

## MINUTES

### Council Committee Meetings

December 3, 2019

Present: 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, K. Gaivin, Brecksville Magazine, Clerk of Council T. Tabor. Councilmember Elect Caruso, Councilmember Elect Koepke.

Absent: Harwood.

### **Buildings & Grounds Committee**

Chairperson - K. Veras

Committee members - L. Carouse, L. Redinger.

Chairperson Veras called the meeting to order at 6:31 P.M.

Roll Call – Present: Carouse, Redinger, Veras.

Absent - None.

### **Approval of the November 19, 2019 Buildings & Grounds Committee meeting minutes.**

Motion by Veras, seconded by Redinger, to approve the November 19, 2019 Buildings & Grounds Committee meeting minutes as presented. Ayes: Carouse, Veras, Redinger. Nays: None. Motion carried 3-Ayes, 0- Nays.

**Generator Maintenance Agreement:** Councilmember Veras said a request has been submitted to approve a 3- year agreement for maintenance & inspection of (10) generators located in the City. Service Director Weidig said the City has an employee that performs the oil & filter maintenance and accompanies the inspector when the inspections are performed. Councilmember Petsche asked if these are back-up generators. Service Director Weidig said yes. The generators are located at Blossom Hill for buildings 6 & 7, that location is a backup emergency shelter. Other generators are located at the Service Department, the cellular tower behind the Service Department, City Hall basement, Fire Department, Human Services Building, Blossom Cell Tower, The Historical Society at Blossom, Police Department and the Horticulture Building. Councilmember Broski asked if they are dual fuel units. Service Director Weidig said some are natural gas and some are diesel operated.



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

- Motion by Veras, seconded by Redinger, to recommend to Council approval of a 3-Year Renewable Agreement with Cummins Bridgeway for Maintenance of the City's Generators. This includes (2) annual inspections of (10) generators for the term of 1/1/20 – 12/31/22 at the costs of \$2,733.74 per year for an aggregate amount of \$8,201.22 for the three year term. *Account #110171 2601*. Ayes: Carouse, Veras, Redinger. Nays: None. Motion carried 3-Ayes, 0- Nays.

**Adjournment:** Motion by Veras, seconded by Redinger, to adjourn the Buildings & Grounds Committee at 6:35 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 6:35 P.M.

Roll Call – Present: Carouse, Rose, Redinger.

Absent - None.

**Approval of the November 19, 2019 Finance Committee meeting minutes.**

Motion by Redinger, seconded by Rose, to approve the November 19, 2019 Finance Committee meeting minutes as presented. Ayes: Carouse, Redinger, Rose. Nays: None. Motion carried 3-Ayes, 0-Nays.

**Tax Administrator:** Councilmember Redinger said Council previously discussed the renewal of an agreement with Jim Neusser to remain the Tax Administrator for the City. Legislation has been prepared for Council's approval. Councilmember Redinger said this extends the contract with no changes though 2021.

- Motion by Redinger, seconded by Carouse, to recommend to Council approval of a Resolution authorizing the Mayor to enter into a Third Addendum to the agreement with J. Neusser, LLC (DBA Ohio Muni Tax, LLC). Ayes: Carouse, Redinger, Rose. Nays: None. Motion carried 3-Ayes, 0-Nays.

**Engineer:** Councilmember Redinger said legislation has been prepared for Council's approval to renew an agreement and rate schedule as previously discussed. This will extend the contract as discussed by Council previously.

- Motion by Redinger, seconded by Carouse, to recommend to Council approval of an Ordinance to provide a new rate schedule for the services of Donald G. Bohning & Associates as consulting Engineers and Gerald M. Wise as the City Engineer. Ayes: Carouse, Redinger, Rose. Nays: None. Motion carried 3-Ayes, 0-Nays.

**Temporary Manpower:** Councilmember Redinger said Council previously approved a pay rate increase and asked Purchasing Director Riser if the pay rate increase has improved the services.

