

MINUTES OF THE MEETING OF THE
CITY OF BRECKSVILLE COUNCIL COMMITTEE MEETING

HELD: July 19, 2022

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Virtual Meeting Notice

For the safety of our staff and residents, to listen to the live stream of the meeting please go to: <https://www.facebook.com/233577357056186/live/> or the City's website: www.brecksville.oh.us. Questions and comments may be e-mailed to ttabor@brecksville.oh.us or by phone to (440) 526-2609 and will be forwarded to the appropriate personnel for a response.

BUILDINGS & GROUNDS COMMITTEE

Call to Order

Chairperson Ann Koepke

Members: AJ Ganim, Brian Stucky

Roll Call

AJ Ganim, Ann Koepke, Brian Stucky

Items for Consideration:

B&G 1. Buildings & Grounds Approval of Minutes 7-5-2022

Motion made by Koepke, Seconded by Stucky.

Voting Yea: Koepke, Stucky

Voting Abstaining: Ganim

B&G 2. Tennis Court Lighting - Recommending to Council approval of an Ordinance

authorizing the SourceWell Contract purchase and installation from Musco Sports Lighting, LLC of a new Light-Structure System for the Brecksville Tennis Courts located behind City Hall for the aggregate amount of \$114,395.00. A contingency amount of \$3,605.00 is also requested for miscellaneous electrical supplies to upgrade the power service, add new electrical enclosures and any unforeseen repairs during the installation process. The aggregate total requested for approval is \$118,000.00. Grant funding awarded to the City through the Capital Appropriations Budget will provide a \$75,000.00 reimbursement toward this finished project. *Account #C240710 3102 Project #LI220001.*

Purchasing Director Riser said this project is ready to go forward. Service Director Weidig said when inspections were performed on the lights several years ago it was determined that they were not in good condition and were turned off and removed from the tennis courts. Service Director Weidig said the earliest the project should begin would be in October. Mayor Hruby said there is a grant in the amount of \$75,000 that was originally slated for a lighting project at Blossom Hill. Mayor Hruby said the Blossom Hill Project was too costly to continue with and Purchasing Director Riser was able to secure the grant funds for the City Hall Tennis Court Project.

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Motion made by Koepke, Seconded by Ganim.

Voting Yea: Ganim, Koepke, Stucky

Other Matters deemed appropriate

Motion to Adjourn

6:37 PM

Motion made by Koepke, Seconded by Stucky.

Voting Yea: Ganim, Koepke, Stucky.

FINANCE COMMITTEE

Call to Order

Chairperson Dominic Caruso

Members: Daryl Kingston, Beth Savage.

6:37 PM

Roll Call

Caruso, Kingston, Savage.

Items for Consideration:

FIN 1. Finance Committee Approval of Minutes 7-5-2022

Motion made by Caruso, Seconded by Savage.

Voting Yea: Caruso, Savage

Voting Abstaining: Kingston

FIN 2. Tyler Technologies Citywide ERP Software System - Recommending to Council approval of an Ordinance Authorizing the Mayor to Enter into Agreement with SourceWell Contract vendor Tyler Technologies, Inc. for a 5-year contract in the aggregate amount of \$1,406,724.00. This is for the purchase and implementation of a new Citywide Enterprise Resource Planning (ERP) software system that will replace the current CentralSquare (Sungard) financial system. *Account #C110150 3300*

Assistant Finance Director Monica Johnson presented information regarding the Tyler Technologies software system. Assistant Finance Director Johnson said Finance, Purchasing, Building and Service Departments use the current Central Square software. In 2018 the City was told upgrades were needed to the City's software to allow for continuing uses and support. In 2019-2021 the City attempted to upgrade the existing system. Assistant Finance Director Johnson said there were many issues with testing, training and unresolved issues with Central

