

## MINUTES

### Council Committee Meetings

October 15, 2019

Present: Council President M. Harwood, Councilmembers G. Broski, L. Carouse, J. Petsche, L. Redinger, D. Rose, K. Veras, Mayor Jerry N. Hruby, Law Director D. Matty, Assistant Law Director S. DiGeronimo, Engineer G. Wise, Finance Director L. Starosta, Fire Chief N. Zamiska, Police Chief W. Goodrich, Purchasing Director R. Riser, C.B.O. S. Packard, Service Director R. Weidig, J. Mitchell, Brecksville Magazine, Clerk of Council T. Tabor.

Absent: None.

Council President Harwood said an executive session will be held at the end of the meeting.

### **Buildings & Grounds Committee**

Chairperson - K. Veras

Committee members - L. Carouse, L. Redinger.

Chairperson Veras called the meeting to order at 5:30 P.M.

Roll Call – Present: Carouse, Redinger, Veras.

Absent - None.

### **Approval of the October 1, 2019 Buildings & Grounds Committee meeting minutes.**

Motion by Veras, seconded by Carouse, to approve the October 1, 2019 Buildings & Grounds Committee meeting minutes as presented. Councilmember Redinger said she will abstain, she was absent from the previous meeting. Ayes: Carouse, Veras. Abstain-Redinger. Nays: None. Motion carried 2-Ayes, 1-Abstain 0- Nays.

**Electrical Panel Building:** Councilmember Veras said approval of a purchase requisition has been submitted for approval to construct an electric panel building on Public Square. Service Director Weidig said this is for an electric box that is old and needs replaced. The service is only for 200 amps of service. The pole & the box are in need of repair. The new building will provide a safe environment for the electric service. During Home Days a temporary box is needed, this is a much safer, cleaner way to protect the electrical service. Councilmember Carouse asked if this will be done this year of next. Service Director Weidig said they intend to construct this in 2019. Councilmember Broski asked if Christmas lights will be run from this. Service Director Weidig said some of the Christmas lights will use this. Councilmember Petsche asked if our Service Department workers will be doing the work. Service Director Weidig said yes.

- Motion by Veras, seconded by Redinger, to submit to Council a request for approval of a Blanket Vendor Purchase Requisition in the aggregate amount of \$17,059.11 for the construction of a new Electric Panel Building on Public Square. *Account #C110164 3102.* Ayes: Carouse, Redinger, Veras. Nays: None. Motion carried 3-Ayes, 0-Nays.

**(Buildings & Grounds Committee, continued)**

Councilmember Veras asked if Police Chief Goodrich could provide an update on the move to the new Police Station. Police Chief Goodrich said the move is ongoing. Fully operational, some items need to be moved that are non-essential for daily business.

Mayor Hruby said the Design Architects and the Construction Manager, Shook Construction, and representatives from the BBHCSD will be present at the November 19<sup>th</sup> City Council meeting to provide information on the Blossom Hill School and Fieldhouse Project.

Mayor Hruby provided an update on an agreement with Christ the Redeemer Lutheran Church. The City and the Church have agreed to shared use of (40) parking spaces. The City will use the additional spaces for staff parking when necessary and overflow parking for events. Service Director Weidig and Engineer Wise will meet with the Church representatives to finalize an agreement.

Council President Harwood asked if the school's decision not to construct tennis courts on City Hall property was finalized. Mayor Hruby said parents at the school will be raising funds to repair the existing tennis courts at the High School. Mayor Hruby said the school has agreed with the parents that all of the courts should remain together, keeping the students and coaches in one location. Council President Harwood said he will update the CVYO Board.

Councilmember Redinger asked if there was an update on the Aquatic Center Project. Mayor Hruby said the steel installation has begun. There have been small questions regarding the design, Service Director Weidig and Purchasing Director Weidig are working diligently on the project.

**Adjournment:** Motion by Veras, seconded by Redinger, to adjourn the Buildings & Grounds Committee at 6:39 P.M. Ayes: Carouse, Redinger, Veras. Nays: None. Motion carried 3-Ayes, 0-Nays.

**Finance Committee**

Chairperson - Laura Redinger

Committee members - L. Carouse, D. Rose.

Chairman Redinger called the meeting to order at 5:39 P.M.

Roll Call – Present: Carouse, Rose, Redinger.

