



**NORTON CITY COUNCIL  
COMMITTEE WORK SESSION  
TUESDAY, FEBRUARY 16, 2021**

The Committee Work Session convened on Tuesday, February 16, 2021 at 7:00 PM. The meeting was called to order by Dennis McGlone, President of Council, followed by the Pledge of Allegiance and a moment of silent reflection.

Roll Call:	Jack Gainer Dan Karant Paul Tousley Scott Pelot Charlotte Whipkey Joe Kernan Dennis McGlone	Also Present:	Mayor Zita Robert Fowler Pam Keener Justin Markey Kerry Macomber
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**COMMUNICATIONS FROM THE PUBLIC - None**

**COMMITTEE OF THE WHOLE**

A. Boards and Commissions – Mr. Pelot explained that Ord. No. 20-2021 Exhibit A has been updated to include Mr. Conklin’s reappointment to the Planning Commission. Mr. Pelot moved Ord. No. 20-2021 to Council’s next agenda for third reading; seconded by Mr. McGlone.

Roll Call: Yes: Pelot, McGlone, Kernan  
No: None  
Motion passed Unanimously.

B. Property Maintenance Code – Mr. Pelot opened the floor for continued discussion on Ord. No. 23-2021. Mr. Karant noted that the 2021 version of the International Property Maintenance Code (IPMC) is available on line and suggested we use the most current one. He has perused both the 2018 and 2021 versions and found only minor changes. Mr. Pelot agreed that we should be as current as possible. Mr. Fowler explained that Mr. Braman, Zoning Inspector, has received certification in the 2018 IPMC. Mr. Pelot suggested moving forward with the adoption of the 2018 IPMC and also suggested that Mr. Braman look into certification for the 2021 IPMC. Council discussed educational and training opportunities afforded to City personnel and qualifications if an opening came up and it was determined that Administration is responsible for ensuring that specific certifications should be part of job descriptions so the City is hiring the best qualified individuals. Mr. Kernan said we should make sure our Personnel is trained properly before automatically adopting updates to the IPMC. Mr. Gainer agreed that the qualifications of the Zoning Inspector should coincide with the updated codes. Mr. Pelot noted this property maintenance ordinance will be on Council’s next agenda for a second reading.

C. Engineering Svcs – Ms. Whipkey explained that Ord. No. 25-2021 was rewritten to reflect only sanitary sewer line design at Norton Commerce Park with a revised amount of \$31,545 and to include Emergency Language. We will be looking to waive the 2<sup>nd</sup> and 3<sup>rd</sup> readings so we can apply for the permitting needed. Ms. Whipkey questioned if this project will still proceed if the prospective tenant does not materialize. Mr. Fowler said we would not install either line, but the design will still need to be done. He then described the timeframe in which the work needs to be completed in order to meet the Ohio EPA 90-day deadline and Barberton is also involved. Ms. Whipkey moved Ord. No. 25-2021 to Council’s next agenda waiving second and third readings with emergency language; seconded by Mr. Gainer.

Roll Call: Yes: Whipkey, Gainer, Kernan  
No: None

Motion passed unanimously.

D. Charter Review Commission – Mr. Pelot explained the City Charter requires the Mayor to appoint a Charter Review Commission every five years and read the list naming the Mayor’s selection of seven (7) qualified electors. They will serve a one-year term and all meetings will be open to the public. Mayor Zita noted there was a typo on the member listing and the correct name is John Isak, not Josh. Mr. McGlone asked when the Charter Review Commission recommendations will be on the ballot for the General Election. Mr. Markey noted that hopefully the Commission will make recommendations to Council by mid-July or beginning of August and Council can submit it to be on the general election ballot this year. Mr. Pelot asked if someone would set that up for them to have meetings on Zoom. Mr. Markey responded that according to the Charter, he will serve as Clerk and he will arrange for all meetings to be held on Zoom and broadcast live via the City of Norton YouTube page. Mayor Zita thanked the residents for their willingness to volunteer for this duty. Mr. Pelot moved Res. No. 27-2021 to Council’s next agenda, waiving second and third readings with emergency language; seconded by Mr. Kernan.

