

**ITEMS TO BE CONSIDERED
AT THE CAUCUS PRIOR TO THE COUNCIL MEETING
TO BE HELD ON TUESDAY, DECEMBER 4, 2018**

The meeting was called to order by Council President Vecchio at 7:00 p.m., the clerk called the roll and the following Members of Council answered:

SCOTT, BURGIO, ORCUTT, MENCINI, POINDEXTER, SALVATORE

Also in attendance were Mayor Gammella, Law Director Horvath, Finance Director Cingle, Service Director Gardner, Economic Development Commissioner Adams and Recreation Director Elliott.

Mr. Vecchio excused Mr. Stemm from tonight's meeting.

DISCUSSION:

1. AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT FOR THE SALE OF PROPERTY LOCATED AT 6363 LOCKAVEN DRIVE, PERMANENT PARCEL NUMBER 343-27-018, AND DECLARING AN EMERGENCY. Introduced by Mayor Gammella. **Note: Moved by motion from the November 20, 2018 Caucus Prior to agenda.**

Mr. Mencini stated this house has been vacant for eight years and the city had it demolished. This legislation will allow for progression in the community.

Mr. Salvatore stated he is not in favor of demolishing some of the vacant properties in the city, would rather see the houses fixed up and resold.

Mr. Orcutt stated this will help the community because there have been blight issues in the past several years that have been dealt with and this is something that will be helpful in Ward 2.

Motion by Mr. Scott, supported by Mr. Orcutt, to place on the Council agenda immediately following.

ROLL CALL: AYES: Scott, Orcutt, Burgio, Salvatore, Poindexter, Mencini
NAYS: None. The motion carried.

Mr. Vecchio stated this will appear under M-1 and assigned Ordinance No. 11047-2018.

Discussion: cont.

2. SUMMER RECESS (Councilman Scott)

Mr. Scott brought this out to finalize the summer session dates so vacations can be planned. Mr. Scott proposed summer recess begin after the July 2nd Council meeting and return from session for the August 20th Council meeting.

Mr. Burgio thanked Mr. Scott for research done from past years for summer session.

Mr. Poindexter thanked Mr. Scott for bringing this up so proper planning can be made, last year there were a few issues that came up that special meetings had to be called but it went pretty well.

Mr. Mencini thanked Mr. Scott for everything done with this and looking at other governments and cities everyone takes recess, time off is needed to regroup with residents and ourselves.

Mr. Salvatore thanked Mr. Scott for calling me that this would be on the agenda. I haven't changed my position with summer recess with the cancellation of six meetings, historically, during summer recess there were more meetings held than regular schedule.

Mr. Orcutt thanked Mr. Scott for calling me to let me know this will be on the agenda. Council gets paid to work and have these meetings and by looking at this schedule we are in the low 30's for meetings.

Motion by Mr. Poindexter, supported by Mr. Mencini, to place on the Council agenda immediately following under Verbal Approval.

ROLL CALL: AYES: Poindexter, Mencini, Scott, Burgio

NAYS: Salvatore, Orcutt. The motion carried with a vote of 4-2.

Mr. Vecchio stated this will appear under J-1.

3. AN ORDINANCE AMENDING ORDINANCE NO. 11023-2018, THE APPROPRIATION ORDINANCE FOR THE CITY OF BROOK PARK AND DECLARING AN EMERGENCY.
Introduced by Mayor Gammella

Mr. Cingle highlighted the larger items starting with page 1 under Clerk of Council - part-time salaries the proposal is to reduce the appropriation by \$18,900. Recreation Center there is a proposed

Discussion: cont.

increase in utilities in the amount of \$5,000 to cover utility costs for 2018. Safety Director regular salaries are proposed to be reduced for the payout in 2017 for the former safety director. Safety Building shows an increase in contracts due to the agreement with the City of Strongsville for dispatch services from November 1, 2018 through December 31, 2019, paid on a monthly basis. Fire department shows an increase of \$38,000 in overtime costs for 2018. Building Department shows an increase in Professional Services proposed at \$6,960 to pay for plan review fees; contractors pay the city and the city in turn pays the architect for plans. Service Building Repair & Maintenance shows an increase of \$10,000 for repairs done by Brewer-Garrett, garage door repair and oil tank repairs. Miscellaneous Expense line item is for gasoline payments. Sanitation shows an increase of \$63,000 proposed due to tonnage being disposed of this year. Snow Removal miscellaneous expense \$50,000 is for salt.