**(Finance Committee, Continued)**

Purchasing Director Riser said bringing the wages to a competitive rate with surrounding communities has improved the quality and quantity of workers available to the City. Councilmember Redinger asked what type of work is performed by the temporary workers. Purchasing Director Riser said leaf collection, rubbish pick up, recycling. An additional line was added to include general labor for things like weed whacking. Councilmember Redinger said it appears Safe Staffing has improved their service. Purchasing Director Riser said Council approved a pay rate increase the previous issues have been resolved.

- Motion by Redinger, seconded by Carouse, to recommend to Council approval of an Ordinance accepting the bid of Safe Staffing for temporary general labor staffing for the Service Department. Ayes: Carouse, Redinger, Rose. Nays: None. Motion carried 3-Ayes, 0-Nays.

**AT & T Release & Settlement:** Councilmember Redinger said a request has been made to authorize a Settlement & Release Agreement with AT&T. Purchasing Director Riser advised Council that none of the City's funds have been paid on an invoice to AT&T for this clerical error made by AT&T. The billing was for Centrex lines that were terminated and all agreements were handled. Purchasing Director Riser said penalties were billed, which would have been correct had the City not done the agreements. The Law Director has reviewed this agreement and the agreement will remove the charges from the bill. Councilmember Rose said this is a confidential document, should it be discussed in a public meeting. Councilmember Rose asked if the City received free service from AT&T. Purchasing Director Riser said no, each time the charge was showing up on the bill, AT&T would instruct the City of the correct amount to be billed. Purchasing Director Riser said no City dollars were paid toward the incorrectly billed amount.

- Motion by Redinger, seconded by Rose, to recommend to Council approval of a Resolution authorizing a release & settlement agreement with AT&T for a credit in the amount of \$165,384.64. Ayes: Carouse, Redinger, Rose. Nays: None. Motion carried 3-Ayes, 0-Nays.

**Income Tax Allocations:** Councilmember Redinger said the Finance Director has presented legislation for income tax allocations.

- Motion by Redinger, seconded by Rose, to recommend to Council approval of a Resolution authorizing the allocation of income tax revenues to certain named funds with the balance of said revenues to remain in the City's General Fund. Ayes: Carouse, Redinger, Rose. Nays: None. Motion carried 3-Ayes, 0-Nays.

**Appropriations:** Councilmember Redinger said legislation is prepared for year-end appropriations. Councilmember Petsche asked if this legislation includes any payments regarding the construction of the Police Station. Finance Director Starosta said it includes the payoff of the note that is outstanding. There is no increase in the budget. Law Director Matty asked if the payoff of notes or bonds that were issued in 2018 is included in the payoff. Finance Director Starosta said the City has been making payments on this note that began in 2018. Councilmember Petsche asked Law Director Matty if he should abstain from the vote. Law Director Matty said he should abstain.

**(Finance Committee, Continued)**

- Motion by Redinger, seconded by Carouse, to recommend to Council approval of an Ordinance to amend Ordinance No. 5220, making appropriations for current expenses of the City of Brecksville during the fiscal year ending December 31, 2019, making necessary appropriation and revenue adjustments. Ayes: Carouse, Redinger, Rose. Nays: None. Motion carried 3-Ayes, 0-Nays.
- Motion by Redinger, seconded by Carouse, to recommend to Council approval of an Ordinance to make appropriations for current expenditures and other expenditures of the City of Brecksville for 2020. Ayes: Carouse, Redinger, Rose. Nays: None. Motion carried 3-Ayes, 0-Nays.

**Recreation Fee:** Councilmember Redinger said there is a correction to the Recreation Fee Schedule for 2020. Recreation Director Tupa found clerical errors in the approved fee schedule.

- Motion by Redinger, seconded by Carouse, to recommend to Council approval of a motion authorizing an amendment to the 2020 Recreation Department fee schedule. Ayes: Carouse, Redinger, Rose. Nays: None. Motion carried 3-Ayes, 0-Nays.