Absent - None.

**Approval of the October 1, 2019 Finance Committee meeting minutes.**

Motion by Rose, seconded by Carouse, to approve the October 1, 2019 Finance Committee Meeting minutes as presented. Councilmember Redinger said she will abstain, she was absent from the previous meeting. Ayes: Carouse, Rose. Abstain- Redinger. Nays: None. Motion carried 2-Ayes, 1-Abstain, 0-Nays.

**Human Services Contractor Payments:** Councilmember Redinger said approval is needed for an increase to a Blanket Vendor Purchase Order in the amount of \$1,500.00. This increase is necessary for independent contractor payments at the Human Services Center.

**(Finance Committee, continued)**

- Motion by Redinger, seconded by Rose, to recommend to Council approval of a request to authorize an Increase to Blanket Purchase Order #FN190004 in the amount of \$1,500.00 for Independent Contractor Payments for Class Instructors at the Human Services Center. *Account #110330 2102.* Ayes: Carouse, Redinger, Rose. Nays: None. Motion carried 3-Ayes, 0-Nays.

**Appropriations:** Councilmember Redinger said the Finance Director has submitted a request for appropriation adjustments. Councilmember Redinger said there were changes to Compensated Absences Fund and the transfer of funds between the operating and capital budgets of the IT Department of 42,000 and increasing the compensated absences by \$17,000.00. Finance Director Starosta said there were no additions or removals from the general fund. Councilmember Redinger asked if the City has more retirements. Finance Director Starosta said the department uses an estimate based on employees who may leave.

- Motion by Redinger, seconded by Carouse, to recommend to Council passage of an Ordinance making appropriations and revenue adjustments. Ayes: Carouse, Redinger, Rose. Nays: None. Motion carried 3-Ayes, 0-Nays.

**Auditing:** Councilmember Redinger said there is an extension request for a contract with James G Zupka. Zupka has been auditing for the previous 8 years. The Auditor of State allows outside auditors for no more than 10 years. After the 10 years the City will revert to using the State Auditor.

- Motion by Redinger, seconded by Carouse, to recommend to Council passage of a Resolution authorizing a contract extension for James G. Zupka for auditing services. Ayes: Carouse, Redinger, Rose. Nays: None. Motion carried 3-Ayes, 0-Nays.

**Human Services Sponsorship:** Councilmember Redinger said a request was submitted by the Human Services Director to solicit for sponsorships from senior related businesses. Councilmember Redinger asked for any comments. Mayor Hruby said the Human Services Director and the Advisory Board agreed that this could be possible. Companies, such as Nosek Funeral Home, set up a table in the lobby in exchange for sponsoring an event. Other people have also asked how to contribute to the Human Services Programs. With the assistance of the Law Director, this Resolution was proposed. Councilmember Rose wanted to be assured that this cannot be construed as an endorsement of products or services. Councilmember Veras said there are no programs put on, there will be a table set up in the lobby. Councilmember Broski said one of the nursing homes sponsored a luncheon, no presentation was made, just a table in the lobby. Mayor Hruby said he will ask Human Services Director Paciorek to write up a policy for this. Councilmember Petsche asked if the \$150.00 is for one event sponsorship. Mayor Hruby said he did not know, but would ask Director Paciorek.

- Motion by Redinger, seconded by Carouse, to recommend to Council approval of a Resolution authorizing the Human Services Director to solicit sponsorships for events and programs from senior related businesses and organizations. Ayes: Carouse, Redinger, Rose. Nays: None. Motion carried 3-Ayes, 0-Nays.

**(Finance Committee, continued)**

**Superion Software:** Councilmember Redinger said a purchase requisition has been submitted for annual maintenance for Finance & Building Software. Purchasing Director Riser said the Finance Director has been in discussions with Superion for cost consideration. Finance Director Starosta said the City is currently not utilizing the new software as expected this year.

- Motion by Redinger, seconded by Rose, to recommend to Council approval of a Purchase Requisition to Superion LLC, a Central Square Company, in the amount of \$43,958.57 for annual maintenance for the Finance and Building software programs for the period 11/1/19 – 10/31/20. The maintenance charges are \$30,174.24 and \$13,784.33 for the Finance and Building Departments respectively. These include the standard 5% increases over last year's charges. *\$30,174.24 Administration: Account #110150 2103 \$13,784.33 Building Dept.: Account #110510 2103.* Ayes: Carouse, Redinger, Rose. Nays: None. Motion carried 3-Ayes, 0-Nays.