Questions on page 1.

Mr. Scott stated the Strongsville Dispatch is for 14 months?

Mr. Cingle concurred.

Mr. Mencini what is the reason for increases in communications line items?

Mr. Cingle responded there is some charges for copper and are currently working with AT&T to reduce monthly communication costs and expecting next year for those costs to increase slightly.

Mr. Mencini stated what is the reason for the \$3,000 increase in community development?

Mr. Cingle responded that increase was for a seminar that Economic Development Commissioner attended for grant writing.

Mr. Mencini stated with 432 - Snow Removal the \$7,000 overtime is for the winter?

Mr. Cingle responded yes and 2018 was a difficult year for snow, seems like every weekend and holiday it snowed.

Mr. Vecchio stated under Council - 523 Professional Services is for the livestreaming of meetings by the Reynolds'?

Mr. Cingle concurred and also the increase in contracts was due to American Publishing code updates being higher than in 2017.

Discussion: cont.

Moving to page 2, Mr. Cingle stated under Traffic lights shows an increase of \$6,000 for any signal service emergency repairs needed. Under Worker's Compensation shows an increase of \$271,000 is payment for 2019 premium; if payment is made this year the city will be eligible for a rebate from Worker's Compensation. Unemployment Compensation is proposed to be reduced by \$10,000 under Treasurer's fees the amounts billed in the past were lower and proposed to be reduced by \$25,000. Insurance & Bonding costs are proposed to be reduced by \$12,219, Miscellaneous Executive proposal to reduce professional services in the amount of \$50,000 and the contract line item by \$43,000 due to contract negotiations. Every year the contingency line-item proposed increase of \$25,000 for any emergency that may come up in December. The transfer and refunds line-item is proposed to increase the transfers by \$132,808 (rounded) for two reasons. One being Fund 245 - CDBG (Community Development Block Grant) the city received a county grant for the purchase of three police cars in the amount of \$112,602. The city paid for the police vehicles and have asked the county for the reimbursement with the changeovers in process and don't think the city will be reimbursed by the end of 2018. If the monies are received by end of the year then they will go back to the fund but I don't want to have a negative fund in case the monies are not received. Unclaimed monies fund initial appropriation was zero (\$0) dollars with a proposed increase to \$20,206 (rounded) for checks that were issued but not cashed and have to be held for a period of five years before reimbursement back to the city.

Questions page 2

Mr. Salvatore with those uncashed checks in the past how often has the city recaptured monies and in what amount?

Mr. Cingle responded the bank accounts are reconciled monthly when the checks become six months or greater and uncashed. Those monies are moved out of the respective funds and placed into the unclaimed monies fund; after five years those monies can be moved back to the allocated funds.

Mr. Poindexter asked what type of rebate is expected from the Workers' Compensation and what amount is expected?

Mr. Cingle responded approximately \$5,500 rebate.

Mr. Poindexter asked is this something the city will be doing forward, paying next year's premiums this year?

Discussion: cont.

Mr. Cingle responded if Worker's Compensation offers the rebate the city will take a look to see if it makes sense, if not, then the city will pay installments.

Mr. Poindexter questioned Fund 245 when reimbursement is received would you let Council know.

Mr. Cingle concurred.

Mr. Mencini asked for an explanation of what Fund 840 - Insurance and Bonding is?

Mr. Cingle responded that is the city's municipal insurance, general liability for public officials' auto coverage; that runs from July 1st through June 30th each year. The city entered into the agreement with the insurance company and paid the premiums.

Mr. Mencini stated because this was done so soon is that the reason it came down?

