

## MINUTES

### Council Committee Meetings

Council Committee regular meeting was held on Tuesday May 5, 2020.

VIA CONFERENCE CALL DUE TO COVID-19 PUBLIC HEALTH EMERGENCY

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This meeting has been duly noticed and are held in accordance with Ohio Revised Code Section 121.22 specific to recent amendments made in light of the current COVID-19 declared emergency.

Present: Council President Harwood, Councilmembers L. Carouse, D. Caruso, A. Koepke, J. Petsche, L. Redinger, 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, C.B.O. S. Packard, Purchasing Director R. Riser, Recreation Director T. Tupa, Service Director R. Weidig, IT Specialists C. Jatsek and M. Rapkin. Clerk of Council T. Tabor.

Absent: None.

**Committee of the Whole Meeting:** Motion by Harwood, seconded by Carouse, to convene a Committee of the Whole meeting at 7:00 P.M. Ayes: Carouse, Caruso, Harwood, Koepke, Petsche, Redinger, Veras. Nays: None. Motion carried 7-Ayes, 0-Nays.

### **Approval of Committees meeting minutes.**

Motion by Harwood, seconded by Carouse, to approve the April 21, 2020 Buildings & Grounds, Finance, Legislation, Safety Service, Streets & Sidewalks and Utilities Committees as submitted. Ayes: Carouse, Caruso, Harwood, Koepke, Petsche, Redinger, Veras. Nays: None. Motion carried 7-Ayes, 0-Nays.

Council President Harwood said the committees will be meeting today as a Committee of the Whole. President Harwood will introduce each item and then acknowledge the Department Heads, Mayor Hruby, Committee Chair followed by Committee Members and the remainder of Council, for any comments, questions or concerns.



**(Committee of the Whole Meeting, continued)**

**FROM THE BUILDINGS & GROUNDS COMMITTEE**

**Aquatic Center:** Council President Harwood said legislation has been prepared to authorize the SourceWell contract purchase from MidStates Recreation in the aggregate amount of \$22,837.74 for various pieces of furniture for the new Aquatics Center, as well as various non-contract furniture purchases from Patio Shoppers, Polywood and Admiral Outdoor Furniture totaling an additional \$24,241.66. The aggregate total for the furniture purchase is \$47,179.40. Recreation Director Tupa thanked Bob and Luis in the Recreation Department for working on this project and obtaining the quotes for the equipment and Purchasing Director Riser for preparing the documents for Council this evening. Recreation Director Tupa said the Department is working toward maximizing the usage of the facility for the residents. Chaise lounges, currently in use, and tables included in tonight's purchase request will be used for the outdoor areas. Indoor furniture purchases include benches and tables and chairs to match the existing outdoor chairs and high-top tables will be added in the concession area. Recreation Director Tupa said the purchases were reviewed by the Architects at ThenDesign and agreed these products will work well in the project. Tables that were removed prior to the beginning of construction have been repurposed at Blossom Hill near Safety Town and the outdoor fields. Purchasing Director Riser said based on the timing of the project and the estimated time of delivery on the furniture it will be determined whether or not this is going to Shippers Highway Express to be held for a short time or coming straight to the city. As the project progresses we will determine how to proceed with taking delivery with very little expenditure.

Councilmember Redinger asked if it was possible to get an update on the construction of the Aquatic Center. Recreation Director Tupa said construction is going forward, there have been some delays with deliveries but construction is progressing. The outdoor pool is framed and waiting for concrete to be poured in the next few weeks. The indoor pool is moving forward at a rapid pace right now. Placing an order at this time should avoid delivery delays due to production slow downs. Mayor Hruby said a concern the City has is if we have not placed this order, coming from various locations, we may not receive the products timely. If the Aquatic Center is done and able to open in June we would like the equipment in place, that's the reason for moving forward now.

- Motion by Harwood, seconded by Veras, to recommend to Council passage of an Ordinance authorizing a SourceWell Contract purchase from MidStates Recreation in the aggregate amount of \$22,837.74 for various pieces of furniture for the new Aquatics Center, as well as various non-contract furniture purchases from Patio Shoppers, Polywood and Admiral Outdoor Furniture totaling an additional \$24,241.66. The aggregate total for the furniture purchase is \$47,179.40. Ayes: Carouse, Caruso, Harwood, Koepke, Petsche, Redinger, Veras. Nays: None. Motion carried 7-Ayes, 0-Nays.