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Square. On March 30, 2021 Central Square notified all of their customers that the upgrades were being put on hold. Purchasing Director Riser drafted a letter to Central Square requesting termination of the existing agreement and a refund of the \$26,341.90 for the upgrade of the system. The project team created to consider a new software system included, from Finance: Lisa Helbert, Michelle Baker, Laura Starosta and Monica Johnson. Purchasing Department Becki Riser and Jessi Still. CBO Scott Packard, Service Director Ron Weidig, Carolyn Jatsek from Recreation and Jim Wamback from Chagrin Valley Dispatch. Assistant Finance Director Johnson said many communities in Ohio have or are converting to the Tyler Technologies Munis program. Tyler Technologies has experience converting data from the City's existing Central Square software. The Time Keeping software, Executime, currently used by the City is also part of the Tyler Technologies software. Assistant Finance Director Johnson said the system is expandable and additional modules could be purchased at a later date. CBO Packard said this is a robust system that will allow for remote entry by the inspectors that would eliminate multiple steps for recording work. Finance Director Starosta said this is a cloud based system rather than information stored on the city's aging server. Assistant Finance Director Johnson said she spoke with several communities regarding their history with Tyler Technologies. All communities contacted were very satisfied with the product and support services.

Motion made by Caruso, Seconded by Savage.

Voting Yea: Caruso, Kingston, Savage.

- FIN 3. Recreation Staff Uniforms** - Recommending to Council approval of an increase to P.O. #BL225011 for Recreation Department Staff Uniforms in the amount of \$2,200.00 to accommodate the purchase of Lifeguard Uniform Shorts. Account #240720 2208.

Recreation Director Engle said the Recreation Department would like to add shorts to the lifeguard uniform.

Motion made by Caruso, Seconded by Savage.

Voting Yea: Caruso, Kingston, Savage.

- FIN 4. Ohio Department of Commerce** - Recommending to Council approval of a Resolution authorizing the Mayor to Apply for a FY2023 Cemetery Grant of \$2,500 through the Ohio Department of Commerce, Division of Real Estate, to be used for restoration and improvements in the Highland Cemetery.

Service Director Weidig said the City has been awarded this grant in the past. The funding provides for clean up, repair and replacement of headstones and foundations.

Motion made by Caruso, Seconded by Savage.

Voting Yea: Caruso, Kingston, Savage.

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- FIN 5. Proposed Rates Blossom Hill Field House** - Recommending to Council approval of rental rates for the Blossom Hill Field House.

Recreation Director Engle said the amounts for services are being recommended by the Recreation Department and the Recreation Commission. There are (3) categories for rental rates. Resident, non-resident and 'for profit' entities. There is a (4) hour minimum charge. Amenities include the use of the (4) court areas, cafetorium, meeting rooms, stage, and concessions. The concession area will be operated by City of Brecksville staff.

Motion made by Caruso, Seconded by Savage.

Voting Yea: Caruso, Kingston, Savage.

- FIN 6. Appropriations** - Recommending to Council approval of an Ordinance to amend Ordinance No. 5457, making appropriations for current expenses of the City of Brecksville during the fiscal year ending December 31, 2022, making necessary appropriation and revenue adjustments.

Motion made by Caruso, Seconded by Savage.

Voting Yea: Caruso, Kingston, Savage.

- FIN 7. Middle School Resource Officer** - Recommending to Council approval of a Memorandum of Understanding with the Brecksville Broadview Heights City School District regarding a School Resource Officer.

Police Chief Korinek said the school district would like to put a school resource officer in each of the buildings. Broadview Heights has a Resource officer at the High School. Broadview Heights does not have enough manpower to provide an officer at the Middle School. Police Chief Korinek said the Middle School is located in Broadview Heights and the Brecksville officer's wages, 75%, will be paid by the Brecksville Broadview Heights School District for the time he is working for the school district.

Motion made by Caruso, Seconded by Savage.

Voting Yea: Caruso, Kingston, Savage.

Other Matters deemed appropriate

Motion to Adjourn

7:14 PM

Motion made by Caruso, Seconded by Savage.

Voting Yea: Caruso, Kingston, Savage.

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LEGISLATION COMMITTEE

Call to Order

Chairperson Beth Savage

Members: AJ Ganim, Ann Koepke

7:14 PM

Roll Call

Ganim, Koepke, Savage

Items for Consideration:

LEG 1. Legislation Committee Approval of Minutes 7-5-2022

Motion made by Savage, Seconded by Ganim.

Voting Yea: Ganim, Koepke, Savage.

LEG 2. NOPEC - Discussion of NOPEC's "Opt In" program for residents, amendments to the previous agreement authorizing the City of Brecksville's membership in NOPEC, and NOPEC's "Do Not Knock" program.