**Fitness Instructors:** Councilmember Redinger said an increase is needed to Blanket Purchase Order #FN190009 for Fitness Instructors at the Community Center. The independent contractor that performs massages will be removed from this Blanket Vendor Purchase Order and given a separate purchase order in the future. A portion of the required increase to this purchase order was approved at the last meeting on 11/19/19, and this balance request had to wait until the necessary appropriation was requested by the Finance Department.

- Motion by Redinger, seconded by Carouse, to recommend to Council approval of a motion for an increase to Blanket Purchase Order #FN190009 in the amount of \$20,000.00 for Fitness Instructors at the Community Center. Ayes: Carouse, Redinger, Rose. Nays: None. Motion carried 3-Ayes, 0-Nays.

**Copy Paper:** Councilmember Redinger said an increase is needed for the blanket purchase order #BL191116. Purchasing Director Riser said the increase is due to this original P.O. amount being decreased for 2019 while paper needs in the departments actually increased throughout the year.

- Motion by Redinger, seconded by Rose, to recommend to Council approval of a motion for an increase to Blanket Purchase Order #BL191116 in the amount of \$750.00 for Copy Paper distributed to all City departments.

**Basketball Supplies:** Councilmember Redinger said additional funds in the amount of \$1,500.00 are needed for basketball supplies. This increase on the original P.O. amount of \$6,500.00 will bring this new P.O. total to \$8,000.00. The increase is due to increased enrollment in the programs.

- Motion by Redinger, seconded by Rose, to recommend to Council approval of a motion for an Increase to Blanket Purchase Order #BL195640 in the amount of \$1,500.00 Basketball Supplies. *Account #240743 2201*. Ayes: Carouse, Redinger, Rose. Nays: None. Motion carried 3-Ayes, 0-Nays.

**(Finance Committee, Continued)**

**RecTrac & WebTrac:** Councilmember Redinger said the annual maintenance agreement for the Community Center and the Human Services Department Software is requested. Purchasing Director Riser said this is the same pricing as the 2019 agreement. This includes technical support and maintenance for these programs.

- Motion by Redinger, seconded by Rose, to recommend to Council approval of a motion for a purchase Requisition in the amount of \$6,210.00 for the 2020 Annual Maintenance Agreement for RecTrac & WebTrac. Recreation's portion of \$3,726.00 is to be charged to: *Account #240710 2612* Human Services amount of \$2,484.00 is to be charged to: *Account #110330 2612* Ayes: Carouse, Redinger, Rose. Nays: None. Motion carried 3-Ayes, 0-Nays.

**Monthly Bills:** Councilmember Redinger asked if there were any questions regarding the monthly bills presented for payment. Councilmember Rose said a separate invoice from Matty Henrikson & Greve was submitted. Finance Director Starosta said the amount was not included in Mr. Matty's summary total, but is included in the summary total from the Finance Department. Councilmember Petsche said he will abstain from the payment of bills agenda item.

- Motion by Redinger, seconded by Carouse, to recommend to Council approval of Monthly Bills for Professional Services as follows: Matty, Henrikson and & Greve in the amount of \$10,310.33; Matty, Henrikson and & Greve in the amount of \$6,946.00. Sergio I. DiGeronimo in the amount of \$4,235.00; Roger Wadsworth in the amount of \$350.00; Kulchytsky Architects, LLC in the amount of \$487.50; J Neusser, LLC in the amount of \$2,000.00; and Donald J. Bohning & Associates in the amount of \$19,537.12 and Sixmo in the amount of 487.50. Total of all invoices \$44,353.45. Ayes: Carouse, Redinger, Rose. Nays: None. Motion carried 3-Ayes, 0-Nays.

**Agenda Amendment:** Councilmember Redinger said two items have been presented to be included on the agenda this evening.

- Motion by Redinger, seconded by Rose, to amend the agenda to include an invoice from Squire Patton Boggs and a Resolution authorizing fund transfers for 2020. Ayes: Carouse, Redinger, Rose. Nays: None. Motion carried 3-Ayes, 0-Nays.