**Mayor's Court Software:** Councilmember Redinger said a request has been submitted by the Clerk of Court regarding additional software. Carolyn Jatsek with the City's IT Department explained that this module will allow the court office to populate letters directly from the software program. Currently the information is copied from the court software into a word document. This module will also track the letters that are sent.

- Motion by Redinger, seconded by Rose, to recommend to Council approval of a Purchase Requisition to The Baldwin Group, Inc. for the purchase of a Word letter template module for the Mayor's Court software system in the amount of \$3,000.00 and annual support and maintenance at \$520.00 for an aggregate total of \$3,520.00. *Module Cost of \$3,000.00 to be charged to account #270190 2506. Annual Support Cost of \$520.00 to be charged to account #270190 2501.* Ayes: Carouse, Redinger, Rose. Nays: None. Motion carried 3-Ayes, 0-Nays.

**Dell Marketing L.P. Server:** Councilmember Redinger said an Ordinance has been prepared for tonight for the purchase of a server through Dell Marketing L.P. Carolyn Jatsek with the IT Department said this server is used to store much of the IT Department files software and is 15 years old. Ms. Jatsek said the purchase was scheduled for the Capital Budget for 2020, however the server needs replaced now.

- Motion by Redinger, seconded by Carouse, to recommend to Council approval of an Ordinance for the State Contract Purchase from Dell Marketing L.P. in the aggregate amount of \$7,875.97 for a replacement Dell PowerEdge R440 Server for the City's network system. *Account #C110135 3300.* Ayes: Carouse, Redinger, Rose. Nays: None. Motion carried 3-Ayes, 0-Nays.

**RecTrac/WebTrac Software:** Councilmember Redinger said a purchase requisition has been submitted for the RecTrac/WebTrac software used at Human Services and the Community Center. Carolyn Jatsek said the recent upgrade will require training of employees using the system. The last major upgrade was 7-8 years ago. This is for training and migration from the old platform to the new platform. The travel costs are estimates so those costs may change. Councilmember Redinger asked if this software system will be robust enough to handle the opening of the new aquatic center. Ms. Jatsek said this will be. The concession modules are capable of utilizing

**(Finance Committee, continued)**

inventory controls. The training will allow users to use those modules and specialty features.

- Motion by Redinger, seconded by Rose, to recommend to Council approval of a Purchase Requisition to Vermont Systems (VSI) in the amount of \$15,974.00 for the training expenses related to an upgrade of the RecTrac/WebTrac software programs used for the Community Center and Human Services Center. *Account #C240710 3300*. Ayes: Carouse, Redinger, Rose. Nays: None. Motion carried 3-Ayes, 0-Nays.

Mayor Hruby said the income tax report was received for October and the amounts are over \$(1) million dollars. The economic development continues to grow.

Mayor Hruby said he has also been notified that the NOPPA, the Police Association, wish to negotiate the wages & benefits for the contract that expires the end of 2019. Mayor Hruby said he will be asking for an executive session with Council so that he can obtain guidance on this matter. Councilmember Broski asked if this is a (2) year agreement. Mayor Hruby said it is a (2) or (3) year agreement.

Mayor Hruby said the administration has asked the Health Care Committee to recommend a percentage for employee contributions toward health care.

Councilmember Redinger asked if any business accounts for the increase. Mayor Hruby said it is spread around.

Councilmember Redinger asked if a budget meeting could be scheduled. Councilmembers discussed options for holding the meeting. Council agreed upon the date of November 26<sup>th</sup> at 5:00 P.M. for a Finance Committee Meeting to discuss the budget.

Mayor Hruby said this will be the final year that the City has reached \$18 Million in collections. The income tax credit decrease will sunset. It will stop in 2021, four years earlier than expected.

**Adjournment:** Motion by Redinger, seconded by Carouse, to adjourn the Finance Committee meeting at 5:59 P.M. Ayes: Carouse, Rose, Redinger. Nays: None. Motion carried 3-Ayes, 0-Nays.

