

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

HELD: June 04, 2024

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BUILDINGS & GROUNDS COMMITTEE

Call to Order

Chairperson Mark Jantzen

Members Beth Savage, Brian Stucky

6:30 PM

Roll Call

Present: Jantzen, Savage, Stucky.

Items for Consideration:

B&G 1. Buildings & Grounds Committee Minutes 5-7-2024.

Motion made by Jantzen, Seconded by Stucky.

Voting Yea: Jantzen, Stucky

Voting Abstaining: Savage

:35

B&G 2. Buildings & Grounds Committee Meeting Minutes 5-21-2024

Motion made by Jantzen, Seconded by Stucky.

Voting Yea: Savage, Stucky

Voting Abstaining: Jantzen

Other Matters deemed appropriate

1:24

Garage Fire Restoration - Service Director Kickel reported the architect is preparing the electrical plans. The easement will be necessary to restore electrical service to the mechanics bay. Service Director Kickel said the insurance company removed the destroyed vehicles from the garage and is working to determine the compensation for the replacement electrical service.

3:07

Recreation Director Engle said the Kids Quarters Renovation has begun with the removal of trees that were located where the ADA ramp will be installed.

Motion to Adjourn

6:34 PM

Motion made by Jantzen, Seconded by Stucky.

Voting Yea: Jantzen, Savage, Stucky.

3:56

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FINANCE COMMITTEE

Call to Order

Chairperson: Beth Savage

Members: Dan Bender, Ann Koepke

6:34 PM

Roll Call

Present: Bender, Koepke, Savage.

Items for Consideration:

4:18

FIN 1. Finance Committee Meeting Minutes 5-21-2024

Motion made by Savage, Seconded by Koepke.

Voting Yea: Bender, Koepke, Savage

Councilmember Bender said he has a conflict of interest and excused himself from the meeting.

FIN 2. Amend Payroll Ordinance 5668 - Approval of an amendment to Ordinance 5668 to include the wages for Fire Chief Trainee.

Finance Director Starosta said the amendment creates a wage range for the Fire Chief Trainee.

Motion made by Savage, Seconded by Koepke.

Voting Yea: Koepke, Savage.

5:52

FIN 3. Amend 145.13 to add Fire Chief Trainee Supervisor - Approval of an Ordinance adding the position of Fire Chief Trainee to the exempted employees of the City of Brecksville.

Finance Director Starosta said the amendment includes the position of Fire Chief Trainee.

Motion made by Savage, Seconded by Koepke.

Voting Yea: Koepke, Savage.

Council member Bender returned to the meeting.

6:47

FIN 4. Authorizing Sick Time Payout - Approval of a Resolution authorizing the payment of accumulated and unused sick time to Nick Zamiska

Motion made by Savage, Seconded by Koepke.

Voting Yea: Koepke, Savage

Voting Abstaining: Bender

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7:40

FIN 5. Appropriations - Approval of an Ordinance making appropriations for current expenses of the City of Brecksville.

Finance Director Starosta said the City has received the entire loan amount of \$750,000 from OPWC toward the Chippewa/Calvin sewer project. The first payment is due July 1, 2024 for \$12,500. Two payments will be made during calendar year 2024 for a total of \$25,000. Finance Director Starosta said she anticipates assessment collections to be used toward the retirement of this loan to begin in 2025. I am requesting an increase to estimated resources and appropriations in the above three funds to allow for the advance of \$25,000 from the General Fund as a temporary funding source until assessments are collected. A transfer from the S/A Chippewa fund to the OPWC fund will allow the loan payment from the OPWC fund semi-annually.

Finance Director Starosta said the second item for consideration is for Urban Redevelopment Tax Equivalent – VA Phase II and VA Sherwin-Williams Funds. The City is in receipt of the first TIF payments on the VA Phase II and Sherwin-Williams parcels. Finance Director Starosta said she is requesting an increase to estimated resources for anticipated receipts and appropriations for the amounts due to the BBHCS and CVCC according to the school compensation agreement.

The Special Assessment Bond Retirement – 7000 Fitzwater Fund The City is in receipt of the first special assessment payment for the energy improvement project at 7000 Fitzwater Road. Finance Director Starosta said she is requesting an increase to estimated resources and appropriations to properly account for activity related to this project. In summary, the City receives the S/A funding and turns around and expenses it to NOPEC as the funding agency.

Finance Director Starosta is requesting approval of an advance for \$25,000 from the General Fund to Special Assessment Chippewa Fund as a temporary funding source until special assessments are collected. From there, a request to transfer from the Special Assessment Chippewa to the OPWC fund where the loan payment will be made.

Motion made by Savage, Seconded by Koepke.

Voting Yea: Koepke, Savage

Voting Abstaining: Bender

10:22

FIN 6. Transfers - Approval of a Resolution making necessary transfers and advances between certain funds for the fiscal year ending 12-31-2024.

Motion made by Savage, Seconded by Koepke.

