



Village of Roaming Shores

2500 Hayford Road,
Roaming Shores, Ohio 44084
Phone: 440-563-3132
RoamingShoresOH.gov

ADMINISTRATOR'S REPORT

DATE: January 11, 2024

TO: Mayor & Council

FROM: Lukas Darling, Administrator

MEETING DATE: January 16, 2024

Utilities/Public Works

Lien Processing

The Clerk-Treasurer, Billing Clerks, and I walked through the lien process with Muni Link January 4. MuniLink is going to provide us with sample lien notification letters that we will use to alert property owners that we intend to file a lien. This template will be drafted and sent to the Solicitor for review. Our goal is to file liens quarterly.

Village Engineer

Village Engineer Meetings

The Village Engineer meeting is on the third Tuesday of every month at 2:00pm.

Water System Study

- Task Order #2 was approved at the October 3 Council Meeting.
- We are waiting to collect Water Infrastructure Improvement Fund fees before we issue a notice to proceed.
- This study would cost around \$30,000.

WWTP Headworks Project

- OPWC approved our amended timeline for the Headworks Project. Construction must start by June 1, 2024. The project will be completed by July 2025.
- Ordinance 913-01-2024 will authorize the funding needed to start this project.
- The preliminary project estimate is \$265,000. This is \$95,000 higher than Smolen Engineering's previous estimate. We will be working with CT to find alternative funding sources to keep this project on track.

PRC Study (Streets)

- CT is developing a task order to conduct a Pavement Rating Condition study (PRC).
- This will involve analyzing the surface conditions of the Village's streets, as well as some boring samples (to determine street bed conditions).

- The PCR study will only take place on Village-owned streets. Township, county, and private streets will not be part of this study.

Maximum Weight Study (Streets)

- Georgia Conway is looking into the cost and timeline for a maximum weight study.
- This would be separate from the PRC study listed above.

Dam Engineer

2022 HHPD Lake Roaming Rock Shore Dam Grant

- We received \$58,500 in grant funding, with a \$31,500 match.
- DLZ will be taking over administration and implementation of this grant once the contract has been signed by ODNR.
- I reached out to ODNR on November 29, 2023, and they confirmed that FEMA is currently reviewing the submitted projects.

2022 OEPA Recycle Ohio Grant

The Village submitted the final report for the 2022 OEPA Recycle Ohio grant. We are awaiting our final payment.

Non-Disclosure Agreements

We have asked the Solicitor to draft a blanket nondisclosure agreement for all village employees who handle personal data. This would prohibit employees from disclosing personal data related to billing and other government services, clarifying the Village's existing position. This will also be reinforced in the Employee Handbook when amendments are proposed.

Health Insurance

- The Village has signed up with SummaCare (through Love Insurance) for health insurance going into 2024.
- The Clerk-Treasurer and I will be meeting with Health Equity (HSA service provider) on January 16 to kick off our HSA accounts.
- This is the Village's first health insurance transition in 14-years. We know there will be bumps in the road ahead.

ORWA Utility Rate Study

- Corey Timko, Duane Helms, and I met on January 11 to discuss the rate study.
- Corey Timko is going to add the 2023 final numbers.
- We are planning on having Corey Timko present to Council at the first or second meeting in February.

Village Hall Repairs & Maintenance

Fire Alarm System

- We have submitted a PO request to the Clerk-Treasurer to have Vector Security install a cellular communicator in both the Village Hall alarm system and the Village Hall fire alarm system.
- Vector Security currently provides security and fire monitoring for the Village Hall.
- Vector Security will also be taking over fire alarm service (replacing Life Safety Systems).

AEDs

- Chief Roskos worked with SCAD to update both AED units.
- There are now two operable AED units: one in Village Hall and another for the Police Officer on duty.

First Aid Kits

- Currently neither the Wastewater Plant nor Village Hall have an OSHA-compliant first aid kit.
- We have signed a contract with Cintas to install and maintain two first aid kits (one in the Village Hall, and another at the Wastewater Treatment Plant).

HVAC

- We are working with HAVE and Gardiner to better understand and more efficiently use our current system.
- Gardiner is looking for technicians that might be proficient in JCI controls systems.
- The current conclusion is that the system is overengineered for our building's size.

VoIP Phones

VoIP Phones went live on 12/21/2023. We are working to address one issue:

- 1) Staff on extensions 101-104 (Billing, Conference Room, Administrator, Fiscal Office) are not able to make internal calls to the Police Department. This does not impact external calls to the Police Department. Extension 108 (Public Works) is able to make internal calls to the Police Department lines.
 - a. A ticket has been put in with Windstream (043-667-56)
 - b. John Steel believes that the firewall may be impacting this issue. He will look into it when he comes out next.

Fiber Internet

- Zito internet service was cancelled on January 8, 2024. The Village is now using 100% Windstream Kinetic Fiber internet.