Mr. Cingle responded it is not known through the budget what the insurance cost will be and speaking with the agent they provide an estimate that is budgeted and then negotiate on behalf of the city. Mr. Cingle moved onto Fund 210 - City Income Tax the proposal is to increase the transfer line-item by \$368,586 due to the projection of the income tax receipts being higher than initially projected. Reason for this is the monies received for tax court and compliance letters sent out by the tax department on a weekly basis. The increase over the revenue received this year was a little over \$120,000 due to compliance efforts, utilization and tax court. In addition, there are taxpayers on payment plans and received a little over \$107,000 in payment plan receipts. The manufacturing sector there are various companies that are doing better than initially projected so that sector increased a little over \$106,000. The proposal is to increase the projection and also increase the transfers so the \$368,586 in appropriation. A little over \$297,000 will go to the General Fund and \$71,000 going to Capital Improvement Fund. The tax department did a great job of sending out the compliance letters, working through the payment plans with the taxpayers and also working with the tax court magistrate and a good thing for the city. The Equipment Rental \$10,000 proposed is due to Home Days increase costs for canopies, tents, stage and portable restrooms. The merchandise line item is in an increase for uniforms that were purchased and 529 - contract line item is for music for Home Days that the city is reimbursed. The equipment line item has an increase of \$1,575 is for the purchase of an outdoor theatre system. The

Discussion: cont.

waterpark proposed increase is for part-time salaries and fringe benefits to equal the amount of expenditures and cleaning out some of the other line items to manage the overall increase of \$5,300. The General Bond Retirement Fund amount of \$3,750 is for an information call made this year for the perspective debt issued. The Capital Improvement Fund the total amount of the proposed increase is zero (\$0) dollars and proposing to move monies to certain departments. The equipment line item for Council in the amount of \$1,230 is for monitors that were purchased, mail sorter and adapter cable. The Safety Building land and building improvements is proposed to increase by \$70,000 due to move from the dispatch service center in Parma to Strongsville, it's the city's cost to move equipment. The Sanitation line item is proposed to reduce the equipment line item by \$45,000 for budgeted rear-loader that won't be purchased this year. In General Government Lands & Buildings is proposed to reduce by \$33,900 which are dollars appropriated due to the move from City Hall to the Community Center; dollars allocated the city spent less than budgeted; the proposal is to zero-out that fund to reduce that line item. Sound Insulation Fund the proposal is to increase the Professional Services line item in the amount of \$11,000 for attorney fees for litigation with the City of Cleveland. West 150th Phase IV fund the total appropriation is being proposed to increase almost \$89,500. This fund will be closed out this year all payments have been made and monies will be transferred out of the fund.

Questions on page 2

Mr. Salvatore asked for an explanation for Fund 210 - Tax Department projected increase with \$73,000 going to the Capital Fund and the rest to the General Fund.

Mr. Cingle responded that based on the 80/20 tax split.

Mr. Salvatore asked how much of that can be moved into the Roads Program?

Mr. Cingle responded \$71, 150 and change moved over to the Capital Improvement Fund and imagine the majority of that would be used to fund the 2018-2019 Street Improvements.

Mr. Poindexter asked why are Home Days rentals expensed out of Special Recreation Fund 250 and not Fund 345 - Home Days Celebration Fund?

Mr. Cingle responded because monies are received from the food vendors that participate in the Home Days celebrations; so the rentals of the canopies, tents are expensed out of Fund 250; also record receipts received from Home Days into Fund 250.

Discussion: cont.

Mr. Mencini stated 401 - Capital Improvements Fund with the transfer the numbers look pretty good considering there was some add-ons. Were any monies used for the move of Council, Mayor's Court, Mayor's office? Were there any adjustments out of Fund 401 for that?

Mr. Cingle clarified the move from City Hall to the Recreation Center, those expenses would be recorded out of the General Government Lands and Buildings line item 700, last line under Capital Improvement Fund. Mr. Cingle continued with page 3 the 2016 Street Improvements Fund increase will be closed this year with a transfer of \$148,200. Fund 713 - Southwest General Health Center is being adjusted for monies collected through the levy and paying Southwest this year \$102,296.44 from monies received as part of the levy.

Motion by Mr. Salvatore, supported by Mr. Mencini, to place on the Council agenda immediately following for First Reading.