Ted Lux, with the City's Department of Human Services presented information on the programs and legislation needed regarding the electric and gas providers in the City of Brecksville. Mr. Lux provided the following information.

The "Opt-In" Program, Part 1 Legislation

Every Brecksville natural gas user is a customer of Dominion Energy Ohio. They are the "provider." Dominion transports the gas to a customer's home. However, every natural gas customer also needs a "supplier" from whom they buy the gas itself. Over the years the City has recommended NOPEC as the supplier, typically because NOPEC usually has better rates with less hoops. If a resident is not with NOPEC as their supplier and wants to become a NOPEC customer, the regulation can create an aggravating process of 2 to 4 months to enroll. The Opt-In legislation will eliminate the hassle and enable the customer to move directly to NOPEC, by calling customer service to enroll, if they do not have an "early termination fee" with their current for-profit company. This is a simple process and Dave Matty has sample legislation.

The "Opt-In" Program, Part 2 Legislation

More than 20 years ago Council passed legislation authorizing Brecksville to join NOPEC. We were a charter member. In order to enact Part 1 Legislation the original legislation must be replaced by "Part 2" legislation to include the Opt In provision which did not exist originally.

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This legislation requires two PUCO mandated “public hearings” with two weeks’ public notice before a vote may be taken. NOPEC will work with Council to schedule and facilitate the hearings.

The “Do Not Knock” Program Legislation

Currently, a door to door salesperson must have a permit from the police department AND may not approach a home with a “DO NOT SOLICIT” sign or something to that effect. NOPEC takes this one step further. Once a community joins the “Do Not Knock” program residents can add their address to a registry which is then given to all for-profit solicitors who obtain a Brecksville permit to canvas. NOPEC provides the City with a list of program member addresses (names not included.) This list is given to solicitors when they apply for a permit. The homeowner receives two Do Not Knock stickers. This does not apply to non-profits like scouts, religious or political groups.

The NOPEC “PACE” Program Legislation/The Advanced Energy District Membership

“PACE” stands for Property Assessed Clean Energy. Dave Matty has legislation to join this program. Certain building owners may acquire a PACE loan from NOPEC or other PACE lenders to finance qualifying energy efficiency projects. If Council chooses, Brecksville would join an existing “Advanced Energy District (Energy Special Improvement District.)” (AED) There is a \$5,000 one-time fee to join the AED and then a \$1,000 annual fee. Joining a district like this is required by state law for PACE. Once the City joins, it will be able to use the AED and PACE financing mechanism for other eligible projects moving forward.

Eligible properties for the NOPEC PACE program include government, commercial, industrial, multi-family housing and churches.

The reason the City must be an AED member is because the tax duplicate is involved. The property owner approaches the City and asks for an assessment to be put on his property. The City must approve but if the property owner defaults on the loan the City has no responsibility. At last count 22 cities in Cuyahoga County are AED members including Independence.

The program provides up front capital repaid as part of the client’s property tax bill.

If the City becomes an AED member the property owner requests that the City levy the special assessment on the property. The City and the AED must approve the project.

Councilmember Savage requested Law Director Matty prepare legislation authorizing the City's participation in the NOPEC "Opt In" program, amendment to the existing NOPEC Agreement and the "Do Not Knock" program.

Other Matters deemed appropriate

Motion to Adjourn

7:39 PM

Motion made by Savage, Seconded by Ganim.

Voting Yea: Ganim, Koepke, Savage.

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SAFETY-SERVICE COMMITTEE

Call to Order

Chairperson AJ Ganim

Members Kingston, Stucky

7:39 PM

Roll Call

Ganim, Kingston, Stucky.

Items for Consideration:

SAF 1. Safety Service Approval of Minutes 6-21-2022

Motion made by Ganim, Seconded by Kingston.

Voting Yea: Ganim, Kingston, Stucky.

SAF 2. Brine Tank - Recommending to Council approval of a blanket vendor Purchase Requisition in the aggregate amount of \$9,996.12 for the purchase and installation of a new Brine Tank for the Service Department. The Brine Tank would be purchased from Advanced Tank Technologies for the amount of \$8,513.00, and miscellaneous supplies and materials totaling \$1,483.12 would be purchased from Wolff Bros. Supply and Maverick Industries. Account #C110430 3300

Service Director Weidig said the City will be resuming the use of brine for road ice control. Brine is used to pre-wet the roads before spreading salt.