**Legislation Committee**

Chairperson- Dennis Rose

Committee members - J. Petsche, K. Veras

Chairperson Rose called the meeting to order at 5:59 P.M.

Roll Call – Present: Petsche, Veras, Rose.

Absent- None.

**Approval of the October 1, 2019 Legislation Committee meeting minutes.**

Motion by Rose, seconded by Veras, to approve the October 1, 2019 Legislation Committee meeting minutes as presented. Ayes: Petsche, Rose, Veras. Nays: None. Motion carried 3-Ayes, 0-Nays.

**(Legislation Committee, continued)**

**Adjournment:** Motion by Rose, seconded by Petsche, to adjourn the Legislation Committee meeting at **6:00** P.M. Ayes: Petsche, Veras, Rose. Nays: None. Motion carried 3-Ayes, 0-Nays.

**Safety-Service Committee**

Chairperson- Louis Carouse

Committee members- G. Broski, K. Veras

Chairperson Carouse called the meeting to order at 6:00 P.M.

Roll Call – Present: Carouse, Veras.

Absent: Broski.

**(Safety-Service Committee, Continued)**

**Approval of the October 1, 2019 Safety-Service Committee meeting minutes.**

Motion by Carouse, seconded by Veras, to approve the October 1, 2019 Safety-Service Committee meeting minutes as submitted. Councilmember Broski abstained from voting as he was absent from the October 1<sup>st</sup> meeting. Ayes: Carouse, Veras. Abstain: Broski Nays: None. Motion carried 2-Ayes, 1-Abstain, 0-Nays.

**Police Equipment Trade-in:** Councilmember Carouse said an Ordinance has been prepared to change the amount of a trade in value for Police Firing Range Equipment. Police Chief Goodrich said some of the equipment was not in working order and the parts to repair were not feasible. The equipment will be destroyed and the remaining equipment will be traded in.

- Motion by Carouse, seconded by Broski, to recommend to Council passage of an Ordinance to amend Ordinance No. 5253 to change the trade in value of police firing range accessories no longer needed for municipal purposes. Ayes: Carouse, Broski, Veras. Nays: None. Motion carried 3-Ayes, 0-Nays.

**Prisoner Housing Fees:** Councilmember Carouse said an Ordinance has been prepared to update the cost of prisoner housing by the City of Strongsville. Councilmember Carouse said Brecksville uses the City as a back-up facility for prisoner housing. Police Chief Goodrich said Strongsville is used and a secondary back-up for male prisoners and a back-up facility for female prisoners. The City of Strongsville has increased the rate for prisoner housing from eighty dollars (\$80) to ninety dollars (\$90) per day or any part of a day, and added a fee for miscellaneous video requests to an additional fifteen dollars (\$15).

- Motion by Carouse, seconded by Broski, to recommend approval of an Ordinance to repeal Ordinance #5177 authorizing the Mayor to enter into a Letter of agreement with the City of Strongsville to provide prisoner housing service for the Brecksville Police Department. Ayes: Carouse, Broski, Veras. Nays: None. Motion carried 3-Ayes, 0-Nays.

**Fire Inspector Hardware and Software:** Councilmember Carouse said a request has been submitted for the purchase of equipment for the fire department. Fire Chief Zamiska said the purchase of software will allow the inspectors to be more efficient in the field. It will allow direct entry into an I-Pad instead of writing the report in the field and then bringing it back to the station to input in the system. Notices can be sent from the I-Pad. The system is very user friendly, recommendations from other departments have been very positive. Councilmember Petsche asked

**(Safety-Service Committee, continued)**

why Chief Zamiska is purchasing 32 G model instead if the 128 G. This is a web based software, the information is sent to our server. The inspectors will transfer or delete any unnecessary photos periodically to free up space.

- Motion by Carouse, seconded by Broski, to recommend to Council approval of a motion to approve a Blanket Vendor Purchase Requisition in the aggregate amount of \$4,863.62 for the purchase of fire inspector software and hardware. *Account #C450260 3300*. Ayes: Carouse, Broski, Veras. Nays: None. Motion carried 3-Ayes, 0-Nays.

