on Royal Valley Dr.

Patching.

Street Sweeping – S.E. corner, we should finish today.

Mowing – Guardrails.

4/30/21 – Fri.

Catch Basins – Continue repairs on Royal Valley Dr.

Ditching – Donmar Rd. The first house on the right needed the ditch line redefined before the resurfacing project can begin.

Guardrails – Continue cutting.