Motion made by Ganim, Seconded by Kingston.

Voting Yea: Ganim, Kingston, Stucky.

SAF 3. Fire Station Alerting System - Recommending to Council approval of a Purchase Requisition to Chagrin Valley Dispatch in the amount of \$3,300.71 for a Station Alerting System for the Fire Department. *Account #290260 2506*

Fire Chief Zamiska said the current alerting system is fairly simple. The addition of this upgrade will allow continuing information from the dispatch center while Fire Department personnel are gearing up and preparing to enter vehicles. Fire Chief Zamiska said the Fire Station already has a fiber optic line that runs directly from the dispatch center.

Motion made by Ganim, Seconded by Kingston.

Voting Yea: Ganim, Kingston, Stucky.

SAF 4. Fire Truck Tires - Recommending to Council approval of an Ordinance authorizing the purchase of Replacement Tires for the Fire Department Ladder Truck in the amount of

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\$6,405.91 from The Goodyear Tire & Rubber Company on the Ohio Department of Administrative Services contract #RS902819. Account #290260 2602

Fire Chief Zamiska said the tires are needed for the ladder truck, which requires 10 tires. The Department of Transportation reports the end of tire life, (5) years, will occur in approximately (6) weeks. Goodyear will send a technician to the City to install the new tires.

Motion made by Ganim, Seconded by Kingston.

Voting Yea: Ganim, Kingston, Stucky.

SAF 5. Light Pole Bases - Recommending to Council approval of an increase to P.O. #P190943 for Replacement Decorative Pole Bases in the amount of \$1,316.00 due to an adjustment in the final estimate for the order. *Account #110171 2606*

Motion made by Ganim, Seconded by Kingston.

Voting Yea: Ganim, Kingston, Stucky.

Other Matters deemed appropriate

Motion to Adjourn

7:47 PM

Motion made by Ganim, Seconded by Kingston.

Voting Yea: Ganim, Kingston, Stucky.

STREETS & SIDEWALKS COMMITTEE

Call to Order

Chairperson Daryl Kingston

Members: Caruso, Savage

7:47 PM

Roll Call

Caruso, Kingston, Savage

Items for Consideration:

S&S 1. Streets & Sidewalks Committee Approval of Minutes 7-5-2022

Motion made by Caruso, Seconded by Savage.

Voting Yea: Caruso, Savage

Voting Abstaining: Kingston

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- S&S 2. Accept Warranty Deed 6850 Miller Rd. Holding Co** - Recommending to Council approval of a Resolution the acceptance of a Warranty Deed from 6850 Miller Road Holding Company, LLC for property known as Parcel 2-WD1 WD2 and also known as PPN 604-17-003, to transfer the property to the City of Brecksville for the right-of-way for the I-77 and Miller Road Interchange Project.

Law Director Matty said accepting the Warranty Deeds for 6850 Miller Road and Grand Bay Plaza is the record keeping of the deeds the City s receiving for the Miller Road project.

Motion made by Kingston, Seconded by Caruso.

Voting Yea: Caruso, Kingston, Savage.

- S&S 3. Authorize Accept Warranty Deed Grand Bay Plaza Limited Partnership** - Recommending to Council approval of a Resolution authorizing the acceptance of a Warranty Deed from Grand Bay Plaza Limited Partnership for property known as Parcel 1-WL and also known as PPN 604-07-002, to transfer the property to the City of Brecksville for the right-of-way for the I-77 and Miller Road Interchange Project.

Motion made by Kingston, Seconded by Caruso.

Voting Yea: Caruso, Kingston, Savage.

- S&S 4. ODOT Maintenance Agreement** - Recommending to Council approval of an Ordinance authorizing the Ohio Department of Transportation for construction and maintenance of attached branding on the fence of the bridge carrying Miller Road over Interstate 77.

Engineer Wise said this is a standard agreement with communities for the Brecksville sign on the Miller Road bridge over Interstate 77.

Motion made by Kingston, Seconded by Caruso.

Voting Yea: Caruso, Kingston, Savage.

Other Matters deemed appropriate

- S&S 1. Miller Road Project Update** – Engineer Wise said the city hired Euthenics and their design team. They've done the project and they're in their very final stages, final drawings have been turned over and there's just few final item remaining and when completed the project will be pushed down to Columbus for authorization for bidding and again, that will be some of the properties that we're taking. Those have to be transferred to the state of Ohio.