**Fund Transfer:** Councilmember Redinger said the Transfer Resolution was included in the packet, just omitted from the agenda. Councilmember Redinger asked if any Councilmembers had any objection. Hearing none, Councilmember Redinger proceeded with a motion. Councilmember Petsche said he may have to abstain from voting on this legislation.

- Motion by Redinger, seconded by Carouse, to recommend to Council approval of a Resolution making necessary transfers between certain funds for 2020. Ayes: Carouse, Redinger, Rose. Nays: None. Motion carried 3-Ayes, 0-Nays.

**Squire Patton Boggs (US) LLP:** Councilmember Redinger said an invoice was presented for payment to Squire Patton Boggs for work performed on the TIF for the VA Property. The payment will be reimbursed by the developer. Finance Director Starosta said she wanted this invoice to be paid in 2019.

**(Finance Committee, Continued)**

- Motion by Redinger, seconded by Carouse, to recommend to Council approval of a payment to Squire Patton Boggs (US) LLP in the amount of \$25,276.25 for the Tax Increment Financing Projects, to be reimbursed by the developer. Ayes: Carouse, Redinger, Rose. Nays: None. Motion carried 3-Ayes, 0-Nays.

Finance Director Starosta said the final assessed property tax valuations for 2019 were received showing an increase of \$4.3 million. This increase will alter the expected revenue by \$69,000.00.

Councilmember Redinger said the income tax letter continues to show positive momentum year after year. Finance Director Starosta said the income tax report shows the revenue of income tax, but does not show any of the changes that may be approved this evening.

Finance Director Starosta said the District 13 information was not included. An additional document was presented reflecting the District 13 Fund to be included in the previously distributed 2020 Budget.

Councilmember Petsche asked if anyone knew why there was a decrease in the commercial real estate valuation. Mayor Hruby said many companies devalue property they have had. When a decrease is requested, the City is not notified.

**Adjournment:** Motion by Redinger, seconded by Rose, to adjourn the Finance Committee meeting at 7:03 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 7:03 P.M.

Roll Call – Present: Petsche, Veras, Rose.

Absent- None.

**Approval of the November 19, 2019 Legislation Committee meeting minutes.**

Motion by Rose, seconded by Veras, to approve the November 19, 2019 Legislation Committee meeting minutes as presented. Ayes: Petsche, Rose, Veras. Nays: None. Motion carried 3-Ayes, 0-Nays.

**Planning & Zoning Amendment:** Councilmember Rose said the second reading will be on the agenda for an amendment to Section 1157.04(e) of the Planning & Zoning Ordinance.

- Motion by Rose, seconded by Veras, to recommend to Council passage of a motion to pass to third reading an Ordinance to amend Section 1157.04(e) of the Planning & Zoning Code by adding two new conditional use classifications. Ayes: Petsche, Rose, Veras. Nays: None. Motion carried 3-Ayes, 0-Nays.

**(Legislation Committee, continued)**

**Adjournment:** Motion by Rose, seconded by Veras, to adjourn the Legislation Committee meeting at 7:04 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 7:05 P.M.

Roll Call – Present: Carouse, Broski, Veras.

Absent: None.

**Approval of the November 19, 2019 Safety-Service Committee meeting minutes.**

Motion by Carouse, seconded by Broski, to approve the November 19, 2019 Safety-Service Committee meeting minutes as submitted. Ayes: Carouse, Broski, Veras. Nays: None. Motion carried 3-Ayes, 0-Nays.

**Adjournment:** Motion by Broski, seconded by Veras, to adjourn the Safety-Service Committee meeting at 7:06 P.M. Ayes: Carouse, Broski, Veras. Nays: None. Motion carried 3-Ayes, 0-Nays.

**Streets & Sidewalks Committee**

Chairperson Gerald Broski

Committee members J. Petsche, L. Redinger.