ROLL CALL: AYES: Salvatore, Mencini, Poindexter, Stemm, Orcutt, Burgio, Scott
NAYS: None. The motion carried.

Mr. Vecchio stated this will appear under Mm-2 as Ordinance No. 11048-2018.

4. AN ORDINANCE TO PROVIDE FOR THE TEMPORARY APPROPRIATIONS OF THE CITY OF BROOK PARK, STATE OF OHIO, FOR THREE MONTHS ENDING ON MARCH 31, 2019 AND DECLARING AN EMERGENCY. Introduced by Mayor Gammella

Mr. Cingle stated in years past the expenditures made are looked at from January 1, 2018 through March 31, 2018 and adjust accordingly; allowing the city to have spending authority for the first quarter of 2019.

Mr. Poindexter stated the 2018-2019 Roads Program some of the payments will be expensed within the first three months?

Mr. Cingle responded on page 3 with the city engineer's help, the expenditures the city engineer projects the city will made for Fund 542 - 2017 Street Improvements and Fund 545 - 2018-2019 Street Improvements; those dollars are the projections from the city engineer of what will be expensed during the first three months of 2019.

Mr. Vecchio clarified that total is \$1.7 million dollars?

Mr. Cingle concurred.

Discussion: cont.

Mr. Mencini stated is quite similar from last year, numerical numbers?

Mr. Cingle responded the same process was used by looking at the expenditures made in the first quarter of the year and adjusted where we could.

Motion by Mr. Scott, supported by Mr. Orcutt, to place on the Council agenda immediately following.

ROLL CALL: AYES: Scott, Orcutt, Burgio, Salvatore, Poindexter, Mencini
NAYS: None. The motion carried.

Mr. Vecchio stated this will appear under M-3 as Ordinance No. 11049-2018.

5. AN ORDINANCE AUTHORIZING THE FINANCE DIRECTOR TO TRANSFER FUNDS TO THE SPECIFIED ACCOUNT. Introduced by Mayor Gammella

Mr. Cingle stated included in this legislation are funds that are part of the 2018 budget and in speaking with the auditors they recommended legislation passed authorizing these transfers. As stated earlier Funds 542 and 545 will be closed and the itemized list show Fund 541, \$50,436 rounded transferred to the General Fund and almost \$130,000 to the Capital Fund. Fund 542 - Street Improvement Fund, \$70,376 transferred to the General Fund and almost \$78,000 to Capital Improvement; the majority of those monies, if not all, will be used to fund the 2018-2019 Street Improvement Fund from the Capital items.

Mr. Salvatore clarified this is recommended from the state auditors and all transactions will be reflected?

Mr. Cingle concurred.

Mr. Mencini asked for an explanation of Fund 310 for the amount of \$872,000?

Mr. Cingle responded the General Bond Retirement Fund is subsidized by transfers from the Capital Improvement Fund. Each year, the enumeration schedules are reviewed for all the debt the city has incurred. The principal and interest payments that are due are paid out of the General Bond Retirement Fund but funded from Capital Improvement dollars. The \$872,000 appropriation this year is the principal and interest for the majority of the city's debt.

Motion by Mr. Salvatore, supported by Mr. Mencini, to place on the Council agenda immediately following.

ROLL CALL: AYES: Salvatore, Mencini, Poindexter, Scott, Burgio, Orcutt
NAYS: None the motion carried.

Discussion: cont.

Mr. Vecchio stated this will appear under M-4 as Ordinance No. 11050-2018.

There being no further business to come before this meeting a **motion** by Mr. Mencini, supported by Mr. Poindexter, to adjourn.

ROLL CALL: AYES: Mencini, Poindexter, Salvatore, Scott, Burgio, Orcutt

NAYS: None. The motion carried.

Mr. Vecchio declared this meeting adjourned at 7:51 p.m.

RESPECTFULLY SUBMITTED 
Michelle Blazak
Clerk of Council

APPROVED 

THESE MEETING MINUTES APPROVED BY BROOK PARK CITY COUNCIL ARE A SYNOPSIS, NOT TRANSCRIBED IN THEIR ENTIRETY, ALTHOUGH ACCURATE.