Roll Call: Yes: Pelot, Kernan, McGlone  
No: None

Motion passed unanimously.

E. Wood Beam Purchase for Stage – Mr. McGlone stated this wood beam purchase will be used to build a stage and roof in the Columbia Woods Park and the is coming from the Land and Improvement Fund. Mr. Fowler noted that the Norton Kiwanis are also helping with the expense so this is just a portion of the total cost. He also noted that by ordering now, they can capture a 10% discount. Mr. McGlone moved Ord. No. 28-2021 to Council’s next agenda, waiving second and third readings with emergency language; seconded by Mr. Karant.

Roll Call: Yes: McGlone, Karant, Tousley  
No: None

Motion passed unanimously.

F. Final Plat Phase I – Mr. Gainer explained this is to accept the Final Plat Plan for Phase 1 of the Brookside Development and read the Planning Commission recommendations,

“Approves the Application SPR4-2021 subject to the modification of the Phase 1 Final Plat to include a channelized right-turn only from Higgins South on to Shellhart Road, thereby directing traffic out of Phase I toward Greenwich Road.” Ms. Whipkey said the plans look like the houses are all not only 10’ apart and asked if that had changed. Mr. Fowler responded that each house are all different, but 10’ is the minimum distance between them. Ms. Whipkey stated that the only reason there is sewer available for the development is because of Nash Heights and asked if there will be a sewer assessment. Anyone else in Nash Heights or along that line that put up a house or had to hook up would be required to pay an assessment; so how would that work with this project. She would like to have an answer and what kind of arrangement has been made if they are not paying the assessment the other citizens are required to pay. Mr. Markey said there is currently no assessment for property owners that would tie into the sewer being put in by the developer, but he will get her than information. Mr. Tousley asked if Higgins was the only street affected by a right turn only and Mr. Kernan surmised because it is the only street that is included in Phase I. Mr. Markey stated it is the “new” Higgins Street. Mr. Fowler concurred and stated there will be other requirements as the development progresses and see how traffic flows. Mr. Markey reminded Council if there is no action taken on this within 30 days, it will pass as recommended by the Planning Commission and noted Council received this resolution on February 10, 2021. Mr. Pelot noted the deadline is March 12, 2021. Mr. McGlone noted a decision would need to be made at the March 8, 2021 Regular Council meeting. Mr. Gainer moved Ord. No. 29-2021 to Council’s next agenda; seconded by Mr. Karant.

Roll Call: Yes: Gainer, Karant, Pelot  
No: None

Motion passed unanimously.

- G. FD Uniform Allowance – Mr. Pelot said this is to allow the Fire Chief and Assistant Chief a uniform allowance to be accounted for separately and moved Ord. No. 30-2021 to Council’s next agenda, waiving second and third readings with emergency language; seconded by Mr. Kernan.

Roll Call: Yes: Pelot, Kernan, McGlone  
No: None

Motion passed unanimously.

- H. Tractor and Boom Mower – Mr. Kernan said Administration provided three quotes and this was the lowest and best. The Service Department has budgeted for this and it will replace older equipment. Ms. Whipkey questioned the purchase last year and Mr. Fowler explained that last year’s purchase was for a Highway mower, which is different than the Boom Mower. The Boom Mower has an arm that will be used around the City in the right-of-way to take care of high weeds and allows them to reach over the guard rails and such. Ms. Keener also noted that this purchase will come out of the Capital Projects Fund 500, the new fund we created, and is not coming out of the Service Fund. Mr. Tousley inquired about the older equipment and Mr. Fowler explained it has reached its useful life and can no longer be repaired. Mr. Fowler also noted that the City is in need of a Mechanic.

Mr. Kernan moved Ord. No. 31-2021 to Council’s next agenda; seconded by Mr. McGlone.

Roll Call: Yes: Kernan, McGlone, Whipkey

No: None

Motion passed unanimously.