**Community Center Clock Tower:** Council President Harwood said a request for passage of a motion to approve a purchase requisition to the Verdin Company in the aggregate amount of \$4875.00 for a new motor timepiece controller and clock hands for the Community Center Clock Tower. Recreation Director Tupa said the clock is no longer functioning and this is the first time the clock has been addressed since construction of the clock tower. The cost to repair the clock exceeded the cost to replace the parts. Mayor Hruby said the clock is original equipment to the

**(Committee of the Whole Meeting, continued)**

building, it dates back to 1992 and it started to malfunction over approximately two months ago and stopped working. As Recreation Director Tupa said, we received a better price to replace the parts than, to repair them. Councilmember Petsche said the last time he was at the Community Center on March 14<sup>th</sup> the clock was making noises.

- Motion by Harwood, seconded by Veras, to recommend to Council passage of a motion to approve a purchase requisition to The Verdin Company in the aggregate amount of \$4,875.00 for a new motor time piece, controller and clock hands for the Community Center clock tower. *Account #240710 2603.* Ayes: Carouse, Caruso, Harwood, Koepke, Petsche, Redinger, Veras. Nays: None. Motion carried 7-Ayes, 0-Nays.

**FROM THE FINANCE COMMITTEE**

**Supply Purchases:** Council President Harwood said a request has been made to approve a purchase requisition for ongoing supply purchases. Ongoing purchases will include, but are not be limited to, various needs for all departments including masks, gloves, bulk sanitizer, sanitizer wipes, disinfectants, instructional signage and plexiglass germ guards. Purchasing Director Riser said the sourcing of the items has been difficult since the COVID-19 emergency was declared. Purchasing Director Riser said up until now, the Purchasing Department placed individual orders as products would be identified and available, usually ordering in restricted quantities that were set by the various suppliers. Purchasing Director Riser said it has become apparent that the amount of supplies the City has gone through this past month and a half, especially as we begin the re-opening of the facilities and services around the city, we're going to need a purchasing process in place for supplies that enables us to move quickly to place these orders. So, for that reason tonight, we're seeking authorization of this purchase order of pre-approved funds, so we can secure the orders of these products as they become available. These funds were already budgeted in our General Administration Line item for Miscellaneous supplies. Fire Chief Zamiska said the City has been fortunate. It has been difficult securing reasonable quantities of masks, gloves, hand sanitizer, and disinfectants. The Fire Department has been fortunate in that we have received some supplies of this nature through the County Fire Chiefs and the County Emergency Management Association, specifically through the strategic stockpile. Fire Chief Zamiska has said as of now, we've been able to self-sustain and we are in good shape. Additionally, we received funding in the amount of \$9,615.00 through the Cares Act for support of emergency medical services in response to this pandemic. The funding tonight would assist with, as our Purchasing Director mentioned, citywide employees, keeping them safe with the proper PPE. We have reached out and we have (11) vendors that we typically deal with. We have had some vendors that are just unable to get any supplies and some that have had success. Recently, over the past few days, some supplies have become available through our purchasing relationships that we have with our vendors. The request before you tonight for your consideration would allow us the opportunity to make purchases that are necessary now in a timely manner. Mayor Hruby said the City received donations of masks from Sherwin Williams, Contugno Tailors on Mill Road, DiGeronimo Company and many others are stepping up to help the City. Dr. Paciorek will provide more information on the request to make cloth masks for the community.

**(Committee of the Whole Meeting, continued)**

Councilmember Petsche asked if the Fire Department has transported COVID-19 patients. Fire Chief Zamiska said the Dispatch Center has been providing information when responding to symptomatic patients. Dispatchers ask for information regarding symptoms of patients to relay to first responders. Fire Chief Zamiska said the department members all wear PPE on all responses. When patients are symptomatic, fire department personnel wear complete coverings, gowns, masks, eye shields, shoe covers. If any transported patients test positive for COVID-19, the Board of Health or the hospital advises the department of that positive test result. Due to HIPPA regulations, Fire Chief Zamiska cannot discuss medical information. The vehicles are all thoroughly cleaned and sanitized every time they return from a response. Councilmember Petsche asked if the City has N95 face masks. Chief Zamiska said yes. The Sherwin-Williams Company and The DiGeronimo Company are just (2) of the many companies that have donated supplies to the City. Chief Zamiska said the City did receive some through the County Emergency Management Association and the department did have some stock before the pandemic, so the City currently has an adequate supply.

- Motion by Harwood, seconded by Redinger, to recommend to Council passage of a motion to approve a purchase requisition for supply and material purchases for the safe and effective management of the COVID-19 re-opening phases for the City. *Account #110150 2201*. Ayes: Carouse, Caruso, Harwood, Koepke, Petsche, Redinger, Veras. Nays: None. Motion carried 7-Ayes, 0-Nays.