**Ladder Truck Repairs:** Councilmember Carouse said a request has been submitted for the Fire Department's Ladder Truck. Fire Chief Zamiska said the equipment is required to undergo yearly inspections. The inspection showed typical wear. Without the repairs the truck will not pass a future inspection. The price includes a re-inspection after the repairs are made. The ladder needs to be removed and replaced to perform the repair. Councilmember Broski asked if there will be back up equipment in place. Fire Chief Zamiska said North Royalton, Macedonia, and Independence have ladder trucks. Councilmember Redinger asked how long the repair would take. Fire Chief Zamiska said approximately two weeks.

- Motion by Carouse, seconded by Veras, to recommend approval a Purchase Requisition to Sutphen Corporation in the amount of \$7,708.07 to repair cracked and worn heel pins and washers on the Fire Department ladder truck. A letter is provided for Council's review and consideration from Fire Chief, Nick Zamiska, explaining the request. *Account #290260 2602*. Ayes: Carouse, Broski, Veras. Nays: None. Motion carried 3-Ayes, 0-Nays.

**Adjournment:** Motion by Carouse, seconded by Broski, to adjourn the Safety-Service Committee meeting at 6:06 P.M. Ayes: Carouse, Veras. Nays: None. Motion carried 2-Ayes, 0-Nays.

**Streets & Sidewalks Committee**

Chairperson Gerald Broski

Committee members J. Petsche, L. Redinger.

Chairperson Broski called the meeting to order at 6:06 P.M.

Roll Call – Present: Broski, Redinger, Petsche.

Absent: None.

Council President Harwood said the committee Engineer Wise presented updates on his projects. Service Director Weidig gave updates on the Road Projects.

Councilmember Broski said he and Councilmember Redinger were absent at the previous meeting. Law Director Matty said the minutes could be approved by members even if they were not in attendance.

**Approval of the October 1, 2019 Streets & Sidewalks Committee meeting minutes.**

Motion by Broski, seconded by Petsche, to approve the October 1, 2019 Streets & Sidewalks Committee meeting minutes as presented. Ayes: Broski, Petsche, Redinger, Nays: None. Motion carried 3-Ayes, 0-Nays.

**(Streets & Sidewalks Committee, continued)**

**S.R 82 Widening:** Engineer Wise reported the SR. 82 widening project meeting was held today. There will be a change to the phasing of the project. The contractor will attempt to remove temporary pavement and build the permanent pavement. The contractor hopes to have three lanes open through the winter. Lane striping will be done. The storm sewer is complete on the north side.

**I-77 Widening:** Engineer Wise said the City's project is included in funding. Engineer Wise said he attended a meeting at NOACA. When funding is awarded from TRAC it is issued through NOACA. Currently the funding is for design, preliminary engineering and right of way. TRAC is only moving on preliminary engineering at this time. NOACA will be monitoring air quality. Engineer Wise said the process will begin shortly, with a request for qualifications to hire an engineer. TRAC application was for design and engineering. The City has made it clear that additional funding would be needed to go forward. Engineer Wise feels that if TRAC was moving forward, he believes additional funding could be granted for construction of the project.

Service Director Weidig said the Service Department is finishing up roadwork throughout the City. Fall trees and replacement trees will be planted shortly, the planters have been removed and repaired if needed and will be replaced in the areas where the gas line is being replaced. Councilmember Broski asked if the gas line work was expected. Engineer Wise said the work is part of Dominion's replacement the steel mains with plastic mains. Service Director Weidig said leaf collection has begun.

**Adjournment:** Motion by Redinger, seconded by Petsche, to adjourn the Streets and Sidewalks Committee meeting at 6:20 P.M. Ayes: Redinger, Petsche, Nays: None. Motion carried 2-Ayes, 0-Nays.

**Utilities Committee**

Chairperson Jack Petsche

Committee members G. Broski, D. Rose

Chairperson Petsche called the meeting to order at 6:20 P.M.

Roll Call – Present: Petsche, Rose.

Absent: Broski.

**Approval of the October 1, 2019 Utilities Committee meeting minutes.**

Motion by Petsche, seconded by Rose, to approve the October 1, 2019 Utilities Committee meeting minutes as presented. Ayes: Petsche, Rose. Abstain: Broski. Nays: None. Motion carried 2-Ayes, 1- Abstain, 0-Nays.