Voting Yea: Koepke, Savage

Voting Abstaining: Bender

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10:48

FIN 7. Human Services Sound System - Approval of an Ordinance authorizing the OMNIA Contract purchase of replacement sound system equipment for the Human Services Gathering Room and the Community Center in the amount of \$11,398.00. Account #C2400710 33000 to be charged \$4,742.00 and Account #C1100330 33000 to be charged \$6,656.00. Project #EQ240009.

Purchasing Director Cramer said the existing system that is in the Gathering Room. Human Services Director Dr. Paciorek said the existing system is an analog system original to the building. Dr. Paciorek said, speaking for Recreation Director Engle, the Community Center is also in need of an upgrade to the sound system. The purchase of a new system was put together with Myles Rapkin, allowing for a network that will work between the two facilities

Motion made by Savage, Seconded by Koepke.

Voting Yea: Bender, Koepke, Savage

13:01

FIN 8. Professional Bills - Approval of monthly professional bills.

Approve the payment of bills for professional services, as follows: Matty, Henrikson and & Greve in the amount of \$12,795.83; Kulchystsky Architects, LLC in the amount of \$516.25; William Logan in the amount of \$4,000.00, Donald G. Bohning & Associates in the amount of \$13,703.00, and Sixmo in the amount of \$575.00. Total of all invoices \$31,590.08.

Motion made by Savage, Seconded by Koepke.

Voting Yea: Bender, Koepke, Savage.

14:04

Motion to Adjourn

Motion made by Savage, Seconded by Koepke.

Voting Yea: Bender, Koepke, Savage.

LEGISLATION COMMITTEE

Call to Order

Chairperson: Dan Bender

Members: AJ Ganim, Mark Jantzen

6:44 PM

Roll Call

Present: Bender, Ganim, Jantzen.

Items for Consideration:

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LEG 1. Legislation Committee Meeting Minutes 5-21-2024

Motion made by Bender, Seconded by Ganim.

Voting Yea: Bender, Ganim, Jantzen

14:48

LEG 2. Enacting Municode Supplement No. 2 - Approval of an Ordinance enacting and adopting a Supplement to the Codified Ordinances of the City of Brecksville.

Council Clerk Tabor Reported the Codifier, Municode will provide updates to the code four times a year. Previously this was done once a year, Municode will provide the updates every three months.

Motion made by Bender, Seconded by Ganim.

Voting Yea: Bender, Ganim, Jantzen

16:20

LEG 3. Appointment - Approval of a Resolution appointing Bryan Stowe as Tree Warden in the City of Brecksville.

Service Director Kickel said he worked with Bryan Stowe previously at the City of Cleveland Heights. Service Director Kickel said Mr. Stowe's resume was provided and he is excited to work in the City of Brecksville.

Motion made by Bender, Seconded by Ganim.

Voting Yea: Bender, Ganim, Jantzen

Council member Bender excused himself from the meeting

17:41

LEG 4. Appointment - Approval of a Resolution appointing Mark Bender as Fire Chief Trainee and then as Fire Chief.

Mayor Kingston said the selection process for a new Fire Chief began approximately two months ago with the convening of the Civil Service Commission. The protocol of the Civil Service Commission includes interviews and oral assessment. The interviews and oral assessment was performed by Mayor Kingston, Fire Chief Zamiska and three Fire Chiefs from other jurisdictions. Lt. Bender was ranked the highest on the numeric grade following the assessments. Lt. Victor Lenarth and Lt. Sergio DiGeronimo are also great assets to the City and important in the Fire Department leadership. Lt. Bender has been a firefighter/paramedic

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for 32 years, and a Lt. for the past 6 years. Participation with the CERT Team and involvement with the water rescue team since 1999 are valuable skills. Lt. Bender earned a Bachelor of Science in Emergency Management.

Motion made by Ganim, Seconded by Jantzen.

Voting Yea: Ganim, Jantzen

Council member Bender returned to the meeting.

22:31

LEG 5. Public Records Training - Authorize Council Clerk Tammy Tabor as the Elected Officials Designee of Brecksville City Council and Mayor Kingston, to complete the required Public Records Training.

Council Clerk Tabor said attendance is required for elected officials, or their designees, and satisfies the training requirement of RC 109.43 and qualifies for three hours of Continuing Legal Education for Ohio Attorneys. The City of Avon Lake will host a training opportunity on June 26th. The Law Department of the Ohio Auditor of State will present the Certified Public Records Training. The three-hour training is provided to public officials, or their designees, public employees, and members of the public and is free of charge.

Motion made by Bender, Seconded by Ganim.

Voting Yea: Bender, Ganim, Jantzen.

24:02

Other Matters deemed appropriate

Motion to Adjourn

6:54 PM

Motion made by Bender, Seconded by Ganim.

Voting Yea: Bender, Ganim, Jantzen.

SAFETY-SERVICE COMMITTEE

Call to Order

Chairperson: Ann Koepke

Members: Mark Jantzen, Beth Savage

6:54 PM

Roll Call

Present: Jantzen, Koepke, Savage.