**Appropriations:** Council President Harwood said the Finance Department has submitted a request for approval of an Ordinance making appropriations for expenses. Finance Director Starosta said this legislation relates to the previous discussion regarding PPE. The amount in the appropriation request does vary from \$10,000.00 that was discussed for the purchase order. The additional \$3,000.00 includes outstanding purchases that were previously made.

- Motion by Harwood, seconded by Redinger, to recommend to Council passage of an Ordinance making appropriations for current expenses. Ayes: Carouse, Caruso, Harwood, Koepke, Petsche, Redinger, Veras. Nays: None. Motion carried 7-Ayes, 0-Nays.

**Audit:** Council President Harwood said the Finance Department has submitted a request for an increase to Purchase Order #CT204970 to James G. Zupka CPA, Inc. in the amount of \$236.00 for a modification to the contract for the City's annual audit services. Council President Harwood said additional testing is required for review of the City's procedures pertaining to the Sunshine Laws. Finance Director Starosta said there is additional criteria being tested by the auditors. The auditors are requesting an additional (4) hours for testing of the newly expanded requirements.

- Motion by Harwood, seconded by Redinger, to recommend to Council passage of a motion approving an increase to Purchase Order #CT204970 to James G. Zupka CPA, Inc. in the amount of \$236.00 for a modification to the contract for the City's annual audit services. *Account #110150 2101*. Ayes: Carouse, Caruso, Harwood, Koepke, Petsche, Redinger, Veras. Nays: None. Motion carried 7-Ayes, 0-Nays.

**Monthly Bills:** Council President Harwood asked if there were any questions or comments related to the professional service bills presented. Hearing none, Council President Harwood continued with a motion.

**(Committee of the Whole Meeting, continued)**

- Motion by Harwood, seconded by Redinger, to recommend passage of a motion authorizing the payment of the monthly bills for professional services as follows: Matty, Henrikson and & Greve in the amount of \$11,298.33; Matty, Henrikson and & Greve in the amount of \$2,917.50; Sergio I. DiGeronimo in the amount of \$4,647.50; Squire Patton Boggs in the amount of \$11,416.40, Kulchytsky Architects, LLC in the amount of \$75.00; J Neusser, LLC in the amount of \$2,000.00; and Donald G. Bohning & Associates in the amount of \$23,472.52; and Sixmo in the amount of \$1,075.00. Total of all invoices \$56,902.25. Ayes: Carouse, Caruso, Harwood, Koepke, Redinger, Veras. Abstain: Petsche. Nays: None. Motion carried 6-Ayes, 1-Abstain, 0-Nays.

**FROM THE SAFETY SERVICE COMMITTEE**

**Fire Department Candidate Testing:** Council President Harwood said a request for passage of a motion to approve a purchase requisition to security and polygraph consultants in the amount of \$5,625.00 for (25) polygraph tests. Fire Chief Zamiska said a competitive entrance exam was given in March. As we move forward the next step is polygraph testing. Mayor Hruby said when the polygraph results are in, psychological tests will be done on the remaining candidates. When that is complete the Civil Service Commission will certify a list of qualified candidates. Mayor Hruby said this process will be to hire for a vacant position, as the minimum staffing is being filled with part-time employees.

- Motion by Harwood, seconded by Redinger, to recommend to Council passage of a purchase requisition to Security & Polygraph Consultants in the amount of \$5,625.00 for (25) Polygraph Tests for Fire Department Entrance Candidates at \$225.00 each. *Account #110130 2103*. Ayes: Carouse, Caruso, Harwood, Koepke, Petsche, Redinger, Veras. Nays: None. Motion carried 7-Ayes, 0-Nays.

**FROM THE UTILITIES COMMITTEE**

**Whitewood Road Aerial Sewer & Storm Sewer Improvement:** Council President Harwood said Engineer Wise will present information regarding the Whitewood Aerial Sewer and Storm Sewer Project. Engineer Wise said a notice to proceed was issued to the contractor for this project. The Whitewood Aerial Sewer project is scheduled to begin in mid-June. For all City Projects that fall under the City Engineer's responsibility, Donald G Bohning & Associates (DGB) will provide construction related services including: construction staking, construction management, review & approval of pay-apps, and as-builts. According to Sections 9(e) & 9(f) of our engineering contract with the City, we will perform such services based on 3% of the construction cost that totals \$10,655.30. Please note all design, construction, and management cost for this project are reimbursable through the County D-13 Funds. Councilmember Petsche said he agrees that this project is necessary and DGB & Assoc. have been involved in this project from the beginning.