- S&S 2. OPWC/ DOPWIC Applications** – Engineer Wise said **applications** are usually due at the beginning of September and then, as the Mayor and I do on a yearly basis, review and consider projects to submit for this application. Engineer Wise said Planning Director Bartkiewicz will be included in the consideration of which project should be submitted we

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would just offer that if Council has any projects to consider, submit them to the Mayor's office and we'll evaluate them. The administration will then present to Council which project to submit to OPWC/DOPWIC.

Engineer Wise said the projects submitted were mostly paving and utility type projects. We have just recently received \$75,000 for the Chippewa Road Project.

Councilmember Kingston said he would like to be included in the discussions if possible.

Other Matters deemed appropriate

Councilmember Kingston said he has received positive feedback from residents regarding Independence Concrete. I wanted to let you know that I've gotten a lot of compliments on the concrete work that they've been doing around town.

Service Director Weidig said Independence has been a good contractor. Mr. Chyla, our on-site city inspector, also relays that information that they have performed well. They've done things to the standards that we've requested and again, I can't remember a complaint about them during the concrete program. Sweetwater is finished, they're winding down. They're finishing the sidewalks on Emerald and that's just about the last thing that they have to finish for the year on the concrete. They have also finished paving Parkview from Hillsdale to SR 21. So, that's the first paving project we finished for the year. Two paving projects done and we're going to be moving forward with the rest of as the summer proceeds.

Motion to Adjourn

7:56 PM

Motion made by Kingston, Seconded by Caruso.

Voting Yea: Caruso, Kingston, Savage.

UTILITIES COMMITTEE

Call to Order

Chairperson: Brian Stucky

Members: Caruso, Koepke.

7:56 PM

Roll Call

Caruso, Koepke, Stucky.

Items for Consideration:

UTL 1. Utility Committee Approval of Minutes 7-5-2022

Motion made by Stucky, Seconded by Caruso.

Voting Yea: Caruso, Koepke, Stucky.

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UTL 2. Extinguish Sanitary Sewer Easement - Consideration of a motion recommending to Council the extinguishment of a sanitary sewer no longer needed for municipal purposes in the Valor Acres Development.

Engineer Wise said the design team has abandoned the old sewer and the new sewer was relocated. The old sewer easement is longer needed.

Motion made by Stucky, Seconded by Caruso.

Voting Yea: Caruso, Koepke, Stucky.

Other Matters deemed appropriate

Motion to Adjourn

7:59 PM

Motion made by Stucky, Seconded by Caruso.

Voting Yea: Caruso, Koepke, Stucky.

COMMITTEE OF THE WHOLE

Call to Order

Caruso, Ganim, Kingston, Koepke, Redinger, Savage, Stucky.

8:00 PM

Roll Call

Caruso, Ganim, Kingston, Koepke, Redinger, Savage, Stucky.

Items for Consideration:

CoW 1. Committee Minutes Approval 7-5-2022

Motion made by Redinger, Seconded by Caruso.

Voting Yea: Caruso, Koepke, Redinger, Savage, Stucky.

Voting Abstaining: Ganim, Kingston.

CoW 2. Executive Session - Convene an executive session to discuss matters of personnel and economic development.

Motion made by Redinger, Seconded by Caruso.

Voting Yea: Caruso, Ganim, Kingston, Koepke, Redinger, Savage, Stucky.

Other Matters deemed appropriate

Motion to Adjourn

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Adjourn executive session and reconvene the regular meeting at 8:25 PM.

Motion made by Redinger, Seconded by Caruso.

Voting Yea: Caruso, Ganim, Kingston, Koepke, Redinger, Savage, Stucky.

Adjourn Committee of the Whole

Motion made by Redinger, Seconded by Caruso.

Voting Yea: Caruso, Ganim, Kingston, Koepke, Redinger, Savage, Stucky.

Mayor and Safety Director: Jerry N. Hruby,

City Council Members: Laura C. Redinger, *President*; Dominic Caruso, *Vice President*; AJ Ganim, Daryl Kingston, Ann Koepke, Beth Savage, Brian Stucky.

Clerk: Tammy Tabor