Chairperson Broski called the meeting to order at 7:09 P.M.

Roll Call – Present: Redinger, Broski, Petsche.

Absent: None.

**Approval of the November 19, 2019 Streets & Sidewalks Committee meeting minutes.**

Motion by Broski, seconded by Redinger, to approve the November 19, 2019 Streets & Sidewalks Committee meeting minutes as corrected. Councilmember Petsche asked that on page 9, paragraph 5, the minutes include the statement “The residents are concerned about damage to the road.” Ayes: Broski, Petsche, Redinger, Nays: None. Motion carried 3-Ayes, 0-Nays.

**West Fitzwater Condominium Association:** Engineer Wise said he received a request from the legal representative from the West Fitzwater Condominium Association. The Association is requesting the City give consideration to accepting their road as a public street. Engineer Wise said he expects several private streets will follow this request if the road is accepted by the city.

Councilmember Petsche said if this is done, it would set a precedent. Engineer Wise said he included his response, for Council’s information.

**Adjournment:** Motion by Broski, seconded by Redinger, to adjourn the Streets and Sidewalks Committee meeting at 7:11 P.M. Ayes: Broski, Petsche, Redinger, Nays: None. Motion carried 3-Ayes, 0-Nays.

**Utilities Committee**

Chairperson Jack Petsche

Committee members G. Broski, D. Rose

Chairperson Petsche called the meeting to order at 7:11 P.M.

Roll Call – Present: Petsche, Broski, Rose.

Absent: None.

**Approval of the November 19, 2019 Utilities Committee meeting minutes.**

Motion by Petsche, seconded by Broski, to approve the November 19, 2019 Utilities Committee meeting minutes as presented. Ayes: Petsche, Broski, Rose, Nays: None. Motion carried 3-Ayes, 0-Nays.

**10307 & 10317 Highland Drive:** Engineer Wise said residents of 10307 Highland Drive and 10317 Highland Drive have requested relief for storm and sanitary fees. Engineer Wise said he would like to clarify some of the comments raised. The current tap fees for a water connection is \$6,800.00 and sanitary connection of \$5,200.00. The action mandated by the Board of Health is related to septic abandonment and connection to the sanitary sewer. Engineer Wise said the area was previously evaluated and 6 lots were determined to be accessible to the sewer. To date only (1) of the properties has connected, (1) is a vacant lot and the property in question has been permitted to connect to one 8 inch public sewer rather than require (2) – six inch sanitary lines.

Councilmember Petsche said he would like to be excused from the December 17<sup>th</sup> meeting to visit his father out of town. Council excused Councilmember Petsche and said he could ask the residents to attend the December 17<sup>th</sup> meeting or wait until the January 21<sup>st</sup> meeting. Councilmember Petsche said he will contact the residents and see when they would prefer to speak to the Utilities Committee.

**Adjournment:** Motion by Petsche, seconded by Rose, to adjourn the Utilities Committee meeting at 7:23 P.M. Ayes: Petsche, Broski, Rose, Nays: None. Motion carried 3-Ayes, 0-Nays.

**Committee of the Whole Meeting:** Motion by Broski, seconded by Carouse, to convene a Committee of the Whole meeting at 7:23 P.M. Ayes: Ayes: Broski, Carouse, Petsche, Redinger, Rose, Veras. Nays: None. Motion carried 6-Ayes, 0-Nays.

**Approval of the November 19, 2019 Committee of the Whole meeting minutes.** Motion by Broski, seconded by Carouse, to approve the November 19, 2019 Committee of the Whole meeting minutes as submitted. Ayes: Broski, Carouse, Petsche, Redinger, Rose, Veras. Nays: None. Motion carried 6-Ayes, 0-Nays.

**Committee of the Whole Meeting Adjourned:** Motion by Broski, seconded by Carouse to adjourn the Committee of the Whole at 7:23 P.M. Ayes: Broski, Carouse, Petsche, Redinger, Rose, Veras. Nays: None. Motion carried 6-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