- I. TIF Petit Eastern Road - Mr. Gainer said this agreement is for the new facility on Eastern Road that has been discussed. Mr. Fowler noted this legislation will have three readings and explained the next three pieces of legislation are related and explained how the funds will be collected and how they will be used. The CRA gives a tax abatement of 50% and we will capture part of the ratings that doesn't go to the schools, which he believed was 20%. We will collect the TIF for 40 years after the 15<sup>th</sup> year and will use that money to improve Eastern Road. Mr. Pelot asked if that was after fifteen years and Mr. Fowler explained we would collect the 20% starting next year and we anticipate receiving extensive grant money. Mr. Kernan added we passed applying for the grants already. Mr. Gainer moved Ord. No. 32-2021 to Council's next agenda with emergency language; seconded by Mr. Pelot.

Roll Call: Yes: Gainer, Pelot, Karant

No: None

Motion passed unanimously.

- J. TIF Petit Krancz Drive – Mr. Gainer explained this agreement is for the same company but a different project. Mr. Fowler explained this is for the new Car Wash and we wanted to capture some of that money. Mr. Gainer moved Ord. No. 33-2021 to Council's next agenda; seconded by Mr. Pelot.

Roll Call: Yes: Gainer, Pelot, Karant

No: None

Motion passed unanimously.

- K. CRA Petit Eastern Road – Mr. Gainer remarked that Mr. Fowler just explained how the collection of funds works during the previous legislation and moved Ord. No. 34-2021 to Council's next agenda with emergency language; seconded by Mr. Pelot.

Roll Call: Yes: Gainer, Pelot, Karant

No: None

Motion passed unanimously.

#### **TOPICS FOR NEXT WORK SESSION – Monday, March 1, 2021**

- A. Waterline for Commerce Park
- B. Software for Finance Department

#### **OLD BUSINESS**

Ms. Whipkey reported that she has been contacted by Golf Course Drive residents and she has had it explained to her again that this is a private drive and the City will not take over maintenance until November 2022. She understands it is a civil matter between the property owner and the residents and the City will continue to ask the owner to maintain the drive, but the City has no jurisdiction over whether the property owner does it or not. Basically, the residents will have to take the property owner to Court if he is not fulfilling the agreement. Maybe there you can get some satisfaction, safety, and justice if the owner does not want to be a good steward of his property and

meet his agreement with you. Ms. Whipkey apologized the City could not do it until 2022. Mr. Gainer noted that he had driven the road this morning and it has been plowed, but it is not the greatest job and he didn't know who did it. Ms. Whipkey added it was the residents, again. Mr. Gainer stated he had been told the contractor did plow it once, but it was plowed. He had no problem getting to the old country club and found it better with the snow as far as the potholes were concerned and one block was particularly clear. Mr. Gainer also noted that Albrecht's property and the sidewalks on Greenwich have not been cleared. The Funeral Home also needs to be cleared. There was a complaint from one of our residents because of the hazardous conditions of the sidewalk. Mr. Karant agreed and noted he had received a complaint on the sidewalks as well and would have more in a couple of weeks. Mr. Gainer noted that the City owned property where the old Fire Department also needs to be cleared and we are asking the others to shovel so need to look at it. Mr. Fowler said the Service Department is short staffed and they contacted Summit County for supplemental man power on Saturday; they tried to send us two people, but only one could make it so we were short staffed. During this last snow storm, the Service Department personnel worked 16-hour shifts where they normally do not work over 12 and did an incredible job. So some of the normal occurrences, even the sidewalks at City Hall, were not done as usual. Mr. Gainer understands this and he said the roads were in good shape. Mr. Karant remarked his staff commented Norton roads were better than the cities they live in. Ms. Whipkey said our Service Department does one heck of a good job! She also reiterated that the Golf Course Drive was cleared by the residents and not by the developer although there was an unknown plow at the last snow event, but only after the residents initially plowed; the developer has not plowed as of this morning for this event.

#### ADJOURN

There being no other business to come before the Committee Work Session, the meeting was adjourned at 7:45 p.m.

 02/23/21  
Dennis McGlone, President of Council

I, Kerry Macomber, Clerk of Council for the City of Norton, do hereby certify that the foregoing minutes were approved at a Regular Council Meeting held on February 22, 2021.

  
Kerry Macomber, Clerk of Council

**\*\*Note: these minutes are not verbatim\*\***  
Original signed and approved minutes are on file with Clerk of Council.