- Motion by Harwood, seconded by Petsche, to recommend to Council passage of a motion authorizing Donald G. Bohning and Associates to provide construction related documents for the Whitewood Road Aerial Sewer & Storm Sewer Improvement project for a fee of \$10, 655.30. Ayes: Carouse, Caruso, Harwood, Koepke, Petsche, Redinger, Veras. Nays: None. Motion carried 7-Ayes, 0-Nays.

**(Committee of the Whole Meeting, continued)**

**FROM THE STREETS & SIDEWALKS COMMITTEE**

Council President Harwood said he is aware the Mayor and Finance Director are reviewing projects that may be affected by the COVID-19 Emergency. These projects will be evaluated when the expected revenues of the City have been determined. Mayor Hruby said it is unknown when the City will know the shortfall in revenue due to income and property tax payments. Many people are not paying tax because they are not working at this time. Tax payment deadlines have also been extended for property and income until later this year. Mayor Hruby said it might be too early to determine what shortfall the City might have in revenues. Mayor Hruby said City Council may discuss these issues, but we would ask that any recommendations would be held off until such time as we can provide a good estimate of what the budget is going to look like in the future.

**Tanager Trail Pavement Reduction Improvement Plans:** Engineer Wise said the project plans and contract documents are complete, and the work was scheduled to be done in the 2020 Capital Plan. If deemed appropriate by the City, DGB is ready to proceed for public bidding. Please note this project is 100% funded by the City so some discussion may be required to determine if it is appropriate to move forward with this project at this time.

Engineer Wise said the project scope includes reducing the pavement to one lane across the area of the slope slippage and relocating the guardrail away from the slope. This project does not resolve the slope failure, it simply moves the edge of pavement further away. This gives the City an opportunity to re-evaluate the slope and determine if a more viable solution exists to rectify the slope failure at a future date. The estimate for the project is \$85,000.00. The committee did receive an email from a resident in regard to this project. Councilmember Petsche asked how long the repair is expected to last. Engineer Wise said he nor the geotechnical engineer are able to answer that question. The slope slippage is directly related to the amount of water, rain, etc. The last repair, which was limited to soil nailing, in that area lasted approximately (10) years. Councilmember Carouse said an alternative was offered to block one lane of pavement with barrels.

**Glenwood Trail Improvements:** In response to a resident's email to the Committee, Engineer Wise provided a response. The Glenwood Trail Project is in the Capital Plan for 2022 with the intent to complete the project prior to the new school opening. The project scope has not yet been determined but minimally includes sanitary sewer, storm sewer, and pavement renovations. While somewhat premature to discuss exact funding, it is anticipated that D-13 funds can be used for the majority of the project since the utilities run down the center of the pavement. If the City determines the project scope should include additional features, a funding mechanism for any additional scope would have to be discussed.

**6819 Westwood Drive**

Engineer Wise said the resident at 6819 Westwood Drive asked to have the roadside swale enclosed on his property. Engineer Wise said he feels the City should not enclose the swale or allow the resident to enclose the swale. Engineer Wise said it is his opinion that the City did not

**(Committee of the Whole Meeting, continued)**

cause the issue and the maintenance of the swale is the responsibility of the property owner. Council President Harwood asked for any comments or questions. Hearing none, Council President Harwood said Engineer Wise's response to the resident will be sent, reflecting the swale to remain as is. The City nor the resident will enclose the swale at this time.

**Other matters deemed appropriate.**

Mayor Hruby said the City has received a request to consider a lease on a communication tower that is owned by the City of Brecksville located at Blossom Hill. Mayor Hruby said Vasu Communications maintains the tower on behalf of the City of Brecksville. Mayor Hruby has been told by Vasu Communications there is more than adequate space and more than adequate load on the tower to accommodate at least 1, 2, or 3 antennas that may want to enter into a lease with the city. Mayor Hruby asked if any members of Council object to discussing the possibility of entering into a lease to allow antennas on the tower at Blossom Hill. All Councilmembers agreed to allow negotiations pertaining to the lease of antenna space on the tower at Blossom Hill. Councilmember Koepke asked that flashing or blinking lights are added to the tower. Mayor Hruby said antennas would be located at a lower level of the antenna and no additional lighting would be needed.

Council President Harwood said the City's Department Directors will provide reports based on the activities of their departments and staffing during the COVID-19 emergency.

**Committee of the Whole Meeting Adjourned:** Motion by Harwood, seconded by Carouse to adjourn the Committee of the Whole at 7:38 P.M. Ayes: Carouse, Caruso, Harwood, Koepke, Petsche, Redinger, Veras. Nays: None. Motion carried 7-Ayes, 0-Nays.

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