**S.R. 82 Emergency Repair:** Engineer Wise said a sanitary sewer line has failed in the area of the SR 82 project. The contractor on the job has said they do not believe DiGioia was the cause of the failure. The older clay tiles may have failed do to the vibratory machine work on the project. Engineer Wise said he is requesting an emergency repair as this is a mainline sewer. Councilmember Broski asked if this is a temporary repair. Engineer Wise said this is a permanent

**(Utilities Committee, continued)**

repair After contacting the County regarding emergency repairs, the County has determined it will not sent the emergency repair contractor, Fabrizi, into the DiGioia active work zone. Councilmember Broski asked if this is a temporary repair. Engineer Wise said it will be a permanent repair. Councilmember Rose asked Engineer Wise's opinion as to the fault of DiGioia Construction. Engineer Wise said this happens often, it is difficult to blame a contractor for damage that occurs down the line from where work was happening. The sewer line that broke is a 60 year old clay tile. Engineer Wise said the funding will be reimbursed to the City from the District 13 Fund.

- Motion by Petsche, seconded by Rose, to recommend to Council a purchase requisition to DiGioia Suburban Excavating for emergency sanitary sewer repair on SR 82, 78 feet east of Glenwood Trail the amount of \$12,437.79. *Account C480171 3506*. Ayes: Petsche, Broski, Rose. Nays: None. Motion carried 3-Ayes, 0-Nays.

**SR 82 Sanitary Sewer Project:** Council President Harwood provided information to Councilmembers regarding a request from Councilmember Redinger for updated costs and grant funding for the SR 82 Sanitary Sewer Project. Engineer Wise provided the updates on the numbers and the process to proceed.

**Vaughn Road:** Engineer Wise said he received an e-mail from NEORSD regarding the request by the City for repairs to Vaughn Road. Engineer Wise said Janet asked if the City had to update the amounts listed in the previous estimate. Engineer Wise replied the cost would need to be update to the current rates and the project would need to be expanded due to additional erosion.

**Adjournment:** Motion by Petsche, seconded by Rose, to adjourn the Utilities Committee meeting at 6:29 P.M. Ayes: Petsche, Broski, Rose. Nays: None. Motion carried 3-Ayes, 0-Nays.

**Committee of the Whole Meeting**

**Approval of the October 1, 2019 Committee of the Whole meeting minutes.** Motion by Harwood, seconded by Carouse, to approve the October 1, 2019 Committee of the Whole meeting minutes as submitted. Ayes: Carouse, Harwood, Petsche, Rose, Veras. Abstain: Broski, Redinger. Nays: None. Motion carried 5-Ayes, 2- Abstain, 0-Nays.

Councilmember Redinger asked if she could follow up on a Finance Committee item. Council President Harwood asked Councilmember Redinger to Proceed. Councilmember Redinger asked that all Councilmembers review the monthly financial report included in the packets. Councilmember Redinger also wanted to clarify misinformation that has been provided regarding the City's outstanding debt. Please reference the current debt schedule included with Council's information. There was a report of \$48 million and the report references \$ 27.1 million outstanding.

Citizens Advisory Committee: Council President Harwood encouraged all members of Council to attend. Surveys were provided to the committee members. Councilmember Redinger asked if the meeting dates are posted. Council President Harwood said at the meetings are posted and at the previous meeting when that question was asked Kristen Kouri provided information on the City's website where it is also posted.

Engineer Wise said

**Executive Session:** Motion by Harwood, seconded by Carouse to convene an Executive session to discuss matters relating to property acquisition Ayes: Broski, Carouse, Harwood, Petsche, Redinger, Rose, Veras. Nays: None. Motion carried 7-Ayes, 0-Nays.

Attendees include: Broski, Carouse, Harwood, Petsche, Redinger, Rose, Veras. Also present Mayor Hruby, Law Director Matty, Assistant Law Director DiGeronimo, and Engineer G. Wise. Councilmember Broski was excused during a portion of the meeting.

**Committee of the Whole Meeting Adjourned:** Motion by Harwood, seconded by Carouse to adjourn the Committee of the Whole at approximately 7:40 P.M. Ayes: Broski, Carouse, Harwood, Petsche, Redinger, Rose, Veras. Nays: None. Motion carried 7-Ayes, 0-Nays.

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cc: Members of Council,  
Mayor Jerry N. Hruby,  
Law Director D. Matty,  
Asst. Law Director  
S. DiGeronimo,  
Engineer G. Wise,  
Department Heads