Items for Consideration:

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24:34

SAF 1. Safety Service Committee Minutes 5-7-2024.

Motion made by Koepke, Seconded by Jantzen.

Voting Yea: Jantzen, Koepke

Voting Abstaining: Savage

SAF 2. Safety Services Committee Meeting Minutes 5-21-2024

Motion made by Koepke, Seconded by Savage.

Voting Yea: Koepke, Savage

Voting Abstaining: Jantzen

Other Matters deemed appropriate

Motion to Adjourn

6:55 PM

Motion made by Koepke, Seconded by Jantzen.

Voting Yea: Jantzen, Koepke, Savage.

25:33

STREETS & SIDEWALKS COMMITTEE

Call to Order

Chairperson: Brian Stucky

Members: Dan Bender, AJ Ganim

Roll Call

Present : Stucky, Bender, Ganim.

Items for Consideration:

S&S 1. Streets & Sidewalks Committee Meeting Minutes 5-21-2024

Motion made by Stucky, Seconded by Bender.

Voting Yea: Bender, Ganim, Stucky

25:52

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S&S 2. Accept Amendment to LPA Federal ODOT-LET Project Agreement #38749 - Approval of an Ordinance accepting an LPA Federal ODOT-LET Project Agreement No. 38749 Amendment for the CUY-SR 021-00.00 road repaving project.

Engineer Wise said this is a change in policy from ODOT that does not allow construction management or design to be paid for Urban Paving Funds. Engineer Wise said if all of the awarded funds are not used, ODOT reclaims those funds.

Motion made by Stucky, Seconded by Bender.

Voting Yea: Bender, Ganim, Stucky

28:08

Other Matters deemed appropriate

Riverview Road – Engineer Wise said Riverview Road has been reopened where the slippage occurred. There will be a pre-construction meeting in the next week and additional information will be provided regarding the time frame for the project.

Motion to Adjourn

6:58 PM

Motion made by Stucky, Seconded by Bender.

Voting Yea: Bender, Ganim, Stucky.

UTILITIES COMMITTEE

28:55

Call to Order

Chairperson: AJ Ganim

Members: Ann Koepke, Brian Stucky

6:59 PM

Roll Call

Present: Ganim, Koepke, Stucky.

Items for Consideration:

UTL 1. Utilities Committee Meeting Minutes 5-21-2024

Motion made by Ganim, Seconded by Koepke.

Voting Yea: Ganim, Koepke, Stucky

UTL 2. Utility Easement - Recommend to Council approval of a Resolution authorizing the granting of a utility easement and right of way to the Cleveland Electric Illuminating Company for the installation of electrical service.

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Service Director Kickel said this easement is needed to provide dedicated underground electrical service to power the relocated vehicle maintenance garage. An additional easement has been obtained from the shopping center owners by Director Bartkiewicz

Motion made by Ganim, Seconded by Koepke.

Voting Yea: Ganim, Koepke, Stucky.

UTL 3. Highland Drive Storm Sewer Improvement Project CO # 1 - Recommend to Council approval of a purchase requisition to the Rising Son Company, Inc. in the amount of \$5,615.00 for additional equipment and time to perform excavation.

Engineer Wise said the city performed two test pits and both did not show rock. When the contractor worked near the two street crossings, additional equipment was needed to break through existing rock. The additional costs are listed in change order no. 2.

Motion made by Ganim, Seconded by Koepke.

Voting Yea: Ganim, Koepke, Stucky.

33:15

UTL 4. Highland Drive Culvert (C-10) Replacement – Appraisals

Engineer Wise said CP Braman Company are performing appraisals for the Highland Drive Culvert replacement project. Engineer Wise said when the appraisals are done, easements will be needed. Engineer Wise said offers can be made to the property owners when the appraisals have been completed and the easements will come before Council for consideration.

Motion to Adjourn

7:05 PM

Motion made by Ganim, Seconded by Koepke.

Voting Yea: Ganim, Koepke, Stucky.

COMMITTEE OF THE WHOLE

35:33

Call to Order

Bender, Caruso, Ganim, Jantzen, Koepke, Savage, Stucky.

7:05 PM

Roll Call

Present: Bender, Ganim, Jantzen, Koepke, Savage, Stucky.

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Absent: Caruso.

Items for Consideration:

CoW 1. Committee of the Whole Meeting Minutes 5-21-2024

Motion made by Savage, Seconded by Ganim.

Voting Yea: Bender, Ganim, Koepke, Savage, Stucky

Voting Abstaining: Jantzen

Motion to Adjourn

7:06 PM

Motion made by Savage, Seconded by Ganim.

Voting Yea: Bender, Ganim, Jantzen, Koepke, Savage, Stucky.

36:56

Mayor and Safety Director: Daryl Kingston

City Council Members: Dominic Caruso; President , Beth Savage,*Vice President*;

Dan Bender; AJ Ganim, Mark Jantzen, Ann Koepke, Brian Stucky.

Clerk: Tammy Tabor